

Constitution of CJMQ

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CJMQ is a locally produced English broadcaster located at 2600 College Street, Sherbrooke, Quebec J1M 0C8, in the Eastern Townships of Quebec, Canada.

Mission Statement:

CJMQ is mandated by the Canadian Radio Telecommunications Commission (CRTC) to serve the English-speaking community of the Eastern Townships, providing unique local news information and entertainment.

CJMQ is dedicated to promoting local talent and providing local enterprises with an opportunity to advertise their services on radio.

CJMQ provides residents of the Townships with a chance to learn and participate in the radio experience: CJMQ provides training and support for on-air hosts and offers programming that cannot be found on commercial stations.

CJMQ is part of the Emergency Broadcast System: CJMQ is essential to the accurate and timely dissemination of information in case of a disaster or emergency.

Article 1: Definition of CJMQ

1.1.1 CJMQ is an incorporated non-profit Community Radio Station, hereinafter known as the organisation, owned by and responsible to its members. It is managed by a board of directors, hereinafter known as the Radio Board.

1.1.2 For the purpose of this constitution, the terms “community” and “resident” refer to all residents of the Eastern Townships whose principal residence has been in the Eastern Townships of Quebec, Canada for at least two months.

1.1.3 CJMQ will broadcast every day. Programming hours may vary according to the wishes of the Radio Board in conjunction with the Station Manager or Program Director/Office Manager. All changes in programming hours must comply with the licensing terms laid out by the CRTC.

1.1.4 Every effort must be made to ensure that CJMQ's content, both editorial and musical, is locally relevant, in accordance with the licensing terms governing Community Radio laid out by the CRTC and in accordance with the laws of the land governing broadcasting content and practices.

1.1.5 CJMQ has a mandate to instruct any interested members of the community in radio broadcasting.

1.1.6 The financial year shall begin on September 1 and end on August 31 of the following year.

1.2 Definition of "Member"

1.2.1 A member of the organisation is any resident who pays a sum determined by the Radio Board. This amount is renewable annually and may not exceed \$20 per year per member.

1.2.2 Members who have had their membership revoked or have been removed are not entitled to a refund of the membership fee. Members who resign may have their fee refunded.

1.2.3 On-air hosts must be members of the organisation.

1.2.4 No member is obliged to be actively involved with the day-to-day business of the radio station.

1.3 Duties, rights, and privileges of members

1.3.1 Only members may vote at General Meetings of the organization.

1.3.2 Members have the right to petition for a General Meeting to be held. (see 6.4.1)

1.3.3 Members have the right to see all approved Board minutes and attend any meeting that is not declared *in camera*.

1.3.4 Members have the right to address the Radio Board with the permission of the chairperson.

Article 2: CJMQ Radio Board

2.1 Composition

2.1.1. The Radio Board shall be made up of nine members, one of whom shall be an on-air host. The Station Manager is an *ex-officio*, non-voting member.

2.1.2 Officers of the Radio Board will include but not be limited to the following: President, Vice President, Treasurer, and Secretary. The President votes only in the case of a tie vote.

2.1.3 President is responsible for the following items:

- Chairing and conducting meetings.
- Signing all contracts except for sales.

- Serving as an *ex-officio* member of every committee struck by the Radio Board except in the case of a conflict of interest.

2.1.4 Vice President is responsible for the following items:

- Replacing the President in his or her absence.

2.1.5 Treasurer is responsible for the following items:

- Overseeing station finances.

2.1.6 Secretary is responsible for the following items:

- Keeping and distributing accurate records of the minutes of meetings.

2.2 Nominations

2.2.1 Elections will be held at the Annual General Meeting (AGM). Board members will be elected by popular vote.

2.2.2 Interested individuals may be nominated or may nominate themselves at the AGM. Nominations may also be submitted by proxy, i.e. a signed letter of intent; nominees do not have to be physically present at elections to be elected.

2.3 Ineligibility

2.3.1 No member of the CJMQ Radio Board may serve on another media board - this includes radio, television and/or print media.

2.3.2 No person receiving remuneration for broadcast related activities or from the music industry may be a member of the Board.

2.3.3 Paid employees of CJMQ may not be voting members of the Board.

2.3.4 Should members of the Board become ineligible through conflict of interest or failure to meet eligibility requirements, they will be considered to have resigned. The vacant position will be filled by the Radio Board at the earliest possible time.

2.4 Mandate

2.4.1 The Radio Board is responsible for monitoring all aspects of the functioning of the station including the appointment and performance of the Station Manager.

2.4.2 The Radio Board must approve all expenditures. Amounts under \$500 may be expended at the discretion of the Station Manager. All such expenses will be reported to the Board at its next meeting. All expenditures above this amount must be accepted by the Radio Board for

approval before disbursement of funds (see exception in 3.2.1 – bullet 6). These stipulations do not cover normal recurring operating expenses.

