

Bylaw 2 – Operations

1. Purpose

1.1. CFMU Radio Incorporated is the campus media organization of McMaster University and of the City of Hamilton;

4.1.1.1.2. 93.3 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:

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

4.1.2.1.2.2. 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;

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

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

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

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

4.1.7.1.2.7. 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.

4.2.1.3. *The Silhouette* shall be a student press in the McMaster University environment dedicated to the delivery of information that is comprehensive, impartial, accurate, balanced, and fair; its primary mandate is to serve as an unbiased public record of McMaster University and its surrounding areas.

4.2.1.1.3.1. *The Silhouette* shall serve as an agent of social awareness, and give priority to informing the student population on issues of importance and interest to the McMaster community, emphasizing direct undergraduate student issues;

~~Approved April 28, 2000~~
Revised 15C

~~1.2.2.~~1.3.2. *The Silhouette* shall strive to maintain the dignity and respect of all people and uphold their human rights;

~~1.2.3.~~1.3.3. *The Silhouette* shall strive to be relevant, informative, enlightening, and entertaining to its readers;

~~1.2.4.~~1.3.4. As the official publication of the McMaster undergraduate student body, *The Silhouette* shall be issued once a week during the regular academic term on a weekday chosen by *The Silhouette* Board of Publication (with the exception of Reading Week, holiday closures, and examination periods);

~~1.2.5.~~1.3.4.1. *The Silhouette* shall normally be published a minimum of one (1) time during the summer at the discretion of *The Silhouette* Board of Publication;

2. Operating Parameters

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

2.2. 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;

~~2.12.2.1.~~ 2.2.1. Unless explicitly stated otherwise by CFMU Radio Inc. 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;

2.3. Pursuant to the Broadcasting Act, CFMU Radio Inc. 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;

2.4. A publisher relationship exists between CFMU Radio Incorporated and the campus newspaper, *The Silhouette*;

2.4.1. While radio and print/written news will remain a focus of 93.3 CFMU and the Silhouette respectively, both entities will strive to collaborate on multimedia initiatives, assets and sharing content on all platforms;

2.4.2. *The Silhouette* will operate as a division of CFMU Radio Inc as outlined in **CFMU Operating Policy 9 – The Silhouette**

2.5. CFMU Radio Inc. shall be structured into the follow departments:

2.5.1. Radio

2.5.2. Newspaper

2.1.1.

~~————~~ Multimedia

3. Membership

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

3.2. The Full Members of CFMU Radio Inc. shall:

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

3.2.2. Annually elect the CFMU Radio Inc. -Board of Directors from within their membership;

3.2.3. Ratify Bylaws for CFMU Radio Inc. -as submitted by the CFMU Radio Inc. Board of Directors;

3.2.4. Give final approval to the budgets of CFMU Radio Inc.;

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

4. ~~The Board of Directors~~ Governance

4.1. The Board of Directors of 93.3 CFMU shall consist of five (5) people;

~~4.1.1.~~ 4.1.1.1. Three (3) Directors shall be elected from MSU Inc.'s Board of Directors, elected by the Full Members of CFMU;

~~4.1.2.~~ 4.1.1.2. Two (2) Directors shall act as Community Directors on the CFMU Board of Directors;

4.1.1.2.1. 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 ~~shall~~ beginning in an alternating year;

~~4.1.2.1.~~ 4.1.1.2.2. The Community Directors shall have equal voting rights but no signing authority for CFMU Inc.

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

4.1.2.1. 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;

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

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

4.3.4.1.4. The Board of Directors shall:

4.3.1.4.1.4.1. Hold the license of CFMU issued by the CRTC;

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

4.3.3.4.1.4.3. Meet at least bi-monthly to conduct official business;

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

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

4.3.6.4.1.4.6. Approve and regularly review the Operating Policies of 93.3 CFMU and make recommendations to the Full Members regarding 93.3 CFMU Bylaws, Operating Policies, and other matters, as necessary;

4.3.7.4.1.4.7. Receive regular reports from the Program Director and Administrative Director;

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

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

4.3.9.1.4.1.4.9.1. Remuneration;

4.3.9.2.4.1.4.9.2. Job Descriptions; and

4.3.9.3.4.1.4.9.3. Supervision.

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

4.3.11.4.1.4.11. Oversee the financial management of CFMU;

4.3.12.4.1.4.12. Allocate and/or expend funds within any CFMU budget ~~not greater than~~ to a maximum of \$2 500;

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

4.3.14.4.1.4.14. Recommend the CFMU budget to the Full Members for final approval;

~~4.3.15~~4.1.4.15. Act as the sole signing authority on any binding contracts or agreements entered into by CFMU;

