

2016



## CIVL Radio Board & Society Manual

### CIVL Radio Governance Policies

CIVL Radio policies have been made to promote fair and accessible governance. The purpose of this document is to provide accountable and responsible governance of CIVL Radio's broadcast that is both accessible and fair. Should you find any problems with this or other CIVL Radio policies, please contact: [board@civl.ca](mailto:board@civl.ca)

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## Schedule I

### Board Roles & Responsibilities

#### **UFV Campus and Community Radio Society (CIVL Radio) Mandate:**

CIVL Radio is governed by a non-profit society that receives funding through student and community membership fees, as well as grants and sales as appropriate. It exists to promote the causes and initiatives of independent voices in the communities of the University of the Fraser Valley, and participates in the promotion and creation of a local alternative to commercial media.

#### **Purpose:**

The purpose of this document is to inform the board of directors about their **responsibilities, roles, and parameters relating to** the general maintenance **and good governance** of this society.

#### **Related documents:**

-CIVL Radio Volunteer Agreement/Training Documents

<https://civlvolunteer.wordpress.com/civl-radio-rules/>

<https://civlvolunteer.wordpress.com/l-volunteer-agreement/>

<https://civlvolunteer.wordpress.com/rights-and-responsibilities/>

See Appendix III for complete/approved/draft individual policy documents

-BC Society Act [http://www.bclaws.ca/civix/document/id/complete/statreg/96433\\_01](http://www.bclaws.ca/civix/document/id/complete/statreg/96433_01)

-The Broadcast Act <http://laws.justice.gc.ca/eng/acts/B-9.01/>

-CRTC Policies (Visit [www.crtc.gc.ca](http://www.crtc.gc.ca))

-Robert's Rules of Order (<http://www.robertsrules.org/>)

-UFV Policies

-Employment Act

## Directors of the Society:

### Terms

1. Each director is elected for a two (2) year term. These terms are staggered to ensure that experienced directors be present to guide newer members with regard to the procedures, policy, and the spirit of CIVL Radio.
2. Should a director leave the society before the end of their term, new directors may be appointed by a majority vote by the directors at a regular meeting, but the director must be re-elected at the society's forthcoming AGM.

### Categories

The board of directors reserves a quota for 8 of the 11 available seats for directors. These are described as follows:

- 1. Student directors:** There are four (4) seats reserved for students. Students are defined as enrolled at UFV during their elected year, and pay their dues via student fees collected by UFV. **This is in order to ensure that students at UFV, who are responsible for the bulk of CIVL's annual income, have a concurrent voice in the governance of their campus/community station.**
- 2. Faculty/Staff Directors:** The board reserves two (2) seats for this category. Faculty/Staff are defined by their being employed by the University of the Fraser Valley, and are thought to represent the interests of the university's employee community. They pay membership fees to the society annually and must be community members in good standing.
- 3. Community Directors:** The board reserves two (2) seats for community directors. Community directors are defined by their involvement in any of the Abbotsford, Mission, or Chilliwack communities and CIVL Radio. They pay membership fees to the society annually and must be community members in good standing.
- 4. The remaining seats:** are for directors termed 'Directors at Large'. The board also contains three (3) seats for directors at large. Directors at large are defined simply by their being apart of the CIVL Radio community. They pay their fees to the society either by student fee, or annually and must be members in good standing (as stated in Section 10 of the UFVCCRS Constitution).

\* **Limitations:** the CRTC has mandated that the controllers of the station be, in law and in fact, Canadian citizens; more specifically, it has been mandated that 80% of the directors be Canadian citizens, and all controlling officers of the station be Canadian citizens. (CRTC 2010-499 [S.IX P169])

## 1. Directors:

### Director Duties:

- a) are expected to frequently attend regular meetings.
- b) should participate in committees, by attending and participating in meetings, that suit their skills, aptitude, and/or interest.
- c) are expected to avoid and declare openly, any conflicts of interest.
- d) are required, when in attendance, to vote or abstain on motions of the society.

## 2. The Roles of the Officers of the Society

Officers of the society include the President, Treasurer, and Secretary.

### Executive Roles:

**2.1 The President** is generally the spokesperson of the society and shall be responsible for calling regular meetings, and presenting the agenda of regular meetings of the society. The president is the designated chair of meetings of the directors. The agenda may be amended at regular meetings by the board of directors.

**2.2 The Treasurer** is the director responsible for knowing and relaying the financial status of the society, and is generally responsible for chairing finance and budget meetings, presenting the budget at the AGM, and the Audit of the society.

**2.3 The Secretary** is the file keeper of the society, whose role is to keep accurate minutes of the meetings of the society, and, generally, to coordinate other roles of the station's file keeping. The secretary is responsible for notifying the directors and members of the society about meetings. In absence of the President, (the Secretary), shall be responsible for presenting the agenda, calling and chairing meetings.

**2.4 The Vice-President** is responsible for Board and General Membership solicitation, representing the board in work related to fundraising initiatives, and fulfilling the role of the President in their absence.

## 3. Procedures of Appeals

The board of directors may adopt an appeals committee for the conduct of committees, employees, programmers, and volunteers of the society. All permitted appeals shall be conducted by appeal committees formed by a motion by the board of directors of the society.

**Commented [1]:** Suggestion: introduce the idea of holding monthly executive meetings, and have a full board meeting bi-monthly?

#### **4. Calling Regular Meetings**

Directors may propose a regular meeting of the board, permitting the secretary of the society has confirmed the day, time, and location of their proposal, and that this information has been made available to all directors within a reasonable time. Quorum of 50% of the total directorship is required for all regular meetings to take place.

Generally, meeting notification will take place in the form of email. In the past, regular meetings of the society have been called by the President of the society, or are noted in previous meetings of the society.

#### **5. General Meetings**

Annual General Meetings (AGMs), must be held within 15 months of a previous AGM, but should be held before each April to allow for a new operations budget to direct the regular expenditures of the society. Notice for General Meetings must be provided, as specified in CIVL Radio's bylaws, including details of any special business items, date, and location.

At these meetings, in addition to any other motions or items, the society is required to: (1) present a budget, (2) provide audit or professional third financial review information, and (3) conduct an election for directors.

#### **6. Committees**

The board of directors accomplishes its objectives and is able to foster an inclusive and accessible environment through the delegation of its responsibilities and decision making authority to various committees. These committees may change from time-to-time, and are created by the society's board of directors, who appoint their members.

##### **CIVL Ad-Hoc Ad-Committee**

Purpose: To review ads considered offensive by the Station Manager, as spelled out by the station's ad-policy.

##### **CIVL Appeals Committee**

Purpose: To hear appeals to decisions made by the station, its committees, station manager, or staff. The aim of this committee is to examine the decision making criteria and procedure to ensure CIVL Radio is a fair a thoughtful organization that practices logically sound decision making.

##### **CIVL Capital Acquisitions Committee**

Purpose: To make capital purchasing and budgeting decisions concerning the Capital Fund.

##### **CIVL Finance Committee**

Purpose: To draft an annual budget each year, and monitor the ongoing financial status of the radio station.

**CIVL Personnel Committee**

Purpose: To review personal conflict matters between volunteers, staff, and management and to oversee procedures that lead to their resolution.

**CIVL Policy Committee**

Purpose: To contemplate, discuss and draft policy of the society.

**CIVL Programming Committee**

Purpose: To maintain broadcast standards and training through the approval/denial of programming proposals and demo-tapes; additionally, the programming committee seeks to meet CRTC, CBSC, and sector broadcast standards through policy initiatives.

**CIVL Promotions Committee**

Purpose: To plan and initiate promotional activities for CIVL Radio with consideration of the mandate and current objective of the station.

**7. Employee Job Descriptions**

***CIVL Radio Station Manager Job Description***

1.0 Introduction

The purpose of this document is to outline the roles and responsibilities of the station manager's job for the purpose of creating clarity, conciseness, and efficiency for the station manager of CIVL Radio.

1.1 Related Policies and Documents:

- CIVL Executive limitations policy
- Program Director Job Description

2.0 Definitions

2.1 The Board of Directors: means the elected directors of the UFV Campus and Community Radio Society

2.2 The Society: means the UFV Campus and Community Radio Society.

3.0 General



3.1 The role of the station manager is to provide management of the station's real property, staff and volunteer capital, and to provide the board of directors with expert and professional advice.

3.2 The station manager is considered the manager of the radio station, and in policies and procedures will be consulted in a way as not to create the appearance or practice of micro management.

3.3 The station manager is responsible for managing the day to day operations of the radio station.

#### 4.0 Procedure: Executive Duties

The Station Manager will be responsible:

4.1 To provide the CRTC with information and assistance necessary to maintain the society's radio license.

4.2 To purchase licensing for lawful use of musical and other broadcast content.

4.3 To maintain the working order of broadcast equipment.

4.4 To maintain the lawful integrity of the station's premises and broadcasts.

4.5 To apply for work study grants and other grants from time to time.

4.6 To demonstrate a combination of leadership and professionalism for station staff, volunteers and society members.

4.7 To develop relations with the facilities, finance, and other departments at the University of the Fraser Valley that play key roles in the day to day management of the station.

4.8 To manage and carry out terms of the contracts of the station.

4.9 To manage advertising accounts of the station.

4.10 To inform the board of directors of the status of projects, contracts, licenses, and other matters that relate to the legal status and wellbeing of the station.

4.11 Analyze, report, and resolve listener complaints

#### ***Co-op Placement - Program Manager***

**\$13.50/hr Gross 3 semesters**

**Monday - Friday 9 am - 5 pm - One Saturday per month flex day required**

- Conducting all general and programming orientation sessions
- Attending and coordinating all CIVL outreach opportunities as directed by Station Manager
- Keeping track of volunteer training and eligibility as hosts
- Keeping track of signed volunteer agreement, contracts and discipline
- Administering regular SOCAN reporting submissions

- Administering volunteer discipline under direction of the Station Manager
- Reviewing logs for Can Con, Talk Time, Carts, Ads, co-hosts, attendance, and compliance
- Facilitating weekly volunteer duties such as Charts, Shuffle, committee attendance, studio state
- Attend, take/circulate minutes and chair all Promotions and Programming Committee meetings
- Administer broadcasting of all pre-recorded programming where hosts are not present
- Be available to work with and support programmers on special projects
- Coordinate volunteers in various engagement roles (Envision, athletics, JIJ, convocation, etc)
- Conducting annual check in and program review with each individual CIVL program
- Ensuring CIVL's online program schedule is up to date and accurate
- Ensuring CIVL's online events calendar is up to date and accurate
- Ensuring CIVL's studios receive daily upkeep and maintenance for ergonomics and cleanliness
- Immediately addressing all emails from volunteer, listener, partner, and other general inquiries
- Coordinating CIVL production of Municipal, Provincial and Federal all candidate debates
- Coordinating CIVL production of annual Student Union candidate debates
- Be available to train and provide support to volunteers according to their scheduling needs
- Be available via mobile email/phone communicate outside of office hours for emergencies
- Provide regular feedback to CIVL volunteers and programmers
- Regularly monitor CIVL live broadcast feed, in addition to reviewing podcasts when necessary

***Permanent Staff - Productions Director***

**15-20 hrs/wk**

**\$16,500 net + family health/dental coverage**

- Producing or coordinating production for all new CIVL PSA, Promo, ID and Ad content
- Sound board operation and general production for all live music CIVL events and recordings
- Directing sound technician operations at Jam in Jubilee
- Directing sound technician operations at all live CIVL hosted music performances
- Working with CIVL newscasters in order to help them self-produce weekly or daily updates

- Overseeing recording for the purpose of CIVL voice tracking/auto-song identification operations
- Providing feedback to programmers based on their pre-recorded demos and show promos
- Assist station manager in production training for new volunteers and advanced techniques
- Producing CIVL graphic design content, working with volunteers to create the same

***Newscaster***

\$50/Month Honorarium

1 newscast per week

**A) Each news update will be made up of 2-4 minutes of news each.**

A good, quick update has multiple short, relevant news pieces. The most newsworthy and important items are at the beginning, and the lighter, less notable ones are towards the the end.

**B) An average story should be three parts:**

i) 1 short, to the point introductory statement or sentence, always written in the present tense, telling people what is happening now in regards to the story.

ii) **1** body section, can be multiple sentences/statements, providing details about the story; whatever is most important to explaining what's happened.

**Commented [S32]:** Should this be 1,2 and 3? Not 1, 1, 1

iii) 1 conclusion sentence providing the most up to date information on the story, important dates coming up to watch for more developments or some closure, etc.

**C) To identify which stories to put in what order, use the following criteria; the more that are satisfied in a story, the stronger the story:**

1. Most impact to the most listeners
2. Most relevant to Fraser Valley residents/UFV community
3. Time sensitivity, immediateness of the story
4. Relevance to the environment
5. Human interest, appeal to people's emotions
6. Technology, if you have clips, sounds, quotes, anything you have access to that makes this story more interesting to tell or listen to
7. Inequality issues (in commercial news, the final category is "Sex", since "sex sells", but C/C radio is concerned with accessibility and anti-oppression, such that

examining issues of inequality are far more desirable stories to cover, and in fact are appropriate in a way that “Sex” as one criterion in and of itself is not)

**D) We are a campus and community radio station, and thus our news content should be focused on providing listeners with information about goings on that are either on different topics, or from different perspectives than those that are told on commercial/corporate radio.**

## Schedule II

### Operations Management List

#### **CIVL Radio Operations List:**

This operations list has been provided for the purpose of describing the station's annual task management, as it differs from new initiatives and projects. This list should provide the society with basic instructions on how to survive in times without management resources; therefore, generally, it is the role of the station manager to coordinate the completion of these administrative tasks.

#### **Society & Operations Essential Task List:**

**(Don't Panic)**

- 1. Pay Tower Rent** *(January)*
- 2. Renegotiate MOA** *(Fall 2017)*
- 3. Purchase Insurance** *(January)*

The station is required by UFV to have both property and media liability insurance. These insurances can be purchased each year from a commercial insurance broker.

#### **4. Register with SOCAN** *(January/February)*

Each year CIVL Radio is required to register with the copyright authority, SOCAN. This involves payment for royalties of the content CIVL Radio broadcasts (Tariff 1B & 22). Prices may be subject to changes; however, SOCAN has upheld a specific category for non-profit community stations. Additionally, there is an appendix for internet broadcasters as well. CIVL Radio must upkeep their annual payment of royalties to continue broadcast right holder's content.

#### **5. File Annual Society Return** (FORM 11) *(March/April, immediately after AGM)*

Following the AGM, the society must file a form 11. This involves documenting the physical addresses of the directors of the society, and obtaining their signatures. This form is to be mailed to the provincial government in Victoria. For more information, search for: BC Society Act, form 11, annual return.

#### **6. Collect Membership Dues** *(Before AGM)*

**7. Hold an AGM (March)**

An Annual General Meeting (AGM), is to be held each year. It must be held within 15 months of the previous AGM, and should be before each April as to allow for a newly approved budget.

**8. Apply for Work Study Positions (March 15)**

**9. Apply for CRFC Grants (October/March)**

The Community Radio Fund of Canada (CFRC), is the distribution mechanism for CRTC Policy 2010-499, where the CRTC decided to fund the sector based on various merits of community based programming. For more information, see <http://www.communityradiofund.org>

**10. Conduct a Financial Year-End Review (April)**

**11. Apply for BC Gaming Grants (November-May)**

**12. Purchase NCRA Membership (June)**

NCRA membership is due before the annual NCRC conference, and its cost is usually determined by a fixed percentage of station revenues. While the NCRA membership is not essential to the station's operation, the association is committed to providing help to members campus and community radio stations with unexpected crisis that could arise in regulatory disputes. It's annual meeting, the NCRC, is a valuable venture bound to educate and excite volunteers. For more information, contact: [www.ncra.ca](http://www.ncra.ca)

**13. Perform an Annual Fund-drive/Music Awards (Summer)**

The society's listenership should be asked to support the station from time-to-time, and an annual 'fundrive' is considered by other community/campus stations as a good way to raise money and ambition for projects.

**14. Confirm/Plan for Involvement at Weeks of Welcome/RADIO Campus Classes (July)**

**15. Renew Broadcast License (Summer 2019)**

**16. Publish a Programming Schedule (September)**

Organize the creation and printing of a current programming schedule for the purpose of promoting the station's programming and content.

**17. File CRTC Annual Return** *(On or before November 30th)*

This series of forms is sent to the station in August of each year. Failure to file these documents with the CRTC may result in revocation of the station's broadcast license. The forms ask for financial information pertaining to the station's revenues, for programming comments and involves an annual fee. As a result of CRTC 2010-499, the board of directors' contact information will also be requested.

**18. Apply for Canada Summer Jobs** *(Winter)*

**19. Notify Programmers of Statutory Holidays and Building Closure SOPS** *(Year Round)*

**20. Conduct Volunteer Appreciation Initiative/Award** *(Once per year min.)*

**21. Pay Payroll Remittance** *(Before the 15th of each month)*

**22. Pay Staff** *(By-weekly, finance deadline is noon Thursdays on cheques for next Friday)*

## Schedule III

### Governance & Policy Documents

#### UFV Campus and Community Radio Society Constitution and By-Laws:

#### Governance

FORM 3

SOCIETY ACT

CONSTITUTION

1. The name of the Society is

UFV Campus and Community Radio Society

2. The purposes of the Society are:

(a) To serve, instruct and inform the students, instructors and staff of UFV and the communities they serve, through the medium of radio broadcasting and through access to the Society's facilities, by offering diverse, alternative, progressive, informative and community-oriented programming, and by bringing thought to form and action.

(b) To encourage co-operation, interaction, communication and understanding within and between the students, instructors and staff of UFV and the communities they serve.

(c) To provide a forum for the presentation of opinions, ideas and observations of individuals and groups to the greater community.

~~3. The activities and purposes of the Society shall be carried on without purpose of gain for its Members and any income, profits or other accretions to the Society shall be used in promoting the purposes of the Society.~~



~~4. Upon the winding up or dissolution of the Society, any assets remaining, after the satisfaction of the Society's debts and liabilities and after payment of salaries or wages to employees of the Society, shall be held by UFV in trust for 10 years until another campus radio station is formed, and if effect cannot be given to the aforesaid provisions, the said funds shall be transferred to a recognized charitable organization in the community having purposes similar to those of this Society as directed by the Society's directors.~~

~~5. Paragraphs 3 and 4 of the Constitution are unalterable in accordance with the Society Act.~~

**Commented [3]:** Dissolution in section 4 may be added later on in the document's by-laws section

### BYLAWS

The bylaws of the Society are those set out in Schedule "A".

DATED as of March 2nd, 2009

### SCHEDULE "A"

### SOCIETY ACT

### BYLAWS OF

### UFV CAMPUS AND COMMUNITY RADIO SOCIETY

Here set forth, in numbered clauses, the by-laws providing for the matters referred to in section 6(1) of the Society Act and any other by-laws.

