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# CONSTITUTION

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## CJMQ

Amendments to the constitution were approved by the CJMQ board of directors on  
Friday, October 20, 2017

Amendments to the constitution were ratified by the members of CJMQ at the  
annual general meeting held on Friday, October 20, 2017

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## **1. General Information**

### **1.1 Incorporation**

CJMQ (Radio Bishop Inc.) is a legally incorporated non-profit, community radio station in accordance with Part III of the *Loi sur les companies de la province de Québec* herein known as the “organization”.

### **1.2 Head office**

The head office of the organization is located at 184 Queen St., Sherbrooke, Quebec J1M 1J9, in the Eastern Townships of Quebec, Canada or any other location decided upon by a motion of the board.

### **1.3 Definition**

The organization is owned by and responsible to its members. It is managed by a board of directors, hereinafter known as the “board”.

Programming may vary according to the wishes of the board in conjunction with the Program Director/Office Manager

Every effort must be made to ensure that the on air 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.

The organization has a mandate to instruct any interested members in radio broadcasting.

### **1.4 Seal**

The seal of the organization, of which its design is determined by the board, may only be used with the permission of the President or the Secretary of the board.

## **2. Members**

### **2.1 Types**

The organization has three types of members, including: regular members (or individual members), corporate members (or associate or institutional members) and honorary members.

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

### **2.2 Regular Members**

Regular members are persons interested in the goals and activities of the organization and that meet the admissibility requirements, which are regularly adopted by a motion of the board and are, on demand, given the status of regular member.

### **2.2.1 Admissibility Criteria**

To be a regular member, a person must have the following qualities, including:

- Must be 18 years of age or older;
- Must make a request to the board in proper and due form asking for the status of a regular member of the organization and fill out the membership form to this effect;
- Must have their membership approved by the board;
- Must comply with all other non-discriminatory conditions deemed useful and indicated in this constitution.

Employees and volunteers of the organization may also be regular members as long as they have the required necessary qualities determined by the board and they meet the admissibility requirements.

### **2.2.2 Rights of regular members**

Regular members have the right to:

- Participate in all of the organization's activities;
- Receive a notice of general meetings;
- Attend and vote at general meetings;
- Be elected on the board;
- Consult the following official documents: list of members, list of board members, letters of patent and the constitution;
- Receive financial statements, projected budget and board reports presented at general meetings;
- Receive minutes of general meetings;
- Petition for a special general meeting to be held;
- Address the board with the permission of the President;
- Resign at any time.

## **2.3 Corporate Members**

Corporate members may be not-for-profit organizations, businesses, public and parapublic institutions, cooperative works, etc. interested in the goals and activities of the organization and that meet the admissibility requirements, which are regularly adopted by a motion of the board and are, on demand, given the status of a corporate member.

An individual from the corporation shall be identified by the corporation to represent that corporation's membership.

Individuals representing a corporation may also be regular members given that they pay their regular membership fee and therefore represent their own personal views and opinions and not those of the corporation.

### 2.3.1 Admissibility requirements

- Must be incorporated;
- Must make a request to the board in proper and due form asking for the status of a corporate member of the organization and fill out the membership form to this effect;
- Must pay the annual membership fee;
- Must have their membership approved by the board;
- Must designate by means of a written, certified letter a physical person that will benefit from the corporate member status and take advantage of the corporate member's rights;
- Inform the Secretary of the board in writing of all changes relative to the physical person before taking part as himself in the organization's activities as a regular member;
- Must comply with all other non-discriminatory conditions deemed useful and indicated in this constitution.

### 2.3.2 Rights of corporate members

The person representing the corporate member has the same rights as a regular member.

## 2.4 Honorary Members

The board may name, by means of a motion, honorary members of the organization. These entities are people or corporations that have contributed to the organization in an exceptional manner or people or corporations that have provided an exceptional service to the organization. Honorary members do not pay the annual membership fee and they may be board members.

### 2.4.1 Admissibility Criteria

To be an honorary member, a person must have the following qualities, including:

- Must be 18 years of age or older;
- Must make a request to the board in proper and due form asking for the status of a **regular** member of the organization and fill out the membership form to this effect;
- Must **not** pay the annual membership fee;
- Must have their membership approved by the board;
- Must comply with all other non-discriminatory conditions deemed useful and indicated in this constitution.

### 2.4.2 Rights of honorary members

Honorary members have the same rights as regular members.

## 2.5 Membership fee

The board may, through a motion, set the annual membership fee paid to the organization by its members.