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

4.2. The Silhouette Board of Publication shall consist of:

4.2.1. The Silhouette Executive Editor;

4.2.2. The Silhouette Editor-in-Chief;

4.2.3. One (1) Silhouette Editor;

4.2.4. Underground Media & Design Manager;

4.2.5. One (1) member of the Executive Board;

4.2.6. One (1) member of the SRA;

4.2.7. Vice-President (Finance), who shall be named Chairperson;

4.2.8. MSU General Manager.

4.3. Quorum shall be two thirds of the total membership of the Board; decisions or recommendations of the Board shall be made by a majority vote;

4.3.1. A member may be recalled from their Board position:

4.3.1.1. Grounds for recall shall be poor attendance or failing to work within the mandate of the Board;

4.3.1.2. Recall shall be by the vote of at least four (4) members at a duly called, quorate meeting.

4.3.1.3. Upon receipt of the resignation of any member of the Board, the appropriate body shall fill the vacancy as soon as possible.

4.4. *The Silhouette* Board of Publication shall:

4.4.1. Review *The Silhouette* budget;

4.4.2. Serve as an arbitrator in cases of a possible violation of the laws of libel or other grievances, according to the Procedures outlined in **CFMU Operating Policy 9 – *The Silhouette***; otherwise, the Board of Publication may not fringe on the autonomy of *The Silhouette*;

4.4.3. Act as an advisory body to the Editorial Board;

4.4.4. Hold office from April 1 to March 31 of the following year;

4.4.5. Meet at least once in both terms;

4.4.6. Make public all meeting minutes;

4.4.7. At the end of each academic term, review, evaluate, and make recommendations to the Editorial Board regarding the editions of *The Silhouette* published within the respective term;

4.4.8. Approve the Publication Schedule of *The Silhouette*, including summer issues;

4.4.9. Determine and administer the advertising policy, circulation and distribution policy, and the basic format of the newspaper.

4.5. The Chair shall call the first meeting of the Board of Publications before May 31. Any member may call a meeting to discuss an issue within the mandate of the Board;

4.6. The Chair shall act as the Board of Publication’s representative at every stage of budget approval in order to explain, if necessary, the reasoning behind *The Silhouette* budget allocations.

4.3.16.

5. Personnel Structure

5.1. The Board of Directors of CFMU Radio Inc. as described in CFMU Radio Inc. bylaws;

5.2. The Administrative Director, hired by and responsible to the CFMU Radio Inc. Board of Directors through the MSU General Manager;

5.3. The Program Director, hired by and responsible to the CFMU Radio Inc. Board of Directors through the MSU General Manager;

5.4. The ~~Silhouette Editor in Chief, reporting to the Program Director;~~ Executive Editor, hired by and responsible to the CFMU Radio Inc. Board of Directors through the MSU General Manager;

5.5. The ~~Community Outreach~~ Media Content Coordinator, jointly reporting to the Administrative Director, Program Director, and Executive Editor;

5.6. The Digital Media Specialist, jointly reporting to the Administrative Director, Program Director, and Executive Editor.

~~5.2. Directors or staff responsible for the following departments, responsible to the Board of Directors through the Administrative Director:~~

~~_____~~

~~_____~~

~~_____ Promotions;~~

~~_____ Fundraising;~~

~~_____ Others as approved.~~

6. Radio

~~_____~~

6.1. Directors, or staff, responsible for the following departments, hired by and responsible to the CFMU Radio Inc. Board of Directors through the Program Director and Administrative Director

- ~~6.1.1.~~ Music;
- ~~News/Public Affairs;~~
- ~~Sports;~~
- ~~5.2.1.~~6.1.2. Production Assistant;
- ~~5.2.2.~~
- ~~Others as approved.~~
- 6.1.3.

~~5.3. Directors, or staff, responsible for the following departments, hired by and responsible to the Board of Directors through the Administrative Director:~~

~~5.4.~~

~~5.5. Promotions;~~

~~5.6. Fundraising;~~

~~5.7. Others as approved.~~

6.2. Radio Volunteers

- 6.2.1. Volunteers drawn from the campus and Hamilton community:
- 6.2.2. Selection and discipline of volunteers shall be in accordance with guidelines set by the 93.3. CFMU Board of Directors:
- 6.2.3. Volunteers shall be responsible to the 93.3 CFMU Board of Directors through ~~either~~ the Administrative Director ~~or~~ and the Program Director as determined by that volunteer's area of involvement as outlined in sections 5.6 and 5.7 of this bylaw.
- 6.2.4. Volunteers with shared responsibility outlined in sections 6 and 7 shall be responsible to the 93.3 CFMU Board of Directors and/or Silhouette Board of Publication through the Administrative Director, Program Director, and Executive Editor as required.

