Bylaw 2 – Operations

# Purpose

## 93.3 CFMU-FM Radio Incorporated, hereafter referred to as CFMU, is the campus radio station of McMaster University and a community radio station of the City of Hamilton;

## CFMU is a not-for-profit station committed to following goals in accordance with the license agreement authorized by the Canadian Radio Television and Telecommunications Commission (CRTC) and the Department of Industry Canada:

### To give groups from McMaster University campus and broader community an opportunity to communicate with their members and the public;

### To offer the McMaster student body and the general public an intelligent, informative, innovative, and entertaining alternative to programming currently offered within our broadcast area;

### To communicate the concerns, interests, and activities of the campus community, as well as the academic environment with the general public;

### To give individuals an opportunity to use and develop their talents and skills in a radio and multimedia environment;

### To recognize the equality of all persons, regardless of race, culture, sex, age, sexual orientation, religion, gender, ability, disability or appearance;

### To provide a vehicle for new artistic and musical creations, with a special focus on local and Canadian talent; and

### To operate as an efficient and financially viable community service with the assistance of the stations principal funders, the full-time undergraduate students of McMaster University.

# Operating Parameters

## In all instances, this document forms binding terms of reference for all CFMU operations and activities except where this document may be superceded by the Letters Patent and such other bylaws as passed by CFMU Radio Incorporated under the terms of the Corporations Act of Ontario (1990);

## A cooperative relationship exists between CFMU Radio Incorporated and the McMaster Students Union Incorporated (MSU Inc.), two separately incorporated entities within the Province of Ontario;

### Unless explicitly stated otherwise by CFMU Bylaws, Operating Policies or by explicate directive of the CFMU Board of Directors, CFMU Radio Incorporated will be subject to all terms, conditions, and covenants within the Bylaws and Operating Policies of the MSU.

## Pursuant to the Broadcasting Act, CFMU shall act as a medium of expression and will provide programming which is varied and comprehensive in nature, offering a reasonable and balanced opportunity for the expression of differing views on matters of public concern;

## A publisher relationship exists between CFMU Radio Incorporated and the campus newspaper, the Silhouette;

### This relationship is in recognition of the need to evolve and support new media, in addition to the pillars of radio and print;

#### While radio and print will remain a focus of CFMU and the Silhouette respectively, Both entities will strive to collaborate on multimedia initiatives, assets and sharing content on all platforms

### The Silhouette will operate as a division of CFMU Inc as outlined in **CFMU Operating Policy 9 – Silhouette**;

## Unless explicitly stated otherwise by CFMU Bylaws, Operating Policies or by explicate directive of the CFMU Board of Directors, CFMU Radio Incorporated will be subject to all terms, conditions, and covenants within the Bylaws and Operating Policies of the MSU;

2.6. CFMU Inc. shall be structured into the follow departments:

### Radio;

### Newspaper;

### Multimedia.

# Membership

## The Full Members of CFMU shall consist of all Full Members of MSU Inc., as elected according to MSU Bylaws;

## The Full Members of CFMU shall:

### Meet at least twice annually to conduct business which may properly come before the meeting;

### Annually elect the CFMU Board of Directors from within their membership;

### Ratify Bylaws for CFMU as submitted by the Board of Directors;

### Give final approval to the budgets of CFMU;

### Advise the Board of Directors regarding Operating Policies and other matters, where necessary and appropriate.

# The Board of Directors

## The Board of Directors of CFMU shall consist of five (5) people;

### Three (3) Directors shall be elected from MSU Inc.’s Board of Directors, elected by the Full Members of CFMU;

### Two (2) Directors shall act as Community Directors on the CFMU Board of Directors;

#### The Community Directors shall not be members of the MSU and will be elected by the Full Membership from the Hamilton and area community for a two- (2) year term, with each term beginning in an alternating year;

#### The Community Directors shall have equal voting rights but no signing authority for CFMU Inc.

## The President and 80% (inclusive) of the CFMU Board of Directors must be Canadian citizens;

### In the case where the elected President of MSU Inc. is not a Canadian citizen, they may still hold a seat on the CFMU Board of Directors;

### Another of the Full Members of CFMU Inc. shall be elected as the President of the CFMU Board of Directors.

## All Directors shall be equal voting members on the CFMU Board of Directors;

## The Board of Directors shall:

### Hold the license of CFMU issued by the CRTC;

### Comply with the Letters Patent of CFMU Radio Incorporated under the terms of the Corporations Act of Ontario (1990);

### Meet at least bi-monthly to conduct official business;

### Ensure the proper upkeep of the CFMU Policy Manual, as per this Bylaw;

### Enforce policies and procedures and act in accordance with the advice of the Full Members;

### Approve and regularly review the Operating Policies of CFMU and make recommendations to the Full Members regarding CFMU Bylaws, Operating Policies, and other matters, as necessary;

