

# **CFUV**

## **101.9 FM**

### **Policy Manual**

Approved by CFUV Board of Directors, 21 June 2018

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## **CFUV's MANDATE**

- a) to obtain and hold a "student radio license" authorized by the Canadian Radio-television and Telecommunications Commission;
- b) to provide an opportunity for University of Victoria students and members of the Greater Victoria Community, primarily on a voluntary basis, to operate a radio station;
- c) to provide both on and off the University campus, through the medium of radio broadcasting, information to members of the University community, particularly student members, on matters of concern and interest related to University affairs;
- d) to provide to the University community and the general public innovative and alternative radio programming by utilizing, in part, the many resources available at the University;
- e) to provide training for students and members of the Greater Victoria Community in the methods, techniques, operations, ethics and responsibilities of a broadcast under-taking including, where possible, formal participation in the University's co-operative education program;
- f) to encourage participation by the University community in the Society's broadcasting endeavours;
- g) to assist other post-secondary institutions and community groups and members of the Greater Victoria Community in providing opportunities for their access to a student radio station;
- h) to hold and operate properties and facilities of the Society;
- i) to encourage and promote Canadian artists, with particular emphasis on local talent.

## **SCHEDULE A FORM 3- SOCIETY ACT-**

### **CONSTITUTION**

*(last amended May 15, 2013)*

1. The name of the Society is "THE UNIVERSITY OF VICTORIA STUDENT RADIO SOCIETY".

2. The purposes of the Society are:
  - a) To obtain and hold a “student radio license” authorized by the Canadian Radio-television and Telecommunications Commission;
  - b) To provide an opportunity for University of Victoria students and members of the Greater Victoria Community, primarily on a voluntary basis, to operate a radio station;
  - c) to provide both on and off the University campus, through the medium of radio broadcasting, information to members of the University community, particularly student members, on matters of concern and interest related to University affairs;
  - d) to provide to the University community and the general public innovative and alternative radio programming by utilizing, in part, the many resources available at the University
  - e) To provide training for students and members of the Greater Victoria Community in the methods, techniques, operations, ethics and responsibilities of a broadcast under-taking including, where possible, formal participation in the University’s co-operative education program;
  - f) To encourage participation by the University community in the Society’s broadcasting endeavours;
  - g) to assist other post-secondary institutions and community groups and members of the Greater Victoria Community in providing opportunities for their access to a student radio station;
  - h) to hold and operate properties and facilities of the Society;
  - i) to encourage and promote Canadian artists, with particular emphasis on local talent.
3. The operations of the Society shall be carried on chiefly at the University of Victoria. This provision is unalterable.
4. The society is to carry on its operations without pecuniary gain to its members and to use any surplus funds or other accretions to the Society to promote its purpose. This provision is unalterable.
5. In the event of winding-up of the Society all its remaining assets after payment of its liabilities are to be distributed to one or more non-profit organizations in British Columbia having similar objects and may include any such organization which may be a corporate member of the Society or an appropriate municipal government or to the Government of British Columbia. This provision is unalterable.
6. If the members fail to pass a unanimous resolution as to the disposition of assets then any member may submit the proposal for distribution to arbitration pursuant to the Arbitration Act. This provision is unalterable.

## **By-Laws**

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 1 – Interpretation**

1. (1) In these bylaws, unless the context otherwise requires,
  - a) “directors” means the directors of the society for the time being;
  - b) “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
  - c) “registered address” of a member means his address as recorded in the register of members.
- (2) The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

### **Part 2 – Membership**

3. The members of the society are the applicants for incorporation of the society, and those persons who subsequently have become members, in accordance with these bylaws and, in either case, have not ceased to be members.
4. A person may apply to the directors for membership in the society and on acceptance by the directors and with the unanimous approval of the members shall be a member.
5. Every member shall uphold the constitution and comply with these bylaws.
6. The amount of the first annual membership dues shall be determined by the directors and after that the annual membership dues shall be determined at the annual general meeting of the society by the unanimous resolution of the members upon the unanimous recommendation of the directors.
7. A person shall cease to be a member of the society:
  - a) by delivering his resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;

- b) on his death or in the case of a corporation on dissolution;
  - c) on being expelled; or
  - d) on having been a member not in good standing for 12 consecutive months.
8. (1) A member may be expelled by a special resolution of the members passed at a general meeting.
- (2) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- (3) The person who is the subject of the proposed resolution shall be given an opportunity to be heard at the general meeting before the special resolution is put to vote.
9. All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the society and he is not in good standing so long as debt remains unpaid.