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~~6.~~ **Newspaper**

~~7.~~

- 7.1. Newspaper operations are outlined in **CFMU Radio Inc. Operating Policy 9 — The Silhouette**, and are subject to section 4 (*The Silhouette Board of Publication*).
- 7.2. The Silhouette shall be comprised of the following staff, hired by and responsible to The Silhouette Board of Publication through the Executive Editor, unless otherwise noted.

- 7.2.1. Editor-in-Chief
- 7.2.2. Multimedia Editor
- 7.2.3. News Editor
- 7.2.4. News Reporter
- 7.2.5. Opinion Editor
- 7.2.6. Arts & Culture Editor
- 7.2.7. Arts & Culture Reporter
- 7.2.8. Sports Editor
- 7.2.9. Sports Reporter
- 7.2.10. Multimedia Coordinator
- 7.2.11. Social Media Coordinator

7.2.11.1. Social Media Coordinator will be overseen by the Executive Editor, Administrative Director, and Programming Director through the Multimedia Editor.

7.3. Newspaper Volunteers

7.3.1. Volunteers from the McMaster and Hamilton community may contribute to the newspaper. Contribution priority will be given to McMaster undergraduate students. Volunteers may contribute on a drop-in basis.

7.3.2. Hired volunteer positions will be selected in accordance with **CFMU Radio Inc Operating Policy 9 — The Silhouette.**

7.3.2.1. Hired volunteers include:

7.3.2.1.1. Staff Writers;

7.3.2.1.2. Multimedia Assistants;

7.3.2.1.3. Photo Assistants

8. Standing Committees

~~6.1.~~8.1. The following Standing Committees shall operate within CFMU Radio Inc.:

~~6.1.1.~~8.1.1. Radio Programming;

~~6.1.2. Volunteer;~~

~~6.1.3.~~8.1.2. Budget;

8.1.3. Fundraising;

8.2. The Terms of Reference for each Committee shall be approved by the 93.3. CFMU Board of Directors and Silhouette Board of Publication as Operating Policies and reviewed annually.

7.9. Policy Manual

~~7.1.~~9.1. The 93.3 CFMU Board of Directors through the Administrative Director shall ensure that the 93.3 CFMU Policy Manual is maintained and circulated annually to the 93.3 CFMU Board of Directors, all ~~paid~~ staff of 93.3 CFMU, the MSU Main Office, and, upon request, to any 93.3 CFMU volunteer or Full Members of CFMU Radio Inc.;

~~7.2.~~9.2. The Policy Manual shall include:

- ~~7.2.1.~~9.2.1. Letters Patent for CFMU Radio Incorporated, as approved by the Ministry of Consumer & Corporate Relations – Ontario;
- ~~7.2.2.~~9.2.2. All Bylaws of CFMU Radio Incorporated as approved by the Full Members and/or the Board of Directors;
- ~~7.2.3.~~9.2.3. The Broadcast License for CFMU Radio Incorporated, as approved by the CRTC;
- ~~7.2.4.~~9.2.4. The Broadcasting Certificate for CFMU Radio Incorporated, as approved by the Department of Industry Canada;
- ~~7.2.5.~~9.2.5. The Promise of Performance agreement for CFMU Radio Incorporated, as approved by the CRTC;
- ~~7.2.6.~~9.2.6. The CFMU Broadcasters Liability Insurance coverage agreement as drafted by Seaboard Surety of Canada;
- ~~7.2.7.~~9.2.7. All Operating Policies of CFMU Radio Incorporated as approved by the Board of Directors;
- ~~7.2.8.~~9.2.8. The Terms of Reference for each of the Standing Committees, as outlined in CFMU Bylaws and Operating Policies;
- ~~7.2.9.~~9.2.9. The 93.3 CFMU organizational schematic;
- ~~7.2.10.~~9.2.10. Other documents as directed by the Board of Directors.

8-10. Internal Document ~~distribution~~Distribution

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

~~8.1.1.~~ Minutes from meetings of the Full Members of CFMU Radio Inc. shall be circulated to all Full Members and the open session materials shall be made available online., ~~upon request, to any:~~

- ~~8.1.1.1.~~ CFMU Associate Members;
- ~~8.1.1.2.~~ CFMU staff;
- ~~8.1.1.3.~~ CFMU volunteers; or
- ~~MSU staff.~~

~~8.1.2.~~10.1.1. Closed session materials shall only be made available to:

- ~~8.1.2.1.~~10.1.1.1. Full Members of CFMU Radio Inc.; and

~~8.1.2.2.~~10.1.1.2. Other individuals, as directed by resolution of the Full Members of CFMU Radio Inc. or the Board of Directors.

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

~~8.1.3. — 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.~~

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

~~8.1~~10.3.1. 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.

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.

President

Secretary-Treasurer