

**CHIPPEWA VALLEY AMATEUR RADIO**  
**CLUB, INC. MEMBER VOLUNTARY**  
**AMATEUR RADIO / ELECTRONIC**  
**ESTATE LIQUIDATION POLICY**  
**(Procedure)**

**PURPOSE:** The purpose of this policy is to assist the surviving partner\*, heir(s), and/or estate executor of CVARC, Inc members in good standing, who become Silent Keys (SK) (pass away), in the liquidation of the deceased member's Amateur Radio/Electronic Equipment and parts (AR/EEP), in such a manner so as to maximize, as much as is reasonably possible, the equity realized by the partner, heir(s) or estate. It should be noted that this is a **STRICTLY VOLUNTARY** program that any and all members, their partner's, heir(s), or estate executors may ignore or take advantage of if they so wish. The reason for this policy (procedure) is based upon the general fact that most partners, heirs, and /or estate executors:

- have little or no knowledge of what the actual value of AR/EEP might be;
- have little or no knowledge of how to determine reasonable value for AR/EEP and;
- have little or no knowledge of how and whom to approach to realize maximum financial benefit from the liquidation of these items.

It is also our assumption that most all amateur radio operators wish their family / estate to receive as much benefit from the liquidation of their AR/EEP as might be reasonably expected.

With this in mind it shall be the Policy of the CVARC, Inc. to assist the partner, family and/or executor of the current member who has reached the SK status by acting as a conduit in the liquidation of a member's AR/EEP.

This service is voluntary and is dependent upon:

1. the written will of the member.  
-or-
2. in the event that the member failed to specifically address the liquidation of his / her Amateur Radio / Electronic Estate prior to his /her death, the surviving partner may request in writing that CVARC handle the liquidation of said Amateur Radio /Electronic Estate.  
-or-
3. the written request of other heir(s) when both the member and the member's partner have passed away; neither having formally addressed the liquidation of the members Amateur Radio / Electronic Estate.

-or-

4. the written request of a legally recognized (State of Wisconsin) Estate Executor after the passing of the member and the member's partner; neither having formally addressed the liquidation of the member's Amateur Radio / Electronic Estate.

## **PROCEDURE:**

### **1. Knowledge of Estate Liquidation Policy.**

- A. The CVARC, Inc.** shall be responsible to insure that all current and future paid up members become aware of this policy.

- B. Notification of Intent** – In order to avoid confusion and / or misunderstanding at the time of a member's passing, each member who wishes to take advantage of this voluntary service is **STRONGLY** encouraged to notify the club, in writing, of their decision to sign up for this service. The written notice should be dated and signed by the member. In order to avoid additional confusion, it would be proper to have the members life partner, or heir(s) (if the partner has passed), or notary witness the members request that, upon the members passing, CVARC, Inc act as a conduit to liquidate the members Amateur Radio / Electronic Estate. An Equipment & Parts Liquidation Designation Form is provided for members use.

It is **STRONGLY** recommended that a copy of said written form be kept with the members will and other important papers. The member may also wish to consider consulting their legal counsel about attaching this form to a pre-existing formal Will.

### **2. List of Individual Members Radio /Electronic possessions.**

It shall be the responsibility of each member to keep a current list of his / her AR/EEP. Said list should include the make, model, serial number, approximate age, modification made (i.e. Astatic D-104 mic with a Heil HC104 element added 2007), and value when purchased. This list should be updated whenever significant items are added. This information should be kept by the individual member with other important papers such as insurance papers, wills, etc. It may be wise to keep additional copies of this list in locations (i.e. bank lock box) other than the home should a disaster occur (i.e. fire, tornado, burglary, etc.). The partner should be aware of this list and its location. This is nothing more than "good practice" for insurance purposes. If the member has decided not to use this procedure to liquidate his/her AR/EEP estate, this list will still be of tremendous value to the estate. Members who have or plan to develop a Living Trust are encouraged to discuss the inclusion of significant AR/EEP with the individual / firm preparing the trust.

**3. Action To Be Taken Whenever a CVARC Member Becomes a Silent Key.**

- A. Any member being notified of a member's death shall notify the Club President.
- B. The Club President shall alert the members of the executive board and the general membership of the loss along with information concerning visitation and funeral service specifics. At the direction of the President the secretary shall see that formal club condolences are expressed and an appropriate floral display or donation is arranged.
- C. The Past President shall be responsible to contact the responsible SK representative as soon as is practical and after expressing the condolences of the Club shall:
  - (1). Remind the responsible individual of the written wishes of the member that CVARC has been designated to liquidate of the loved ones AR/EEP;

-or-

- (2). In the case of a member who has become a Silent Key and has not taken formal action requesting that CVARC dispose of his/her AR/EEP estate, briefly discuss with the surviving partner, heir(s) or executor this procedure, its purpose and benefits, and strongly suggest that nothing be done with the AR/EEP estate until after the funeral has been held and the surviving partner, heir(s) and / or estate executor have had an opportunity to discuss the situation with club representatives. The timeline for this procedure will be determined by SK's surviving partner, heir(s) or estate executor in coordination with club through the past president.