### PART I – INTERPRETATION

1. In these bylaws, unless the context otherwise requires,

(a) "Directors" means the directors of the Society for the time being;

(b) "Board of Directors" means the governing board of directors;

(c) "Members" means the applicants for incorporation and those persons who subsequently have become Members in accordance with these bylaws, and, in either case, have not ceased to be Members;

(d) "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;

- (e) "registered address" of a Member means his address as recorded in the register of Members;
- (f) "UFV" means the University of the Fraser Valley;
- (g) "Society" means the UFV Campus and Community Radio Society;
- (h) "UFV Student" means a UFV Student who has paid membership fees to the Society;
- (i) "Community Member" means a member who is not a UFV Student, but is a member of the society.
- (j) "UFV Employee" means a person employed by UFV part-time or full-time who is not a UCFV Student;
- (k) "CRTC" is the Canadian Radio-television and Telecommunications Commission;
- (l) "special resolution" means a resolution passed in general meeting by a majority of not less than 66% of the votes of those Members of the Society who, being entitled to do so, vote in person;
- (m) "Policy" means the document which will outline specific policies of the Society passed by a majority of the Members present at a meeting of the Members;
- (n) "Station Manager" means a paid employee of the Society in charge of the day-to-day operations of the radio station.
- (o) "Operations Officer" refers to a board appointed member of the operations committee and is to be treated synonymously with the term "station manager."

2. The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

3. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

## **PART II – MEMBERSHIP**

4. All UFV Students who have paid membership fees to the Society are members of the Society.

5. Community Members may apply to the Directors for membership in the Society.

6. All Members must uphold the constitution and comply with these by-laws.

7. The annual membership fee shall be determined as follows:

(a) the membership fee for UFV Students shall be determined by a memorandum of agreement between the Society and UFV (currently \$7.85/semester); and

(b) the annual membership fee for Community Members shall be determined at the annual general meeting of the Society (currently \$24).

8. A person ceases to be a Member of the Society

(a) on his death or in the case of a corporation on dissolution; or

(b) on being expelled; or

(c) when the Member no longer qualifies for membership in accordance with these bylaws; or

(d) on having been a Member not in good standing.

9. A Member may be expelled from the Society by a special resolution of the Members passed at any general meeting.

10. All Members are in good standing unless

(a) determined to be not in good standing by a special resolution of the Members passed at any general meeting; or

(b) the Member has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the Society; or

(c) the Member has contravened any policy implemented by the Society and upon which a majority of the Board of Directors has voted that the Member is no longer a Member in good standing.

11. Every Member of the Society shall be entitled to attend any meeting of the Society and to vote at any meeting of the Society and to hold any office.

12. Membership in the Society shall not be transferable.

### **PART III – MEETINGS OF MEMBERS**

13. General meetings of the Society shall be held at such time and place, in accordance with the Society Act, as the Directors decide.

14. Every general meeting, other than an annual general meeting or board of directors meeting is an extraordinary general meeting.

15. The Directors may, when they think fit, convene an extraordinary general meeting as often as the business of the Society requires.

16. An extraordinary general meeting may be called by the Members by

- (a) 10 per cent of the Members in good standing; and
- (b) signed by those Members; and
- (c) stating the reasons for the meeting in the petition; and
- (d) delivering the petition to the Board of Directors at a meeting of the Board.

17. Notice of a general meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature of that business.

18. The accidental omission to give notice of a meeting to or the non receipt of a notice by, any of the Members entitled to receive notice does not invalidate proceedings at that meeting.

19. The first annual general meeting of the Society shall be held not more than 15 months after the date of incorporation and after that an annual general meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

### **PART IV – PROCEEDINGS AT GENERAL MEETINGS**

20. Special business is:

- (a) all business at an extraordinary general meeting except the adoption of Roberts rules of order; and

(b) all business transacted at an annual general meeting, except the following:

- (i) the adoption of Roberts rules of order;
- (ii) the consideration of the financial statements;
- (iii) the report of the Directors;
- (iv) the report of the auditor, if any;
- (v) the election of Directors;
- (vi) the appointment of the auditor, if required; and
- (vii) the other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.

21. No business, other than the election of a chair and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.

22. If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

23. The quorum required for a general meeting of the Society shall be 1 per cent of the membership.

24. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the Directors may determine the quorum.

25. Subject to bylaw 26, the president of the Society, the vice president or, in the absence of both, one of the other Directors present, shall preside as chair of a general meeting.

26. If at a general meeting:

(a) there is no president, vice-president or other director present within 15 minutes after the time appointed for holding the meeting; or

(b) the president and all the other Directors present are unwilling to act as chair, the Members present shall choose one of their number to be chair.

27. A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

28. When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.

29. Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

30. No resolution proposed at a meeting need be seconded and the chair of a meeting may move or propose a resolution.

a) Member proposals – proposal for voting members to get a topic on AGM agenda (needs 5% more, or min of 2 voting members)

31. In the case of a tie vote, the chair does not have a casting vote or second vote to the vote to which he or she may be entitled as a Member, and the proposed resolution not pass.

32. A Member in good standing present at a meeting of Members is entitled to one vote.

33. Voting is by show of hands, with the following exception:

a) Members meetings may be held electronically, at the discretion of, and if so moved by the Board of Directors

34. Voting by proxy is not permitted.

#### **PART V – BOARD OF DIRECTORS**

35. The Board of Directors will consist of no less than five and not more than eleven Directors.

36. The Board of Directors shall reserve director positions for at least 4 UFV Students, 2 Community Members and 2 UFV Employees.

37. All Directors:

a) shall be a Members in good standing of the Society during their term of office.

b) require a criminal record check

i) may not be convicted of fraud in the last 5 years

ii) may not be undischarged from bankruptcy

iii) Nominees for directors of the board may be as young as 16 years of age if so moved by majority vote of directors at a directors meeting in advance of a general meeting

38. The Directors of the Society shall elect one of their number to be president of the Society, and shall elect from their number a treasurer and secretary. The office of treasurer and secretary may be combined.

39. The Board of Directors shall be elected by the Members, and to maintain continuity shall hold office for staggered terms. Four of the initial Directors shall serve 1 year terms and four of the initial Directors shall serve 2 year terms. Thereafter, as the term of each Director expires, a successor shall be elected by the Members at the annual general meeting to serve for a term of two years.

40. Any Director is, upon the expiration of the term of his or her office, eligible for re-election.

41. All Directors shall be nominated by the Members.

42. All elected Directors shall be selected by a majority of those present.

43. Elections of officers shall be managed by an Elections Officer who has been accepted by majority vote of the membership accepted by a majority vote of the membership at a general meeting.

44. If a Director resigns his office or otherwise ceases to hold office, the remaining Directors shall fill the vacancy by either

(a) appointing a Member to take the place of the former director; or

(b) conducting a by-election for a Director to be selected by a majority of the Members.

45. A Director so appointed holds office only until the conclusion of the next annual general meeting of the Society, but is eligible for re-election at the meeting.

46. A Director ceases to hold office when he or she ceases to be a Member in good standing of the Society.

47. No act or proceeding of the Directors is invalid only by reason of there being less than the prescribed number of Directors in office.

48. The Members may by special resolution remove a Director before the expiration of his term of office, and may elect a successor to complete the term of office.

49. No director or officer shall be remunerated for being or acting as a Director or officer but they may be reimbursed for expenses reasonably incurred while engaged in the affairs of the Society. However, directors and officers of the station may receive stipends, when approved by the membership at a General Meeting.

50. The Directors may exercise all the powers and do all such acts and things as the Society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Directors in general meeting, but subject, nevertheless, to the provision of:

(i) all laws affecting the Society;

(ii) these bylaws; and

(iii) rules, not being inconsistent with these bylaws, which are made from time to time by the Society in general meeting.

51. The Directors shall have the power to make expenditures for the purpose of furthering the purposes of the Society.

52. The Directors shall take such steps as they deem necessary to enable the Society to receive donations and benefits for the purpose of furthering the purposes of the Society.

#### **PART VI – MEETINGS OF THE BOARD OF DIRECTORS**

53. The Directors may meet together at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

54. The Directors may from time to time fix the quorum necessary to conduct business, and unless so fixed the quorum shall be a majority of the Directors then in office.

55. The president shall be chair of all meetings of the Directors, unless the Directors otherwise decide.

56. A Director may at any time, and the secretary, on the request of a Director, shall, convene a meeting of the Directors.



57. The Directors may delegate any, but not all, of their powers to committees consisting of the Director or Directors as they think fit, or may delegate to committees consisting of other persons they see fit.

58. A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the Directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the Directors to be held next after it has been done.

59. Subject to directions from the Directors, the committee shall determine its own procedure.

60. Questions arising at a meeting of the Directors and committee of Directors shall be decided by a majority of votes.

61. In the case of a tie vote, the chair does not have a second or casting vote.

62. A resolution in writing, signed by all the Directors and placed with the minutes of the Directors is as valid and effective as if regularly passed at a meeting of Directors.

#### **PART VII – DUTIES OF INDIVIDUAL OFFICERS**

63. The president shall preside at all meetings of the Society and of the Directors, unless the members or Directors otherwise decide.

64. The president is the chief executive officer of the Society and must supervise the other officers in the execution of their duties.

65. The Vice –President will carry out the duties of the president during the president's absence, and when the Vice- President is also absent, the directors shall elect a director to carry out the duties.

66. The secretary shall do the following:

(a) conduct the correspondence of the Society;

(b) issue notices of meetings of the Society;

(c) keep minutes of all meetings of the Society and Directors;

(d) have custody of all records and documents of the Society except those required to be kept by the treasurer; and

(e) keep a record of all the members of the Society and their registered addresses.

67. In the absence of the secretary from a meeting, the Directors shall appoint another person to act as secretary at the meeting.

68. The treasurer shall do the following:

(a) keep such financial records, including books of account, as are necessary to comply with the Society Act;

(b) receive all monies paid to the Society and be responsible for the deposit of same into whatever bank the board may order;

(c) render financial statements to the director, Members and others when required; and

(d) prepare for submission to the annual meeting a statement of the financial position of the Society.

69. The officers shall perform such duties as the Members decide.

70. Other Directors shall assist the president, treasurer and secretary in carrying out their duties.

#### **PART VIII – DUTIES OF THE BOARD OF DIRECTORS**

71. The Board of Directors shall be familiar, and comply with the provisions of the Society Act, and the current CRTC Campus Radio Policy.

72. The Board of Directors shall be responsible for the hiring of the staff of the radio station which will include Station Manager, Programming Director and a bookkeeper. Staff must be hired according to their qualifications for the positions. The Station Manager and Programming Director will be charged with operating the station in compliance with CRTC guidelines. The Board of Directors will maintain a Programming Committee.

73. The Board of Directors shall be responsible for management of the Society's staff unless delegated to a committee or person.

74. The out-going Board of Directors shall present to the Annual General Meeting of the Society a report detailing the activities undertaken by the Society during the previous year.

75. The Board of Directors shall maintain a written up-to-date manual for the Society and shall also call meetings to discuss, change and/or set policies.

76. The Board of Directors shall receive and administer all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become the property of the Society.

77. The Station Manager and Programming Director shall prepare an annual budget and the treasurer of the Society shall be responsible for ensuring the budget is realistic, feasible and in accordance with constitution, bylaws and policies of the Society.

78. Members of the Board of Directors must disclose personal conflicts of interest and shall not vote on matters where a personal conflict of interest exists.

#### **PART IX – MANAGEMENT OF BUSINESS**

79. In most cases a station manager will manage and oversee the day-to-day operation and upkeep of CIVL's offices and studios.

80. In the event there is not a station manager, an operations committee may be formed by the board of directors that:

- (i) oversees the responsibilities of the station manager,
- (ii) is structured, with the approval of the board of directors, to meet the operational needs of the station at that time,
- (iii) will nominate Operations Officers,
- (iv) will allow moderate stipend pay to be dispensed, in the form of an honorarium, to in-part compensate the hours of its

81. The board shall select its Operations Officers from those nominees.

82. In the case that an Operation's Committee has been formed

- (i) bylaw references to "station manager" shall be extended to include "Operations Officers,"
- (ii) the Board of Directors, at a regular meeting, may resolve to remove any member from the Operations Committee, and the position of Operations officer,
- (iii) reports from operations officers must be made at regular meetings of the board of directors,

(iv) stipends must be approved at a general meeting, and included in the annual budget.

#### **PART X – SEAL OF THE SOCIETY**

83. The Directors may adopt a common seal of the Society.

84. Whenever the common seal is used, it shall be authenticated by the signature of two of wither the treasurer, secretary, or the president.

#### **PART XI – FINANCE**

85. The signing officers for the Society shall be the president, treasurer, and Station Manager.

86. The signatures of at least two signing officers shall be required for the execution of any legal documents or the disbursement of any funds on behalf of the Society.

87. For the purpose of carrying out its objects, the Society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Society, and in no case shall debentures be issued without sanction of a special resolution of the Society.

#### **88. Disclosure of Wages:**

a) Financial statements must disclose of salary, wages of those earning over an amount that will be defined by regulations – or tops 10 where more than 10 are paid above that amount. No names must appear – only titles are required

b) Remuneration of board of directors members is now permitted, on contract status as necessary for fulfillment of operations activities that cannot be completed by any other persons – circumstances must be documented and values must be disclosed

c) Majority of directors may not be employed or under contract

#### **PART XII – AUDITS**

89. The Board of Directors may from time to time appoint an auditor or auditors to hold office for such period as the Board of Directors may determine.

90. No Director and no employee of the Society shall be auditor.

91 The minimum level of financial scrutiny to be performed at the end of each fiscal year by a chartered accountant shall be a 'notice to reader'.

92 The fiscal year of the Society shall be April 1 to March 31.

#### **PART XIII– SOCIETY RECORDS**

93. The minutes of the Directors and general meetings shall be made available on the website of the Society.

94. The books and records of the Society may be inspected by the Members on any working day during normal office hours provided twenty-four hours written notice is given. Under no circumstances will copies of Society documents be released to any Member without the written permission of the Directors.

#### **PART XIV– NOTICES TO MEMBERS**

95. A notice may be given to a Member, either personally, or by email to the Member at the Member's registered address.

96. Notice of a general meeting must be given to every Member shown on the register of Members on the day notice is given.

97. No other person is entitled to receive a notice of a general meeting.

#### **PART XIV – AMENDMENT TO CONSTITUTION AND BYLAWS**

98. The Constitution and bylaws of the Society may be amended by a special resolution passed in a general meeting.

99. Under no circumstance shall any amendment be made that threatens the financial stability of the Society.

DATED at the City of Abbotsford, in the province of British Columbia, this 12th day of March, 2015.

WITNESSES APPLICANTS FOR INCORPORATION

CIVL's offices are located in Building S Room 2109 on the University of the Fraser Valley Campus, at 33844 King Road, Abbotsford, BC V2S 7M8

Upon written request, the following can be made available to members:

i) The society's certificate

ii) Each certified copy, furnished to the society by the registrar, of the following:

- (1) The constitution of the society;
- (2) The bylaws of the society;
- (3) The statement of directors and registered office of the society;
- (4) Any official documents provided to the organization from the Registrar (approvals, confirmations, etc.);
- (5) A copy of any legal order from a court or government;
- (6) The society's official register of members of the Board of Directors, including contact information provided by each director;
- (7) Written consent to act as Director and each written resignation of a director (section 42);
- (8) A copy of each record evidencing a conflict of interest disclosure by a director or senior manager;
- (9) The society's register of members, organized by different classes of member if different classes exist, including contact information provided by each member;
- (10) The minutes of each meeting of members, including the text of each resolution passed at the meeting;
- (11) A copy of each ordinary resolution or special resolution, other than a resolution included in the minutes of members, and, in the case of a resolution consented to in writing by the voting members, a copy of each of the consents to that resolution;
- (12) Financial statements of the society required under section 35 and the auditor's report, if any, on those financial statements.

New and updated documents will be added to this section by the board of directors, as they are adopted.

Memorandum of Agreement

THIS AGREEMENT (the "Agreement") is made as of \_\_\_\_\_, 2013

UFV CAMPUS AND COMMUNITY RADIO SOCIETY

("CIVL Radio" or "CIVL")

UNIVERSITY OF THE FRASER VALLEY

The purpose of the Memorandum of Agreement is to describe aspects of the working relationship between UFV and CIVL Radio, and their responsibilities to each other. This Agreement is intended to enable CIVL Radio to carry out its constitutional responsibility to its student CIVL Radio is recognized by UFV as a legitimate society that will provide educational, entertaining, eclectic, and equitable programming to UFV students and the Central Fraser NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the CIVL / UFV Memorandum of Agreement 2008-2013

**1. TERM OF AGREEMENT**

**1.1.** This Agreement will commence as of the date above written and will expire on April 1, 2018 (the "Term") unless earlier terminated in accordance with the terms hereof.

**1.2.** Representatives of each of the UFV and CIVL Radio will, no later than January 31, 2018, meet to discuss in good faith whether this Agreement requires amendment.

**1.3.** If, during the Term, CIVL relocates its space to the new student union building, then the parties agree to meet and discuss a new agreement to reflect the new space. The parties acknowledge and agree that any new agreement will necessarily involve the UFV Student Union Society ("SUS") as a party.

## 2. RESPONSIBILITIES OF CIVL Radio

2.1. CIVL Radio will, on an ongoing basis, actively seek students to be involved in CIVL Radio's activities including, but not limited to, holding positions on the board of directors, working directly for the station, volunteering as programmers, and assisting in

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2.2. CIVL will, on an ongoing basis, use reasonable efforts to communicate with students enrolled in and attending classes at UFV (collectively "Students" and each a "Student") in order to provide educational, entertaining, eclectic, and equitable programming;

2.3. CIVL Radio will, in carrying out its duties hereunder, comply with all applicable laws, regulations, and other guidelines to which it may be subject; moreover, specifically, CIVL Radio will comply with CRTC regulations and Industry Canada regulations;

2.4. CIVL Radio will deliver to UFV prior to the commencement of each CIVL Radio fiscal year, a copy of CIVL Radio's annual budget, as approved by the CIVL Radio board of

2.5. The CIVL Radio president or a delegate appointed by the CIVL Radio board of directors will meet with the UFV President (or his/her designate) at least once per quarter (3 months) and from time to time on such other occasions as reasonably requested by UFV;

2.6. CIVL Radio will provide UFV with at least sixty (60) days notice that bookkeeping services provided on behalf of UFV will no longer be required;

2.7. CIVL Radio will provide UFV with up-to-date copies of the constitutions, bylaws, policies, and mission statements that govern CIVL Radio's activities.

2.8. CIVL Radio shall indemnify and hold harmless UFV and any of its officers, employees, servants, agents and contractors from any and all loss, damages, judgements, costs, actions, liability, claims or expenses arising out of any act, omission, error, deed or other matter on the part of CIVL Radio, its officers, employees, servants, agents, contractors and volunteers and the use and/or occupation of the premises belonging to the UFV by CIVL Radio and any of its officers, employees, servants, agents, contractors and

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**2.9.** CIVL Radio shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to the UFV:

**2.9.1.** Commercial General Liability insurance with a limit of not less than Five Million Dollars (\$5,000,000.00), inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under contract. UFV is to be added as an additional insured under this policy;

**2.9.2.** Professional Liability in an amount not less than Two Million Dollars (\$2,000,000.00).

**2.10.** CIVL shall provide UFV with evidence of all required insurance prior to the commencement of operations. Such evidence shall be in the form of a completed Certificate of Insurance. All required insurance shall be endorsed to provide UFV with thirty (30) days advance written notice of cancellation or material change.

**2.11.** CIVL hereby waives all rights of recourse against UFV with regard to damage to CIVL's

**2.12.** CIVL acknowledges and agrees that it is not the official spokesperson of UFV. Further, CIVL acknowledges and agrees that the views and opinions expressed on CIVL Radio are those of its hosts, guests and callers and not necessarily the views of UFV.

### **3. RESPONSIBILITIES OF UFV**

**3.1.** On behalf of CIVL Radio, UFV will collect the membership fees, prescribed by CIVL Radio and approved by the UFV Board of Governors, from each student as the students register and credit the CIVL account maintained by UFV. If CIVL Radio maintains their own banking arrangements outside of UFV's accounts, then UFV will remit the fees within thirty (30) days of each semester's final payment due .