The board may, through a motion, set the time at which the membership fee is due.

Membership fees are non-refundable.

## **2.6 Resignation**

Any member may resign from the organization by providing a written notice to the organization's Secretary. In no event may their fee be refunded. If a member representing a corporation resigns, the member has the responsibility to inform the corporation they represent of their resignation.

## **2.7 Suspension and Removal**

The board can, through a motion, suspend for a period of time, or indefinitely remove any member who does not pay their annual fee by the date determined by the board. The board can also, through a motion, suspend or remove a member that does not comply with the rules and regulations of the organization or whose conduct or activities are deemed harmful to the organization.

All members that are subject to suspension or removal may be heard by the board before a final decision is made. Depending on the circumstances, the board will decide the measures to be taken. Members that have been suspended or removed may not have their membership fee refunded.

## **3. General Meetings**

### **3.1 Annual General Meeting**

The annual general meeting (AGM) shall be held at a place and time of the board's choosing. The place of the meeting must be within the limits of the City of Sherbrooke in the Province of Quebec. The meeting must be held at the latest 4 months after the financial period ends.

### **3.2 AGM Agenda**

The agenda for the AGM shall be prepared by the President of the board.

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

The agenda must include:

- Approval of the minutes of the previous AGM;
- Report of the President of the board;
- Report of the Station Manager;
- Financial statements;
- Budget for the upcoming year;
- Naming of an auditor for the following financial year;
- Ratification, when needed, of modifications to the constitution adopted by the board;
- Election of new board members;

- Any other business

Any voting member present at the AGM may add valid points to the agenda.

### 3.3 Special General Meetings

Special general meetings may be called by the board, the President of the board or with a petition of at least 20% of the organization's members in good standing (membership up to date, fully paid and no bad record with the station). In the latter case the meeting shall deal only with the subject matter of the petition and the board must hold the meeting within 21 days following the reception of the request, if not, members who have signed the petition may call a special meeting (members will be in charge of the meeting).

### 3.4 Notice

On-air notices must play for at least ten consecutive days before an annual or special general meeting. Said notice must be aired at least five times each day and indicate the time, date, location and subject matter or matters of the meeting. The notice may (but does not have to) be accompanied by the board's proposed agenda. However, for a **special general meeting**, all subjects being discussed must be mentioned in the notice and only those subjects may be discussed. If a subject that should have been part of the agenda were to be accidentally forgotten in the notice for the **AGM** then this would not prevent the discussion of the subject at the AGM as long as the majority of members in attendance agree.

Notices must also be posted in the broadcast booths, the organization's offices, in the major print media of our community and on the website.

### 3.5 Quorum

The minimum number of members required to have quorum at a general meeting shall be twice the number of active board members plus one (1). For example, if there are 4 active board members, the quorum would be 9 members.

N.B.: Robert's Rules states that ex-officio members (example: the station manager) should not be included in the count when determining the number needed for a quorum and they should not be counted when determining if a quorum is present.

### 3.6 Voting

All members in good standing have the right to vote. A member must be present to exert their right to vote; a member cannot be represented to vote or vote by proxy.

Members vote by a show of hands. A vote by secret ballot is done if requested by the majority of the members. A vote by secret ballot is always done for the election of board members. When a vote by secret ballot is done, the President of the meeting must name two scrutineers, who may or may not be members of the organization, whose responsibilities are to distribute and collect the voting ballots, compile the results of the vote and communicate them to the President of the meeting.

Unless otherwise stated in the law or in this constitution, all questions submitted at general meetings will be settled by a majority vote of the members in good standing in attendance.

### **3.7 President and Secretary**

General meetings are chaired by either the President of the board or by any other person named to do so by the members in attendance. Ideally, a neutral person with the necessary skills to chair a general meeting is selected to chair the meeting to avoid suspicion of fixing the meeting. As for the Secretary, this role will be undertaken either by the Secretary of the organization or by any other person named to do so by the members in attendance.

### **3.8 Proceedings**

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

## **4. Board of Directors**

### **4.1 Powers**

The powers of the board are the following, unless expressly excluded in the letters of patent:

- Purchase and sell goods for the organization; take out a loan and/or a mortgage for the organization;
- Sign contracts and make agreements with all public figures and authorities;
- Build, maintain, improve and use buildings and grounds owned by the organization;
- Adopt and modify the constitution and submit it to a general meeting;
- Accept all new members and strike off any member who does not respect the regulations and policies in effect or puts the organization in jeopardy;
- Hire and dismiss the organization's employees;
- Delegate the necessary mandates and tasks to the station manager to fulfill the organization's mission;
- Create committees and define their mandates and members;
- Maintain the right to oversee the work done by the committees;
- Name a new person to fill in a board member's vacant position before the mandate's end of term. If there are still vacant positions after the AGM, the board cannot name a new person to fill the position;
- Maintain the right to evaluate the performance of the station manager.