### **Part 3 – Meeting of Members**

10. General meeting of the society shall be held at the time and place, in accordance with the Society Act, that the directors decide.
11. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
12. The directors shall convene an extraordinary general meeting on the receipt of a written request from a member setting out the purpose of the meeting.
13. (1) Notice of a general meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature or that business.
- (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the member entitled to receive notice does not invalidate proceedings at that meeting.
- (3) At least 14 days' notice of all general meeting of the society shall be given to each member in writing.
14. 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 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 4 – Proceedings at General Meetings**

15. Special business is
- a) all business at an extraordinary general meeting except the adoption of rules of order; and
  - b) all business transacted at an annual general meeting, except,

- i. the adoption of rules of order;
  - ii. the consideration of the financial statements;
  - iii. the report of the directors;
  - iv. the reports 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 report of the directors issued with the notice convening the meeting.
16. (1) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.  
  
(2) 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.  
  
(3) A quorum is 80% of the members of the society, or three members whichever is greater.
17. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the member present constitute a quorum.
18. Subject to bylaw19, the president of the society, the vice president or in the absence of both, one of the other directors pre-sent, shall preside as chairmen of a general meeting.
19. If at a general meeting
  - a) there is no president, vice president or other director pre-sent within 15 minutes after the time appointed for holding the meeting; or  
the president and all the other directors present are unwilling to act as chairman, the members present shall choose one of their number to be chairman.
20. (1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted to an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.  
  
(2) 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.  
  
(3) 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.
21. (1) No resolution proposed at a meeting need be seconded and the chairman of a meeting may move or propose a resolution.

- (2) In a case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.
22. (1) A member in good standing present at a meeting is entitled to one vote.
- (2) Voting is by show of hands.
  - (3) Voting by proxy is not permitted.
23. A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative shall be reckoned as a member for all purposes with respect to a meeting of the society.

**Part 5 – Directors and Officers**

24. (1) The directors may exercise all the powers and do all the acts and things that 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 society in general meeting, but subject, to
- a) all laws affecting the society;
  - b) these bylaws; and
  - c) rules, not being inconsistent with these bylaws, which are made from time to time by the society in general meeting.
- (2) No rule, made by the society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
25. (1) The directors shall consist of the following persons:
- a) a minimum of two persons nominated by the University of Victoria Radio Club and elected by the society who are registered students;
  - b) a minimum of two persons nominated by the University of Victoria Radio Club and elected by the society from the Greater Victoria community;
  - c) a minimum of two persons appointed by the President of the University, one of whom shall be a member of the Faculty;
  - d) as per CRTC regulations a balanced representation of community, student and university administration on the board of directors is required;
  - e) as per CRTC regulations efforts should be made to ensure a equitable representation of self-identified women and men on the board of directors;
  - f) efforts should be made to ensure that the board of directors reasonably reflects the diversity of the Greater Victoria community
26. (1) Directors who are not students shall hold office for two years, or until their successors are appointed or elected.
- (2) Directors who are students shall hold office for one year, or until their successors are appointed.



- (3) Directors are eligible for reappointment or re-election.
- 27. (1) The directors may grant leave of absence to a director for a maximum of four months.  
(2) Where a vacancy exists on the Board a new director shall be elected or appointed by the member who appointed or elected the former director.
- 28. No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
- 29. 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.
- 30. No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the society.  
  
(1) No person receiving remuneration from the society may be a director.

#### **Part 6 – Proceedings of Directors**

- 31. (1) The directors may meet together at the place they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings as they see fit.  
  
(2) The directors may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the directors then in office.  
  
(3) The president shall be a chairman of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president shall act as chairman; but if neither is present the directors present may choose one of their number to be chairman of that meeting.  
  
(4) A director may at any time, and the secretary, on the request of a director, shall, convene a meeting of the directors.  
  
(5) The directors shall meet at least quarterly in each fiscal year.
- 32. (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.  
  
(2) 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.
- 33. A committee shall elect a chairman of the meetings; but if no chairman is elected, or if at a meeting the chairman is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chairman of the meeting.

34. The members of a committee may not meet and adjourn as they think proper.
35. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
36. A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
- a) no notice of meeting of directors shall be sent to that director; and
  - b) any and all meetings of the directors of the society, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective.
37. (1) Questions arising at a meeting of the directors and committee of directors shall be decided by a majority of votes.
- (2) In case of an equality of votes the chairman has a second or casting vote.
- (3) Voting is by show of hands.
- (4) Voting by proxy is not permitted.
38. Resolutions proposed at a meeting of directors or committee of directors need be seconded and the chairman of a meeting may move or propose a resolution.
39. 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.
- (1) Without limiting the general powers conferred upon or vested in the Board of Directors by By-Law 18, the Board of Directors has power:
    - a) to appoint from time to time to the extent positions are specifically provided for within the approved budget, and subject to the policies of the Society, such officers, staff and employees as the Board of Directors may deem necessary for the purpose of the Society and fix their salaries or remuneration and to define their general duties and their term of office or employment, which unless otherwise provided shall be during the pleasure of the Directors;
    - b) at least annually to recommend for the approval of the Society, budgets which reflect all anticipated revenues, expenditures, receipts, and disbursements, and which included detailed schedules of positions and any salaries or any remunerations to be paid to individuals;
    - c) subject to policies established from time to time by the Society, to receive and to administer all funds, debts, fees, endowments and other assets of the Society.