**3.2.** UFV will, on an ongoing basis and at no cost to CIVL Radio, provide accounting services to and on behalf of CIVL Radio in accordance with generally accepted accounting principles, and will permit the CIVL Radio Treasurer, CIVL Radio President, CIVL Radio Station Manager, and/or a CIVL Radio approved delegate to inspect CIVL Radio's books and/or accounts upon one (1) week's notice to UFV and during UFV's normal

**3.3.** UFV will provide general financial training and orientation for each new CIVL Radio Treasurer within a reasonable time period of the date such person assumes the office.

**3.4.** UFV will provide priority registration for the Board of Directors (student) members. This number will normally not exceed seven members.

**3.5.** UFV will meet and consult with representatives of CIVL Radio to determine and reasonably consider any recommendations CIVL Radio may have concerning such matters, at least one hundred twenty (120) days prior to imposing;

**3.5.1.** policies which could otherwise affect the material interests of CIVL Radio;

**3.5.2.** measures that could directly affect CIVL Radio's ability to broadcast.

**3.6.** UFV will not negotiate any agreement that conflicts with the terms or intent of this Agreement with any student group or organization without the prior written consent of CIVL Radio or directly involving CIVL Radio in such negotiations.

**3.7.** UFV will provide on an ongoing basis and at no cost to CIVL Radio the following amenities to CIVL Radio:

**3.7.1.** reasonable space to support CIVL broadcast and related activities, currently located in Building C, Abbotsford Campus, which is approximately 898 square feet;

**3.7.2.** heating, lighting, electricity, reasonable access to telephone services, internet and network/IT with related support, for the space mentioned in

**3.7.3.** reasonable access to meeting rooms for any CIVL board meetings, CIVL general meetings, or CIVL committee meetings from time to time.

**3.7.4.** a link to CIVL website on UFV's website and post promotional information for CIVL on UFV's website.

**3.8.** UFV will provide CIVL Radio with two (2) parking passes for CIVL programmers and staff in the University Station parking lot.

**3.9.** UFV will, in carrying out its duties hereunder, comply with applicable laws, regulations or other guidelines to which it may be subject.

**3.10.** UFV will permit CIVL Radio to perform activities on UFV property from time to time upon CIVL Radio's request, as approved by the UFV Administration.

**3.11.** UFV will provide CIVL Radio with access to an updated membership list within five (5) business days of CIVL Radio's request once per semester.

#### **4. UFV ACKNOWLEDGEMENTS**

**4.1.** CIVL Radio is entitled to establish and operate banking accounts and to govern its financial affairs and engage, hire or retain such consultants and employees as CIVL Radio, in its sole discretion, considers appropriate.

**4.2.** CIVL Radio is entitled to establish Student scholarships, bursaries, or grants and to distribute such scholarships, bursaries, or grants as CIVL Radio, in its sole discretion, considers appropriate.

**4.3.** CIVL Radio is entitled to pursue outside contracts for services and purchases pertaining to property and materials owned exclusively by CIVL Radio; and, when seeking to acquire services and purchasing through UFV, CIVL Radio shall be offered the same pricing available to UFV.

**4.3.1.** Furthermore, CIVL Radio is entitled to seek alternative quotes for any services and purchases it seeks to acquire, but where these pertain to UFV owned property and materials, then such quotes must adhere to UFV policy and be approved by UFV.

**4.3.2.** CIVL Radio is not permitted to make any temporary or permanent alterations or changes to their allocated space (as defined in 3.7.1) without written consent by the UFV Facilities Department.

**4.3.3.** UFV agrees to provide ongoing support to such contracts and purchases as per paragraph 3.7.2 of this Agreement, provided the services and purchased materials meet institutional standards and UFV has given approval for such support prior to

**4.4.** CIVL is entitled to change the CIVL student membership fee UFV collects if, and only if, CIVL Radio conducts a referendum in which the majority of the students who vote approve the change.

**5.1.** CIVL acknowledges and understands that UFV is a public body subject to the provisions of the Freedom of Information and Protection of Privacy Act (British Columbia) ("FOIPPA") and owes obligations of privacy and confidentiality to its employees and students. In the event that one party requests personal information from the other, the requesting party shall comply with the provisions of FOIPPA and agrees to execute any documentation or take any other measures, as reasonably required, to prevent the unauthorized disclosure of personal information.

**5.2.** CIVL and UFV may wish to disclose confidential information to each other in connection with the terms of this Agreement. All written confidential information disclosed from one party to the other shall be clearly marked as "confidential" or "proprietary", while any verbal disclosures shall be designated as confidential at the time of the disclosure or identified in writing as confidential within thirty (30) days of such verbal disclosure. Each party agrees that such confidential information will not be disclosed to third parties and that reasonable and prudent practices shall be followed to maintain the information in confidence. If any unauthorized disclosure of confidential information occurs, whether intentionally or accidentally, the party who made the unauthorized disclosure will immediately notify the other party of all pertinent facts and the parties will mutually agree to the steps that will be taken to retrieve the wrongly disclosed confidential

**5.3.** The parties are independent parties and nothing in this Agreement shall constitute either party as the employer, principal or partner of or joint venture with the other party. Neither party has any authority to assume or create any obligation or liability, either express or implied, on behalf of the other.

**5.4.** Neither party will use the name, trademark and/or logo of the other party in any advertising or publicity without the prior written approval of the other party's authorized

**5.5.** The parties will promptly do, make execute or deliver, or cause to be done, made executed, or delivered all such further acts, documents and things as any other party to this Agreement may reasonably require from time to time for the purpose of giving effect to the terms, conditions intent and meaning of this Agreement.

**5.6.** Time is of the essence of this Agreement.

**5.7.** This Agreement may be executed in any number of counterparts or by facsimile, each of which will together, for all purposes, constitute one and the same instrument, binding on the parties, and each of which will together be deemed to be an original, notwithstanding that all parties are not signatory to the same counterpart of facsimile.

**5.8.** This Agreement may only be altered by a written agreement signed by duly authorized representatives of the parties to this Agreement.

**5.9.** Either party's failure to act with respect to any breach by the other party of this Agreement does not waive its right to act with respect to any subsequent or similar

**5.10.** If any provision of this Agreement is found invalid or unenforceable to any extent, then the remainder of this Agreement will not be affected or impaired and will be valid and enforceable to the extent permitted by law.

**5.11.** Either party may terminate this agreement:

**5.11.1.** For failure to comply with this agreement, immediately on giving written notice of termination; and,

**5.11.2.** For any other reason, on giving at least six (6) months written notice of termination. IN WITNESS WHEREOF, each party has executed this Agreement as of the date first above

UFV CAMPUS AND COMMUNITY  
UNIVERSITY OF THE FRASER VALLEY

\_\_\_\_\_

By: \_\_\_\_\_

Mark Evered - President

\_\_\_\_\_

By: \_\_\_\_\_

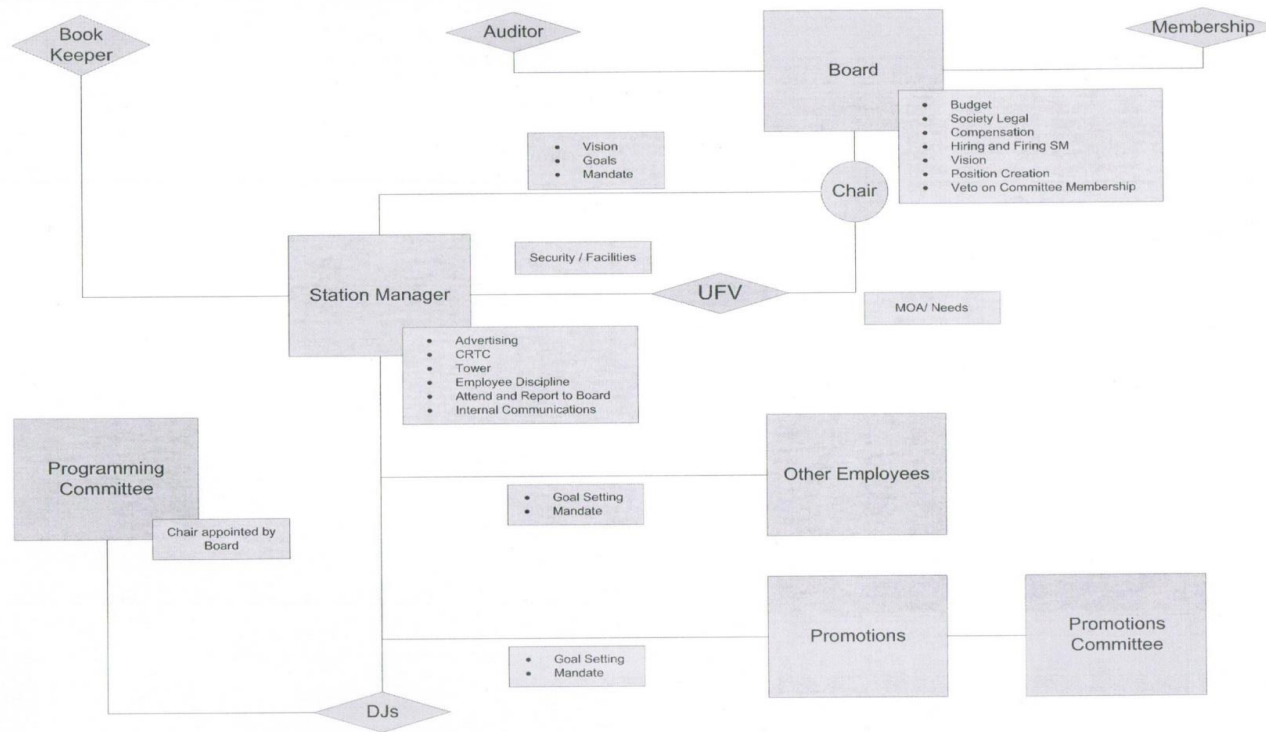
Jody Gordon  
Vice President, Student

### 3. Organizational Structure

Commented [S36]: Missing Section 2?

Monday, April 26, 2010

## Organisational Structure



## 4. Conflict Resolution Policy

### 1.0 INTRODUCTION

The purpose of this policy is to provide conflict resolution resources to employees and volunteers of CIVL Radio. This internal policy does not outline how to deal with complaints from listeners; instead, it provides direction in the form of process for how complaints between parties may be resolved.

### 1.1 General Principles

It is the intent of this policy to encourage members and employees to resolve conflicts and foster good will through direct dialogue whenever possible, before following formal resolution procedures. It is also the intent of this policy to keep personal relationships at the station healthy and constructive so that CIVL can carry out its Mission Statement and Programming Objectives as set out in the CIVL Volunteer Manual. This policy is intended to work in tandem with existing laws and agreements including the Employment Standards Act, Human Rights Act, Volunteer Agreement and CIVL employment contracts, and not to supersede or contradict them. Discipline, as set out in the Conflict Resolution and Discipline Procedure, is intended to conform with the accepted concept of progressive discipline, which is based on increasing warnings and/or penalties for repeat occurrences, rather than being punitive or arbitrary.

- Appellant: Person appealing to a higher authority.
- Conflict: A strong disagreement or a dispute between volunteers, between volunteers and employees, between employees, or between Board and staff, resulting from: a) differences of opinion, belief or understanding; b) differences of personality or behaviour; or c) violation of CIVL policies and procedures or of regulations or laws with which CIVL is legally obligated to comply, and which negatively affects the functioning of CIVL or its social environment.
- Discipline: Corrective action that is prescribed in the Conflicts and Discipline Procedure.
- Manager: The Station Manager or other management staff.
- Mediation: A process where a neutral third party assists two conflicting people to come to agreement. This could involve the mediator speaking individually to the two people but ultimately must include the Mediator facilitating a meeting between both of the conflicting
- Progressive Discipline: a system of discipline where warnings and/or penalties gradually increase upon repeat occurrences.

- Volunteer: Anyone who does unpaid work of any kind at the station, including programmers and committee members.

### **1.3 Related Policies, Procedures, and Documents**

- Appeals Policy
- Executive Limitations Policy

If a volunteer feels that disciplinary action has been taken against him or her unfairly, or that his or her rights as outlined in CIVL's Volunteer Rights and Responsibilities Policy have been violated, that individual may appeal the decision. All appeals shall be made in writing to the appropriate person or committee as described in the Conflict Resolution Procedure. The Appeals Committee will consist of 2 members of the Board of Directors and one member of the Society, who is not a Board Member, selected by the Appeals Committee for his/her experience or background in conflict resolution. Committee members must not be in any conflict of interest, or have outstanding conflicts, with either of the relevant parties to the appeal. All decisions of the Appeals Committee will be final.

## **5. CIVL Conflict Resolution and Discipline Procedure:**

### **1.0 INTRODUCTION**

This policy guides users through a conflict and discipline resolution process. Primarily, this document should be used as a guide to resolving matters that arise at CIVL Radio, and to allow it to achieve its Mission Statements. This document offers instructions for conflicts arising in CIVL space between volunteers and staff [2.0], and when managers are involved [3.0].

**2.0 FOR RESOLVING CONFLICTS BETWEEN VOLUNTEERS AND/OR STAFF MEMBERS** (where Managers and Directors are not involved).

#### **2.1 Initial Meeting**

Where a conflict has arisen between two volunteers or staff members, conflicting parties should meet in a private space for the sole purpose of talking about the conflict in an attempt to better understand one another. Parties should meet in a shared environment and should attempt to be without distraction from one another. This meeting shall be documented for future reference either by the individuals or by a mutually agreed third party. If a volunteer is engaging in behaviour that would clearly threaten the well-being of others or the station (fighting, destruction, theft, etc.) a Manager may move directly to stage [4.1.4] of this Procedure. A manager may also move to stage [4.1.4] if they deem a volunteers' conflict or reaction to conflict are deemed to be frivolous, dismissive or otherwise disruptive, and the volunteer(s) refuse to reconsider their position.

#### **2.2 Mediation by Manager**

If problems continue, one or more of the parties should request for a mediation with the Station Manager. This request may be verbal, and must be made no more than 30 days after the Initial Meeting. Within 14 days of receiving the Request for Mediation, the Manager will attempt to mediate the conflict, taking meticulous care that all sides are heard. The Mediator may opt to hold this meeting out of the station. The mediation may take whatever form of discussion the Manager chooses; however, the mediation must include at least one sit-down meeting with all of the people

The Mediator shall complete parts [2.1] and [2.2] of Conflict Resolution Form A

#### **2.3 Referral to Disciplinary Procedure**

If the Mediator determines, before or after attempting mediation, that the reason for the conflict is that one of the people is violating station policies or procedures, the matter will become a disciplinary matter, and the Mediator move immediately to the Conflict Resolution and Discipline Procedure [4.0] (of this The Mediator will fill out Part [2.3] of Conflict Resolution Form A.

#### **2.4 Manager's Decision**

If the matter is not a disciplinary one, and remains an interpersonal problem, and if mediation does not work within 30 days of the most recent sit-down meeting, described in [2.2], the Manager will issue a written decision and provide copies to all parties to the conflict. The Mediator will fill out Part [2.4] of Conflict Resolution Form A.



## **2.5 Implementation of Appeal**

Any decision by a Manager under parts [2.2], [2.3], or [2.4] may be appealed, using Section [3.0] of the CIVL Conflict Resolution Policy and the CIVL Conflict Resolution and Discipline Procedure Section

## **3.0 CONFLICTS WHERE AT LEAST ONE OF THE PEOPLE IS A MANAGER**

### **3.1 Initial Meeting**

The conflicting people should make an appointment to sit down, with enough time and no distractions, and discuss the matter in a fair and open way. Note: this discussion should not take place across a desk and the Manager should be aware not to use objects of power in consultation with conflicted parties for this kind of meeting. They should listen to each other, and make sure they understand each other. They should try to come to a solution that will work for both. This meeting must be designated as the Initial Meeting, and the date shall be documented for future reference. The Manager will fill out Part [3.1] of Conflict Resolution Form B.

#### **3.1.1 Referral to Personnel Committee**

If the party to the conflict who is a non-manager believes that the Manager is biased against them, or believes that for any other reason the Manager is unlikely to give the matter a fair hearing, then the matter will proceed to [3.3], skipping [3.2]

#### **3.2 Referral to Discipline Procedure**

If the Manager decides, after the Initial Meeting, that the conflict is based on the other person violating station policy and procedure, the matter will become a disciplinary matter, and the Manager should follow the Conflict Resolution and Discipline Procedure beginning at [4.0] of this Procedure. The Manager will fill out Part [3.2] of Conflict Resolution Form B.

#### **3.3 Mediation by Personnel Committee**

If the matter is not yet resolved, it must be taken to the Chair of the Personnel Committee within 30 days of the Initial Meeting described in [3.1]. The Personnel Committee Chair may delegate the matter to another member of the Personnel Committee who may be better at conflict resolution. The Personnel Committee Chair, or their delegate, will mediate and attempt to resolve the matter, taking meticulous care that all sides are heard. The mediation must consist of at least one sit-down meeting between the people involved, which must take place within 45 days of the Initial Meeting. In instances where the Manager's behaviour or decisions are being challenged, the Mediation must take place prior to or within the next regularly scheduled board meeting.

The Personnel Committee Mediator will fill out Part [3.3] of Conflict Resolution Form B.

### **3.4 Decision by Personnel Committee**

If, within 30 days of the most recent sit-down meeting described in [3.3], if all parties in conflict do not agree that the mediation by the Personnel Committee has been successful, the Committee will make a decision about what should happen, and this could include the Conflict Resolution and Discipline Procedure under [3.2]. This decision will be in writing and delivered to both parties within 7 days. The Personnel Committee will fill out Part [3.4] of Conflict Resolution Form B.

### **3.5 Repudiation of Appeal Decision**

Any decision by a Manager or the Personnel Committee under Part [3.2], [3.3], or [3.4] may be appealed according to Section [2.0] of the CIVL Conflict Resolution Policy, and enacted in Section [5.0] of the CIVL Conflict Resolution and Discipline Procedure Section APPEALS REPUDIATING DECISION.

## **4.0 DISCIPLINE**

This Discipline Procedure distinguishes between discipline of a volunteer or employee by a manager [4.1], and discipline of a manager by the board [4.2]. This procedure is intended to follow a process of progressive discipline. If a manager, employee, or volunteer has engaged in behaviour that would clearly threaten the well-being of others or the station (assault, destruction, theft, etc.) the Manager or the Board may move directly to [4.1.4] or [4.2.5] of this Procedure.

### **4.1 Discipline by Manager of a Non-manager**

If a manager determines that a volunteer, or a paid staff person other than a manager, is not following the policies and procedures of the station, the Manager will follow this procedure [4.1]. (If the conduct of the individual(s) represents intolerable or illegal behaviour, proceed directly to [4.1.4].) This clause refers to behaviours and activities that are station related but outside of the specific operations referred to in the employee's job description and employment contract.

#### **4.1.1 Initial Discussion**

The manager will discuss the problem with the person, ensuring that the person is aware of the policy or procedure being violated, and of the effect on the person's conduct on the station. The Manager and the person will make effort to ensure each understands the other's point of view. This meeting must be designated as the Initial Meeting, and the date shall be documented for future reference. The Manager will fill out Part [4.1.1] of Conflict Resolution Form C.