### Receive regular reports from the Program Director and Administrative Director;

### Strike all hiring committees within CFMU and determine membership of these hiring committees, as deemed appropriate;

### Be responsible for development and enforcement of staff Employment Policies, including, but not limited to:

#### Remuneration;

#### Job Descriptions; and

#### Supervision.

### Ensure the development and implementation of long- and short-term strategic planning;

### Oversee the financial management of CFMU;

### Allocate and/or expend funds within any CFMU budget to a maximum of $2 500;

### Perform the function of the Full Members during the summer period, subject to any restrictions placed upon it by the Full Members;

### Recommend the CFMU budget to the Full Members for final approval;

### Act as the sole signing authority on any binding contracts or agreements entered into by CFMU;

### Appoint signing officers, who shall be the signing officers of CFMU Incorporated.

# Personnel Structure

## The Board of Directors of CFMU as described in CFMU bylaws;

## The Administrative Director, hired by and responsible to the Board of Directors through the MSU General Manager;

## The Program Director, hired by and responsible to the Board of Directors through the MSU General Manager;

## The Silhouette Editor-in-Chief, reporting to the Program Director;

## The Community Outreach Coordinator, reporting to the Administrative Director;

## Directors or staff responsible for the following departments, responsible to the Board of Directors through the Administrative Director:

### Promotions;

### Fundraising;

### Others as approved.

# Radio

## Directors, or staff, responsible for the following departments, hired by and responsible to the Board of Directors through the Program Director:

### Music;

### News/Public Affairs;

### Sports;

### Production Assistant;

### Others as approved.

## Radio Volunteers

### Volunteers drawn from the campus and Hamilton community:

### Selection and discipline of volunteers shall be in accordance with guidelines set by the Board of Directors:

### Volunteers shall be responsible to the Board of Directors through either the Administrative Director or the Program Director as determined by that volunteer’s area of involvement as outlined in sections 5.6 and 5.7 of this bylaw.

# Newspaper

## The Silhouette shall consist of:

### An Editorial Board consisting of:

#### The Editor-in-Chief who shall;

##### Be responsible for the content, operation, and budget of The Silhouette;

##### Perform other duties as outlined in The Silhouette Editor-in-Chief Job Description.

#### The Managing Editor who shall;

##### Be responsible for assisting the Editor-in-Chief in supervising The Silhouette Editorial Board and staff, with an emphasis on coordinating the separate sections of The Silhouette;

##### Perform other duties as outlined in The Silhouette Managing Editor Job Description.

#### The Production Editor who shall;

##### Be responsible for quality in page design, and for copy-editing and correcting all on-page layout errors after pages have been approved by section editors;

##### Perform other duties as outlined in The Silhouette Production Editor Job Description.

#### The Section Editors of the Arts & Culture, News, Opinions, and Sports sections who shall;

##### Be responsible for coordinating the separate sections of The Silhouette;

##### Perform other duties as outlined in The Silhouette Departmental Editor Job Description.

### A staff consisting of:

#### The Section Reporters of the Arts & Culture, News, and Sports sections who shall;

##### Be responsible for assisting the Departmental Editors in coordinating the content of that week’s section in The Silhouette;

##### Produce two articles a week, one each for both print and online, under the direction of the Section Editor;

##### Perform other duties as outlined in The Silhouette Assistant Editor Job Description;

#### The Features Reporter who shall;

##### Be responsible the creation of one feature-length article every other week, based on the publication schedule decided by the Silhouette Board of Publication;

##### Liaise with the Managing Editor and Editor-in-Chief in the facilitation and early stages of creation of said articles;

##### Perform other duties as outlined in The Silhouette Feature Reporter Job Description;

#### The Photographer who shall;

##### Be responsible to liaise with the staff to ensure their photographic needs are met; coordinate and organize photo assignments the Silhouette staff and volunteer contributors;

##### Create photographic content for the photo gallery section of The Silhouette;

##### Perform other duties as outlined in The Silhouette Photographer Job Description;

#### The Production Coordinator who shall;

##### Under the direction of the Production Editor assist with page design, copy-editing and correcting all on-page layout errors after pages have been completed