### **4.2 Number**

The board shall be made up of six members (the minimum legal requirement is 3). The Station Manager is an ex-officio member of the board with the right to speak but not the right to vote. The Station Manager must attend all board meetings but does not count as a member of the board.



### **4.3 Composition**

The board must ensure that at least two thirds (2/3) of the board are members of the community that are not paid employees, on-air hosts, volunteer producers or contractors of the organization.

### **4.4 Mandate**

#### **4.4.1 Duties**

- Administer the organization's business and define the orientation of the organization according to its mission and with respect to the applicable laws and regulations;
- Evaluate and control the results of the organization's activities;
- Elect, unless otherwise stated in the constitution, the officers;
- Retain the powers that belong to the board;
- Assume all of the responsibilities associated to the board;
- Entrust the station manager with the daily business of the organization;
- At the AGM, present financial statements no older than four months old;
- Respect the organization's policies, regulations, and code of ethics;
- Assume the responsibility of the programming content; the respect of the radio broadcasting laws, policies, and regulations; and the respect of the station's license;
- Monitor all aspects of the functioning of the station including the appointment and performance of the station manager;
- Create and enforce a series of policies and procedures detailing station purchases and expenditures;
- Approve the annual budget prior to the AGM;
- 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 has been made;
- Assure that all board positions are full at all times and that all of the officers are defined.

The board is the final authority on all appeals of any nature.

### **4.5 Terms of Office**

Board members will serve a term of two years. Their term begins at the end of the general meeting at which they have been elected. The terms will be staggered to ensure that no more than three positions per year become vacant, not counting vacancies due to resignation.

The organization respects the principal of staggered terms when renewing positions each year as follows: on even years, three (3) of the six (6) elected board members end their term and on odd years, the other three (3) of the six (6) elected board members end their term.

In the event that staggered terms is not achieved, the board, at their first board meeting following the AGM, decides (on a volunteer basis or by means of a draw) which board member or board members will serve a 1 year term in order to rebalance the staggered terms.

#### **4.6 Eligibility**

Only members of the organization in good standing are eligible to become board members. Board members, at the end of their term, are eligible for many consecutive terms.

Candidates will be evaluated on an individual basis and their eligibility will be the ultimate decision of the board.

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

Board members must:

- Be at least 18 years of age;
- Be a Canadian citizen (law of the CRTC).

Board members must not:

- Be under guardianship;
- Be judged by a trial unfit to serve on a board of directors;
- Be bankrupt;
- Serve on another community radio station board;
- Receive remuneration for community radio broadcast related activities;

#### **4.7 Elections**

##### **4.7.1 Candidatures**

Candidatures will be accepted at the radio station. Candidates will complete the New Board Member Process. The results will be presented to the board who will ultimately decide whether or not the candidate is appropriate for the board.

Interested individuals must present themselves at the radio station. Candidatures may not be submitted by proxy, i.e. a signed letter of intent; candidates must physically present themselves at the station and fill out the application form to be considered.

Candidatures must be submitted at least 10 days prior to the AGM. A list of the selected candidates will be handed out to the members present at the AGM.

#### **4.7.2 Elections**

Board members are elected annually by the members at the AGM. Half of the board members are elected every year. In the event that there are as many (or less) candidates as the number of available positions, the election is done by acclamation. In the event that there are more candidates than the number of positions available, the election is done by secret ballot. Board members will be elected by a majority vote.

#### **4.8 Vacancies**

A position becomes vacant when a board member resigns or no longer has the qualities demonstrated during the candidature selection process. A board member whose position has been declared vacant can be replaced through a motion by the board, but the replacement is only in effect for the remainder of their predecessor's unexpired term. The replacement must have the same required qualities as their predecessor and in the meantime, the board continues to function as normal as long as quorum is achieved. The positions will be open to candidates until all of the positions are filled.

#### **4.9 Withdrawal of a board Member**

A board member is no longer considered part of the board when the board member:

- Provides a written letter of resignation to the President, the Secretary or at a board meeting (duly recorded in the minutes of that meeting);
- Passes away or becomes insolvent (bankrupt, poverty or otherwise);
- No longer has the required qualities or qualities that were present when they were selected;
- Verbally informs the board at a board meeting of their resignation – in which case, the resignation is recorded in the minutes of that meeting.

