



**BYLAWS
OF
THE COMMUNITY PROGRAM CENTER
ADVISORY COMMITTEE**
(Revised 2014)

**ARTICLE I
NAME AND MISSION**

- Section 1. **Name** The name of the organization shall be the Community Program Center Advisory Committee and may be referred To hereinafter as CPCAC.
- Section 2. **Mission** The purpose of the Community Program Center Advisory Committee is to serve The Telecommunications Board of Northern Kentucky in an advisory capacity with regard to the management, operation, and promotion of the Community Program Center.

**ARTICLE II
MEMBERS**

- Section 1. **Members** The CPCAC shall be comprised of two (2) Ex Officio members; and eight regular members that are appointed by the Telecommunications Board of Northern Kentucky (TBNK).
- The Ex Officio members will include the Vice-Chairman of the Telecommunications Board, who will be a voting member, and the Executive Director of the TBNK (or the CPC Program Director in the absence of the ED), who will not be a voting member.
- The eight regular members to be appointed by the TBNK may be selected according to the following:
- (a) Up to three (3) members may be selected from representatives nominated by a participating government.
 - (b) Up to two (2) members may be selected from local educators and/or producers who have demonstrated experience in producing, directing, and/or development of educational programming in the community. (Preference may be given to producers qualified

under sub-sections (a) and (b), before filling seats with the more general public producers as defined in sub-section (c).)

(c) Three (3) to eight (8) members may be appointed from a group of qualified individuals who have demonstrated, over a period of years, consistency, experience, and expertise in producing public programming in the community.

In the event that there should not be enough applicants to fill all eight regular member positions that are appointed by the TBNK, then the CPCAC shall be comprised of the (2) two Ex Officio members and such number of regular members fixed from time to time by resolution of the TBNK.

At no time shall the CPCAC have more than three (3) members who are also voting members of the Telecommunications Board of Northern Kentucky.

Section 2. **Term.**

Regular Members of the CPCAC shall serve for a term of one year beginning on January 1 and ending on December 31 of the same year.

Vacancies, partial terms, and/or new memberships may be filled or created by a majority vote of a duly constituted quorum present at any official Telecommunications Board meeting. The term of any member who has been selected as a new member or who is appointed to fill a partial term shall begin the term upon the date established by the Board, but in these cases, the term shall expire on December 31 of the same year.

The terms of each member is conterminous expiring on December 31 of the same year as their appointment. Members are eligible for additional and continuous terms.

Section 3.

Termination.

Each member shall continue to serve on the CPCAC Until the member's written resignation has been received by the Telecommunications Board or until the member's term expires and the Telecommunications Board appoints a new member to fill the vacant position.

Section 4.

Removal.

Any member of the CPCAC who does not attend meetings on a regular basis due to an inability to do so, or for any other cause, shall be subject to a recommendation of removal. Removal of a CPCAC member will require a majority vote of a duly constituted quorum of an official Telecommunications Board meeting.

Section 5. **Selection.** By November 30 of each year, the Telecommunications Board shall publicly post, announce, and advertise CPCAC vacancies. Interested candidates must submit a letter of interest, which may include supporting documentation, endorsements, and recommendations.

All CPCAC members shall be required to reside within the jurisdiction of a fully participating member of the Telecommunications Board including the Community Programming aspect specified in the Second Amendment of the Interlocal Agreement, or work for an organization that is eligible to use the facilities of the TBNK. This residency requirement shall not apply to any person who is specifically appointed by one of the participating TBNK Local Governments.

The Board shall select members of the Community Program Center Advisory Committee on the basis of each candidate's willingness to serve, expertise, experience, and qualifications.

ARTICLE III OFFICERS

Section 1. **Officers.** The CPCAC shall elect from its members the following officers: Chairman, Vice Chairman, and Secretary. The officers shall be elected at the first CPCAC meeting of each year which will be held in the first quarter of the calendar year (January, February or March). Officers will serve a term of one year and will be eligible for reelection.

Section 2. **Duties.** The Chairman shall preside at all meetings of the CPCAC. It will be the responsibility of the Chairman and/or the Executive Director to transmit the recommendations of the CPCAC to the Telecommunications Board of Northern Kentucky. The CPCAC Chairman, the Executive Director of the TBNK, and the Chairman of the TBNK have the authority to appoint sub-committees for the CPCAC.

The Vice-Chairman shall serve and perform the duties of the Chairman in any instance when the Chairman is absent or unable to carry on the duties of the office.

The Secretary shall record or cause to be recorded all official business and accurate minutes of the CPCAC and shall sign the minutes as approved by the CPCAC members.

The Executive Director of the TBNK (or the CPC Program Director in the absence of the ED) shall serve as Ex-Officio member of the CPCAC. The Executive Director of the TBNK (or the CPC Program Director in the absence of the ED) shall attend all CPCAC meetings serving as the liaison to the Telecommunications Board in concert with and through the Executive Director of the Telecommunications Board.