## **Part 7 – Duties of Officers**

40. (1) The president shall preside at all meetings of the society and of the directors.
- (2) The president is the chief executive officer of the society and shall supervise the other officers in the execution of their duties.
41. The vice president shall carry out the duties of the president during his absence.
42. The secretary shall
- a) conduct the correspondence of the society;
  - b) issue notices of meetings of the society and directors;
  - 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;
  - e) have custody of the common seal of the society; and
  - f) maintain the register of members.
43. The treasurer shall
- a) keep the financial records, including books of account, necessary to comply with the Society act; and
  - b) render financial statements to the directors, members and others when required.
44. (1) The offices of secretary and treasurer may be held by one person who shall be known as the secretary treasurer.
- (2) When a secretary treasurer holds office the total number of directors shall not be less than 5 or the greater number that may have been determined pursuant to bylaw 25(2).
45. (1) In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.
- (2) The president, vice-president, secretary, treasurer, or secretary-treasurer shall be elected by majority vote by the Board of Directors from among its members at the first meeting of the directors held following each annual general meeting.

## **Part 8 – Seal**

46. The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.
47. The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the president and secretary or president and secretary treasurer.

## **Part 9 – Borrowing**

48. Without the written approval of all members, the directors shall not incur any liability on behalf or in the name of the society that exceeds the total assessment in any year.
49. The directors shall not agree to purchase or purchase any land on behalf of or in the name of the society without the written approval of 80% of the members. No debenture shall be issued without the sanction of a special resolution.

## **Part 10 – Auditor**

50. A copy of the financial statement of the society and a copy of the report of the auditor shall be delivered to each member as soon as practicable after the receipt of same by the society.
51. This part applies only where the society is required or has resolved to have an auditor.
52. The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.
53. At each annual general meeting the society shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.
54. An auditor may be removed by ordinary resolution.
55. An auditor shall be promptly informed in writing of appointment or removal.
56. No director and employee of the society shall be auditor.
57. The auditor may attend general meetings.

## **Part 11 – Notice to members**

58. A notice may be given to a member, either personally or by mail to him at his registered address.
59. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
60. (1) Notice of a general meeting shall be given to
  - a) every member shown on the register of members on the day notice is given; and
  - b) the auditor, if Part 10 applies.

(2) No other person is entitled to receive a notice of general meeting.

## **Part 12 – Bylaws**

61. On being admitted to membership, each member is entitled to and the society shall give him, without charge, a copy of the constitution and bylaws of the society.

62. These bylaws shall not be altered or added to except by special resolution.

## **Privacy Policy of the University of Victoria Student Radio Society**

*(Passed by the CFUV BoD on April 23, 2007)*

We, the University of Victoria Student Radio Society (CFUV), want our donors and volunteers to know that any information we collect about you is collected, used or disclosed by us responsibly and in accordance with our obligations under the law to maintain your rights to privacy.

We intend this Policy to set out the principles we use to protect the privacy of those whose personal information we acquire or hold and to inform you about how we discharge our obligations to you in the collection, use and disclosure of your personal information; how you may obtain further information about our policies and procedures; and how you may access or correct your personal information.

As a society, CFUV falls under the British Columbia Personal Information Protection Act ([http://www.bclaws.ca/civix/document/id/complete/statreg/03063\\_01](http://www.bclaws.ca/civix/document/id/complete/statreg/03063_01)), which governs the collection, use and disclosure of personal information by organizations. This Policy is based on the CSA Model Code for the Protection of Personal Information and should be interpreted in accordance with its principles and commentary.

In this Policy, we use the following terms that have the meanings set out below:

**Collection** means the act of gathering, acquiring or obtaining personal information from any source, including third parties, by any means.

**Consent** is voluntary agreement with what is being done or proposed. Express consent is an unequivocal assent given either orally or in writing. Implied consent arises where consent may be reasonably inferred from action or inaction of a person.

**Disclosure** means making personal information available to others outside our organization.

**Personal Information** means information about an identifiable individual but does not include that person's name, business title, business address or business phone number.

**Use** refers to how our organization treats and handles personal information.

### **Section 1: How We Are Accountable**

1. We are responsible for personal information under our control. Our staff will carry out this obligation as required by this Policy and as required by the internal procedures and protocols that we have developed to handle personal information.