#### **4.10 Revocation of a board member**

Any board member may be removed from their functions with or without cause before the end of their term at a special general meeting. The special general meeting must have been called exclusively for that purpose. To be removed, there must be a majority vote of the present members.

At the same special general meeting, a selected candidate (that has undergone the New Board Member Process) may be elected to replace the removed board member for the remainder of that board member's term.

#### **4.11 Remuneration**

Board members are not remunerated for their services. However, their travel expenses or other applicable expenses may be reimbursed with prior approval by the board.

#### **4.12 Indemnification and Protection**

The organization shall indemnify each of its present board members against all expenses actually and reasonably incurred by such person (including, but not limited to, judgments, costs and counsel fees) in connection with the defense of any pending or threatened

litigation to which such person is, or is threatened to be made, a party because such person is or was serving in such capacity. This right of indemnification shall also apply to expenses of litigation which is compromised or settled, including amounts paid in settlement, if the organization shall approve such settlement. Such person shall be entitled to be indemnified if he acted in good faith and in a manner he reasonably believed to be in, and not opposed to, the best interests of the organization. The termination of any litigation by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner reasonably believed to be in, and not opposed to, the best interests of the organization.

#### **4.13 Conflict of Interest**

No board member must confuse their assets with the organization's nor use the organization's assets or information that they obtained via their role as a board member to their own profit or that of a third party unless it has been specifically authorized by the members of the organization.

Each board member must try to avoid situations where their own personal interest is in conflict with their obligations as a board member of the organization. They must inform the organization, without delay, of all interests that they have in a business or susceptible association that puts them in conflict of interest, as well as the rights that could play against them by indicating, if need be their nature and their value.

A board member may, even in the carrying out of their role, acquire, directly or indirectly, the right to obtain assets of the organization or contract with the organization as long as they inform the board of the situation by indicating the nature of the right and the value of the acquired assets and that they demand that the decision of this request be duly noted in the board meeting minutes.

A board member interested in acquiring such assets or contracts must, unless absolutely necessary, refrain from discussing and voting on the decision. Upon request of the President of the board or any other board member, the interested member must leave the meeting while the board discusses and votes on the acquisition of the assets or the contract in question.

Neither the organization nor one of its members may contest the validity of the acquisition of assets or contract involving the organization and, directly or indirectly, any board member, for the sole reason that the board member is involved or is interested in the business at hand as long as the board member has informed the organization properly and promptly of the situation mentioned above.

#### **4.14 Obligations**

Board members are obliged to attend all board and general meetings. If a board member misses more than three meetings per year without just cause, they will be considered to have resigned and will undergo the Board Member Resignation Process. The vacant position will be filled by the board at the earliest possible time.

## **5. Board Meetings**

### **5.1 Date**

The board shall meet as frequently as it deems necessary, with a minimum of eight meetings per year.

### **5.2 Notice and Location**

Notice of meetings of the board should be transmitted to each board member not less than one week before the meeting, with the exception of emergency and special meetings. Board meetings are called by the Secretary or the President either at the request of the President or by written request of at least two (2) board members. Meetings shall be held at the radio station or any other location chosen by the President or by the board.

### **5.3 Quorum and Vote**

A majority of the board members shall form the quorum. All questions submitted at board meetings are settled through a majority vote. The President does not have a predominant vote in the case of a tie.

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

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.

### **5.4 President and Secretary**

Board meetings are chaired by the President of the board. The Secretary of board meetings is the Secretary of the board. If the President of the board does not have the necessary skills to run board meetings, the board may name another board member to chair the meetings. If the Secretary of the board does not have the necessary skills to take proper minutes, the board may name another board member to take minutes.

### **5.5 Proceedings**

The President of the meetings keeps meetings under control and keeps them flowing according to the agenda. Generally, he or she also conducts proceedings of all aspects.

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

### **5.6 Signed Motion**

A written motion signed by all voting members of the board has the same value as a motion approved at a regular board meeting. A copy of the signed motion is kept with the minutes of the board meetings.

**5.7 Electronic Motion**

A motion passed electronically by all voting members of the board has the same value as a motion approved at a regular board meeting. The electronic motion must be ratified at the following board meeting and is recorded in the minutes of that meeting.

