

## Bylaw 2 – Operations

### 1. Mission Statement

- 1.1 93.3 CFMU-FM Radio Incorporated, hereinafter 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 these goals in accordance with the license agreement authorized by the Canadian Radio Television and Telecommunications Commission (CRTC) and the Department of Industry Canada:
- 1.1.1 To give groups from the campus and community an opportunity to communicate with their members and the public;
  - 1.1.2 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;
  - 1.1.3 To communicate the concerns, interests and activities of the campus, as well as the academic environment with the general public;
  - 1.1.4 To give individuals an opportunity to develop and use their talents and skills in a radio environment;
  - 1.1.5 To recognize the equality of all persons, regardless of race, culture, sex, age, sexual orientation, religion, gender, ability, disability or appearance;
  - 1.1.6 To provide a vehicle for new artistic and musical creations, with a special focus on local and Canadian talent;
  - 1.1.7 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.

### 2. Operating Parameters

- 2.1 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document forms binding terms of reference for all CFMU operations and activities, except where this document may be superceded by the Letters Patent and such other bylaws as passed by CFMU Radio Incorporated under the terms of the Corporations Act of Ontario;
- 2.2 A cooperative relationship exists between CFMU Radio Incorporated and the McMaster Students Union Incorporated, 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 McMaster Students Union;
- 2.3 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.

### 3. Full Members of CFMU Radio Incorporated

- 3.1 The Full Members of CFMU Radio Incorporated shall consist of all voting members of the Student Representative Assembly (SRA) of the McMaster Students Union, as duly elected according to MSU Bylaws;
- 3.2 The Full Members shall:
  - 3.2.1 Meet at least semi-annually to conduct business which may properly come before the meeting;
  - 3.2.2 Annually elect the CFMU Board of Directors from within their membership;
  - 3.2.3 Ratify bylaws for CFMU as submitted by the Board of Directors;
  - 3.2.4 Give final approval to budgets for CFMU;
  - 3.2.5 Advise the Board of Directors regarding Operating Policies and other matters as necessary.

### 4. The Board of Directors, CFMU Radio Incorporated

- 4.1 The Board of Directors of CFMU shall consist of five (5) people, elected by the Full Members of CFMU Incorporated (the Student Representative Assembly of the McMaster Students Union); normally these members will be elected from the McMaster Students Union's (MSU) Board of Directors (except the Community Directors). 80% of the Directors must be Canadian citizens; The President of the CFMU Board of Directors must be a Canadian citizen. In the case where the elected President of the 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.
- 4.2 There shall be two (2) 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-year term – each term shall begin in an alternating year. The Community Directors shall have equal voting rights but no signing authority for CFMU Inc.
- 4.3 All Directors shall be equal voting members on the CFMU Radio Incorporated Board of Directors.
- 4.4 The Board of Directors shall:
  - 4.4.1 Hold the license of CFMU issued by the CRTC;
  - 4.4.2 Comply with the Letters Patent of CFMU Radio Incorporated under the terms of the Corporations Act of Ontario;
  - 4.4.3 Meet at least bi-monthly to conduct official business;
  - 4.4.4 Ensure the proper upkeep of the CFMU Policy Manual, as per this bylaw;
  - 4.4.5 Enforce policies and procedures and act in accordance with the advice of the Full Members;
  - 4.4.6 Approve and regularly review the Operating Policies of CFMU and make recommendations to the Full Members regarding CFMU bylaws and other matters as necessary;
  - 4.4.7 Receive regular reports from the Program Director and Administrative Director;
  - 4.4.8 Strike all hiring committees within CFMU and determine membership of these hiring committees as deemed appropriate;

- 4.4.9 Be responsible for development and enforcement of staff employment policies, including remuneration, job descriptions, and supervision;
- 4.4.10 Ensure the development and implementation of long and short-term strategic planning;
- 4.4.11 Oversee the financial management of CFMU;
- 4.4.12 Allocate and/or expend funds within any CFMU budget not greater than \$2,500;
- 4.4.13 Perform the function of the Full Members during the summer period, subject to any restrictions placed upon it by the Full Members;
- 4.4.14 Recommend the CFMU budget to the Full Members for final approval;
- 4.4.15 Act as the sole signing authority on any binding contracts or agreements, entered into by CFMU;
- 4.4.16 Appoint signing officers who shall be the signing officers of CFMU Incorporated.