2. We have appointed CFUV's Station Manager as the Privacy Officer.

3. Our Privacy Officer is responsible for our compliance with the laws regulating the collection, use and disclosure of personal information. Our Privacy Officer will implement and monitor our policies and practices for handling personal information; ensure the staff who perform the day-to-day operations are trained appropriately; answer inquiries from you about privacy; and respond to any complaints about privacy issues.

4. The Privacy Officer may delegate some of their duties to other appropriate people in the organization from time to time.

## **Section 2: Why We Collect Personal Information**

1. The purposes for which our organization exists and the functions it performs require us to collect and use some personal information. We are responsible for identifying and documenting those purposes and only collecting personal information reasonably needed to fulfill them. For example, to make it possible to mail out tax receipts to our donors, we need to share your home mailing address with the UVic Development Office.

2. Usually we will inform you of the purposes for which we are collecting personal information at the time we collect it. We will explain those purposes more fully to you if you request a more detailed explanation. We will try to state the purposes in a way that is clear and understandable.

3. If we decide that we need to use your personal information for a different purpose other than those you were aware of when we collected the personal information, we will not do so without your consent unless the law permits or requires us to use the information without your consent.

## **Section 3: Your Consent**

1. When we ask for personal information, we will ask for your consent to collect, use or disclose that information for the purposes we identify. Your consent may be given orally or in writing. How we seek your consent will depend upon the sensitivity of the information.

2. In some cases, the purposes for which we are collecting the information will be obvious to any reasonable person. In that case, if you supply the information, you will be deemed to have consented to its collection and use for those purposes.

3. In other cases, we may provide you with a notice of why we are collecting the information and how we intend to use or disclose it. If you do not object to the collection, use or disclosure of the information, you will be deemed to have consented to its collection, use or disclosure for those purposes.

4. You have the right to withdraw your consent to our collection, use or disclosure of your personal information at any time by giving notice to our Privacy Officer, except where doing so would break a legal obligation. We will inform you of the likely consequences of your withdrawing your consent and we have the right to require a reasonable notice period from you before we stop the collection, use or disclosure of the personal information.

## **Section 4: Limits on Our Collection**

1. We will not collect personal information that is not reasonably necessary to fulfill the purposes for which we are collecting it.

2. We will inform you of the type of information we collect and how and why we collect it upon your request.

#### **Section 5: Limits on Our Use, Disclosure and Retention**

1. We will not use or disclose your personal information for purposes other than those for which it was collected except with your consent or as permitted or required by law.

2. We will not retain your personal information for any longer than it is needed and, when it is no longer needed, we will make reasonable efforts to destroy or erase it promptly.

3. If we have used personal information to make a decision about you, we will retain that information for a minimum period of six months in order to allow you access to the information.

#### **Section 6: Accuracy**

1. Depending upon the nature of the personal information and the use to which it will be put, we will take reasonable steps to ensure that the personal information is accurate, complete and up-to-date. Where you are aware of any changes to your personal information that we should know about it, it is your responsibility to notify us of those changes.

2. We will only update information routinely where such updating is needed to fulfill the purposes for which we collected the information.

#### **Section 7: Safeguards**

1. Our employees are aware of the importance of protecting personal information that we hold.

2. Depending upon the type of information, its sensitivity and its method of storage, we will take all reasonable precautions against loss, theft, unauthorized access, disclosure, copying, use, or modification of personal information.

3. Our safeguards include appropriate physical security measures restricting access to offices and filing cabinets and appropriate use of computer passwords and encryption.

4. When we destroy personal information, we will take reasonable precautions to assure that the information is not available to unauthorized parties.

5. If you communicate with us by email or wireless communications, you should be aware that complete confidentiality and security are not assured and such confidentiality and security are beyond our control.

#### **Section 8: Information About Our Practices**

1. We will make available to you further information about our policies and procedures regarding the handling of personal information upon request unless providing you with that information would jeopardize our security measures.

2. The Privacy Officer can inform you as to how you can gain access to your personal information and about what type of personal information we hold and how generally we use it. The Privacy Officer can also deal with complaints or other information requests that you may have.





## **Section 9: Your Access**

1. Upon your request, we will inform you of any personal information that we hold about you and allow you access to your own personal information unless we are prevented from doing so by law or we are exempted from disclosing it by statutory provision.
2. We will also tell you about any use that we are making or have made of your personal information and the names of any organizations to which we have disclosed it.
3. We will make all reasonable efforts to provide this information promptly and at a minimal charge.
4. In order to access your personal information, we may require you to provide us with personal information to enable us to retrieve the relevant information. We will not use this personal information for any purpose other than retrieval of your personal information to which you have requested access
5. Our Privacy Officer may require your request to be in writing and to give details of the information you are seeking.
6. If you believe that your personal information is inaccurate, you may ask us to amend the information and to inform any organization to which we have disclosed the information of the amendment.
7. We will amend personal information where our Privacy Officer determines that the information is inaccurate. If our Privacy Officer is not convinced that the information is inaccurate, we may refuse to amend the information. In that case, we will record the challenge to the information with the personal information and will notify any organization to which we have disclosed the challenged information of the challenge.