**5.8 Participation through a phone conference**

Board members may, if all are in agreement, participate in board meetings through ways that allow everyone to communicate orally, such as a phone conference. People participating in such a way are considered as being present at the meeting.

**5.9 Minutes**

Minutes, as well as agendas, must be approved by a majority of board members present at the meeting and forming quorum. Members of the organization may not consult the minutes or the motions of the board.

**5.10 Special Meetings**

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

**5.11 Emergency Meetings**

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

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

**6. Officers****6.1 Designation**

Officers of the board will include but not be limited to the following: President, Treasurer, and Secretary, as well as any other officer such as the Vice President whose title and functions may be determined through a motion by the board. One board member may serve as multiple officers (ex: Secretary/Treasurer). The law states that there must be minimally a President and Treasurer.

**6.2 Election**

All officers of the board are elected by board members at the meeting immediately following the AGM. If there are vacant offices, they must be elected at the earliest possible time. Board members may nominate themselves or be nominated for board offices.

**6.3 Voting**

Officers of the board have the right to make and second motions and vote (including the President). In the case of a tie, the motion shall not be passed.

#### **6.4 Terms of Office**

Each officer's term begins at the end of the board meeting at which they have been elected. The term for an office is one (1) year. It is recommended that board members serve at least 1 year on the board to become an officer.

#### **6.5 President**

The President is the chief executive officer (CEO) in charge of the organization. He chairs the board meetings. He ensures that decisions of the board are fully carried out, signs all documents requiring his signature and completes all assignments, from time to time, assigned by the board. The President does not delegate the station manager.

The President is also responsible for the following items:

- Legally representing the organization and is the main spokesperson of the organization;
- Maintaining the link between the station manager and the board;
- Chairing and conducting meetings, preparing and presenting points from the agenda requiring a vote, provoking board member participation, applying the rules and regulations of the constitution for foreseen resolutions;
- Ensuring that meetings are conducted in a civil, polite and friendly manner;
- Keeping meetings under control and keeping them flowing according to the agenda;
- Preparing and distributing agendas;
- Calling meetings and sending out reminders;
- Signing and sending letters on behalf of the organization;
- Representing the station in conjunction with the station manager at conventions, information sessions, training sessions, etc;
- Signing all contracts except for sales;
- Signing all official documents and deeds of the board;
- Sitting on all committees formed by the board or designating another board member to this effect;
- Making sure that the board exercises its powers and that board members and committees complete their assignments, obligations and responsibilities;
- Making sure that new board members are recruited and making sure that all vacant positions are filled;
- Ensuring that the periodic self-evaluation of the board takes place, welcoming and integrating new board members as well as training new board members;
- Assuring the quality of the community service of the station;
- Fulfilling all other functions pertaining to the execution of his role.

### **6.6 Vice President**

The Vice President seconds the President and fulfills all tasks assigned by the President.

The Vice President is responsible for the following items:

- Replacing the President in his or her absence or if the President is not capable of fulfilling his or her duties (in which case the Vice President has the same powers as the President);

### **6.7 Secretary**

The Secretary is responsible for the following items:

- Taking accurate minutes at meetings;
- Organizing and filing the books and official documents of the organization (board meeting minutes, general meeting minutes, constitution, letters patent, lists of board members and members);
- Receiving and processing requests for special general meetings;
- Sending minutes of meetings to all board members at least 1 week prior to the following meeting;
- Supplying (according to the Law and the constitution) all books, reports and documents relative to the business at hand;
- Correcting and verifying board meeting minutes, motions and all other official documents of the organization;
- Keeping the members list up-to-date;
- Drafting letters on behalf of the organization including thank you letters for any donations of \$50.00 or more.

### **6.8 Treasurer**

The Treasurer is responsible for the following items:

- Preparing financial reports;
- Answering and researching questions regarding the organization's finances;
- Validating and verifying day-to-day accounting entries, expenses and procedures;
- Practicing proper financial procedures;
- Organizing and filing the financial documents, accounting and books of the organization;
- The funds of the organization and its accounting books;
- Keeping an accurate record of all passive and active assets of the organization in one or more of the books designated to this effect;
- Ensuring the deposit of the organization's funds into a financial institution (bank) chosen by the board;
- Supplying (according to the Law and the constitution) all financial books, reports and documents relative to the business at hand;
- Presenting financial reports to the board and at general meetings;
- Being a signing officer;
- Assisting in completing government/legal documentation concerning the organization's finances.



**6.9 Resignation and Revocation**

An officer may resign at any time with written notice to the President or the Secretary of the organization or at a board meeting (recorded in the minutes). Officers are subject to revocation with or without cause by a motion of the board.

