



**BY-LAWS**  
**CKRK-FM, Kahnawake Broadcasting Services**

2016



Notices shall be posted in all major establishments throughout the community. Elections will be held thirty (30) days after posting, at a time and place designated by the Electoral Committee/Officer. When possible, the Electoral Officer should send notice electronically to major establishments as well as active local media offices.

C) Qualifications to be a Board Member

- a) To be a Mohawk of Kahnawake in accordance with the Kanien'keha:ka Mohawk Registry
- b) Twenty-one (21) years of age
- c) Demonstrates an interest in the well-being of the community of Kahnawake

D) Disqualifications of a Board Member

- a) A paid employee of the K103 Radio Station
- b) A former employee or Board Member who has left in bad standing; For the purposes of this document, "Bad Standing" refers to any employee or Board Member that has been terminated or left K103 without adequate approved notification;

*After three (3) years, an individual considered to be not in good standing can rectify the 'Bad Standing' prior to running for an Elected Position by meeting, or providing a Letter of Intent addressed to the Board of Directors for a decision.*

**Section 4**

**POWERS**

The Board has the full power and authority to govern the affairs of the Kahnawake Broadcasting Service in a manner that is consistent with its Constitution and By-Laws, and in the best interest of the community of Kahnawake.

**Section 5**

**VOTING**

Only Board Members shall have the right to vote at any general or special meeting of the Members of the Board, or to hold office of Chairperson, Vice Chairperson, Secretary/Treasurer.

**Section 6**

**REMUNERATION**

No Board Member shall receive any remuneration for acting in such capacity, unless otherwise decided by the Board.

**Section 7**

**INDEMNIFICATION**

Each Board Member, his/her heirs, executors and administrators will not be held responsible for any costs, charges and expenses that may arise from any legal proceedings in the course of execution of his/her duties as a Board Member, unless these are brought about through his/her own willful neglect or default.

**ARTICLE II**

**RESIGNATION/DISMISSAL OF BOARD MEMBERS**

**Section 1**

**RESIGNATION**

A Board member may resign by submitting a letter of resignation addressed to the Board of Directors.

Upon resignation of a community representative, the Board may appoint an Electoral Officer to conduct a by-election to fill the vacancy should there be more than one (1) year left on their term, should the number of Board Members be less than three (3).

The appointment/election of the new representative as a Board Member shall take effect as soon as the Secretary of the Board has been given written notice of the appointment of the term of office to the Board.

**Section 2**

**DISMISSAL**

A Board Member may be removed for just reason in alliance with the code of ethics/By Laws governing Board of Directors, by a quorum of three (3) Board Members.

Should a Board Member miss three (3) consecutive meetings in one (1) year without just cause, that individual shall forfeit his/her seat of the Board.

The procedure for replacement of said Board Member coincides with those followed for resignation.

**ARTICLE IV**

**AD HOC COMMITTEES**

As Ad Hoc Committee consisting of the Board Members and/or specialized resource people may be appointed by resolution of the Board of Directors, with such powers and

authority as designated by the Board, Committee members will determine their own procedures for the meeting.

## **ARTICLE V**

### **STATION MANAGER**

At the directions of and under the supervision of the Board, the Station Manager shall:

- a) Manage the affairs of the organization and direct it's work and employees;
- b) Be entitled to attend all meetings of the Board of Directors but he/she has no vote at such meetings. Similarly, he/she may also be an ex-officio member of all Ad-Hoc Committees;
- c) Make monthly reports of the work and affairs of the organization to the Board of Directors;
- d) Make special reports to the Board of Directors and the Ad-Hoc Committee(s) upon their request.

## **ARTICLE VI**

### **MEETINGS**

#### **Section 1**

##### **BOARD MEETINGS**

There shall be a minimum of ten (10) Board Meetings per fiscal year.

#### **Section 2**

##### **SPECIAL MEETINGS**

Special meetings can be held on the call of the Chairperson, Vice-chairperson or by three (3) Board Members. Notice of said meeting shall specify the purpose of the meeting and shall be communicated to all Board members five (5) days in advance of the meeting. In the case of emergency, all members must be contacted in person or by telephone as soon as possible.

#### **Section 3**

##### **QUORUM**

A quorum shall consist of three (3) members of the Board of Directors, including a minimum of one (1) officer.

**Section 4**

**VOTING**

Each Board member shall have a vote at any meeting. Decisions shall normally be reached by majority of vote, which is a quorum (3) member of the Board, unless otherwise specified in the By-Laws.

**Section 5**

**CANCELLATION/RESCHEDULING**

If less than a quorum is in attendance at the time for which any meeting of the Board of Directors has been called, after a lapse of fifteen (15) minutes from the appointed meeting time, the Chairperson with the consent of Board Members present, may cancel the meeting and reschedule a future date. This should normally be within one (1) month of the original date. No further official notice will be given to Board Members, but they will be informed the date in writing by email or telephone call. The Board will delegate signing authorities through a resolution.

The Board may also by resolution delegate another/other employee(s) to sign cheques for a limited amount for such items as payroll and small purchases. Such person must act with at least one other signing officer to validly bind the organization.

**ARTICLE VII**

**AUDITOR**

The Board of Directors shall appoint an auditor or auditors for the purpose of auditing and verifying the accounts of the CKRK-FM Kahnawake Broadcasting Service.

**ARTICLE VIII**

**FISCAL YEAR**

The fiscal year of the organization ends on March 31<sup>st</sup> of each year.

**ARTICLE IX**

**AGENDA**

The agenda for any meeting, other than specified elsewhere in the By-Laws, shall be the responsibility of the Chairperson. The agenda will be communicated.