## **Section 10: Complaints**

1. If you have a complaint about any of our practices or procedures under this Policy or relating to the collection, use or disclosure of personal information you should make the complaints to the Privacy Officer.
2. The Privacy Officer may require the complaints to be made in writing.
3. The Privacy Officer will investigate your complaint. The Privacy Officer may delegate the investigation process to another person where the delegation is reasonable.
4. The Privacy Officer will inform you about the outcome of the investigation. Where the Privacy Officer finds your complaint to be justified, we will take appropriate measures as recommended by the Privacy Officer to remedy the complaint.

# **Mandate and Procedures of the University of Victoria Radio Club**

*Passed by Radio Club Membership November 6, 2013*

## **CLAUSE I: Name and Objects**

### **ARTICLE 1:**

Sec. 1. The name of the organization herein constituted shall be the University of Victoria Radio Club.

**ARTICLE 2:** The objectives of the University of Victoria Radio Club shall be:

Sec. 1. To work as a member of the University of Victoria Student Radio Society by providing representatives to the Society and its Board of Directors.

Sec. 2. To serve the University of Victoria Student Radio Society by aiding in fund-raising and promotional efforts.

Sec. 3. To provide students of the University of Victoria with a means of expression through radio.

Sec. 4. To encourage the production and broadcasting of original programs dealing with and of interest to the University of Victoria and the Greater Victoria community.

## **CLAUSE II: Memberships**

**ARTICLE 1:** Membership shall be as follows:

Sec. 1. All volunteers of radio station CFUV 101.9 FM must be current members of the University of Victoria Radio Club.

Sec. 2. General membership shall be an unlimited number.

Sec. 3. No applicant may be barred from membership based on race, religion, gender or sexual orientation.

Sec. 4. Memberships in the Radio Club must be renewed annually.

Sec. 5. Memberships in the Radio Club is open to students and non-students.

Sec. 6. A member is a person who has completed the training process, paid the annual membership fee and signed a Volunteer Contract. To be considered an undergraduate or graduate student, they must be registered and have paid their activity fee to their respective UVic student society.

Sec. 7. The privileges of membership in the University of Victoria Radio Club may be suspended, limited or removed at the discretion of the Station Manager, for actions or conduct detrimental to the welfare of the station.

Sec. 8. Honorary Lifetime members of the CFUV Radio Club will be any individual deemed to have made an outstanding contribution to the Radio Club. Volunteers can be nominated for Honorary Lifetime membership by the permanent CFUV staff.

A unanimous vote (no abstentions) from the Radio Club membership at a General Meeting is required for Honorary Lifetime membership to be granted. Outside of public recognition, Honorary Lifetime membership does not include any special status or privileges. Honorary Lifetime membership can be removed by the Station Manager for actions or conduct detrimental to the welfare of the station.

### **CLAUSE III: Internal Organizations**

#### **ARTICLE 1: Elected Positions:**

Sec. 1. The following positions will be elected at an Annual General Meeting by all members of the club for a one year term. To stand for these positions one must be a member in good standing with the Radio Club and of their respective UVic student society.

- a) Club President
- b) Club Vice-President
- c) Secretary

Sec. 2. The following position will be elected at an Annual General Meeting by all members of the club for a two year term.

- a) Community Member: Will be a community member in good standing with the Radio Club.

Sec. 3. The duties of the elected positions shall be as follows:

**President:** Will be nominated as a member of the Board of Directors of the University of Victoria Radio Society and upon acceptance by the Board of Directors will sit for a one year term.

In addition, they will act as chair for all General Meetings of the club and be responsible for nominating the required number of UVic student members to sit on the Board of Directors to ensure that a majority of the board are students.

**Vice-President:** Will act as chair for all General Meetings in the event that the President is unable to complete their duties. They should be nominated as a student representative to the Board of Directors.

**Secretary:** Will take the minutes of the General Meetings and ensure they are stored appropriately at the station. They should be nominated as a student representative to the Board of Directors.

**Community Member:** Will be nominated to the Board of Directors for the Radio Society and upon acceptance by the Board of Directors, may sit for a two year term. Note: the Board of Directors may appoint a community member to the board if they decide an individual has certain expertise or experience of value to the Society.