##### Perform other duties as outlined in The Silhouette Production Coordinator Job Description

### A Silhouette Volunteer Staff consisting of:

#### Casual volunteer Writers, Reporters, Photographers, Researchers, Artists, Graphic Artists, Cartoonists;

#### Formal volunteer Staff Reporters who shall;

##### Be responsible for performing other duties depending on specified section as laid out by the specific editor on a weekly rotational basis;

##### Perform other duties as outlined in The Silhouette Staff Reporter Job Descriptions;

##### Be hired by:

###### The Editor-in-Chief

Multimedia

### A Digital Media Specialist, jointly reporting to the CFMU Administrative Director and Silhouette Editor-in-Chief;

### A Junior Digital Media Specialist, reporting to the Digital Media Specialist;

### The Online Editor who shall;

#### Be responsible for maintaining and updating the Silhouette website;

#### Manage social media accounts in conjunction with the Social Media Coordinator;

#### Liaise with the other Editors of the Silhouette to plan video and multimedia content;

#### Perform other duties as outlined in the Silhouette Online Editor Job Description.

### The Social Media Coordinator who shall;

#### Be responsible for following the direction of the Online Editor in the management of social media platforms, and engagement of readership on said platforms;

#### Use social media platforms to garner volunteer interest for the Volunteer positions;

#### Liaise with the Online Editor and Editor-in-Chief on marketing strategies to increase student awareness about the Silhouette.

#### The Online Content Coordinator who shall;

##### Under the direction of the Online Content Editor, develop content for website and social media.

##### Liaise with the other Editors of The Silhouette to develop video and multimedia content;

##### Perform other duties as outlined in the Silhouette On-Line Content Coordinator Job Description;

## The Editor-in-Chief may, with approval of the CFMU Board of Directors, alter the number and responsibilities of Silhouette Editors and Assistant Editors;

# Standing Committees

## The following Standing Committees shall operate within CFMU:

### Radio Programming;

### Volunteer;

### Budget;

### Fundraising;

### Silhouette Board of Publications.

## The Terms of Reference for each Committee shall be approved by the Board of Directors as Operating Policies and reviewed annually.

# Policy Manual

## The Board of Directors through the Administrative Director shall ensure that the CFMU Policy Manual is maintained and circulated annually to the Board of Directors, all paid staff of CFMU, the MSU Main Office, and, upon request, to any CFMU volunteer or Full Members of CFMU;

## The Policy Manual shall include:

### Letters Patent for CFMU Radio Incorporated, as approved by the Ministry of Consumer & Corporate Relations – Ontario;

### All Bylaws of CFMU Radio Incorporated as approved by the Full Members and/or the Board of Directors;

### The Broadcast License for CFMU Radio Incorporated, as approved by the CRTC;

### The Broadcasting Certificate for CFMU Radio Incorporated, as approved by the Department of Industry Canada;

### The Promise of Performance agreement for CFMU Radio Incorporated, as approved by the CRTC;

### The CFMU Broadcasters Liability Insurance coverage agreement as drafted by Seaboard Surety of Canada;

### All Operating Policies of CFMU Radio Incorporated as approved by the Board of Directors;

### The Terms of Reference for each of the Standing Committees, as outlined in CFMU Bylaws and Operating Policies;

### The CFMU organizational schematic;

### Other documents as directed by the Board of Directors.

# Internal Document Distribution

## The master copy of the minutes from meetings of the Full Members of CFMU shall be archived by the Corporate Secretary of MSU Inc.;

### Minutes from meetings of the Full Members of CFMU shall be circulated to all Full Members and the open session materials shall be made available, upon request, to any:

#### CFMU Associate Members;

#### CFMU staff;

#### CFMU volunteers; or

#### MSU staff.

### Closed session materials shall only be made available to:

#### Full Members of CFMU; and

#### Other individuals, as directed by resolution of the Full Members of CFMU or the Board of Directors.

## The master copy of minutes from meetings of the CFMU Board of Directors shall archived by the Corporate Secretary of MSU Inc.;

### Minutes from meetings of the CFMU Board of Directors shall be distributed at the discretion of the CFMU Board of Directors and shall be handled on a case-by-case basis.

## Minutes and materials from all other CFMU committees shall be maintained by the Administrative Director, with one (1) copy archived by the Corporate Secretary of MSU Inc.;

### Committee Chairs shall be responsible for the completion and proper filing of any minutes and supplementary materials.

**Passed** by the Board of Directors of CFMU Incorporated on the 27th day of March 2000.

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President Secretary-Treasurer

The foregoing Bylaw No. 2 of the Corporation was confirmed by the Full Members at a meeting held on the 28th day of April 2000.

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President Secretary-Treasurer