2.4.3 The Radio Board shall approve the annual budget prior to the Annual General Meeting.

2.4.4 The Radio Board may, at any time, call for independent auditing of the station finances and book-keeping practices.

2.4.5 The Radio Board shall create and enforce a series of policies and procedures for the operation of the station and the conduct of volunteers. All volunteers must indicate acceptance of these policies by reading and signing them at the beginning of their time of participation and subsequently after any significant change to these policies and procedures.

2.4.6 The Radio Board is the final authority on all appeals of any nature.

2.5 Terms of Office

2.5.1 Radio Board members will normally serve a term of three years. Their term begins following their election at the AGM. The terms will be staggered to ensure that no more than three positions per year become vacant, not counting vacancies due to resignation.

2.5.2 Board members are responsible for attending all Board and General meetings. If a member misses three consecutive meetings without just cause, they are removed from the Board.

2.6 Vacancies

2.6.1 Any vacancies remaining after the AGM or arising during the year will be filled by the Radio Board.

2.7 Election of Offices

2.7.1 Radio Board members may nominate themselves or be nominated for Radio Board offices.

Article 3: Operational Team

3.1 Composition

- Station Manager
- Program Director / Office Manager
- Music Director
- Business Manager
- Technical Director

All team members, other than the Station Manager, are appointed by the Station Manager who reports appointments to the Radio Board.

3.2 Job Descriptions and Responsibilities

3.2.1 Station Manager is responsible for the following items:

- Contact between the station, the CRTC, all government agencies, and organisations making up the community at large.
- Presenting financial statements at each Radio Board meeting.
- Ensuring the efficient functioning of the operational team.
- Working with Radio Board members on all aspects of the future of the station.
- Attending every Radio Board meeting, reporting on the status of the station at least quarterly.
- Emergency expenses required to keep the station on-air (must be reported to the Board President or Treasurer within 24 hours).
- Ensuring all other aspects of the proper functioning of the station.

3.2.2 Program Director / Office Manager is responsible for the following items:

- The sound of the on-air programming.
- Discipline of on-air hosts.
- Recruitment of new on-air hosts.
- Program, advertising, and public service announcement scheduling.
- Ensuring that the regulations pertaining to Canadian content and spoken word are respected.
- Ensuring that CJMQ respects CRTC licensing requirements.
- Handling day-to-day finances.
- Keeping inventory of the office equipment.

3.2.3 Business Manager is responsible for the following items:

- Managing the advertising sales and raising revenue.

3.2.4 Music Director is responsible for the following items:

- Contact with record labels and artists favouring local, regional, provincial, and Canadian talent.
- Tracking airplay information and checking Can-Con levels.
- Maintaining the music repository, including the integration of new music.
- Acquiring of new music.

3.2.5 Technical Director is responsible for the following items:

- Maintaining station equipment and maintenance schedule.
- Keeping inventory of station equipment.
- Monitoring of the station for sound quality.
- Monitoring transmitter parameters to ensure frequency and power levels do not vary from licensed levels.

Article 4: Station Manager

4.1 Removal

4.1.1 The Station Manager may be removed if they are:

- Not operating the Radio Station within the aims and objectives outlined in this constitution and the CRTC regulations.
- Failing to perform required duties.
- Repeatedly absent without just cause.

4.1.2 At the discretion of the Board disciplinary measures may be decided upon before proceeding to dismissal procedures.

4.1.3 The Radio Board shall vote for or against removal. The Station Manager will be given an opportunity to defend him or herself before the vote.

4.1.4 Upon passage of the motion, the Board shall determine the dismissal date and conditions. Upon dismissal, the Station Manager shall relinquish all CJMQ property.

4.2 Replacement

4.2.1 Should the Station Manager be unable to continue in his or her duties, the Program Director / Office Manager will be acting Station Manager until a new Station Manager is appointed by the Radio Board.

Article 5: On-Air Hosts

5.1 Engagement

5.1.1 Engaging of on-air hosts shall be conducted by the Program Director / Office Manager in collaboration with the Station Manager. An interview committee may be created to help in the evaluation of new on-air hosts and yearly evaluations of existing on-air hosts.

5.2 Removal

5.2.1 Any on-air host may be removed by the Program Director / Office Manager in collaboration with the Station Manager.

5.2.2 Should the on-air host contest, they may appeal in writing to the Radio Board.

Article 6: General Meetings

6.1 Annual General Meeting

6.1.1 The Annual General Meeting (AGM) shall be held at a place and time of the Radio Board's choosing. The place of the meeting must be within the limits of the City of Sherbrooke in the Province of Quebec.