## **CLAUSE IV: Meetings**

### **ARTICLE 1: General Meetings**

Sec. 1. General Meetings will be held at least once a year. There should be a General Meeting held in October to hold Club elections and for the Station Manager to present the financial statements. At least one other General Meeting should be held prior to Fundrive.

Sec. 2. Additional General Meetings may be convened at the discretion of the President or upon written request to the President by not less than twenty members of the Radio Club, not including Elected Positions.

Sec. 3. The quorum for General Meetings will be 20% of the total membership of the Club.

Sec. 4. At least fourteen days' notice of General meeting date, time and place will be given by posting a notice to the volunteer listserv and in a conspicuous place within the premises of CFUV.

### **ARTICLE 2: Conduct of Meetings:**

Sec. 1. All meetings shall be conducted according to the procedures set down in Robert's Rules of Order, latest edition.

## **CLAUSE V: Funds**

### **ARTICLE 1:**

Sec. 1. All Radio Club membership fees must be deposited in the Radio Club Membership Fees department of CFUV's accounts.

Sec. 2. The rate of the Radio Club membership fee will be set by the Elected Radio Club Positions and will be slightly higher for non-students.

Sec. 3. Any other funds raised by the Radio Club or its members must be deposited into a bank account operated by CFUV.

## **CFUV Volunteer Appeal Policy**

*Redrafted and Approved by the BoD on October 30, 2008*

Suspension or dismissal of a CFUV volunteer is the only decision which can be formally appealed to the Board of Directors. Information about addressing disputes or concerns with the operation of the station can be found in the Volunteer Contract.

### **Appeal Deadline**

1. An appeal must be filed in writing with the Chair of the Board of Directors, University of Victoria Student Radio Society within 14 days of the notification of the suspension/dismissal.

### **Grounds for an Appeal**

1. An appeal will only be considered on the following grounds:
  - i. due process was not observed, or;
  - ii. the suspension/dismissal is inconsistent with precedent/established practice at the station, or;
  - iii. the suspension/dismissal is in violation of CFUV board policy.
2. The Board Chair (or Vice Chair or other board member appointed by resolution of the Board in case of conflict of interest or absence on the part of the Chair) will determine whether the appeal meets the criteria outlined above. The decision of the Board Chair in this regard is final.
3. Within 14 days of receiving the notice of appeal, the Board Chair will notify the complainant in writing that the appeal either does not meet the criteria and will not proceed, or that it meets the criteria and has been forwarded to an ad hoc appeal committee.

### **Ad Hoc Appeal Committee**

1. If grounds for an appeal exist, the Board Chair (or designate) will appoint an ad hoc appeal committee from among the Board members. The Board has delegated decision-making authority to this committee.
2. The committee will comprise three Board members, one of whom must be a UVic student and another a university representative. The Board Chair will designate one committee member to be the chair of the committee.
3. After appropriate consideration, (which may include either written submissions or an oral hearing, as the committee decides) the committee will inform the Board Chair of its decision on the appeal and its reasons for the decision. The decision of the appeal committee is final.
4. The Board Chair will forward the decision of the appeal committee and its reasons in writing to the complainant as soon as possible thereafter.
5. The appeal committee will make reasonable efforts to provide its decision and reasons to the Board Chair within 30 days of the filing of the appeal by the complainant.

# **Women's Collective Mandate and Procedures**

*November 20, 2009*

## **Mandate**

The Women's Radio Collective at CFUV exists to promote the participation of self-identified women in community radio. The collective serves to support, to give information, to provide training and to give air time to women and women's issues. The Collective encourages support internally and within the larger community. Women are involved as listeners, program hosts, program guests, producers, musicians, volunteers, staff members, work-study students, Program Schedule contributors and executive or general CFUV committee members.

## **Diversity**

CFUV strives to promote a diverse and alternative set of programs on-air that require a variety of voices, opinions, histories, backgrounds, and gender-based views. If a group is not or underrepresented, CFUV can give them time on-air.

The Women's Collective is a body within CFUV, and our policy is the same. These guidelines are adaptable, if necessary, to serve the Collective as it grows.

## **Procedures**

The Collective is involved in the following:

- Promotion of women in Victoria's arts community:
- Featuring women artists as guests, hosts, co-hosts, musical guests, etc.
- Playing music by female artists, or music produced by women.
- Featuring and publicizing charity events, performances (musical, theatrical, or other), festivals, workshops, etc. that include women in the arts.
- Promotion of involvement and representation of women, women's groups, and women's issues:
- Including more women artists in the CFUV Chart Releases and music library enabling women's music to be played on a variety of shows (including Collective-produced shows).
- Raising awareness of women's issues as part of spoken word programming.
- Generating interest for new female volunteers and including existing volunteers in new projects.
- Promoting involvement through the Women's components of Fundrive.
- Maintaining programming that is female-produced and presented:
- Producing Women on Air and Big Broadcast.
- Encouraging the creation of new women's programming when possible.
- Building a strong and stable team of Collective members and supporters (all genders):
- When new female volunteers come through, have them move through the training process to become full on-air volunteers in a reasonable period of time.
- To provide a supportive and encouraging environment for learning and gaining experience in production.
- The team provides technical support for spoken word content, promos and introductions for Collective programs.