## 5. Personnel Structure

- 5.1 The Board of Directors of CFMU as described in CFMU bylaws:
  - 5.1.1 A full-time Administrative Director, hired by and responsible to the Board of Directors through the MSU General Manager;
  - 5.1.2 A full-time Program Director, hired by and responsible to the Board of Directors through the MSU General Manager;
  - 5.1.3 Directors, or staff, responsible for the following departments, hired by and responsible to the Board of Directors through the Program Director:
    - 5.1.3.1 Music;
    - 5.1.3.2 News/Public Affairs;
    - 5.1.3.3 Sports;
    - 5.1.3.4 Production Assistant;
    - 5.1.3.5 Others as approved.
  - 5.1.4 Directors, or staff, responsible for the following departments, hired by and responsible to the Board of Directors through the Administrative Director:
    - 5.1.4.1 Promotions;
    - 5.1.4.2 Fundraising;
    - 5.1.4.3 Others as approved.
  - 5.1.5 Volunteers drawn from the campus and Hamilton community:
    - 5.1.5.1 Selection and discipline of volunteers shall be in accordance with guidelines set by the Board of Directors;
    - 5.1.5.2 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 section 5 of this bylaw.

## 6. Standing Committees

- 6.1 The following Standing Committees shall operate within CFMU:
  - 6.1.1 Programming;
  - 6.1.2 Volunteer;

- 6.1.3 Budget;
- 6.1.4 Fundraising.

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

## 7. Policy Manual

7.1 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.

7.2 The Policy Manual shall include:

- 7.2.1 Letters Patent for CFMU Radio Incorporated, as duly approved by the Ministry of Consumer & Corporate Relations – Ontario;
- 7.2.2 All bylaws of CFMU Radio Incorporated as duly approved by the Full Members and/or the Board of Directors;
- 7.2.3 The Broadcast License for CFMU Radio Incorporated, as duly approved by the CRTC;
- 7.2.4 The Broadcasting Certificate for CFMU Radio Incorporated, as duly approved by the Department of Industry Canada;
- 7.2.5 The Promise of Performance agreement for CFMU Radio Incorporated, as duly approved by the CRTC;
- 7.2.6 The CFMU Broadcasters Liability Insurance coverage agreement as drafted by Seabord Surety of Canada;
- 7.2.7 All Operating Policies of CFMU Radio Incorporated as duly approved by the Board of Directors;
- 7.2.8 The Terms of Reference for each of the Standing Committees, as outlined in CFMU Bylaws and Operating Policies;
- 7.2.9 The CFMU organizational schematic;
- 7.2.10 Other documents as directed by the Board of Directors.

## 8. Internal Document distribution

8.1 The master copy of the minutes from meetings of the Full Members shall be kept on file in the MSU Main Office. They will be circulated to all Full Members and the open session materials shall be available to any Associate Members, CFMU volunteers, CFMU staff or MSU staff upon request. Closed session materials are available only to Full Members and other individuals as directed by resolution of the Full Members or the Board of Directors.

8.2 The master copy of minutes from meetings of the CFMU Board of Directors shall be kept on file in the MSU Main Office. Access to these minutes shall be at the discretion of the Board of Directors and shall be handled on a case-by-case basis.

8.3 Minutes and materials from all other CFMU committees shall be maintained by the Administrative Director with one copy filed in the MSU Main Office. Chairs of committees will be responsible for completion and proper filing of the minutes and materials.

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

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President

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Secretary-Treasurer

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

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President

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Secretary-Treasurer