



MEMO

From the office of the...

VP Finance

TO: SRA Assembly Members

FROM: Declan Sweeney- VP Finance

SUBJECT: CFMU- Bylaw 2

DATE: SRA 25A – January 22nd

Dear Members of the Assembly,

The following changes are proposed to clarify and update this CFMU Bylaw

Section	Current	Proposed	Explanation
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:	CFMU Radio Incorporated is the campus media organization of McMaster University and of the City of Hamilton.	As we are moving into this merger it is important to firstly establish what CFMU Radio Incorporated will be responsible for. This also differentiates CFMU Radio Incorporated from 93.3 CFMU. As well as reflecting the actual corporation's name.
1.2	N/A	Moved the previous 1.1 paragraph down to 1.2	The previous 1.1 is now the mission statement for the 93.3

			CFMU as the radio station to 1.2.
1.3	N/A	Creating the Mission Statement for The Silhouette in their move from MSU Inc. to CFMU Inc.	This ensures within the CFMU Inc. structure that both 93.3 CFMU & The Silhouette are both structured to be equal in this process.
2.1	CFMU Inc.	CFMU Radio Inc.	Switch to ensure clarity
2.2.1	CFMU Inc.	CFMU Radio Inc.	Switch to ensure clarity
2.3	CFMU Inc.	CFMU Radio Inc.	Switch to ensure clarity
2.4	N/A	A publisher relationship exists between CFMU Radio Incorporated and the campus newspaper, The Silhouette;	In establishing the new relationship with CFMU Inc. & The Silhouette is important to outline how this relationship is established.
2.4.1	N/A	While radio and 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.	This change is to establish the connection between 93.3 CFMU & The Silhouette. This is an area of extreme value with the expertise within both departments.
2.4.2	N/A	The Silhouette will operate as a division of CFMU Radio Inc as outlined in CFMU Operating Policy 9 – The Silhouette;	Outlining the Operating Policy for The Silhouette.
3.1	CFMU Inc.	CFMU Radio Inc.	Switch to ensure clarity
3.2	CFMU Inc.	CFMU Radio Inc.	Switch to ensure clarity
3.2.1	CFMU Inc.	CFMU Radio Inc.	Switch to ensure clarity
3.2.2	CFMU Inc.	CFMU Radio Inc.	Switch to ensure clarity
4.1	CFMU	93.3 CFMU	Changing this to ensure clarity over the role of 93.3 CFMU Board of Directors compared to CFMU Inc.
4.1.2.2	CFMU	CFMU Radio Inc.	Switch to ensure clarity
4.2-4.6	N/A	Moving the previously rescinded Operating Policy from The	This ensures that like 93.3 CFMU, that The Silhouette has

		Silhouette Board of Publication into the governance portion of the CFMU Bylaw 2	proper governance in place for their operations.
5.4	N/A	The Executive Editor, hired by and responsible to the Board of Directors through the MSU General Manager;	Positioning the Full-Time staff currently within The Silhouette Operating Policy within the CFMU Radio Inc. bylaw.
5.5	N/A	Defining Media Content Coordinator in CFMU bylaw 2	Ensuring clarity of Media Content Coordinator in CFMU Bylaw 2. The role will also be renamed to better reflect a joint role within the new campus media environment.
5.6	N/A	Defining Digital Media Specialist in CFMU bylaw 2.	This has been a shared role between Silhouette and CFMU since mid-2010s, and captured within Silhouette operating policy, but was not reflected in CFMU bylaws.
6.1-6.2	Additional roles which have not been hired for multiple years which can now be under the purview of The Silhouette	Removing Sports & News/ Public Affairs (Previously 5.1.3.2 & 5.1.3.3)	Updated to better reflect current operations of 93.3 CFMU.
6.2.4	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 CFMU bylaw 2	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.	With adding the Silhouette under CFMU Radio Inc., this creates new opportunities for more cross-collaborative work. There will be volunteers that will be working for campus media as a whole, who may be supervised by all three department managers.
7.1-7.3	N/A	Replicating the current information for the radio aspect for the newspaper section of CFMU Radio Inc.	Standardizing operations within CFMU Radio Inc. reflecting operations of 93.3 CFMU and <i>The Silhouette</i> .

8.1	Standing committees which have not been struck for multiple years due to change in operations	Removal of standing committees that are no longer utilized.	It is necessary to properly capture the day-to-day operations of CFMU Radio Inc. as we continue to evolve the organization.
8.2	The Terms of Reference for each Committee shall be approved Board of Directors as Operating Policies and reviewed annually.	The Terms of Reference for each Committee shall be approved by the 93.3. CFMU Board of Directors and Silhouette Board of Publication and reviewed annually.	Proper definition of operational boards
9.1-9.2	CFMU	93.3 CFMU	Switch to ensure clarity
10.1-10.3	CFMU Inc.	CFMU Radio Inc.	Switch to ensure clarity
10.1-10.2	Pre-internet definition of meeting minutes	Defined minute keeping for clarity and incorporated their online distribution	Bylaw 2 created before current best practice of publishing minutes online.
10.3	All minutes and materials from other CFMU committees shall be maintained by the Administrative Director	Sharing responsibility with all three department managers (Administrative Director, Programming Director, Executive Editor)	The responsibility should be shared amongst all three full-time staff members to ensure fairness.

If you have any questions or concerns, please contact me via email before the meeting.

Thanks,

Declan Sweeney
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