#### **4.1.2 Written Warning**

If, within 30 days of the Initial Meeting / Discussion, the problem is not solved to the satisfaction of the Manager, the Manager will give the person a written warning, explaining that there must be significant evidence of the problem being addressed within 14 days of the delivery of the written warning. The letter must set out in detail the criteria for improvement.

The Manager will fill out Part [4.1.2] of the Conflict Resolution Form C.

#### **4.1.3 Second Written Warning**

If the problem is not solved within 14 days of the delivery of the first written warning the Manager will deliver a second letter of warning, stating that if the problem is not solved within a further 14 days the person's station privileges will be revoked and the person's activities in the station must cease. The Manager will fill out Part [4.1.3] of Conflict Resolution Form C.

#### **4.1.4 Cessation of Volunteer Privileges**

If the problem is still not solved after that period of two weeks, or if the behaviour is severe and intolerable in nature, there will be an immediate cessation of whatever volunteer privileges the person engages in at the station. This suspension will be put in writing by the Manager. The Manager will fill out Part [4.1.4] of Conflict Resolution Form C.

#### **4.1.5 Repudiation of Appeal Decision**

Appeal Decisions made by a manager under [4.1.3] or [4.1.4] of this Discipline Procedure may be appealed using Section [2.0] of the CIVL Conflict Resolution Policy and the CIVL Conflict Resolution and Discipline Procedure Section [5.0] APPEALS REPUDIATING DECISION.

#### **4.2 Discipline of Manager or other Permanent Staff by Board**

It is preferable that the performance of managers in following the policies and procedures of the station should be dealt with in annual performance reviews and ongoing informal feedback. If that has not happened, this Procedure applies. If the Personnel Committee determines that a manager is not following the policies and procedures of the station, the Personnel Committee Chair, or a Board Member on the Personnel Committee designated by the Personnel Committee chair, will follow this procedure.

#### **4.2.1 Initial Discussion**

The Personnel Committee Chair will discuss the problem with the Manager, ensuring that the accused person is aware of the policy or procedure being violated, and of the effect on the person's conduct on the station. The Personnel Committee Chair and the Manager will take great pains to ensure each understands the other's point of view. This meeting must be designated as the Initial Meeting, and the Personnel Committee chair will fill out Part [4.2.1] of Conflict Resolution Form D.

#### **4.2.2 Written Warning**

If, within 30 days of the Initial Meeting / Discussion, the problem is not solved to the satisfaction of the Personnel Committee Chair, the Chair will give the Manager a written warning, explaining that there must be significant evidence of the problem being addressed within 14 days of the delivery of the written warning. The letter must set out in detail the criteria for improvement, and The Personnel Committee Chair will fill out Part [4.2.2] of Conflict Resolution Form D.

#### **4.2.3 Second Written Warning**

If the problem is not solved within 14 days of the delivery of the first written warning the Personnel Committee Chair will deliver a second letter of warning, stating that if the problem is not solved within a further 14 days the Manager's employment will be suspended for a specific period of time, or, depending on the seriousness of the situation, the Manager will be dismissed.

The Personnel Committee will issue a report entitled Second Written Warning in Part [4.2.3] of Conflict

#### **4.2.4 Legal Advice**

If a disciplinary matter reaches [4.2.3], the Personnel Committee Chair may seek ex-officio or legal advice, in order to ensure that the actions taken so far, and the further actions contemplated, are legally defensible. Section [4.2.4] of Conflict Resolution Form D is absent.

#### **4.2.5 Suspension or Dismissal**

If the problem is not solved at the further 14 days described in [4.2.3], the Personnel Committee Chair may suspend or dismiss the Manager. The length of a suspension and its terms, or the amount of notice given before dismissal, will depend on the legal advice received under Step [4.2.4] (Legal Advice). The Personnel Committee will fill out Part [4.2.5] of Conflict Resolution Form D. Decisions made by the Personnel Committee under [4.2.3] or [4.2.4] of this Conflict Resolution and Discipline Procedure may be appealed using Section [2.0] of the CIVL Conflict Resolution Policy and the CIVL Conflict Resolution and Discipline Procedure Section [5.0] APPEALS REPUDIATING

**5.0 APPEALS REPUDIATING DECISION**

Decisions of a Manager or the Board under the Conflict Resolution Policy and the Conflict Resolution and Discipline Procedure may be appealed if the Appellant thinks a decision by the Board or a Manager is mistaken because of:

- a) a mistake of facts; or
- b) a misinterpretation of CIVL policies or procedures; or
- c) documented bias or discrimination on the part of the decision making body or party.

**5.1 Written Appeal Notice**

Anyone wishing to appeal a decision made under the Conflict Resolution Policy and Conflict Resolution and Discipline Procedure must fill out Conflict Resolution Form E (Notice of Appeal), and submit it to the Appeals Committee within 30 days of the date of the decision being appealed.

**5.2 Appeal Process**

The Appeals Committee may set its own procedure on a case by case basis. It must meet with the Appellant and with anyone else relevant to the matter. The Appeals Committee's decision will be based on a thorough look at the evidence, the contents of the conflict resolution forms, and the process by which the decision was made. Fairness to the Appellant and the best interests of the Station are The Appeals Committee will inform the appellant of its decision within 30 days of receiving the Notice of Appeal. The Appeals Committee's decision will be final.

**CIVL Conflict Resolution Policy Forms:**

**Conflict Resolution FORM A:**

To be used in conjunction with Part 2 of the Conflict Resolution Procedure-- when a conflict is between volunteers and/or non-manager employees.

This form is to be used by the manager as soon as he or she learns of the need for mediation under Part

**2.2 of the Conflict Resolution Procedure.**

The contents of this form will be kept confidential by the mediator.

Names of Conflicting Parties:

\_\_\_\_\_ , \_\_\_\_\_

2.1 Initial meeting between the conflicting parties under part 2.1 of the Conflict Resolution and Discipline Procedure

Note: this meeting might happen without the manager knowing about it. In that case, this section of the form (2.1) may be filled in retroactively.

Date of meeting \_\_\_\_\_

2.2 Mediation by Manager under part 2.2 of the Conflict Resolution and Discipline Procedure.

Date of Request for Mediation \_\_\_\_\_

Date(s) of mediation meeting(s) \_\_\_\_\_

2.3 Referral to Disciplinary Procedure (if applicable) under Part 2.3 of the Conflict Resolution and Discipline Procedure.

Date of Referral, if applicable \_\_\_\_\_

Manager's Reason:

2.4 Manager's decision under Part 2.4 of the Conflict Resolution Procedure, following

Manager's Decision:

CIVL Conflict Resolution Policy Forms:

Conflict Resolution FORM B:

To be used in conjunction with Part 3 of the Conflict Resolution and Discipline Procedure-- when one of the parties to the conflict is a manager.

This form is to be used by the Personnel Committee as soon as it learns of the need for mediation under

**Part 3.2 of the Conflict Resolution and Discipline Procedure.**

The Personnel Committee must share the written contents of this form with the conflicting parties. The contents of this form will be kept confidential.

Names of Conflicting Parties:

\_\_\_\_\_, \_\_\_\_\_

3.1 Initial meeting between the conflicting parties under part 3.1 of the Conflict Resolution and Discipline Procedure

Note: this meeting might happen without the Personnel Committee knowing about it. In that case, this part of the form [3.1] should be filled in retroactively.

Date of initial meeting \_\_\_\_\_

3.2 Referral to Discipline Procedure (if applicable) under Part 3.2 of the Conflict Resolution and Discipline Procedure.

Date of Referral \_\_\_\_\_

3.3 Mediation by Personnel Committee under part 3.2 of the Conflict Resolution Procedure.

Date of Request for Mediation \_\_\_\_\_

Date(s) of mediation meeting(s) \_\_\_\_\_

3.4 Personnel Committee's decision under Part 3.4 of the Conflict Resolution and Discipline Procedure, following mediation:

CIVL Conflict Resolution Policy Forms:

Conflict Resolution FORM C:

To be used in conjunction with Part [4.1] of the Conflict Resolution and Discipline Procedure for the discipline of a volunteer or non-manager employee by a manager.

This form is to be used by the Manager following mediation in Part [2.2] of this Conflict Resolution and Discipline Procedure, if the Manager believes a volunteer or non-management employee is violating the policies and procedures of the Station. If a manager, employee, or volunteer has engaged in behaviour that would clearly threaten the well-being of others or the station (assault, destruction, theft, etc.) the Manager or the Board may move directly to [4.1.4] of the Conflict Resolution and Discipline Procedure, and need not use this form.

The Manager must share the written contents of this form with the person being disciplined. Otherwise, the contents of this form will be kept confidential by the Manager.

4.1.1 Initial Discussion under Part [4.1.2] of the Conflict Resolution and Discipline Procedure.

Date of discussion \_\_\_\_\_

4.1.2 Written Warning.

Date of written warning \_\_\_\_\_

Attach copy to this form.)

4.1.3 Second Written Warning

Date of second written warning \_\_\_\_\_

Attach copy to this form.

4.1.4 Cessation of Volunteer Privileges

Date of Cessation \_\_\_\_\_

(Attach copy to this form.)

CIVL Conflict Resolution Policy Forms:

Conflict Resolution FORM D:

To be used in conjunction with Part [4.2] of the Conflict Resolution and Discipline Procedure for the discipline of a Manager by the Board.

This form is to be used by the Board following mediation in Part [3.3] of this Conflict Resolution and Discipline Procedure, if the Board believes the Manager is violating the policies and procedures of the If a manager has engaged in behaviour that would clearly threaten the well-being of others or the Station (assault, destruction, theft, etc.) the Board may move directly to [4.2.4] of the Conflict Resolution and Discipline Procedure, and need not use this form.

The Board must share the written contents of this form with the person being disciplined. Otherwise, the contents of this form will be kept confidential by the Manager.

4.2.1 Initial Discussion under Part 4.2.1 of the Conflict Resolution and Discipline Procedure.

Date of discussion \_\_\_\_\_

4.2.2 Written Warning

Date of written warning \_\_\_\_\_

(Attach copy to this form.)

4.2.3 Second Written Warning



Date of second written warning \_\_\_\_\_

(Attach copy to this form.)

4.2.4 Suspension or Dismissal

Date of Suspension or dismissal \_\_\_\_\_

(Attach copy to this form.)

CIVL Conflict Resolution Policy Forms:

Conflict Resolution FORM E: (Notice of Appeal)

Name \_\_\_\_\_, Date \_\_\_\_\_

Attach any relevant documentation and list it here:

1. What decision is being appealed?

2. Is the decision a result of (tick all that apply, and explain):

- a) Misinterpretation of CIVL policies
- b) Violation of CIVL Volunteer Rights and Responsibilities
- c) Bias or discrimination on the part of the decision-maker

4. Appeal Committee's decision and detailed reasons:

Appeal Committee Signatures:

\_\_\_\_\_ (Chair),

Date: \_\_\_\_\_

Additional Comments Regarding this the Conflict Resolution Procedure (optional):

\_\_\_\_\_ (Secretary),

Date: \_\_\_\_\_

Additional Comments Regarding this the Conflict Resolution Procedure (optional)

## 6. Appeals Policy

### CIVL Appeal Considerations Policy

Purpose: this document provides an appeal committee with a series of considerations for making appeals decisions. These considerations should be used as a checklist, or to guide discussion, when performing decision making evaluations and appeals.

#### 1. Trace the Chain of Authority

Does the decision maker have the correct authority? Under what policy, or protocol?

#### 2. Duty of Fairness

What is the avenue of appeal? (if there is one, is it meaningful? Are there opportunities for all stakeholders to provide their perspectives?) Is there a substantial impact on the individual's rights? What procedures are in place to ensure fairness? Greater procedural fairness is required where there are no meaningful avenues of appeal.

#### 3. Participation Rights and Full Disclosure

Does the appellant have a full and fair opportunity to present their case to the decision-maker. Is there full disclosure to the individual regarding the decision making process.

#### 4. Provision of Adequate Reasons

Are the reasons for the decision provided full and complete. Even if one disagrees with the outcome, is it possible for affected parties to understand clearly the criteria for the decision?

#### 5. Reasonable Apprehension of Bias

Is the decision-maker impartial? If they could appear biased, what protocols are in place to counter-balance bias. Using the same decision making criteria, how would an object decision maker decide?

#### 6. Legitimate Expectation

Were there expectations created by the decision maker about how they were to act/decide on matters? Were these met? If not, there is a requirement to fulfill reasonable expectations that organizations create of themselves, which often take the form of past promises or commitments of the organization to other bodies and/or individuals.

#### 7. Exercise of Discretionary Power

Only question discretionary decisions if there is evidence of bad faith, improper purpose or irrelevant considerations. Presume that people making decisions do so with the intention of doing a good job and trying to exercise their power and authority in a fair and equitable manner, unless there is evidence to the contrary.

#### 8. Was the Decision Reasonable

It is the role of the appeals committee to question, based on evidence, whether a decision is reasonable, not whether it is right or wrong. A reasonable decision should have relevant criteria, a clear and fair view of facts, which should coalesce into a decision. If, however, the decision is deemed not reasonable, then it is subject to review and/or reconsideration by recommendation by a higher authority or the decision maker of the appeals committee.

#### 9. Appeals committee membership

2 board members and a general volunteer Rep, all whom are free of conflict of interest

## 7. In-Camera Policy

### 1.0 Introduction

The purpose of this policy is to provide the members of the UFV Campus and Community Radio Society and its board of directors with guidelines and expectations concerning how it conducts and accounts for sensitive discussion in regular meetings. This policy limits the use of 'in-camera' sessions to discussions that concern land, legal, and labour topics and sets expectations about how the board of directors records these discussions.

### 1.1 Terms

Labour –for the purpose of this document shall refer to a scope of discussion specifically regarding human resources of the society and must specifically regard the hiring, lay-off, or firing of employees, volunteers, and contractors of the society. Land –for the purpose of this document shall refer to a scope of discussion specifically regarding the acquisition, purchase, or sale of land used or owned by the society. Legal –for the purpose of this document shall refer to a scope of discussion specifically regarding legal liabilities, and any pending or enduring cases of the society.

'In-Camera' –shall refer to a confidential discussion whose meeting order is procedurally defined by this policy, and whose audience is confined to only the board of directors, and those they seek council from.

### 2.0 Entering 'In-Camera'

2.1 For a meeting to enter 'in-camera' order, a director must make a resolution at a regular

2.2 The resolution to go 'in-camera' must declare the nature of business in the meeting minutes meeting of the board of directors.

2.1.1 Providing members are in agreement, a vote is not required, with at least one of the following characteristics and must conform to these topics:

2.2.1 Land,

2.2.2 Legal,

2.2.3 or Labour.

2.3 When a resolution to go 'in-camera' is presented, all other business shall be put on hold until regular order is restored.

2.4 The validity of an 'in-camera' session may be challenged in terms of the scope of the discussion only after entering into the 'in-camera' session.

### 3.0 During 'In-Camera'

3.1 Once a meeting has been designated with 'in-camera' status, all non-voting attendees may be asked to leave the room.

3.2 Motions shall not be voted on during 'in-camera' sessions, but may be written for the purpose presenting once regular meeting order has been restored.

### 4.0 Exiting 'In-Camera'

4.1 A resolution is required to exit an 'in-camera' session.

4.1.1 Provided there are no objections, a vote is not required.

4.2 Having exited an 'in-camera' session, discussion cannot be raised in debate in the regular meeting.

### 5.0 Information and Records

5.1 Attendees must keep the contents of 'in-camera' sessions confidential and may not discuss the information from these meetings outside of the meeting itself.

## 8. Executive Limitations Policy

### 1.0 Introduction

This policy is intended to guide the Administrative and Operations Managers of CIVL in the limitations placed on their authority by the Board of Directors and by the Rules of the Society.

### 1.1 Related Policies and Documents

- Station Manager Job Description
- Program Manager Job Description
- All CIVL Policies

### 2.0 Definitions

- 2.1 The Board of Directors: means the elected directors of the UFV Campus and Community Radio Society
- 2.2 Delegate Authority: the body tasked, by the BoD, to oversee aspects of decision making, analysis, or recommendations.
- 2.3 The Manager(s): means the hired staff of CIVL Radio, and refers especially to the Station Manager of CIVL Radio.
- 2.4 The Society: means the UFV Campus and Community Radio Society.

### 3.0 Limitations

3.1 In general, the manager(s) may not:

- 3.1.1 Place the existence and operation of the station in jeopardy.
- 3.1.2 Fail to keep the Board of Directors informed of anything that in their knowledge might potentially jeopardize the existence and operation of the station.
- 3.1.3 Violate the rules and principles of the Society.
- 3.1.4 Place themselves in a conflict of interest.
- 3.1.5 Fail to exercise discretion when discussing matters that are potentially harmful or disruptive to members of the Society.

3.2 In financial matters, the managers may not:

- 3.2.1 Spend more than \$1500 on any single item or service without the consent of the Board of Directors or their delegate authority.
  - 3.2.2. Spend money on an expense category not itemized in the current annual budget.
  - 3.2.3 Fail to report an impending budget deficit or financial crisis to the Board of Directors or their delegated authority.
  - 3.2.4 Fail to pay payroll remittances, property taxes, mortgage payments, and any other payment required by law.
- 3.3 In programming matters, the manager(s) may not:
- 3.3.1 Allow programming that is inconsistent with CIVL's mission statement and programming objectives or that contravenes the terms of the society's CRTC licence.
- 3.4 In personnel matters, the manager(s) may not:
- 3.4.1 Dismiss (except for just cause) employees without consultation with the board of directors or their delegated authority.
  - 3.4.2 Fail to keep the board informed of the imminent hiring or dismissal of an employee or a contractor.
  - 3.4.3 Work with volunteers in a manner which is unfair, disrespectful or inconsistent with the society principles.
  - 3.4.4 Fail to pay employees on time and at the agreed rate.
- 3.5 In technical matters, the manager(s) may not:
- 3.5.1 Fail to maintain essential broadcasting equipment.
- 3.6 With regard to assets and premises, the manager(s) may not:
- 3.6.1 Allow CIVL assets to be unprotected by adequate insurance.
  - 3.6.2 Allow CIVL premises to be unprotected by adequate physical security.
  - 3.6.3 Allow station premises to fall into a state of disrepair that would threaten personal safety or the ability of the station to remain on the air.
- 3.7 With regard to policies, the manager(s) may not:
- 3.7.1 Fail to use CIVL board policies and procedures to guide all actions and decisions.
- 3.8 If In Doubt
- 3.8.1 If the manager(s) are in doubt about whether they should consult the Board of Directors on a specific issue, they should consult.

## 9. Policy Committee Terms of Reference

### Purpose

The Policy Committee is responsible for designing and revising official station policy. The committee will work to build finished policy and present it as recommendation to the board of directors. The committee shall operate in a manner consistent with provisions of the Bylaws, Volunteer Agreement, UFV policy and other station and Provincial/Federal Laws.

#### 1. Composition

- Consisting of staff, board, and volunteer representatives.
- Representation on the committee of an equal Staff to Board of Directors ratio shall try to be maintained at all times.
- The Committee may invite such Board Members and outside parties, as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the Standing Committee. Any outside parties are non-voting participants for consultation purposes.
- Volunteer members must be confirmed by a minimum 51% yes vote after submitting a letter of intent to join the committee, to be conducted at the next scheduled committee meeting.
- Any member of the Committee may be asked to leave if a 75% or greater secret ballot is passed after a motion to exclude is brought forth with just cause and a clearly defined reason such as extended absence in the committee, obstruction of process, misrepresentation of mandate or laws, etc is defined. There will be open discussion before a closed ballot vote is conducted.

