

## **Appendix H - Radio Club Constitution (Ratified April 25th, 2017)**

### Article I: Name

- 1) The name of this Club shall be the "CFRC Radio Club", hereinafter referred to as "the Club".

### Article II: Purpose

- 1) The Club shall have the following objectives:
  - a) To represent CFRC programmers and other volunteers to the management of the station on the RQU Board and Human Resources Committee.
  - b) To assist the station's management in operating CFRC.
  - c) To look out for CFRC's best interests while working with, but independently of, station management.
  - d) To be a social extra-curricular activity for its members.

### Article III: Autonomy

- 1) For the purposes of this Constitution, "station management" shall be defined as constituting those Managers and Coordinators entrusted to direct the practical operations of CFRC.
- 2) Station management shall have the power to restrict the Club from undertaking any activity that would contravene or jeopardize CFRC's CRTC license.
- 3) Station management shall retain final discretion in all matters relating to Article II Section 1 (b), and may reject any suggested assistance from the Club in such matters.
- 4) In all matters relating to Article II Sections 1(a) and 1 (d), the Club shall be sovereign and the station management may play an advisory role only.

### Article IV: Membership

- 1) Membership shall be open to all station volunteers in good standing who have completed training. Members shall have the right to attend all Club meetings, and to participate in all Club votes.
- 2) CFRC's Managers may not be members of the Club, but shall be defined as ex-officio members. Unless otherwise requested by the President, they may attend general meetings. They shall be given a copy of the agenda prior to Club meetings, and a copy of the minutes upon their completion. They may not vote in Club matters, and they may not be members of the Club Executive.
- 3) CFRC's volunteer Coordinators are eligible for membership and full voting privileges in the Club, but may not serve as members of the Club Executive.
- 4) Non-members may be permitted to attend meetings, at the discretion of the Club Executive.
- 5) The Club shall have the right to impose dues upon its members, of an amount to be determined by majority vote at a general meeting in March. Those who neglect payment shall be at risk of suspension.
- 6) Dues shall be collected in September and at consecutive radio club socials. Those who join the Club in September or October shall be charged the full annual fee. Those joining between November and February shall be charged 2/3 of the total amount; those joining between March and June shall be charged 1/3 of this amount. Those joining in July or August shall not be charged for that year.
- 7) The Club Executive may revoke or suspend membership in the club for:
  - a) Gross negligence or misconduct in connection with station facilities or equipment.
  - b) Serious or continued disregard of Club by-laws and/or regulations.
  - c) Continued inactivity in both Club and radio programming activities.
- 8) All suspended or expelled members shall have the right to appeal their case at a general Club meeting. A majority vote among the members present shall be sufficient to re-instate the member. Continued

disagreements between the Club Executive and the general Club membership over the suspension or expulsion of a member shall be referred to the RQU Board of Directors.

- 9) Prospective station volunteers who are rejected by the station management shall have the right to appeal their case to the Club, if they believe they were rejected for unfair reasons . All rejected applicants to the station must be made aware of this right. If the Club detennines that an applicant was rejected for unfair reasons, it shall request that the station management either reconsider its decision, or provide in writing a convincing reason for having rejected the applicant.

#### Article V: The Executive

- 1) There shall be an Executive of the Club. The Executive shall be charged with the administration of Club affairs, including the convening of regular Club meetings and the organizing of Club events.
- 2) The membership of the Executive shall be as follows :
  - a) The President of the Club
  - b) The Vice President
  - c) The Secretary/Treasurer
- 3) The duties of the President shall be as follows:
  - a) To initiate and preside over all club meetings and socials (at least one general meeting per year and approximately one social per month).
  - b)
  - c) To organize the elections for the next year's Radio Club executive, and the two positions on the RQU BoD, an AMS student representative and a Community representative (both one year terms)
  - d) To organize Best Radio Shows of the Year Awards.
  - e) To represent the Club where and as necessary.
  - f) To participate in meetings with station management as required.
  - g) To be a representative on the RQU Board.
  - h) To sit on the CFRC management hiring committee (HR committee).
  - i) To review this constitution annually, suggesting amendments when necessa ry.
  - j) To make a final report to the Club at the end of his/her term in office (at the last social in March).
- 4) The duties of the Vice President shall be as follows:
  - a) To attend all club meetings and socials .
  - b) To assist the radio club president with additional event coordination, including Club executive elections and Best Shows of the Year Awards, where necessa ry.
  - c) To advertise all club events and send important updates to all club members via e-mail.
  - d) To advertise (within the station via the RC notice board) all Club functions of interest to the membership.
- 5) The duties of the Secretary/Treasurer shall be as follows:
  - a) To attend and ensure that proper minutes are kept for all Club meetings (including Executive meetings).
  - b) To create a yearly budget subject to the approval of the Executive.
  - c) -To keep the financial records of the Club, and to present these to the Club or other Executive members on request.
  - d) To supervise all authorized financial dealings of the Club.
  - e) To keep an updated list of all CFRC volunteers.
  - f) To make a final report to the Club at the end of his/her term in office .
- 6) The Club shall have the right to create additional executive positions , and to define their duties . All such changes shall require a constitutional amendment.
- 7) All matters that fall under the discretion of the combined Executive shall be determined by majority vote among Executive members . Each Executive member shall have one vote.