**6.10 Vacancies**

If an office becomes vacant, the board, by means of a motion, may elect or name another qualified board member to fulfill the vacancy and the new officer remains in effect for the unexpired remainder of the term of the officer they are replacing.

**6.11 Concurrent Offices**

It is understood that in no case may the President of the board occupy the position of station manager or coordinator of the organization. Furthermore, no paid employee of the organization may be an officer of the board.

**7. Financial Situation****7.1 Fiscal Period**

The financial year of the organization begins on September 1 and ends on August 31 of the following year.

**7.2 Verification**

The books and financial statements of the organization are audited each year, as soon as possible after the end of each fiscal period by the auditor named to this effect at each AGM.

**7.3 Financial Notes**

All checks, slips and other financial notes of the organization are signed by the persons designated to this effect by the board.

**7.4 Contracts**

Contracts and other documents requiring the signature of the organization are signed by the President and by the Secretary or the Treasurer, or by any other officer or any other person designated to this effect by the board, for the purpose of a contract or a specific document.

**8. Amendments to the Constitution**

Amendments to the constitution shall be circulated to the 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 board in order to pass. Such amendments become effective immediately upon approval of the board and will remain effective until the AGM or a special general meeting where they shall be ratified by a majority vote of the members. If a majority vote is not obtained then the amendments are no longer effective.

The proposed amendments approved by the board must be posted in the broadcast booths, the organization's offices, and on the website at least ten days before the general meeting at which they will be voted upon.

## Appendix A

### CJMQ's Mission Statement

- To serve as the broadcast voice for the English-speaking community in the Eastern Townships, devoting 95% of our broadcast week to provide timely and consistent English-language information and entertainment.
- To be an 'Easy Listening Station', reflecting the broadest possible spectrum of our community tastes in music.
- To highlight, assist and promote emerging local, regional, provincial, Canadian and international talent, musical and other, in that order.
- To serve as a forum for local ideas and culture.
- To ensure the on-air presence of CJMQ at all times - 24 hours a day, 365 days a year.
- To provide a venue for community members to participate in all aspects of broadcasting, including training and support.
- To remain part of the Emergency Broadcast System and provide information to our community in case of emergency or disaster as the category A station for our region, as designated by the Canadian Radio Television Communications Commission (CRTC.)
- To adhere to the guidelines of the Canadian Broadcast Standards Council, as well as the standards of the Canadian Association of Broadcasters and all regulations of the CRTC, and all regulations of Industry Canada.

# Appendix B

## CJMQ's Vision Statement

CJMQ must:

- Be an essential, vibrant part of daily life for the community of the Eastern Townships of Quebec.
- Strive for financial independence from government grants and subsidies, in preference of funding from fund raisers such as radio bingo and radiothons, memberships, donations and advertisement. All Board members, on-air hosts and staff of CJMQ are expected to participate with fund raisers.
- Assure the financial viability of CJMQ maintaining operations within a financial safety zone equal to at least one year of operational budget.
- Strive to function with paid personnel and not leave the future of the station in jeopardy should key volunteers be lost.
- Create local broadcast educational services by the development of a broadcast school capable of providing an official certificate for participants as well as on air, and technical experience.
- Promote local talent through the creation of a production studio and label capable of taking local talent from concept through to creation, diffusion, and distribution of selected creations.
- Develop a news department providing timely and in depth coverage of news, cultural, sports and human interest stories within our region, and beyond.
- Create a newsletter that would be sent out on a regular basis to all members of CJMQ updating them on the projects, activities, fund raisers and progress of the station.
- Be the primary media information source for our community.
- Provide our community with training in all aspects of broadcasting and media related functions.
- Assure the future of the station by establishing a permanent residence, by purchase of property, in a key location that promotes and advertises the existence of the station to the local community.
- Assure the on-air presence of CJMQ by the creation of a stand-by broadcast unit.

- Attend as many community events as possible including but not limited to Friendship Day, Townshippers Day, Winter Fun Day, parades, fairs, etc. and promote the station.
- Offer DJ services for weddings, receptions, events, dances, etc. at competitive rates and maintain the equipment required to offer such services including lighting and sound and special effects (ex: fog machine).
- Provide the ability of on-air forums.
- Maintain a secondary booth, not on the premises of CJMQ, as a backup system in an effort to keep CJMQ on-air at all times.
- Maintain a vehicle as a means of advertising and transportation of CJMQ equipment and people involved with the station.