#### 2. Duties and Responsibilities

- Review and discusses proposed changes to existing or new policy.
- Ensure consultation where appropriate with groups/individuals when internally drafting policy which affect those groups/individuals.
- Draft and maintain a realistic timeline for review/revision of standing policies
- Strike sub-committees or assign individuals/groups/committees to draft/revise policy for review
- Provide notice to its members, preferably least one week in advance of meetings where possible
- Present completed policy to the board of directors for approval and implementation within the station.

#### 3. Accountability

- The Committee shall keep a record of its meetings and present reports to the Board of Directors at the next Board Meeting or as requested

#### Approved:

by Policy Committee \*

by Board of Directors \*

#### Updated:



## 10. Human Rights

### **CIVL Human Rights Policy Draft**

*Materials derived from CKUT Radio, The Blue Book 2015*

<https://ckut.ca/en/node/28>

*Edited by: Sonja Klotz*

- 1) CIVL Radio Society is committed to providing its staff, members and volunteers with an environment within the station that is free from harassment, discrimination and in which all can feel safe and welcome.**
  - a) We respect the rights of all people regardless of race, colour, ancestry, place of origin, sex, sexual orientation, marital status, gender identity, family status, religion, disability, political belief, and social or economic condition.  
As outlined in the Canadian Human Rights Act: <http://laws-lois.justice.gc.ca/eng/acts/H-6/FullText.html>*
  
- 2) CIVL Radio Society will not tolerate any form of discrimination or harassment: in particular, the forms of discrimination and harassment covered by human rights legislation.**
  - a) This policy does not negate the rights that staff have under the provisions of the Canada Labour Code or BC Labour Act. The policy also does not negate the rights of members and volunteers to redress available under legislation (e.g. the Charter of Rights and Freedoms).*
  
- 3) Where a person decides to exercise his or her right to redress mechanism(s) other than one which is indicated in this policy, the mechanisms available under this policy will not proceed. Please refer to the CIVL Radio Society policies related to the specific mechanisms.**

**4) Abusive, discriminatory or harassing behaviour that demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome is a violation of this policy.**

*a) It includes actions, comments, or displays. It may be a single incident or continue over time. Some examples of such behavior include but are not limited to:*

- i) Unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, colour, place of origin, religion, age, marital status, physical or mental disability, sex, sexual orientation, political belief, or criminal or summary conviction offence unrelated to employment*
- ii) Participating in gossip or rumour mongering that undermines a person in the station*
- iii) Unwelcome sexual remarks, invitations, or requests (including persistent, unwanted contact after the end of a sexual relationship)*
- iv) Display of sexually explicit, racist, homophobic or derogatory material*
- v) Written or verbal abuse or threats*
- vi) Practical jokes that embarrass or insult someone*
- vii) Unwelcome physical contact, such as petting, touching, pinching, hitting*
- viii) Patronizing or condescending behaviour*
- ix) Humiliating an employee in front of co-workers*
- x) Vandalism of personal property*
- xi) Physical or sexual assault*

**5) If you feel that you have been a victim of any of the above behaviours or any other discriminatory or harassing behavior, you should follow as guided:**

*a) Speak to a CIVL staff member or Director of the Board and report the incident as outlined in the CIVL Conflict Resolution Policy.*

*b) Also make notes of your version of the alleged harassment or violation of the CIVL Human Rights policy, and if there were any witnesses.*

*i) No volunteer or staff member disciplined with any level of sanction, verbal or otherwise, as a result of discriminatory behaviours, actions, or statements, may subsequently participate in Board of Directorship, committee membership, nor policy development without express consent of the sitting UFVCCRS BoD. Consent may be denied with any reasonable justification the BoD chooses to provide.*

**6) A duty to accommodate policy;**

- a) CIVL is an inclusive environment, mandated to provide community members with barrier free access to the ability to create and consume FM broadcast content. All reasonable steps must be taken to accommodate the needs of differently abled prospective volunteers and listeners.**

## Schedule IV

### Programming Policies

New and updated documents will be added to this section by the Programming Committee, as they are adopted.

1. Scheduling
2. Probation/Discontinuation
3. Pre-emptive Programming
4. Can-Con and Hits
5. Advertising Policy
6. Programming Committee Terms of Reference
7. Programming Committee Documentation
8. Policy Formation
9. *Balance of Programming Policy (Italics indicates that policy needs to be digitized)*
10. *Statement of Principles Regarding Programing*
11. *Spoken-Word Cultural/Artistic Policy*
12. *News Policy*
13. *Spoken Word Policy*
14. *Demo & Proposal Review Policy*
15. *Musical Policy*
16. *Policy on Broadcasting Standards*
17. *Defamation: Liable, and Slander Policy Waiver*
18. *Syndicating Programming Policy*
19. *Programming Committee's Show Policy*
20. *Warning Policy Regarding Programmers Responsibilities*
21. *Programing Policy Formation Policy*
22. *Conflict Resolution and Discipline Policy & Procedure: Conflict Resolution Policy*
23. *Parent/Legal Guardian Policy*

## 1. Programming Policy: Program Scheduling

### 1.0 Reasoning:

The purpose of this policy is to explicate the way in which programs are allotted time and scheduled at CIVL Radio. Generally, it is the responsibility of the Station Manager to schedule programs on an interim basis. Decision regarding program scheduling may also be made at the programming committee level by email, which shall then be reviewed at programming committee meetings.

### 2.0 Back Ground:

Formerly, the station has allowed programs to be scheduled by the Station Manager on an interim basis; however, this practice has not been described in policy, and therefore has been a debatable practice. Some question to programming committee procedure has arisen from pragmatic email approvals where everyone has been in favour of approving scheduling requests between scheduled meetings.

### 3.0 Policy

3.1 It is the responsibility of the Station Manager to allocate programs on the programming schedule on an interim basis.

3.2 The Programming Committee carries the final say in how the program schedule ought to be organized; however, while these decisions are being made, the Station Manager can allocate programs within the schedule.

3.3 The Station Manager will consult, as best possible, with staff regarding show times, and will objectively make the best program scheduling decisions on an interim basis.

3.4 The programming committee may approve program length and scheduling requests by email.

3.4.1 For approval of a request, at least three (3) members of the programming committee must respond in favour of the request.

3.4.2 All email approvals must be raised at the programming committee for reflection and consideration.

## 2. CIVL Program Probation and Discontinuation Policy

### 1. Introduction

This policy sets general expectations of programmers regarding the rules of broadcast discipline. This policy is to be used as a term of reference for programmer discipline. Enforcement of this policy is to be carried out by the programming committee.

### 2. Related Policies - Programming Policies

### 3. Program Probation Period

3.1 The period from the beginning of a program's first show to the end of the same program's sixth show.

3.2 During the Program Probation Period, a program is monitored and evaluated by the program committee.

3.3 After the Probation Period is over, if issues addressed by the Program Committee during the probation period have not been remedied, the program may be canceled.

3.4 While programming is expected to be of a high standard at all times, special attention will be paid to programming during this period. Programmers who fail to adhere to station policy and procedures risk cancellation of their show.

3.5 Following the probationary period, programmers in violation of CIVL's policies will receive a written warning for a first offense, suspension of programming privileges for a second offense, and expulsion from Society membership following a third offense.

**4. The Programming Committee may discontinue a program if:**

**4.1 The programmer**

- 4.1.1 breaches any part of the signed programmers' agreement.
- 4.1.2 does not show up for her show and does not give notice.
- 4.1.3 is late for his/her show 2 or more times in a six-month period.
- 4.1.4 is engaging in non-community promotional activities
- 4.1.5 does not adhere to relevant CRTC regulations, or guidelines on defamation, slander, obscenity and libel.
- 4.1.6 changes without notice.
- 4.1.7 refuses to take responsibility for, and address critiques of their on-air comments.
- 4.1.8 is stealing from CIVL.
- 4.1.9 is caught defaming staff, volunteers, or listeners on-air, or on social media websites so long as it may be deemed in conjunction with CIVL Radio.

**4.2 The program does not fulfill the program proposal.**

**4.3 Drugs or alcohol are being used by programmers while doing their show.**

**5. The following may be subject to immediate expulsion:**

**5.1 Theft of CIVL equipment.**

**5.2 Deliberately damaging CIVL equipment.**

**5.3 Repeated failure to adhere to CRTC regulations or the Broadcast Act.**

### 3. Programming Policy: Preemptive Programming

#### 1.0 Reasoning:

The purpose of this policy is to set rules and procedures regarding any instance of program pre-emption at CIVL Radio. This policy will provide a framework under which scheduling will be conducted in circumstances where regularly scheduled programming is interrupted for special broadcasts.

#### 2.0 Back Ground:

Formerly, the station has never had a programming policy in place to allow it to respond to exigent broadcast requests, such that, any live content of the station was in studio only. On the weekend of August 21st, CIVL Radio participated in a live broadcast of first nations and aboriginal content, an event called "Red Jam Slam." This required asking DJs to voluntarily forfeit their time slots, which went well. In the future, however, it was felt that the programming committee should have policy in place, such that expectation allows CIVL Radio to participate in live broadcasts from within its community.

#### 3.0 Policy

3.1 CIVL Radio programmers must be informed of program planning that results in the moving or temporary cancellation of their programs preferably two weeks, and not less than (8) eight days, in advance of programming alterations.

3.2 Notice shall be given on the Programming Bulletin Board, and by email to the email address provided on the programmer's volunteer form.

3.3 Programmers are to be offered an alternative timeslot where one exists.

3.4 CIVL Radio programmers are to treat programming that fulfills the mandate of the station with highest priority and should hold the view that these programs help CIVL Radio perform out-reach in the community necessary to its operation.

3.5 All pre-emptive programming decisions must be made by voting members of the programming committee, at one of their regular meetings, or by electronic correspondence.



#### **4.0 Appeals**

- 4.1 in the event of appeal, please submit a letter of appeal to the station manager of CIVL Radio.
- 4.2 Appeals shall be reviewed by a sub-committee of the board of directors, consisting of members not present at the programming committee meeting where the pre-emptive programming decision was made.
- 4.3 The results of this committee's decision will be sent to the station manager, in the form of written correspondence offered to the appellant.
- 4.4 Decision of the appeal sub-committee are final.

## 4. Programming Policy: Can-Con & Hits

### 1.0 Reasoning:

The purpose of this policy is to define the restrictions on Can-Con and Hits, as described by the CRTC. The role of the programming committee is to fulfill the mandate and broadcast license requirements of CIVL Radio; as delegated by the board, the programming committee is directly responsible for upholding these requirements and standards.

### 2.0 Background:

CIVL Radio has maintained a 35% Canadian content requirement for all its category 2 music programs, a 12% Can-Con requirement for its category 3 music programs, and has been critical of programs whose content of hits exceeds 10%. Formerly, CIVL Radio developed its programming policies on hits from CRTC 1997-42. However, since then CRTC 2010-819, CRTC 2010-499, and CRTC 2009-61 have been released. It has been expressed that programmers have not been provided enough resources or direction from which to research hits. This policy is intended to provide direction to CIVL programmers on the content restrictions for Can-Con and hits placed on CIVL Radio by the CRTC.

### 3.0 Policy

3.1 Programs defined by Content Category 2\*, unless granted an exemption, are required to uphold a 35% Canadian content requirement for their musical selections.

3.2 Programs defined by Content Category 3\*, unless granted an exemption, are required to uphold 12% Canadian content requirement for their musical selections.

3.3 CIVL programs may not contain more hits than 10% of their total logged musical selections, unless granted an exception.

3.4 CIVL Programmers:

3.4.1 must submit a show proposal for their program(s), upon applying, acknowledging content requirements and availability for the intended musical selections of their program.

3.4.2 must log their musical selections, and categorize tracks as Can-Con, and/or hits.

3.4.3 ask for exceptions to be granted for their programs before encountering difficulty fulfilling their program proposal(s).

3.5 Exemptions to these requirements may be granted for programs on a case by case basis

#### **4.0 Definitions:**

4.1 Canadian Content is defined (using the MAPL system), by two of four right-holder categories being credited to Canadian citizens. The categories of right-holders are: (1) music, (2) artist, (3) producer, and (4) lyrics.

4.2 Hits for new music are defined (by CRTC 2009-61), as tracks reported as top 40 by the following charts:

- Nielson BDS Country Spins
- Billboard Canadian Hot 100
- Billboard Hot 100 Singles
- Billboard Hot Country

4.2.1 for older musical selections:

- Canadian Music Network National Airplay
- Canadian Music Network Country Top 50 Audience
- The Record Country
- RPM 100 Country Tracks
- RPM 100 Singles
- RPM Retail Singles
- The Record Retail Singles

#### **5.0 Exceptions:**

5.1 New releases by Canadian artists are not counted as hits by the CRTC for one (1) year following their release, regardless of their placement on the charts.

5.2 Recordings of live performances of hit songs do not count as hits, unless the live recording itself is a hit.

## **6.0 Resources:**

There are many ways to research musical selections. At CIVL Radio, our programmers have reported using the following resources:

- <http://www.allmusic.com/>
- wikipedia discography pages

\*For a list of CRTC defined content categories, please see appendix #1.

## **CIVL Programming Policy: Can-Con & Hits**

### **Appendix #1**

#### **Appendix to Broadcasting Regulatory Policy 2010-819**

#### **Content categories and subcategories for radio**

##### **Content Category 1 - Spoken Word**

This category includes the following two subcategories:

##### **Content Subcategory 11: News**

The recounting and reporting of local, regional, national and international events of the day or recent days, with particular emphasis on the topicality of the events or situations selected, or on the constant updating of information, or both as well as background material about current events when included in newscasts but excluding weather, traffic and sports and entertainment reports.

##### **Content Subcategory 12: Spoken word-other**

All programming with the exception of material falling under subcategory 11-News and categories 2, 3, 4 and 5 (Popular Music, Special Interest Music, Musical Production and Advertising).

### **Content Category 2 - Popular Music**

This encompasses musical selections in the genres or groups of genres set out below:

#### Content Subcategory 21: Pop, rock and dance

This refers to music from the entire pop, rock and dance music spectrum. Examples include all types of rock music, including soft rock, hard rock, classic rock, heavy metal, modern rock, alternative rock, jazz rock, folk rock, and blues rock. It also includes pop, rock & roll, rhythm & blues

from the fifties and sixties, soul, dance, techno, rap, hiphop, urban, and contemporary rhythm & blues. This includes musical selections listed in charts such as AC (Adult Contemporary), Hot AC, Pop Adult, AOR (Album-Oriented Rock), CHR (Contemporary Hit Radio), Alternative, Modern, Adult Alternative, Active Rock, Dance, R&B, Urban, and Techno, compiled and published by music trade publications.

#### Content Subcategory 22: Country and country-oriented

This includes country & western, country music recorded since the 1950s, Content categories and subcategories for radio new country, and other country-oriented styles. It includes musical selections listed in Country charts compiled and published by music trade publications.

#### Content Subcategory 23: Acoustic

This refers to music performed in an acoustic style that draws largely from Category 2 Popular music genres.

#### Content Subcategory 24: Easy listening

Easy listening includes easy listening instrumentals, adult standards, middle-of-the-road and beautiful music.

### **Content Category 3 - Special Interest Music**

This encompasses musical selections in the genres or groups of genres set out below:

#### **Content Subcategory 31: Concert**

Concert music includes the whole spectrum of the “classical” music traditions, including opera and operetta. It also includes extended dramatic excerpts of popular musical theatre when performed in a full-cast version. It does not include orchestrations of “popular music,” however classical in form.

#### **Content Subcategory 32: Folk and folk-oriented**

This genre includes authentic, traditional folk music, as well as contemporary folk-oriented music, that draw substantially on traditional folk music in style and performance. It includes old-time country music recorded before the 1950s, and traditional bluegrass.

#### **Content Subcategory 33: World beat and international**

This genre includes world beat music that draws heavily from the traditional music styles of countries throughout the world. It also includes music from the popular, folk and classical music traditions of countries throughout the world that are played in instrumental form or sung in languages other than English and French.

#### **Content Subcategory 34: Jazz and blues**

This includes both historic and contemporary music in the jazz and blues traditions. Examples of music in the jazz tradition include ragtime, Dixieland, “golden age” swing, modern swing, bebop, “cool” jazz, modern, avant-garde, Latin-oriented jazz, jazz-funk, soft contemporary jazz, contemporary jazz fusion and other contemporary and emerging jazz styles. Examples of music in the blues tradition include classic blues, delta blues, Chicago blues, and contemporary blues music.

#### **Content Subcategory 35: Non-classic religious**

This refers to music of religious faiths. It also includes gospel music, hymns, and contemporary Christian music.

#### Content Subcategory 36: Experimental Music

The unconventional and non-traditional uses of instruments and sound equipment to create new sounds and an orchestration of these sounds. This includes audio-art, turntablism, musique actuelle, electro acoustic and sound ecology. While it may involve the use of previously recorded sounds to create new sounds and orchestrations, it does not include spinning or beat mixing where the alterations of previously recorded tracks are limited to mixes between two or more pieces or samples.

#### **Content Category 4 - Musical Production**

Musical matter broadcast by a station to identify itself or any of the components of its programming, including musical linking devices used to highlight elements of the broadcast service. For greater particularity, this category includes the following five subcategories:

#### Content Subcategory 41: Musical themes, bridges and stingers

Musical selections used to identify particular program segments, or to extend programming segments to the end of their allotted time as well as applause, brief musical and other sound effects intended to punctuate the presentation of other broadcast matter, where this matter is less than one minute in duration.

#### Content Subcategory 42: Technical tests

Broadcast matter intended to be used for the purposes of technical tests by the station or its listeners.

#### Content Subcategory 43: Musical station identification

Short musical selections designed to identify the station by call letters or frequency.

#### Content Subcategory 44: Musical identification of announcers, programs

Musical material identifying and accompanying the use of specific announcers, programs or programming elements.

#### Content Subcategory 45: Musical promotion of announcers, programs

Musical material promoting increased listening to specific announcers, programs or programming elements.

## **Content Category 5 - Advertising**

Broadcast matter intended to promote services or products offered to the public by persons normally advertising in the course of their business. For greater particularity, this category includes the following three subcategories:

### **Content Subcategory 51: Commercial announcement**

A commercial announcement for a business, product or service, presented in return for consideration.

### **Content Subcategory 52: Sponsor identification**

Identification of the sponsor of a program or program segment other than under subcategories 51 and 53.

### **Content Subcategory 53: Promotion with sponsor mention:**

Verbal or musical material promoting increased listening to the station or to specific announcers, programs or programming elements, when accompanied by the identification of a sponsor.



## 5. CIVL RADIO ADVERTISING POLICY

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### 1.0 PHILOSOPHY

Whereas CIVL has a mandate from the CRTC to offer programming that is different in style and substance from the programming offered by commercial radio stations and the CBC. And whereas, CIVL has a mandate from the Students of UFV to offer diverse, alternative, progressive, informative, and community-oriented programming by bringing thought to form and action. Be it resolved that, the advertising policy of CIVL should be in accordance with this programming philosophy. While it is recognized that a limited amount of sponsorship/advertising makes an important contribution to CIVL's funding, sponsorship/advertising revenue should never become a priority at the expense of the quality and integrity of CIVL's programming.

### 2.0 DEFINITIONS

1. "**CIVL**" means the UCFV Campus and Community Radio Society.
2. "**The Board**" means the board of CIVL.
3. "**Station Manager**" means the employee of CIVL who is responsible for the day to day operations of the station as described by the Station Manager Job Description.
4. "**Advertising Manager**" means the employee of CIVL who is responsible for the day to day operations of the regular advertising and website advertising on CIVL as described by the Advertising Manager Job Description.