- 8) The Club Executive shall serve from the first day of May to the subsequent last day of April.
- 9) Executive members shall be chosen as follows:
  - a) The outgoing executive shall call for written applications for the Executive positions by an agreed date in March/April, at least 30 days before the Year End Social where voting /ratification will occur.
  - b) Only Club members are eligible to apply, and no member may apply for more than one position.
  - c) After the deadline for applications has passed, a list of all candidates shall be put on display in a prominent location in the station and e-mailed out to the listserv. If more than one candidate has applied for any position , an election shall occur.
  - d) The polls for such elections shall be open for a period of one week, culminating in a general Club meeting/social to be held in mid-to-late March/April.
  - e) All Club members shall be permitted to vote by secret ballot, at periods designated by the outgoing Club Executive. A scrutinizer acceptable to the outgoing Executive must be present for a vote to be cast. All Club members shall have their name checked from a master list upon casting their ballot.
  - t) Club members unable to attend the general meeting or vote during the designated periods shall have the right to vote by e-mail. Such votes must be sent to the outgoing Secretary or President, who shall be entrusted with ensuring that confidentiality is maintained. Club members who cannot vote in person may submit their vote via e-mail to the outgoing radio club executive, or otherwise designated volunteers, during the designated voting period.
  - g) Every candidate for a position shall have the right to speak at the general Club meeting /social to submit a written statement to all club members before voting takes place. The outgoing President shall be responsible for ensuring that each candidate may speak for a fair, equal period of time. After all candidates have spoken, there shall be a final call for ballots to be returned.
  - h) At the close of the polls, the outgoing Secretary/Treasurer and President (or two members of the Club Executive) shall tally the results and announce the winners.
  - i) The outgoing President shall be responsible for ensuring the propriety of the entire election process. In the event of a tie, the outgoing President shall cast the deciding ballot; he/she does not otherwise have a vote. If the President is running for re-election to the Executive, the outgoing Executive shall appoint a replacement "Electoral Officer" in his/her stead before the election is called and this Electoral Officer shall be responsible for all electoral duties, including being the point of contact for election questions, and receiving Statements of Interest from nominees , which shall be forwarded to the membership through the LISTSERV as they are received, ensuring a fair election.
  - j) If a position becomes vacant during the course of the year, the other Executive members may choose a temporary replacement. A new election must be held shortly thereafter . If the vacancy occurs in the summer months, the replacement election shall be deferred until September. Temporary replacements must be approved/ratified by a general vote at the next meeting/social of the Club.
- 10) Any Executive member who expects to be unavailable to perform his/her duties for a period of time shall delegate his/her responsibilities to a person or persons capable of exercising these duties. The station management, other Executive members and volunteers must be informed of the intended delegation in advance. Either the Executive or the general membership of the Club may disallow the delegation, in which case the Executive member shall choose another person. In some situations, the President's responsibilities relating to his/her position on the RQU Board may be delegated to another Club Executive member.
- 11) Any Executive member, on his/her own initiative , may delegate any of his/her responsibilities and corresponding authority to any Club member or members for the purpose of expediting the discharge of his/her duty or duties. The Executive member shall be responsible for the actions of these delegates.
- 12) Executive members shall be expected to coordinate their activities via regular meetings, in person , or using technology. Other individuals, including members of the station management , and members of the radio club, may attend these meetings at the discretion of the Executive.

- 13) Disputes between the Club Executive and the station management shall be referred to the RQU Board of Directors.
- 14) Members of the Club Executive may be removed from office if it is judged that they have become negligent in their duties. Any motion raised by a club member to this effect must be placed on the Club agenda one week in advance, and shall require a simple majority to be approved.