**4. Action to be taken once it is clear that CVARC shall be responsible to liquidate the AR/EEP estate of a member.**

- A. No less than three (3) CVARC members will be appointed by the President to visit the location(s) of the SK's AR/EEP estate. At that time all portable equipment may be either (1) picked up, using the "List" as a guide and a signed receipt given to the surviving partner, heir(s), or estate executor, or (2) may remain at the home of the SK should the family so desire. If removed the equipment shall then either be transported to the home of the member who has been appointed by the President to be the SALES AGENT (SA) for this specific estate or another agreed upon location. If the equipment is removed or kept at the home of the SK it is important for all parties to understand and accept that any and all sales of AR/EEP items shall be made through the SA appointed for that specific estate. This will avoid confusion through the establishment of a single point of sales. It is recognized that the surviving partner, heir(s) or executor of the estate may wish to utilize the pricing established by the CVARC, team and be responsible for all final sales of all AR/EEP themselves. Each member prior to becoming a SK may pre select a specific CVARC member, in writing, to act as the SA of his/her AR/EEP estate liquidation. This choice will be honored as long as the designated

individual is a CVARC member in good standing. In the event the designated individual declines or is no longer a member in good standing an alternative SA will be appointed.

- B. No less than three club members shall be appointed to be “Price Estimators” (**PE**) for each specific liquidation event (one event) as follows:
- (1) At least one member from the CVARC Executive Board.
  - (2) At least one member from the general members.
  - (3) A third additional member
- C. Up to two (2) Club members may be designated, in writing, by any member (prior to his / her becoming a SK) as PE’s for the liquidation of their personal AR/EEP estate. In the event that any member pre- selected as a PE declines or is no longer a CVARC member in good standing “A”, above shall apply.
- D. Each PE shall independently establish a price for each piece of AR/EEP on the “list” provided or developed for the estate.
- E. Once all three PE’s have independently established prices for items on the “list”, a meeting of all three PE’s will be held and a final price established, by consensus, for each item on the “list” and other items on the inventory that was established.
- F. There is a hierarchy or sales levels progression that shall be followed in all AR/EEP estate sales. This progression of sales shall be as follows:
1. Equipment shall first be offered for sale to CVARC, inc. members who are in good standing. The price for each item shall be the one established by the consensus of the three PE’s. This offer to members, in good standing, only, will last for a period of two weeks after which time remaining items will be made available as described in item #2 below.
  2. Items that remain after the first two weeks will be simultaneously offered to members of other area clubs (i.e. ECARC, VHF Contesters, Red Cedar, Tri-County, etc.) as well as CVARC’ inc. members at the initial established price for an additional two weeks.
  3. Items that remain after #2 above shall be placed for sale on E-Ham, E-Bay, ECARC Auction, CVARC, inc. Tailgate Event with reserve price established through the re-consideration of the previously established price by the original three PE’s in consultation with the SA.
  4. After the attempts in # 3 above have been made any remaining equipment will be opened up to anyone for individual negotiations of price.
5. **Good Bookkeeping practices** will be followed and include receipts, detailed lists of Equipment sold to whom, for what price, etc. An audit of each completed estate sale Event will be completed by an ad hoc audit committee appointed for that event, with members appointed by the President.

6. **A donation to CVARC, Inc.** by the estate would be very much appreciated and recognized. This donation could be in the form of 5 -10% of the revenues generated for the family/estate through the efforts of the club. However, this is **strictly a voluntary process.** CVARC, Inc is a 501 (c) (3) tax exempt organization and, therefore, donations are recognized as a “tax deductible contributions” by Federal and State departments of revenue.

\* Partner is synonymous with spouse and/or shall be consistent with the laws of the State of Wisconsin at the time the member becomes a SK.

---

History:

-Presented to Club @ Regular meeting 5-1-07  
-General meeting @ Connell’s II 6-5-07 passed Unanimous yes vote.  
-Corrections to “Procedures” item 4., F, 1&2 (page4)and revision of item 6 (page 4). Presented to general membership on 9-4-2007 – Moved, Seconded, & passed, all voting yes.

2-5-08 Clarification of first page items relative to progression (1,2,3,&4) in last paragraph under Purpose section. Proposed to club 2-5-08

3-4-08 Clarification of above proposal (2-5-08) and Clarification rewrite of Procedure 1., B, page 2,