5. “**Programmer**” means a volunteer who produces and develops a program.
6. “**Client**” means an external organization which pays for advertisements to be carried by CIVL.
7. “**Public Service Announcement (PSA)**” means a mention of an organization’s non-profit event.
8. “**Promotional Spot**” means a promotional advertisement which includes a phrase that states that an external organizations’ event is presented by CIVL.
9. “**Sponsor tag line**” means acknowledgement of a clients name associated with a particular show.
10. “**Show Sponsorship**” means advertisements or sponsor tag lines which are only played during a particular show in exchange for product or cash.
11. “**Regular Advertisement**” means advertisements which are played on a regular schedule through out the broadcast day.
12. “**Independent**” means owner-operated.
13. “**Like-mindedness**” means having a reasonable level of aesthetic and ethical compatibility with CIVL’s mandate.
14. “**Multinational (corporation)**” means a corporation that has subsidiaries in more than one other country, and that operates from an international perspective.
15. “**Non-profit (corporation/group)**” means a registered corporation whose purpose is to carry out a charitable, educational, religious, social, environmental, or other activity, for the benefit of its members, or the public at large; it is not expected to operate at a profit.
16. “**Proprietorship**” means a business owned and operated by one person.
17. “**Small business**” means a manufacturing firm with fewer than 100 paid employees or a firm with fewer than 50 paid employees in other sectors... it can also be a firm with less than \$5 million in annual revenues.

### **3.0 DECISION-MAKING PROCESS**

As the board does not want to micro manage the daily activities of CIVL, it has decided to allow day-to-day decisions to be made by the Station Manager; these decisions must be congruent to the guiding principles outlined in section 4.0. Where the Station Manager cannot decide whether an action is congruent with the guiding principles he or she may defer the question to The Board. Where decisions referred to in this policy reference the Station Manager, they also reference this decision making process.

In the event that a decision is deferred to The Board, The Board will act promptly to provide a resolution which is in accordance with section 4.0. The Board's decision will be the final decision.

If the board strongly feels that a decision made by the Station Manager is not within the guiding principles as set out in section 4.0, The Board may repeal the decision made by the Station Manager.

#### **4.0 POLICY'S GUIDING PRINCIPLES**

Given the guiding philosophy of this policy, CIVL recognizes that an advertising policy must take into account ethical considerations. Like CIVL's programming, CIVL's advertising will:

1. Not malign any individual or group on the basis of:

- a) Race
- b) Gender
- c) Sexual Orientation
- d) Economic or social status
- d) Age
- e) Religion
- f) Ability

2. Wherever possible, be determined by the client's or their stakeholders' records with regards to the environment, labor, women and minorities, either by action, statement or funding, or the action, statement or funding of parent or subsidiary companies.

3. When accepting advertisements, CIVL will, in addition to ethical considerations, adhere to the following three principals:

a) Small, independent, local, like-minded businesses and organizations will be prioritized as clients.

Therefore, CIVL will consider multinational clients only in the case where the advertised product or service is congruous with CIVL's programming, function and role.

b) CIVL will not participate in national commercial advertising campaigns (excepting national campaigns run primarily on campus or community stations).

- c) CIVL will predominantly use in-house production (excepting national information or awareness campaigns). Externally produced advertisements will be reviewed on a case-by-case basis through the process defined in section 3.0 to determine if the production is congruous with CIVL's sound. If the production does not match CIVL's sound, changes will be made to the ad to reflect the CIVL sound given final approval of the client.
- d) CIVL will follow the CRTC's guidelines on advertising, keeping within the maximum allocation of 4 minutes per hour.
- e) CIVL will not run partisan political advertisements and religious based advertisements.
- f) Under no circumstances will CIVL offer free advertising to "for-profit" organizations or campaigns.

## **5.0 INDIRECT ADVERTISING**

The following categories are considered to be indirect forms of advertising and, as such, should be subject but not limited to, the guiding principles.

### **1) Student Union Society PSAs**

The Student Union Society can request (within a reasonable time frame) that a promotional PSA be developed by CIVL or submit a pre-packaged PSA. Any pre-packaged PSA must adhere to the CIVL 'sound'.

### **2) Student Clubs PSAs**

The Student Clubs of UCFV can request (within a reasonable time frame) that a promotional PSA be developed by CIVL or submit a pre-packaged PSA. Any pre-packaged PSA must adhere to the CIVL 'sound'.

### **3) Brokered programming**

Brokered programming is a block of broadcast time sold to an outside body for the purposes of airing pre-produced program(s). The most common are religious and sports programs. CIVL will, as a general principle, not take this kind of programming.

#### **4) Community Service Announcements**

The station may, from time to time, do live or recorded announcements or written PSAs for events, demonstrations, educational workshops and other community initiatives organized by groups who generally don't have access to the mainstream media, but fulfill CIVL's mandate as a media alternative.

#### **5) Co-sponsorships:**

CIVL is open to co-sponsorship with other alternative media organizations, especially alternative campus based media organizations.

CIVL will, when advertising an event sponsored by CIVL as well as other companies, advertise the event only and is not obligated to provide advertising space for other sponsors within or outside of the context of the event advertisement if said sponsor(s) contravene the above policy or if they are considered undesirable clients for whatever reason.

#### **6) Giveaways:**

Giveaways are goods or services which an organization gives to CIVL for the purpose of promotion. Giveaways can be accepted separately or as part of an advertising/sponsorship agreement. Decisions regarding giveaways will be at the discretion of the Station Manager. Giveaways will always be received by the Station Manager first, in turn; the Station Manager may distribute these giveaways to Station Volunteers or members of the Community.

#### **7) Non-profit/sponsorship**

- a) CIVL may provide advertising for free, or a nominal rate, in exchange for sponsor recognition to non-profit groups or other events the station wishes to associate itself with.
- b) Musical, cultural and artistic events are the primary focus of CIVL sponsorship.
- c) The decision with regard to which non-profit organizations' events will be sponsored and how much time will be allotted to the event is at the discretion of the Station Manager. Approval is based upon the nature of the event and its relation to enhancing and sustaining the programming philosophy of the station.
- d) The Station Manager will negotiate the terms of the sponsorship agreement.
- e) For campus events and short theatre/musical/artistic runs, a verbal agreement will often suffice unless monetary figures need to be enumerated to secure a partnership.
- f) For larger events, like festivals, specifics of sponsorship must be established in writing.

- g) For all CIVL sponsored events, Promotional Spots regarding the event will include a phrase that states CIVL radio is presenting the event.
- h) Groups must provide CIVL sponsorship recognition by placing CIVL logos on posters and in programs, free advertising in programs, banners up at events, and mentions at the event, depending on the perceived value of CIVL's sponsorship. Complimentary tickets will also be provided, for both on-air giveaway and for CIVL volunteers if applicable.
- i) Agreements with organizations regarding CIVL's sponsorship will include the number and length of ads to be run on the station.
- j) All creative materials must be received within an appropriate amount of time for CIVL to produce.

#### **8) Pre-produced Programs**

Any advertisements contained within pre-produced programs are subject to this policy, and CIVL reserves the right to refuse to run them and edit them from the program.

#### **9) Third Language Programming**

Programs in languages other than English must provide translations of advertisements they are going to run. These must be contracted in the same way that other CIVL advertising is, and fall under the same policy.

#### **10) CIVL Website**

CIVL will accept limited advertising on its web pages. Since the website is an important communication tool of CIVL, ads placed on any of the web pages would have to appropriately reflect the message of the Station and the themes of each page.

#### **11) Show Sponsorships**

Limited arrangements with CIVL Djs and private companies may be formed to air content during their shows. DJs entering into such arrangements will be compensated for bringing ad-revenue into the station, but must abide by the following criteria:

- (a) sponsorship may be formed with companies approved by a CIVL Ad-committee

- (b) These sponsorships will not be based on regular ad rates, but will be formed through independent contracts, formed by the DJs, CIVL Radio, and the organizations. and will normally be split 50:50 with the station and show host(s).

Show sponsorships are subject to approval and may be reviewed and re-evaluated at any time.

## **6.0 STAFFING, CONTRACTS, PAYMENT AND ADVERTISING RATES**

### **1) Advertisement Staffing**

#### **a) Advertising Manager**

The Advertising Manager will:

- I. Be responsible for selling regular advertising and website advertising to businesses which are included in Section 4.0 of this policy.
- II. Conduct business in a professional manner.
- III. Try to develop long term advertising contracts.
- IV. Be paid a commission and wage as determined in his or her contract.
- V. Carry out other duties as described in the Job Description

#### **b) Programmers**

Individual programmers have the opportunity to secure sponsors to pay for a show sponsorship. The purpose of this type of advertisement is to provide benefits back to the show host in order to keep effective show hosts with the station. The programmer must only approach organizations which are included in Section 4.0 of this policy. The programmer must approach these potential sponsors in a professional manner. All show sponsorships must be no less than a dollar amount decided by the board; the programmer will receive 50% of the amount received for show sponsorship.

In order to ensure that all of the above are appreciated, the programmer must receive written approval from the Station Manager or Advertising Manager prior to approaching a potential client in order to avoid conflict of interest and avoid approaching a potential client more than once.

## **2) Contracts**

All paid advertising or sponsorships must be contracted prior to the running of an advertisement, and must be reviewed by the Station Manager and Advertising Manager. Any program running an advertisement without a contract and without review of the Station Manager is subject to immediate on air suspension or program cancellation.

## **3) Payment**

Payment is usually 100 per cent prepaid unless the client has an established line of credit with CIVL. A line of credit is established after a client has paid on time for at least their first four invoices. With an established line of credit, a client has 100 per cent credit for a 90-day term.

If payment is not received after 90 days the matter may be turned over to a credit agency

If payment is not made and the matter is referred to a credit agency, commission is forfeited.

Clients who have a bad credit rating with CIVL will not be allowed to advertise (until outstanding amounts are paid) through direct or indirect methods of advertising.

Clients who have had a bad credit rating with CIVL may not be extended further credit.

## **4) Rates**

A rate sheet will be developed and updated at the commencement of each fiscal period. The Station Manager and the Board will determine the rates. These may vary according to the number of ads purchased, and the status of the clients (i.e. non-profit), however national and multi-national clients will not be given discounts, and may in fact be charged a higher rate than local businesses. Rates will reflect CIVL Radio's broadcasting capabilities.

## **5) Integrated Advertising Strategy:**

The integrated advertising strategy will encompass on-air and website advertising with an aim to maximizing revenue opportunities and creating an incentive for prospective clients. Whenever possible, CIVL will encourage clients to place ads on both mediums. Advertising "packages" will be created and offered as an incentive for such transactions to be realized.



## 7. CIVL Radio Programming Committee Documentation Policy

### 1.0 Introduction

This policy outlines the documentation standards used by the Program Committee of CIVL Radio.

#### 1.1 Related Policies and Documents:

- Programming Policies
- Program Director Job Description
- Station Manager Job Description

### 2.0 Terms

- 2.1 Agenda: shall mean all the proposed list of topics for discussion and/or decision at a Programming Committee meeting.
- 2.2 Minutes: shall mean the documented topics and meeting procedures, which shall be the documented meeting history of the Programming Committee for a particular meeting.
- 2.3 Policy Reports: shall refer to notice of policy decision posted on the Programming Committee bulletin board in the lobby of the station, as well as in the Programming Committee binder, available through the office of the Station Manager.
- 2.4 Programming Committee Binder: shall refer to the binder held in the Station Manager's office, which shall be made available upon request, within a reasonable time.
- 2.5 Programming Committee Bulletin Board: shall refer to the bulletin board on display in the station lobby.
- 2.6 Show Approval Reports: shall refer to the notice of newly approved shows presented on the Programming Committee bulletin board in the station lobby, and in the Programming Committee Binder.
- 2.7 Website Policy Manual: shall refer to Programming Policy posted on 'www.civl.ca'.

### 3.0 Documentation

- 3.1 Agendas and minutes of the Programming Committee shall be kept on file in the Programming Committee Binder and made available for members of CIVL Radio to view, at their convenience.
- 3.2 Policy Reports shall be posted as soon as reasonably available, and shall act as notice of a programming policy decision

3.3 Show Approval Reports shall be posted as soon as reasonably available and shall act as notice of a new program.

3.4 A copy of the Programming Committee Binder shall be kept, and updated from time-to-time, on 'www.civl.ca'.

#### **4.0 Issues**

Consistent failure to follow these documentation policies may result in intervention of the Programming Committee by the Board of Directors.

## 9. CIVL-Balance of programming policy

CIVL 101.7 FM Radio recognizes that through the creation and selection of programming it establishes itself as an alternative media voice in Abbotsford, Mission and Chilliwack area both in content and in format.

CIVL Radio recognizes the complexity and necessity of balance programming. At all times CIVL Radio programmers will engage in the acknowledgement and discussion of differing interpretations and opinions. CIVL Radio does not recognize any obligations to broadcast those interpretations and opinions which contravene its statement of principles and/or CRTC regulations.

Due to the diversity of programming requirements outlined in CIVL Radio's license to broadcast, certain qualifications must be made and recognized when dealing with issue of valance of programming.

In light of recent discussions of balance of programming, it is understood there is a bias inherent in community access programming to being with, and that the balance comes from representing all facets of opinion or views within these communities. Because issues are dealt with from the inside (and therefore from a non-objective point of view), it would be very difficult to counter certain points of view without actually damaging these communities by promoting hatred and enforcing exiting stereotypes (which are illegal according to the CRTC guidelines); however, it should be acknowledged (without necessarily exploring them) that other points of view do exist.

Eg: Gay-lesbian shows are not expected to provide a homophobic viewpoint to balance their views on homosexuality. By the same token, it is expected that they will use their airtime to discuss issues, and not to promote a gay lifestyle over a strait one, but to rather to promote the existence of the gay culture and an understanding towards it. eg: a poor people's rights show is not expected to criticize the poor for being poor, but rather, to look at the causes of poverty, and try to offer several possible solutions or remedies for those in unfortunate situations. Eg: a women's show is not expected to air sexist points of view but should cover a wide range of opinions on varying issues within women's / feminist community. These examples can be extended to other community access shows.

It is also recognized that certain contentious issues may be dealt with in a more thoroughly balanced manner within other spoken word programming.

## 10. Statement of principles regarding programming

**Clause One:** CIVL 101.7 FM Radio will not air material which includes verbal utterances that promote discrimination or hatred against individual or group or class of individuals on basis of race, national or ethnic origin, color, religion, gender, age, mental or physical ability, sexual orientation, occupation, or anything else that makes them an identifiable group.

**Clause Two:** CIVL 101.7 FM Radio recognizes that some of the verbal utterances that could be determined as falling within Clause One are used in a manner to expose the audience to such discrimination in order to increase awareness and with the belief that this will facilitate the eventual eradication of these discriminations.

**Clause Three:** CIVL 101.7 FM Radio recognizes that artist often use abusive terms in a satirical way but with the same intentions as outlined in Clause Two. These intentions are often not clearly stated and fall onto the responsibility of CIVL 101.7 FM to ensure that each programmer is able to judge to the best of her or his ability whether the artist's intentions are compatible with these clauses.

**Clause Four:** CIVL 101.7 FM Radio is mandated to explore all kinds of music and auditory stimuli. These can often include texts of artists exploring the most difficult facets of human experience and behavior; for example, sado-masochism, addiction, slavery, insanity, mass murders, hatred, racism, sexism, torture, genocide. CIVL 101.7 FM Radio programmers must be prepared to justify the airing of such material by identifying its redeeming factors and by providing a context.

## 11. Spoken word Cultural/Artistic Policy

With respect of the statement of principles of CIVL Radio, specifically clause # 3. While CIVL Radio recognizes that the parameters of ART are enigmatic and vary with individual perspective; CIVL Radio will not in any way be a vehicle for promotion of discrimination, hatred, stereotypes, abusive comment or offense. When matter broadcasted is or could be interpreted in such a fashion, the programmers (of the program in which the matter is broadcast) will acknowledge this interpretation on air and will AT ALL TIMES contextualize the material in question through intelligent explication, analysis, and responsible discussion; so as to eradicate the possibility of CIVL Radio being a vehicle for promotion of discrimination, etc.

This necessitates exhaustive knowledge and intensive preparation of on-air programming content to ensure its successful treatment or different perspectives/interpretations reading and/or listening to all material prior to going on air, etc.

Clauses 6&7 with respect to spoken word cultural/artistic programming, CIVL Radio is specifically mandated to be and to provide listeners with a genuine alternative to other radio services in Abbotsford, Mission, and Chilliwack areas. This involves both content and format.

Prioritizing CIVL Radio's resources as an FM radio station and exploring and exposing of lesser known, unrecognized artists and endeavors.

-Particular emphasis/focus will be given to that which is local in origin.

-Providing programming in a form which fundamentally an alternative to that which exists.

This policy expands upon specific principles outlined in the statements of principles of CIVL Radio and should be taken in context with other working policies of CIVL Radio: the balance of programming, music policy, news policy, and community access policy etc.

## 12. News Policy

CIVL Radio will present a fair, accurate, and balanced account of events and issues. CIVL Radio will cover issues and events not given adequate coverage by commercial media. CIVL Radio will use news broadcast time to explore more viewpoints, more issues and more events with regard to research and intelligent analysis. CIVL Radio cover stories delivered from and of interest to the Abbotsford, Mission, and Chilliwack communities and to ensure that a local perspective on national and international stories is offered when possible.

### Goals:

To present a fair, accurate balanced account of events and issues.

To give coverage to issues and events that is not given adequate coverage by Commercial Media.

To use news broadcast time to explore more viewpoints, more issues, and more events with regards to research and intelligent analysis.

To cover stories delivered from and of interest to our local community and ensure that a local perspective on national and international stories is offered when possible.

### 13. Spoken word policy

With respect of the statement of principles of CIVL Radio; While CIVL recognizes that the parameters of ART are enigmatic and vary with individual perspective; CIVL Radio will not in any way be a vehicle for promotion of discrimination, hatred, stereotypes, abusive comment or offense. When matter broadcasted is or could be interpreted in such a fashion, the programmers (of the program in which the matter is broadcast) will acknowledge this interpretation on air and will AT ALL TIMES contextualize the material in question through intelligent explication, analysis, and responsible discussion.

With respect its programming, CIVL Radio is specifically mandated to be and to provide listeners with a genuine alternative to other radio services in Abbotsford, Mission and Chilliwack [CRTC License Decision]. CIVL Radio provides this alternative through both program format and content: First priority in the application of CIVL Radio's resources will be the exploration and exposition of lesser known, unrecognized artists and endeavors CIVL Radio will provide particular emphasis and focus to that which is local in origin.

Programmers will strive to present material in a format which does not simply imitate commercial radio or the CBC.

CIVL Radio does not advocate censorship of mainstream culture, or that which is merely popular, but programmers must realize that in presenting such material airtime is used which might have been used to promote 'alternative culture'. In such circumstance the programmers must be prepared to justify both form and content and should attempt to provide a perspective and context which differs from main stream media.

## 14. Demo and Proposal Review Policy

### 1. Introduction

This policy sets expectations for programming committee procedure in how this programming content is ratified for broadcast on CIVL Radio.

### 2. Related Policies:

- Programming policies
- Programmer Contract
- Appeals policy

### 3. Proposals and Demos

3.1 Proposals and demos are prepared by CIVL Radio members and submitted to the office of programming director in writing or via email.