Article VI: Non-Executive Offices Radio Club Volunteer Committees

- 1) The Radio Club shall have the right to create Directorships for the purpose of coordinating activities in specific areas of programming.
- 2) Directors' offices may be created and the office-holders chosen by a majority vote at Club meetings, subject to the approval of the Executive. These Directorships must be renewed, or new Directors chosen, at the first Club meeting of every new academic term.
- 3) The duties of any such Director shall be as follows:
  - a) To provide guidelines, in recommendation form, for the benefit of those broadcasters whose programs are within the Director's jurisdiction (subject to the approval of the Program Manager).
  - b) To assist programmers who are new to the specified area of programming.
  - c) To assist the Music Coordinator in ordering new disc recordings in these fields.
  - d) To maintain and organize the recording library in the specified area of programming.
  - e) To discuss the program schedule with station management, and to communicate the concerns of those Club members whose programs fall within the Director's jurisdiction.
- 4) A Directors Committee, consisting of the Program Manager, Club President and all Directors shall be encouraged to meet at least once a month, to discuss matters that are of mutual concern. Such meetings may be called by the President, by the Program Manager, or at the request of three or more Directors.
- 5) Any disagreements among Directors shall be referred to the President. Disputes between a Director and the President shall be referred to the station management; disputes between a Director and the station management shall be referred to the RQU Board of Directors.
- 6) Persons chosen to oversee specific areas of programming must be acceptable to the programmers whose interests they represent, and may be rejected by a majority vote of programmers within the specified area. Directors shall not have the power to override the decisions of individual programmers; their role shall be advisory only.
- 7) If any Director's position becomes vacant, the Club Executive may appoint a temporary replacement. A new election shall then be held at the next general Club meeting.
- 8) Any Director who expects to be unavailable to perform his/her duties for a period of time may delegate a surrogate, who must be acceptable to the Club Executive.
- 9) Any Director, on his/her own initiative, may delegate any of his/her responsibilities and corresponding authority to any Club member or members for the purpose of expediting the discharge of his/her duty or duties. The Director shall remain accountable for the actions of these delegates.
- 10) The Radio Club shall have two sub-committees: the Workshop committee and DJing In The Community committee.
- 11) All members of the Radio Club shall have the right to join, and be encouraged to participate in, one of these committees.
- 12) The purpose of these committees is:
  - a) To create a learning environment for volunteers (specifically to do with putting on workshops and DJing live events)

- b) To provide opportunities for club members to take on, and seek out, new initiatives within the club.
- c) To enable the club, and vicariously the station, to interact with the community in new ways by offering our DJing services and Workshops to the public.

**13)** The duties of the DJing In The Community coordinator shall be as follows:

- a) To establish a policy, with the committee members, for the DJing In The Community committee.
- b) To recruit members to the DJing In The Community Committee.
- c) To seek out, and aid members in acquiring, DJ opportunities on and off campus.
- d) To serve as a link between the staff and volunteers when DJ opportunities are communicated to the station.
- e) To serve as a link between the staff and volunteers when DJ equipment needs to be rented from the station.
- f) To teach members about the technical aspects (like the setting up and use of equipment) of DJing, when necessary.

**14)** The duties of the Workshops coordinator shall be as follows:

- a) To establish a policy, with the committee members, for the workshop committee.
- b) To recruit members to the workshop committee.
- c) To aid members in putting on workshops that would be open to the general public.
- d) To come up with, and communicate to committee members, ideas for workshops.
- e) To advertise any workshops put on by the committee; on campus and around town with posters and on air with PSAs.

**15)** The Coordinators for these two committees shall be elected at the same time, and using the same process, as the Radio Club Executive each year.

**16)** Like the Radio Club Executive, these coordinator positions will run from May 1<sup>st</sup> - April 30<sup>th</sup> of each year.

**17)** The Club shall have the right to create additional committees and coordinator positions as needed. All such changes shall require a constitutional amendment.

#### Article VII: Meetings

- 1) General meetings of socials for the Club shall take place approximately once per month, at times chosen by the executive. Examination and vacation periods may be omitted.
- 2) A general meeting to review the club, station, volunteers and staff shall take place at least once per year, with as many follow up meetings as necessary.
- 3) A special meeting of the Club may be called on petition from one-third for the total membership, and must be held within two weeks of such a petition being presented to the Executive on the request of any radio club member who has successfully received the support of 10 other club members via petition. A meeting would be held within two weeks of such a petition being presented to the Executive.
- 4) The Club Executive shall have the discretion to prevent the station management from attending a general Club meeting. Any meeting held under such conditions shall be defined as a "closed session" meeting.
- 5) Notice of all Club meetings must be posted in the station, and by e-mail, at least one week in advance. These notices must include references to all items on the agenda. Items may be added to the agenda until one day prior to the meeting; they must be advertised to Club members when and as they are approved.
- 6) The executive shall be responsible for preparing the agenda for each meeting. All items on the agenda shall be defined as being in one of the following categories: a) a report, b) an election, c) a motion or d)

a topic for discussion. A motion shall be defined as any item, requiring a vote, which is not an election. A topic for discussion shall be defined as any item, not requiring a vote, which is not a report.