ARTICLE IV SUB-COMMITTEES

Section 1: **Apoinments** The Executive Director of the TBNK shall have the authority to appoint any interim or ad hoc sub-committee(s) for the CPCAC from the representatives of the CPCAC.

The TBNK, by an affirmative vote, may also establish any standing, interim or ad hoc sub-committee(s) to the CPCAC.

In the event of a vacancy on a standing, ad hoc or interim sub-committee, The Executive Director of the TBNK shall have the authority to appoint new members to fill the vacancy from the representatives of the CPCAC.

The Chairman of the TBNK has the authority to remove or replace any appointment to any interim or ad hoc sub-committee of the CPCAC that was made by the Executive Director of the TBNK.

Section 2: **Limitations** No standing, interim or ad hoc sub-committee for the CPCAC has the authority to take any official action on the behalf of the TBNK or CPCAC unless such authority was specially granted by the TBNK in advance.

ARTICLE V *LIMITATION OF AUTHORITY*

Section 1. **Limitations.** The Community Programming Center Advisory Committee and any standing, interim or ad hoc sub-committee for the CPCAC shall serve the Telecommunications Board of Northern Kentucky in an advisory capacity. The CPCAC and any standing, interim or ad hoc sub-committee for the CPCAC is not authorized in any manner to commit the Telecommunications Board on any question of policy or expenditure of funds, equipment, or other resources without the express approval of the Board or the Executive Director pursuant to Article VI, Section 7.

ARTICLE VI
MEETINGS

- Section 1. **Frequency.** The Community Program Center Advisory Committee will hold a minimum of one meeting per quarter of each year with the first meeting of the year being held in the first quarter of the calendar year (January, February or March). Meetings shall be held at the call of the Chairman or by written petition of a majority of the CPCAC members. If attendance at any of the quarterly meetings does not constitute a quorum, the CPCAC may still meet to accomplish the quarterly meeting, and may hear reports, and have discussion of any news, items of interest, or issues; but may not vote to take any official action.
- Section 2. **Notice.** Written or printed notice of meetings shall be mailed, emailed or faxed to each member at least three days in advance of such meeting.
- Section 3. **Quorum.** A majority of the voting members of the CPCAC shall constitute a quorum.

ARTICLE VII
FINANCES

- Section 1. **Status** The Community Program Center shall be established as an agency of the Telecommunications Board of Northern Kentucky.
- Section 2. **Budget Approval** The annual budget of the Community Program Center is subject to the approval of the Telecommunications Board of Northern Kentucky.
- Section 3. **Deposits** All funds of the CPC shall be deposited to the credit of the Community Program Center in such depository as the Telecommunications Board may select.
- Section 4. **Annual Budget Review** The CPCAC may review the annual budget and make recommendations to the Telecommunications Board.
- Section 5. **Accounting** All funds of the CPC shall be accounted for through the office of the Telecommunications Board of Northern Kentucky. CPC funds shall not be commingled with any Telecommunications Board funds or any other funds.
- Section 6. **Spending Authority** The following officers shall have the spending

authority hereinafter set forth with respect to budgeted and unbudgeted CPC expenditures and expenses:

- (a) Budgeted expenditures and expenses which are less than or equal to \$500.00 shall be approved by the CPC Program Director.
- (b) budgeted expenditures and expenses which exceed \$500.00 shall be approved by the Executive Director of the Telecommunications Board.
- (c) Reasonable unbudgeted expenditures and expenses which are less than or equal to \$500.00 may be approved by the Executive Director of the Telecommunications Board only when sufficient moneys are available for such expenditures and expenses.
- (d) Unbudgeted expenditures and expenses which exceed \$500.00 shall be approved by both the Executive Director of the Telecommunications Board and the Telecommunications Board.

Section 7. **Annual Audit** The Budget and accounts of the CPC shall be audited separately or in conjunction with the Telecommunications Board's annual audit by a certified public accountant.

Section 8. **Bonding** The Telecommunications Board may require the CPC Program Director or any other CPC staff to be bonded.

Mission Statement Community Program Center

The Mission of the Community Program Center (CPC) is to provide to individuals, organizations, agencies, institutions, and groups from participating communities in Kenton County the facilities, training and equipment necessary to produce quality television programs which are responsive to their interests, issues, and needs.

Futhermore, the **Community Program Center** will operate and manage a playback center which will distribute "live" or prerecorded programming. The **CPC** will manage a community program channel designated for producers of public/community oriented programming which may include but not be limited to the following types of program content: sporting events, entertainment, current events/topical, information, and religious. The **CPC** will operate governmental channels reserved exclusively for producers of educational programming.