3.2 The program director, or their delegate, will submit all proposals to the programming committee.

3.3 No sitting volunteer of the programming committee shall allow themselves to be in conflict of interest regarding the decisions made by the programming committee.

3.4 In the event that a programming committee member or volunteer has a potential conflict of interest regarding a proposal, that member must:

3.4.1 follow appropriate channels of communication (i.e. email correspondence with the Station Manager, Programming Director, or Music director), and

3.4.2 must not be involved in programming committee decisions regarding proposal(s)

### 4. Evaluation

4.1 Approved evaluations criteria must be used for all proposal decisions. If not used, reason(s) for not using the approved evaluation criteria must be described and held on record for at least four (4) months in the event that a programming committee decision becomes under review.



## **5. Decisions, Quorum, and Voting**

- 5.1 Normally, the Programming Committee shall make decisions using consensus; but, in the event that consensus is not possible, the committee may vote on issues at the chair's discretion.
- 5.2 Decisions made by the program committee may not be reconsidered by the committee, unless:
  - 5.2.1 Information crucial to the decision of the proposal or policy was absent at the time of the meeting,  
or
  - 5.2.2 Facts crucial to the decision of the proposal or policy were provided which were/are untrue.
- 5.3 Decisions made must be respected and followed by all programmers regardless of their position or status.
- 5.4 For the purpose of approving show proposals, or demos, the following must be present:
  - 5.4.1 Three (3) members of the programming committee, or
  - 5.4.2 Five (5) volunteers, at least two (2) of which are members of the programming committee.
  - 5.4.3 Notice.
  - 5.4.4 A majority vote by show of hands, or ballot.
- 5.5 Voting should generally be conducted by a show of hands; however, members of the programming committee may request to conduct voting by ballot.
  - 5.5.1 The committee may also veto requests for vote by ballot.
  - 5.5.2 In the case of vote by ballot, a committee approved elections officer must conduct the vote and destroy all ballots subsequent to the announcement of the decision.

## **6. Appeals**

- 6.1 Appeals made against the decisions of the programming committee shall be filed with the station manager, and unless withdrawn in ten business days, presented at a meeting of the board of directors.
- 6.2 Appeals should not be discussed with the program committee prior to being presented to the board of directors.
- 6.3 All appeals to the programming committee shall be kept on file, in the form of a report or letter, for a period of at least four (4) months.

## 15. CIVL Musical Policy

CIVL: Will not air any musical material that includes lyrics promoting hatred, discrimination, or contempt against any individual or group or class of individuals on the basis of race, national or ethnic origin, color, sex, religion, age, mental or physical ability, or sexual orientation.

CIVL: Recognizes that some of the lyrics that could be determined as falling within the above clause are used in a manner to expose the audience to such discrimination in order to increase awareness and with the belief that this will facilitate the eventual eradication of these discriminations.

CIVL: Recognizes that creative media often use abusive terms in a satirical way but with the same intentions as outlined in Clause Two. These intentions are often not clearly stated and fall onto the responsibility of CIVL Radio to ensure that each programmer is able to judge to the best of her or his ability whether the artist's intentions are compatible with this policy and the statement of principles.

CIVL: Is mandated to explore all kinds of music. These can often include texts of artists exploring the most difficult facets of human experience and behavior; for example, sado-masochism, addiction, slavery, insanity, mass murders, hatred, racism, sexism, torture, genocide. CIVL Radio believes that artists often act as the emotional catharsis of our society and such have a right to be heard. CIVL Radio programmers must be prepared to justify the airing of potentially offensive material by identifying its redeeming factors and by providing a context.

CIVL: Is not mandated to play what is known as TOP 40 music, yet it will not make those records inaccessible nor will it censor their airplay to those hosts who are able to contextualize them. TOP 40 play is permitted as long as it does not increase to such a level as to interfere with our hit to non-hit ratio CRTC requirement.

CIVL: Will actively encourage and promote independent artists presenting innovative and creative music.

## 16. Policy on Broadcasting Standards

CIVL-FM: Will not broadcast any material that tends or is likely to subject an individual, group, or class of individuals, to hatred or contempt on basis of race, national or ethnic origin, religion, sex, age, mental or physical disability, or sexual orientation. *(Material of this nature may only be broadcast within the explicit context of discussing the issue itself, and when its use is necessary for the listening public's understanding of the issue)*

CIVL-FM: Acknowledges its responsibility to air opposing viewpoints in accordance with balanced programming, but only when such viewpoints are articulated in a logical and reasonable manner, and when its use is necessary for the listening public's understanding of that issue.

CIVL-FM: Will not broadcast any material where its sole purpose is to promote the policies of a political party without equal airtime for all other parties.

CIVL-FM: Will not accept paid political announcements from any political party.

CIVL-FM: Will not broadcast any material of a religious nature where it is not presented in relation to its current or historical influence on a particular culture or philosophy.

CIVL-FM: Will not accept advertising or sponsorships from organizations or individuals whom the station believes are dealing with the public in a discriminatory manner or are not acting in the public interest.

CIVL-FM: Will and encourage whenever possible the participation of women, visible minorities and the disenfranchised in the programming and management of CIVL Radio.

## 17. Defamation: Libel & Slander Policy Waiver

### What is defamation?

Defamation is false communication about a person that tends to hurt the person's reputation. The communication must be made to other people, not just to the person it's about. It can be spoken or written, or it can be a gesture.

The law protects your reputation against defamation. If someone defames you, you can sue the person for money to compensate you for your damaged reputation. You have to sue in the Supreme Court, not the Provincial Court. You don't have to prove that the people who heard or read the defamation actually believed it. Even if they knew it was false, it can still be defamation. Courts realize that lies can take on a life of their own.

The law doesn't protect you from a personal insult or a remark that injures only your pride; it protects reputation, not feelings. So, if someone calls you a lazy slob, you might be hurt, but you probably don't have a good reason to sue. If he goes on to say you cheat in your business dealings, you probably do have a good reason to sue, as long as he says it to someone else, not just you. If he says it only to you, you can't sue because he has not hurt your reputation.

Defamation can be a crime under the *Criminal Code*, but only rarely. If someone has defamed you, you may also be able to sue for a violation of your privacy under the provincial *Privacy Act*. Section 7 of the *BC Human Rights Code* prohibits another type of defamation, namely, a discriminatory publication.

### What is libel?

Libel is the type of defamation with a permanent record, like a newspaper, a letter, an e-mail, a picture, or a **radio** or TV broadcast. If you can prove that someone libeled you, and that person does not have a good defense (see section about defenses below), then a court will presume that you suffered damages and award you money to compensate for your damaged reputation. But going to Supreme Court is expensive and even if you win, you may not get as much as it cost you to sue. In deciding on assumed damages, the Court will consider your position in the community. For example, if you are a professional, damages may be higher.

### **What is Slander?**

Slander is the type of defamation with no permanent record. Normally it's a spoken statement. It can also be a hand gesture or something similar. The law treats slander differently than libel: with slander, you have to prove you suffered damages, in the form of financial loss, to get compensation. But with libel, the law presumes you suffered damages. For example, say that Bill told John you were a cheat, and then John refused to do business with you because of that. You sue Bill and prove that you lost business with John because of what Bill said. Bill would have to compensate you for the loss of John's business, but not for the general damage to your reputation. It can be very difficult to prove this sort of financial loss. That's why most slander cases never go to court.

But in the following four examples, a slander lawsuit may succeed without you proving financial loss. Even though there's no permanent record of the slander, the law will presume damages as if there were libel, if someone:

- accuses you of a crime (unless they made the accusation to the police)
- accuses you of having a contagious disease
- make negative remarks about you in your trade of business
- accuses you of adultery

### **What about the right to free speech?**

The law protects the person's reputation but this protection can restrict others rights, such as the right to free speech. The law tries to balance these competing interests. Sometimes, even though someone made a defamatory statement that hurt a person's reputation, the law considers other interests more important. The law allows the following defenses for a person who makes a defamatory statement.

### **What are the defenses to a defamation lawsuit?**

If someone sues for defamation, the most common defenses are:

#### **1. Truth or Justification**

A statement may hurt your reputation, but if it's true, anyone who says it has a valid defense if you sue them for defamation.

## **2. Absolute Privilege**

There are two main examples of this defense: statements made as evidence at a trial, and statements made in Parliament. This defense also allows the fair and accurate reporting of those statements in the media, such as newspaper reports of a trial. People must be able to speak freely in our justice and political systems without worrying about being sued.

## **3. Qualified Privilege**

Say a former employee of yours gave your name to an employer as a reference and that employer calls you for a reference. You say, "Well frankly, I found that that employee caused morale problems." As long as you act in good faith and without malice, the defense of qualified privilege protects you if the former employee sues you for defamation. You gave your honest opinion and the caller had a legitimate interest in hearing it.

## **4. Fair Comment**

We all are free to comment – even harshly – about issues of public interest, as long as our comments are honest, based on fact, and not malicious. For example, a newspaper columnist may write that a Member of Parliament (an MP) says he supports equality and equal rights, but he opposes same-sex marriages. The columnist writes that the MP is hypocritical. If the MP sues the columnist for defamation, the columnist has the defense of fair comment.

Media articles that accurately report what was said at public meetings are also privileged, unless the meeting was not of public concern and the report was not for public benefit.

### **What effect does an apology have?**

A newspaper or a TV or radio station that publishes or broadcasts a libel can limit the amount of damages they may have to pay by publishing or broadcasting an apology right away.

**Summary**

The law of defamation protects your reputation against false statements. If a person makes a false statement to someone and it hurts your reputation, you can sue the person who made the false statement for damages, notwithstanding the 'defenses' offered above.

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## 18. Syndicating Programming Policy

### Definitions:

Syndicated Programming: Content broadcasted by CIVL Radio, which is not produced by CIVL programmers.

CRTC: Canadian Radio-television and Telecommunications Commission

### Policy:

1. CIVL Radio may add syndicated content to their programming schedule provided that the following criteria has been met:

- a) That the content has been approved by the CIVL programming committee for quality and compliance with policies of CIVL Radio and the CRTC broadcast standards.
- b) That the programming's content does not conflict with existing CIVL produced programming

2. Each syndicated program **must** be reviewed and approved by the Programming Committee before airing, or appearing on the schedule.



## 19. Programming Committee's Show Policy

The Programming Committee will have five members appointed by the Board of Directors. The Programming Committee will meet once every two weeks and appointed members are expected to attend the programming meetings. There are two back up members to cover the absence of programming committee members. Meetings are chaired by the Program Manager. Decisions will be made by consensus, in case of a disagreement members can vote to come to a decision. In the case of a tie, the Program Manager can use their vote to break the tie.

All requests for on air time will be asked to submit a written show proposal to the Program Manager. Then the Program Manager will take the proposal to the Programming Committee. A decision regarding the success or failure of a show proposal is then made based on CIVL's programming mandate, needs and its goals.

The Programming Committee deals with general programming matters including:

- **To develop/refine. Interpret and update programming policies:**
  - Programming Committee will develop a policy to review the new program proposals
  - Programming committee will develop a policy to review the existing ON AIR programs to ensure all ON AIR programs are in compliance with CRTC policies.
  
- **To make decisions regarding new show applications:**
  - Review new program applications and make recommendations and decisions about them.
  - Ensure the development of the new programs by providing necessary information such as CRTC policies, station's in house and studio policies.
  
- **Ensuring ON AIR Programming quality:**
  - Programming Committee will ensure all ON AIR programs are in compliance with programming policies by monitoring reviewing and evaluating existing programs.

## Member's Responsibilities

Support the Program Manager to:

- Work with programmers to improve the quality of ON AIR programming.
- Regularly evaluate the programs.
- Regularly attend Programming Committee meetings
- Decide and recommend policies and programming changes
- Fulfill the committee's mandate as described above
- Must take programming meeting minutes in a clear and concise manner to reflect the decisions made in programming meetings. Upon request, minutes must be available to other members of the station.

Members of the Programming Committee are expected to attend every meeting, but may be excused in advance by the Program Manager under reasonable circumstances. If any of the programming members find that they can't attend meetings on a regular basis, the committee should consider rescheduling meetings, or seeking replacement members to take their places.

Members who are aware that they will be absent ahead of time should make an effort to review relevant documents and issues where possible, and provide input to the Program Manager prior to the meeting.

### Section 1: Scheduling of programs

Decisions concerning the scheduling will be made by the Program Manager according to the Programming Mandate of the Radio Station. The primary scheduling goal is to fulfill the station's mandate for diversity, and to maintain and fulfill programming quotas outlined by the CRTC.

#### 1. Minimum 35% Canadian Content

A minimum of 35% of your musical selections must be Canadian Content (Can-Con). Suppose a program has 10 songs in an hour, then roughly 3 or 4 need to be Can-Con. Can-Con music can be identified by the MAPL reference; that is, two from the following criteria must be Canadian. **M**usician, **A**rtist, **P**roduction, **L**yrics.

#### 2. Minimum 15% Local Spoken Word (Produced exclusively for CIVL)

According to the CRTC, spoken word programming includes news and regular talk. This requirement will give programmers time to talk about the music which they are playing so that listeners have some history or interesting facts about the music. In an hour long show, 6 minutes will need to be spoken word in addition to ID's, PSA's, promos, and show promos; this isn't hard when its broken down in to short sections between songs.

3. Maximum 10% 'Top 40'

'Top 40' includes all selections which have reached one of the top 40 positions on one or more of the following charts: Billboard Hot 100 Singles, The Record Country, RPM 100 Country Tracks, Billboard Hot Country. Suppose in an hour long show with 10 songs, only one of those songs could be a 'Top 40' hit.

4. Advertising

As a campus station, the amount of advertising we can play is limited, and we don't really want to play a lot. Once minute per hour will be dedicated to show sponsorships, and two minutes will be allocated for repeat advertisements. Generally, advertisements will be aired only between 8:00 a.m. to 8:00 p.m.

Emphasis will also be placed on achieving gender balance and providing programming opportunities for both students and community members.

## Section 2: Program Proposal and Programming Process

Program proposals should be directed to the Program Manager. Then the Program Manager will forward these program proposals to the Programming Committee.

The program proposal will include a program description, its goals, content etc., demonstrating its ability to serve an unfulfilled programming need and information of availability of the programmer.

The Programming Committee will decide whether or not proposals will be approved after consideration of our programming policies. If the committee is unable to reach a decision by consensus on a program proposal, then the members can vote to reach the decision. In case of a tie, the Program Manager can vote to break the tie.

Once the proposal is approved, the applicant will be asked to go through CIVL Radio's technical training and policy and procedure sessions.

After completing these sessions, the programmer will be asked to submit a 20-minute demonstration tape to present their technical skills, show content and format.

The Programming Committee may choose to:

1. Approve the proposal
2. Reject the proposal
3. Make suggestions and invite resubmission
4. Put an approved program on a waiting list

### *Program Proposal/Outcome*

The committee can approve program proposals in principle even if a suitable time slot is not available. Approved proposals will be put on a waiting list. The Program Manager can make the decision when wait listed programs should be scheduled based on the needs of the Programming Mandate.

If the Programming Committee rejects an application, the Program Manager will advise the applicant of its decision and will provide reasons. Depending on the reasons and the need of programming, the Program Manager may assist the applicant to prepare a revised proposal to re-submit to the Programming Committee.

Decisions made by committee, in reference to the program proposals or cancellation of a program may be appealed to the Program Manager. The appeal must be in writing explaining the programmer's reasons why they think their program should be a part of CIVL programming schedule. Program Manager will review the appeal with the Programming Committee and will inform you about the decision. If the programmer is still not satisfied with the decision, they can then appeal to the board of directors via Station Manager.

Programmers whose proposals are approved will be asked to submit a 20-minute demonstration tape to the Program Manager who will take the demo tape to the Programming Committee for approval. The review of the demonstration tape will be done based on program content, verbal presentation, technical skills, courtesy and adherence to legal policies.

If a demonstration tape is rejected, then the Programming Committee can give recommendations and can ask the programmer(s) to re-submit the demo tape. The Program Manager will contact the programmer(s) to discuss the recommendations given by the Programming Committee.

Programmers whose demonstration tapes are approved by the Programming Committee will be required to sign the "Programmers Contract Form" with the Program Manager. Then, the Program Manager will decide the time slot for the show based on the programming needs. The programmer's contract will remain in effect until such time the Programming Committee chooses to do a review. All programs will be subject to the adherence to originally approved content of the show.

All new programs will be on probation for 3 months from the date the program is first aired. Within this period, Programming Committee and Program Manager will decide whether the program will be given regular program status, have its probation extended, or be cancelled. The Programming Committee may review the program for quality and relevance, both within and following the probation period. Approved programs are not necessarily guaranteed a permanent timeslot indefinitely.

An interim decision which cannot wait until the regular meeting will be made by the Program Manager, such as when a time slot opens up on short notice.

### **Section 3: Quality Control of Programming**

Programmers who do not follow CIVL's and the CRTC's broadcasting policies and regulations may have their air privileges revoked. Those programs that do not follow the guidelines set in the "Programmer's Contract Form", signed by the programmer before being given a regular time slot, will also be subject to cancellation.

Programs that display problems in any of the following areas may be cancelled or subject to disciplinary action if there is no improvement after concerns are raised by the Program Manager or the Programming Committee.

### **1. Poor Quality**

If a program is of lower quality than the station considers acceptable, it may be cancelled. In general, quality will be monitored using the annual program renewal procedure, which involves an evaluation and self-evaluation process. If quality becomes an issue between renewal dates, the Program Manager will ask the programmer in question to complete a self-evaluation form; and also make sure that the programming committee fills out the same form, and that a meeting is set up to discuss the outcome, suggestions for improvement, and disciplinary measures if necessary.

### **2. Inappropriate Content**

The station forbids the advocacy of racist, sexist, homophobic, ageist, and other material of similarly abusive nature. It is acknowledged that some material that could be considered offensive may also have redeeming value within the context of quality programming. However, a program that becomes unreasonably offensive and fails to appropriately contextualize controversial content will be subject to cancellation. Programs that do not adhere to the requirements of balance are also subject to cancellation after reasonable opportunities are given for improvement.

All programs will be monitored by station staff and Programming Committee for libel, defamation and any contraventions of the Broadcast Act or other applicable legislation.

### **3. Relevance**

Programs no longer making original or otherwise valuable contribution to CIVL's commitment to quality programming may be cut back or eliminated completely, or encouraged to change their focus to ensure the relevance. Programmers whose programs have been cancelled will be encouraged to work on other programs or in other areas. Programs that duplicate the content of other programs on CIVL will be under consideration for cancellation. For example: If there are three programs playing the same music, the decision on whose program to eliminate would be made on the basis of times that the programs are broadcast, strengths of each program as a whole, and purpose of programs.

Changes to the program content or time slots, cancellations, or program amalgamations may be made accordingly by the Program Manager or Programming Committee, particularly during designated program renewal periods.

## *Program Evaluation*

Programs will be evaluated by the Programming Committee as needed, either informally to gain a general sense of program content and quality, or formally with the use of the standards program evaluation form. An informal evaluation that leads to concerns about the program will be followed by a formal evaluation. Programmers whose programs are being evaluated formally will be informed that this is taking place. The evaluation forms and any formal written correspondence will be kept on the file in the station.

The Programming Committee may ask programmers to record their own programs or listen to them using the digital logger and complete a self-evaluation form to be submitted to the Program Manager.

At the end of the evaluation, the Programming Committee will meet with, or contact the programmer(s) to discuss the evaluation. The Programming Committee can:

1. Decide that the program need not be monitored further for now.
2. Extend the monitoring period for another probationary period.
3. Provide the programmer with suggestions to improve the program.
4. Suspend or cancel the program.
5. Or a combination of these points.