- 7) Members shall have the right to bring forward motions or topics for discussion to be considered on the agenda, and may do so by consulting the Executive at least one day prior to the meeting.
- 8) Members may also bring forward motions or topics for discussion at a general meeting, once all items on the agenda have been exhausted.
- 9) The Executive shall have the right to refuse any motion or topic for discussion which it judges to be promotive of illegal activity, discriminatory under the provisions of the Ontario Human Rights Code, or frivolous. Any disagreements between Club members and the Executive resulting from this right of rejection shall be taken to RQU Board of Directors.
- I 0) All motions brought forward at a Club meeting shall be decided by the general Club membership in attendance, except changes to and by-laws within the Constitution which must be approved via a week-long voting process, managed in the same manner as the election of the Executive. All motions listed in the agenda that do not require constitutional change may be approved by a simple majority vote of those present. Motions not on the agenda shall require two-thirds approval from those present. The Club Executive shall have final discretion as to whether or not a particular motion requires a Constitutional amendment.
- 11) Should any members of the Club disagree with the decisions taken at a general meeting, they shall have ten days to present to the Executive a petition calling for the decision to be reconsidered. If the number of signatures on the petition exceeds the number of votes taken in support of the original motion, a new general meeting shall be called within ten days, and the motion shall be taken up again. This right of petition may not be applied to the election of the Club Executive.
- 12) Minutes shall be taken at all Club meetings, and shall be posted in a prominent place for the benefit of all Club members. Minutes of business done during a "closed session" held shall show the results of all questions resolved, but shall not record debate.
- 13) Minutes shall include the following:
  - a) The names of all members present.
  - b) The major points of any reports presented at the meeting.
  - c) The full text of all motions proposed.
  - d) Unless the meeting was held in closed session, the names of members speaking for and against the motion, respectively.
  - e) The outcome of all votes on motions.
  - t) The outcome of any election.
  - g) Reference to any further topics that were discussed.
- 14) Once completed, the minutes shall be signed by the Secretary and initialed by the President to be posted in a prominent place in the station (the Radio Club Bulletin board) or sent out via e-mail to the CFRC listserv.

#### Article VIII: RQU Board

- 1) The Radio Club shall be entrusted with appointing, and approving the appointments of, certain figures to the RQU Board.
- 2) These appointees shall include, but shall not necessarily be limited to, a student and non-student representative from the Club itself.
- 3) The entire Club shall be responsible for the selection of these appointees.
- 4) Those interested in attaining a position on the RQU Board must submit a written application in March/April, during the period designated for the selection of a new Club Executive. If there is

more than one applicant, an election shall be held under the terms provided for the election of the Club Executive. If there is only one applicant for a particular position, that applicant must be approved by a two-thirds majority vote of those present at the nomination meeting. Club members who disapprove of a candidate approved via the latter method may exercise their right of petition as specified in Article 7(8).

- 5) Vacancies on the Management Board must be filled by new elections, to be held at the first general Club meeting after the vacancy occurs. The election shall follow the procedure outlined in Article 8(3).
- 6) Any candidates for the RQU Board who, although not nominated by or through the Club, shall require the approval of the Club to be confirmed in their position, may receive such approval by a two-thirds majority vote at the general meeting of the Club. Such a vote must be placed on the agenda one week in advance. The right of petition specified in Article 8(8) is applicable here as well.
- 7) All persons elected to the RQU Board through the CFRC Radio Club shall hold their positions for one year, commencing at a date acceptable to all parties on the RQU Board.
- 8) Club members who are running for Executive positions other than the Presidency may also run for a position on the RQU Board.
- 9) Representatives to the RQU Board must keep the Club informed of developments concerning the Board.
- 10) The Club's representatives on the RQU Board may be removed from office if it is judged that they have become negligent in their duties. Any motion to this effect must be placed on the Club agenda one week in advance, and shall require a simple majority to be approved.

#### Article IX: Amendments

- 1) The Executive shall have the duty of reviewing this constitution annually.
- 2) The Club Executive shall have the right to amend this Constitution in the manner prescribed in Article 7(7). Typographical and grammatical corrections shall not require formal approval to be changed.
- 3) This constitution shall be reviewed annually and any amendments shall be immediately presented to all club members for approval.