## **Procedures for New Volunteers**

New women volunteers can complete three hours with the Operations Director and three hours with the Women's Collective Coordinator. New volunteers must complete three hours with the Operations Director, and can then choose to complete the next three with the Women's Collective Coordinator.

After these six hours are completed, no more hours toward on-air production can be completed until the volunteer is on-air trained. This is to promote fully trained volunteers who can be full contributors and to create a larger group of women producing and hosting shows.

Collective meetings do not count towards these hours. New volunteers can shadow a host while she is on-air, act as a guest or panelist, research and conduct interviews (under supervision), provide content through personal anecdotes, select and research music, review music, films, books or other media, and assist with general office work.

Volunteers who are not on-air trained cannot be in the station outside of staff hours, edit audio, tech the board, rent out portable recorders, or go on-air alone.

There are many tasks available, including shadowing, so volunteers should take this opportunity to try as many different jobs as possible within their three hours.

Support is always provided to those who need it, regardless of their progress in training.

## **Membership**

All self-identified women volunteers at CFUV are members of the Collective. They are added to the Women's Radio ListServ to be informed of collective activities, and are welcome to attend meetings. They are also encouraged to contribute content for the Collective's Shows. Non-members are also welcome to attend meetings, but cannot vote on decisions.

## **Meetings**

The Women's Collective meets about every month, or at the discretion of the Coordinator. During each meeting, one member will be responsible for taking minutes. These will be distributed to all members through ListServ.

When an issue of importance is brought up at a meeting, a decision is made by vote. Ideally, the members present will come to a consensus, but if not, the decision will be made by the majority via a vote. Only members present at that meeting may vote.

Show topics for Women on Air will be decided at these meetings. Also, if they are not already established, rotations for Big Broadcast will be set. These must adhere to both CFUV and CRTC standards. If any issues are brought forth by volunteers, the Coordinator, if necessary, will inform the appropriate staff member.

## **Programming**

Women on Air – spoken word, Thursdays from 1-2 pm

Big Broadcast – women in music, Mondays from 9-10:30

These times are subject to change as needed, but cannot be changed on a regular basis.

Women on Air is a forum for women to speak about issues of interest to them. All women are welcome to participate. The function of "Women on Air" is to give air time to women's issues and women's perspective on topics of interest.

Scheduling for hosts and topics must be approved by the Coordinator. The Coordinator is responsible for the show schedules and content, although they do not need to be present as a host for every show. Please see the show proposal for further details.

Big Broadcast is a show for women in music. A rotation of hosts is usually set ahead of time. This show functions to play music by women and will also serve to provide greater detail on women in music. Please see the show proposal for further details.

New female-produced shows are always a possibility, and as they are created, this list will be expanded. Women who are interested in these programs may sit in as observers as the show happens on-air, providing they have permission from the Coordinator and the on-air volunteer hosting. They may also shadow the Coordinator or a fully-trained volunteer (under the supervision of the Coordinator) through the audio editing process or other technical aspects of production. They may not perform these tasks alone until they are on-air trained.

### **Production**

Other CFUV On-air Volunteers can assist with production when required, although it is encouraged to have women involved in as many aspects of production as possible. It is of utmost importance that women who volunteer with the Collective work towards being fully on-air trained, enabling them to be a part of the technical team.

Fully-trained volunteers are permitted to record and edit audio, tech the board for another on-air volunteer, create promos and show introductions, prepare shows for podcasting, use portable recorders and host shows on their own. Tasks are delegated at meetings or between the Coordinator and volunteers by e-mail, phone or in person. Volunteers who have not completed training may ask permission of trained volunteers to shadow any process that they are curious about.

Projects that are not content for a regular women's show but will contribute to special programming or to a segment with regards to women's issues on another show will be put to the Collective. If possible, women who are interested will contribute to this project.

### **Finances**

All financial decisions and transactions must be approved by the station manager. These choices are not made solely within the Collective, but ideas and suggestions may arise during the meetings.

### **Women's Collective Coordinator**

The Coordinator works with volunteers at all levels, staff members, fellow Work Study students, community members and others to produce content for shows. She is also responsible for communication within the collective. When required, she will also host and produce shows. She also acts as all figures listed below, and may delegate tasks as needed.