## **Section 4: Discipline, Warnings, and Dismissals**

### **Procedure of Cancellation**

After an evaluation by the programming committee, the program in question will be given a verbal warning with explanation. If the Programming Committee determines that program has not been improved, they will be given a final written warning with explanation and reasons for the warning. If there is still no improvement, a decision to cancel the program will be made.

To appeal the decision, see Appeals Policy.

CIVL Radio has a warning system in place. It works like this: Your first serious violation of policy will result in an official warning, either in print, by a brief talk, or by email. Your second warning will result in dismissal and removal of your privileges and responsibilities as a volunteer. In addition, you may receive a verbal reminder on finer points of policy during your stay here that do not count as official warnings. Management will let you know if your warnings are official or not.

Some policy violations are so serious that the station management has the right to remove you as a volunteer immediately. These violations are as follows:

- Misrepresentation
- Discrimination (BC Human Rights Code Section 7)

*7 (1) A person must not publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that (a) indicates discrimination or an intention to discriminate against a person or group or class of persons, or (b) is likely to expose a person or a group or class of persons to hatred or contempt because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or that group or class of persons.*

*(2) Subsection (1) does not apply to private communication or to a communication intended to be private.*

- Any form of abuse or violence
- Theft of station property
- Use of drugs, alcohol, or tobacco on station property
- Being drunk or in an otherwise altered state while on the air
- Bringing in unauthorized guests, or allowing guests to use station equipment
- Making unauthorized long distance phone calls with station phones
- Violation of CRTC broadcast guidelines (e.g. Promoting violence or illegal activity on the air, uttering threats)
- Swearing on the air
- Broadcasting slanderous material
- Any illegal activity on station property

The Station Manager will issue dismissals in writing.

Station Management may issue official warnings for any of the following violations:

- Violating any policy
- Violating computer equipment policies
- Failure to lock doors and windows after hours
- Failure to meet Can-Con or play list requirements
- Failure to properly re-file music, PSA's, biographical information or other station property
- Excessive noise on station property
- Improper use, care or damaging station property
- Excessive lateness
- Failure to adequately prepare for a show
- Failure to show up or adequate replacements for two successive shows
- Missing a show without warning or providing an adequate replacement
- Failure to run the proper amount of PSA's, scheduled ads or sponsorship at the proper times
- Failure to maintain an adequate quality of programming or broadcast
- Conduct that reflects badly upon the station or society in general including via social media

Conduct that would merit a warning that is serious enough may result in immediate dismissal. Management may ask the programmer to be retrained on policy or equipment if they feel that you could use a brush up. Management will also provide advice and resources to help the programmer improve their conduct should the need arise.

Appeals: if a programmer feels that z/e has received an unjust warning or dismissal, z/e has the right to appeal to the CIVL Radio's board of directors. The notice of appeal must be submitted in writing to board directors via the Station Manager. The board of directors will hear both sides and make a decision whether or not the dismissal stands.

### *Absenteeism/Leave of Absence*

It is the sole responsibility of the programmer(s) to be on time for their regular program. The station staff and other volunteers are not responsible to fill in for programmers who fail to show up for their regular broadcasts without first discussing their absence with the Program Manager (or the Station Manager if there is not a Program Manager present) and making reasonable attempts to find a replacement host to provide fill-in content. In case of any absence, except in emergency circumstances, it is the responsibility of the regular programmer(s) to ensure that arrangements are made to fill the slot. This can be done by finding a qualified replacement host or arranging appropriate pre-recorded content. When pre-recorded content is used, consideration must be given to ensuring that station IDs are done as required, that program logs are completed in full, and someone is available



to start the recording and follow it up with additional content. Replacement hosts must be CIVL trained programmers and must be approved by the Program Manager (or the Station Manager if there is no Program Manager present) on a case-by-case basis unless the replacement host is currently a CIVL programmer in good standing. Replacement host(s) must program a show similar to the usual content of the show they are filling in for. Program Manager must be informed in advance if arrangements have been made

The programmer in the previous and subsequent timeslots should also be notified of the absence and the fill-in arrangements, particularly if they may be personally affected (e.g. required to stay late or arrive early or to handle a pre-recorded program)

If a suitable replacement host cannot be found by one week prior to the show, then the Program Manager (or the Station Manager if there is no Program Manager) will decide how to fill the time slot. Unexplained absence without any notice is grounds for warning on the first offence, and subsequent suspension or program cancellation. If the programmer notifies the Program Manager in advance who the fill in host will be, but the fill in host does not show up, the fill-in host will be held accountable by the Program Manager. And, if Program Manager is not informed in advance about the fill in and the show is not covered then the original programmer will be held accountable and subject to warning, suspension or other discipline as determined by the Programming Committee.

All programmers who are absent from the station for longer than one month without making prior arrangements with the Program Manager may have their programs cancelled. For a program to go back on-air when prior arrangements have not been made, the Programming Committee may require submission of a new program proposal, and the program may be re-evaluated as a new program. The programmer's previous conduct and program quality may be taken into account when a decision is made. Programmers who wish to take a break and return will be considered on a case by case basis, subject to timeslot availability upon their return. Timeslots will not be held open unless arrangements for fill-in content has been made in advance for a designated period of time. Substantial change in format or content of a show, or a change of host, when the new host is not intending to follow the existing shows proposal on file, will require the submission of new program proposal. Exceptions may be made if the station has been involved in helping to prepare a replacement host for a program that the station considers to be integral to its program schedule.

All absence will be investigated and documented by the Program Manager, who will in turn inform the Programming Committee.

## Leave of Absence

\*An extended leave of absence (LOA) must be requested in writing and approved by the Program Manager (or the Station Manager if there is not a Program Manager present).

No guarantees of current program time slot will be made on any LOA's that extend beyond 2 months. Any LOA after 6 months will be considered as a new programmer and subject to the approval of CIVL Radio's programming policies.

## *Punctuality*

Each program must finish using the microphone and switch to music at least three minutes before the next program begins to facilitate easy transition (unless otherwise agreed upon by both programmers). Programmers should ensure that the studio is tidy and accessible, that any supplementary equipment or furniture has been removed, and that all equipment's have been returned to its original settings. In addition, programmers should be at the station, ready to begin 30 minutes before they are scheduled to go on the air.

If an unexpected and compelling situation arises and programmers find that they will be unavoidably detained, it is the programmer's responsibility to inform the previous host of their anticipated lateness so that the programmer may prepare to e.g. put on a CD (or syndicated program or pre-recorded CD of the show), if previous show programmer is unable to wait for the following programmer's arrival. This can be done by calling the studio at 604-851-6307 or Program Office at 604-851-6322, or leaving a note to inform both the preceding DJ and Program Manager. In addition, within seven days an acceptable reason should be provided in writing to the Program Manager. Failure to comply can result in warning or suspension. Three or more "lates" are grounds for suspension or cancellation of a show.

## 20. Warning Policy Regarding Programmer's Responsibilities

The areas of concern that this policy deals with are:

- Filling in program logs
- Showing up on time for shows
- Repeated absences
- Violations of other Promise of Performance or Code of Conduct content

### Filling in program logs

This quasi-legal document that the CRTC (Canadian Radio Television Commission) expects all radio broadcasters to keep. It is part of the CRTC Broadcast Act. Program logs are checked every week, and a 3 warning system is being implemented. Should a programmer not fill out their log properly then they will receive a warning.

**1<sup>st</sup> warning** = warning

**2<sup>nd</sup> warning** = final warning with re-training if necessary

**3<sup>rd</sup> warning** = program is suspended from on-air for 3 months (if suspended, programmers will have to reapply and be retrained)

### Showing up on time for shows

Programmers are expected to show up for their shows at least 15 minutes before the start of their show so that they can prepare properly and allow for a smooth transition between shows. Showing up late for shows is an unhealthy habit. Listeners like it when shows start on time and so do fellow programmers. So here is the warning policy in regard to that:

**1<sup>st</sup> warning** = warning

**2<sup>nd</sup> warning** = final warning with reiteration of responsibilities of being a programmer

**3<sup>rd</sup> warning** = program is suspended from on-air for 3 months (if suspended, programmers will have to reapply and be retrained)

### **Repeated Absences**

If programmers consistently miss shows due to emergencies, then the programmer and program coordinator will discuss and attempt to find the best possible solution.

Note: warnings will be erased after a 6-month clean track record.

**1<sup>st</sup> warning** = warning

**2<sup>nd</sup> warning** = final warning with reiteration of responsibilities of being a programmer

**3<sup>rd</sup> warning** = program is suspended from on-air for 3 months

### **Violations of other Promise of Performance or Code of Conduct content**

Programmers are expected to be familiar with and adhere to the content of the promise of performance and the code of conduct. Anyone who does not adhere to the responsibilities, requirements and procedure described in these documents will be subject to some form of disciplinary action. Depending on the severity of the infraction, the Executive Committee may choose to bypass the warning system and impose an immediate suspension or expulsion of the programmer in question. If appropriate, warnings will be given as follows:

**1<sup>st</sup> warning** = warning and reiteration of responsibility

**2<sup>nd</sup> warning** = final warning with reiteration of responsibilities of being a programmer

**3<sup>rd</sup> warning** = program is suspended from on-air privileges for 3 months (if suspended, programmers will have to reapply and be retrained)

### **Programmers Planned Absences**

Programmers are expected to notify our Programming Director no less than 2 weeks prior to their planned absences. If a programmer is intending to take a vacation or absence from his or her own show longer than 4 weeks, then their time slot is subject to change or removal of their program. When a programmer returns they may choose from any available show time slots to resume their show.

### **Show Promotions**

Programmers are required to have at least one show promo within their first week of appearing on CIVL's official schedule. If a programmer does not want to produce a show promo or feels uncomfortable making a promo, by his or herself, they can ask a staff member to help them with this process.

## 21. Programming Committee: Programming Policy Formation Policy

### 1.0 Introduction

This policy sets expectations for programming committee procedure in how this programming content is ratified for broadcast on CIVL Radio.

### 1.1 Related Policies:

- Programming policies
- Terms of reference
- Programmer Contract
- Board of Directors Policy

### 2.0 Terms

Notice: for the purpose of ratifying policy, notice shall be set at one week plus one day (8 days), and shall be given when members of the programming committee have been contacted by email, and a physical notice is placed on the programming committee bulletin board in the station's lobby.

### 3.0 Programming Policy

- 3.1 The Programming Committee has the ability to create policy regarding programming affairs of CIVL Radio
- 3.2 Program Committee Policy shall be entered into a regularly updated Programming Committee Policy binder, on display in the Station Manager's office.
- 3.3 Programming policies shall be made available upon request, within a reasonable time.

### 4.0 Limitations

- 4.1 The Programming Committee shall not make decisions that:
  - Violate the safety of listeners, programmers and staff;
  - Offend the sensibility of a reasonable person
  - Jeopardize the CRTC license of the station
  - Are inconsistent with the mission and mandate of CIVL Radio
- 4.2 Policy decisions made by the Programming Committee may be undone by the Board of Directors in cases where policy impairs the purpose of the society

## **5.0 Decisions, Quorum, and Voting**

- 5.1 Normally, the Programming Committee shall make decisions using consensus; but, in the event that consensus is not possible, the committee may vote on issues at the chair's discretion.
- 5.2 Decisions made by the program committee may not be reconsidered by the committee, unless:
  - 5.2.1 Information crucial to the decision of the proposal or policy was absent at the time of the meeting,  
or
  - 5.2.2 Facts crucial to the decision of the proposal or policy were provided which were/are untrue.
- 5.3 Decisions made must be respected and followed by all programmers regardless of their position or status.
  
- 5.4 For the purpose of approving show proposals, or demos, the following must be present:
  - 5.4.1 Three (3) members of the programming committee
  - 5.4.2 Notice as stipulated in the terms of this Policy
  - 5.4.3 A majority vote by show of hands, or ballot.
  
- 5.5 Voting should generally be conducted by a show of hands; however, members of the programming committee may request to conduct voting by ballot.
  - 5.5.1 The committee may also veto requests for vote by ballot.
  - 5.5.2 In the case of vote by ballot, a committee approved elections officer must conduct the vote and destroy all ballots subsequent to the ratification of the vote.
    - 5.5.2.1 Ratification occurs when the elections officer announces the resulting vote of ballots

## **6.0 Appeals**

- 6.1 Appeals made against the decisions of the programming committee shall be filed with the station manager, and unless withdrawn in ten business days. Appeals shall be presented at a meeting of the board of directors.
- 6.2 Appeals should not be discussed with the program committee prior to being presented to the board of directors.
- 6.3 All appeals to the programming committee shall be kept on file, in the form of a report or letter, for a period of at least four (4) month

## 22. Conflict of Interest

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Contributor: Darren Ollinger

Definition : Conflict Of Interest is defined as a situation in which 'Members' have an actual or potential interest (usually financial, but not limited to) that may influence or appear to influence the conduct of their official duties, whereas, the individual Member's private interest differs from professional obligations to the Organization.

Definition : Organization The UFV Campus And Community Radio Society and the Station CIVL Radio inclusive.

Definition : Member An Employee, Volunteer, Committee Member or Board Member of the Organization.

Definition : Patronage Dispensation of favour or reward of 'valued benefits' to a client

Definition : Corruption Illegal conduct giving an individual or group private advantage contrary to the Organization's interest.

Definition : Fraud Cite Example Here

Definition : Divulgence Report

Definition : External Entity

OBJECTIVE : To establish rules of conduct respective to conflict of interest and to minimize the possibility of conflicts arising between the Member's private interest and the Organization's business.

Preventative Measures: Intentional measures to avoid and prevent situations which could give rise to actual or apparent conflict of interest are adopted to protect Members from allegations of misconduct and guide them to avoid situations of potential risk.

Members should arrange their private affairs so not to solicit or accept transfers of economic benefit to relations, friends or associates. <exceptions>

Members should not knowingly take advantage of, or benefit from, information that is obtained in the course of their activities with the Organization that is not generally available to the public.

Members should not directly or indirectly use, or allow the use of the Organization's property of any kind for anything other than officially approved activities. <compensation> Members should not transcend their official capacity with the Organization to assist persons or entities which would result in preferential treatment.

If any Member should suspect that he or she is being asked to act in a way that is in conflict with either the Organization or an external entity; that Member should report the matter in confidence without fear of reprisal.

Any Member who witnesses or has knowledge of wrongdoing by another Member or external entity with the Organization shall be obliged to disclose the matter in confidence for resolution without fear of reprisal. Compliance: The filing of a 'Divulgence Report' which outlines the Member's interests such as assets, receipt of gifts, hospitality or other benefits, or participation in any outside employment or activities, should outline that there could result a potential conflict of interest, as well as an actual one, should be made to the Board of Directors or to an appropriate Committee for consideration within < n > days after becoming a Member, or < n > days after engagement with the External Entity, if not prior to that engagement.

The disposition of the 'actual' costs and values of assets and interests involved, as opposed the 'potential' ones shall be reported for examination in determination of a conflict.

Failure to Comply: Should a Member not comply with disclosure, appropriate disciplinary action, up to and including termination may be considered.

Remedies:

If a conflict does arise between a Member in his or her private interests and those of his or her official and professional function with the Organization; the conflict shall be resolved in favour of the Organization.

Engagement within legitimate activities outside of the Organization, such as employment, or other voluntary activities may require the modification of duties or termination of the Member's activities either with the Organization or with the competing engagement to avoid an apparent or potential conflict of interest if one is determined to exist upon examination of a 'Divulgence Report'.



Abstain from voting when a recognized conflict exists for a given Member. A Member shall refrain from participating in the decision making process within groups or Committees where the conflict has the potential for abuse resulting in unfair outcomes that violate trust of the Organization, and where that conflict is apparent.

Perceived Conflict of Interest: What constitutes it, and how to avoid it through disclosure.

#### Conduct

Questionable conduct of a Member in public while as representative of the Organization that has real world consequences, such as: slander, harassment, breach of trust and confidence with the Organization, campaigning for ulterior causes, and legal antagonism constitutes an infraction that is in conflict with, and has the potential to undermine the Organization's best interests.

#### Gifts and Benefits

Acceptance of gifts, hospitality and other benefits that are of significant value and are outside of the Organization's normal business of events and are related to official duties such as promotion, that may compromise the integrity of the Organization are suspect to conflict.

Exemptions include receipt of promotional material subject to, and seeking to satisfy programming requirements; however, disposition of these assets for private gain is suspect as an infraction. < theft? >

#### Solicitation

Transfers of economic value between a Member and external parties (individuals, groups, businesses, or entities) outside the Organization with the exception of: fundraising for charitable organizations, advertising, and promotion; such as the solicitation of prizes, giveaways, or contributions to the Organization's business, or contributions related to the function of the Member's capacity in the Organization shall be suspect if there is a real or apparent obligation or agenda to the donor which violates the Criminal Code or related documents such as the Organization's Constitution or Bylaws.

#### Questionable decisions and preferential treatment

When participating in the decision making process relating to staffing or appointments within the Organization, objectivity should be exercised; rather than using biased influence, to prevent preferential treatment for positions of advancement. Also, preferential or special treatment to entities or persons external to the Organization may be suspect if not complying with the condition of obtaining authorization for the relationship in question. This applies in either the promotion or suppression of individuals or entities where the conduct would cause harm by ways of unfair advantage.

This also applies to the exercising internal or external leverage by campaigning relevant Committees to prefer or reject a client based on gain for the Member in question.

Also, the issuance of a directive in the programming of the Organization, either implicitly or explicitly, to 'plug' or promote an artist based on personal gain may be subject to infraction. < bribery? >

#### Competition

The use of privileged information in an effort to obtain and secure monetary, audience, or advertising that directly causes the Organization harm by loss constitutes an infraction.

The use of facilities, resources and property with ulterior motives of gain not directed towards the Organization should be suspect to infraction if permission has not been granted by authority; and possible compensation for use of resources has not been investigated. < 3rd party contracts for production >

#### Post-employment

In conduct respecting post-employment undertakings where the possibility of real, apparent or potential conflict between the Organization and the new enterprise exists, the Member should disclose his or her future intention. Specifically, the degree to which the new employer or organization may gain unfair commercial or private advantage in competition with the Organization; particularly with the exchange of privileged information possessed by the Member in association with the Organization that is not publicly available; excluding knowledge and skills acquired at the Organization which would be acceptable with a reference or on a resume.

#### (\*) Sources of Reference

- (1) The Canadian Encyclopedia – OnLine
- (2) Envision.ca
- (3) Toronto.ca
- (4) Wikipedia
- (5) Treasury Board of Canada

### 23 Parent/Legal Guardian Waiver and Release of Liability Form

I hereby certify that I am the parent or legal guardian of \_\_\_\_\_ and that he/she has permission to be a broadcaster on CIVL Radio a campus community Radio Station at the University of the Fraser Valley. I understand that my son/daughter will be on the air of CIVL Radio for the purpose of attaching Volunteer Experience, I also understand that CIVL Radio is not responsible is not responsible for the content of the broadcasting of my son or daughter. I understand that CIVL radio may be recording the broadcast of my son or daughter for podcasting on [www.civl.ca](http://www.civl.ca) and that the podcasts will be available to the public.

I understand that my son/daughter is responsible for their conduct while at the radio station and that he/she will obey all the rules of CIVL radio and will not willfully harm another person or the stations property. I understand that my son/daughter is responsible for his/her belongings while at the radio station.

Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Participants Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_