6.2 Notice of AGM

6.2.1 On-air notices must play for at least ten consecutive days before the AGM. Said notice must be aired at least five times each day and indicate the time, date and location of the meeting. Notices must also be posted in the broadcast booths, the CJMQ offices, and on the website for at least ten consecutive days before the AGM. In addition, the notice must identify who is eligible to vote by defining the term "Member" (see section 1.3).

6.3 AGM Agenda

6.3.1 The agenda for the general meeting shall be prepared by the President of the Radio Board.

6.3.2 The agenda and any other relevant material shall be made available to members of the organization, in the broadcast booths, the CJMQ offices, and on the website at least ten days in advance of the general meeting.

6.3.3 The agenda shall include:

- Approval of the minutes of the previous AGM.
- Report of the President of the Radio Board.
- Report of the Station Manager.
- Financial statements.
- Budget for the upcoming year.
- Election of new Board members.
- Any other business

6.4 Special General Meetings

6.4.1 Special general meetings may be called by the Board or with a petition by at least 10 members in good standing. In the latter case the meeting shall deal only with the subject matter of the petition.

6.5 Quorum for General Meetings

6.5.1 The minimum number of members required at a general meeting shall be 15 members.

6.6 Voting

6.6.1 Every question shall be decided by a majority of the votes of the members in attendance.

6.6.2 With the exception of proposed amendments to this constitution (see section 10), every question requiring a vote shall be decided by a show of hands unless a member requests that a secret ballot be taken.

Article 7: CJMQ Radio Board Meetings

7.1 Meetings

7.1.1 A majority of the Board members shall form the quorum.

7.1.2 The Radio Board should meet at least monthly.

7.2 Notice of Meetings

7.2.1 Notice of meetings of the Radio Board should be transmitted to each Board member not less than one week before the meeting, with the exception of emergency and special meetings.

7.3 Special Meetings

7.3.1 Special meetings may be called by the President or Vice-President or at the request of any two Radio Board members.

7.4 Emergency Meetings

7.4.1 If an emergency decision is necessary to keep the station on-air, all available members may meet to make this decision.

7.4.2 Any decision or action of an emergency meeting must be reported to the Radio Board at the next meeting. This decision is not binding.

7.5 Records of Proceedings

7.5.1 A record of the proceedings of all meetings of the Radio Board and its committees shall be available to any member of the organisation during the regular office hours of the radio station.

7.5.2 The current edition of Robert's *Rules of Order*, the interpretation of which shall be made by the chairperson, shall govern incidents not provided for in this constitution.

7.6 Methods of Voting

7.6.1 In the case of a tie, the chairperson will cast the deciding vote.

7.6.2 Every question requiring a vote shall be decided by a show of hands unless a member requests that a secret ballot be taken.

7.6.3 Members having a conflict of interest shall declare that conflict in advance of the vote on any resolution to which that conflict applies and such declaration shall be recorded in the minutes. They must then abstain from voting.

Article 8: Acceptance of Submitted Material

8.1 On-air Content

8.1.1 On-air content may not contain racial or religious prejudice or sexually explicit content. CJMQ must be neutral regarding religious programming. Rules concerning what is acceptable are at the discretion of the Station Manager and must conform to guidelines established by the CRTC. CJMQ may not broadcast any content which promotes the use of tobacco products, alcohol or illegal drugs, or which can be considered slanderous, or which promotes hatred or violence toward identifiable persons, groups or organizations as outlined in laws governing obscenities.

8.1.2 CJMQ news will make every effort to present material which is timely, accurate, unbiased, and honest. Where material may be offensive to some, a disclaimer must be broadcast.

8.2 Syndicated Programming

8.2.1 Syndicated programming shall only be broadcast on CJMQ if the content is approved by the Station Manager or Program director / Office manager. In the case of uncertainty, the decision will be made by the Radio Board.

8.2.2 All syndicated material must comply with the standards established in section 1.1.4.

8.3 Advertising

8.3.1 All advertising material must comply with the standards established in section 1.1.4.

8.3.2 Free announcements may be aired at the discretion of the Station Manager or Program Director / Office Manager.

8.4 Editorial Content

8.4.1 All editorial content must comply with the standards established in section 1.1.4.

Article 9: Complaints

9.1.1 All complaints to the station shall be handled by the Station Manager. A resolution should be sought in order to avoid the intervention of the CRTC. If the Station Manager is unable to resolve the conflict, the matter shall be handled by the Radio Board.

Article 10: Amendments to the Constitution

10.1.1 Amendments to the constitution shall be circulated to the Radio Board at least 10 days before the meeting at which they will be voted upon. Amendments shall require a two-thirds majority vote of the Radio Board in order to pass.

The proposed amendments approved by the Radio Board must be posted in the broadcast booths, the CJMQ offices, and on the website at least ten days before the General Meeting at which they will be voted upon. They shall require a two-thirds majority vote of members present to pass.