#### General Duties:

- Obtain and e-mail meeting minutes to the ListServ
- Give notice of meeting time, place and agenda within up to two weeks of the date (about one week is good notice)
- Check the Coordinator e-mail account regularly, read press releases in consideration of show content
- Reply to questions and concerns of volunteers and others, and address them as appropriate
- Identify issues or challenges with shows, Collective processes
- Review program proposals, ensure that programs adhere to standards
- Coordinate the Radio-thon during the Fundrive
- Assume responsibility for all tasks that she delegates to others.

#### Meeting Facilitation:

- Decide times for meetings, booking rooms
- Inform the collective of meeting times and locations
- Create an agenda for meetings and ensuring that all items are addressed and ensure that long discussions are eventually ended to allow time for all topics
- Ensure that meetings last no longer than an hour
- Conduct votes when needed
- Take meeting minutes and give them to the Coordinator to send out to everyone
- Make a note of all those in attendance

#### Program Coordination:

- Take responsibility for having all rotation slots filled in advance of broadcast
- Prevent no-shows by ensuring all programmers are aware of their program commitments (via e-mail reminder, for example)
- Responsible for the content of that day's show, no matter if they act as the host or not
- Host and produce show

#### Production Coordination:

- Delegate production work
- Be aware and maintain a list of fully trained volunteers, volunteer's in-process
- Have a list of interested volunteers who can act as technical assistants
- Encourage volunteers to get through their training

# **CFUV PROGRAMMING POLICY**

*Updated January 20th, 2010*

Passed by the University of Victoria Student Radio Society BoD on June 12, 2006

## **PART 1 – MANDATE**

1. The Board of Directors of the University of Victoria Student Radio Society (CFUV) must ensure that:
  - a) CFUV meets the CRTC regulations as required by our license.
  - b) The purposes of the Society as laid out in the Society Constitution are fulfilled.

This includes the following:

- a) The commission's primary objective for the campus radio sector is that it provides programming differing in style and substance from that provided by other elements of the broadcasting system, particularly commercial stations and the CBC. The commission considers that campus stations should add diversity to the broadcasting system by providing alternative programming in both music and spoken word. [CRTC Campus Radio Policy 2000-12; Section 13].
- b) See Section 2 of the University of Victoria Student Radio Society Constitution.
- c) See Section 18-19 of the CRTC Campus Radio Policy and Public Notice CRTC 1999-117 in regards to multi-cultural and multi-racial programming and employment.
- d) See the CRTC Guidelines for The Equitable Portrayal Code 2008-23.

## **PART 2 – ROLES AND RESPONSIBILITIES**

1. CFUV is a campus radio station, which is defined as a not-for-profit undertaking associated with institutions of post-secondary education. Campus radio stations rely almost exclusively on volunteers from the campus, and from the community at large, for their programming and operations. [CRTC Campus Radio Policy; paragraph three of the summary]
2. The CFUV Board of Directors must retain full control over all decisions concerning the management and programming of the station. [CRTC letter file: V94-0366-me]
3. The Program Director is responsible for the day-to-day management of the program schedule. For example: scheduling traffic and syndicated programs; arranging fill-ins; ensuring programming meets CRTC and CFUV policies; assignment of time-slots and disciplining on-air volunteers.
4. The Programming Committee will advise the Program Director regarding the assignment of new time-slots, evaluations of programs, drafting of programming policies and disciplining of volunteers. Please see the Programming Committee Mandate and Procedures document.
5. The Program Director must regularly report to the Station Manager regarding any disciplinary measures and changes in the schedule. If the Station Manager decides to overturn a decision of the Program Director the Station Manager must give reasons for doing so in writing and must do

so in conformity with CRTC and CFUV policies.

6. The general composition of the program schedule is established by the CFUV Board of Directors. The Station Manager will keep the Board informed of changes to the schedule and of significant disciplinary measures (eg. dismissal of a volunteer).

### **PART 3 – DEFINITION OF PROGRAMMING ROLES AND SLOTS**

1. **Host:** A staff-approved, fully trained on-air volunteer designated to a specific time-slot, who has submitted a show proposal in writing and is responsible for the show.
2. **Producer** of a Collective Program:
  - a) Any program that has three or more trained on-air volunteers participating on a program will necessitate the designation of a “producer.”
  - b) The producer will: be responsible for the overall concept of the program; will organize the rotation of the other on-air volunteers; will fill the time slot and ensure that the other on-air volunteers have gone through the training process and been approved by the Program Director for on-air programming before joining the rotation.
  - c) Departure of the producer from a program requires that another on-air volunteer of the rotation take over as producer. If this fails to happen the remaining on-air volunteers must apply with a new program proposal or the program slot will become open.
  - d) All such arrangements must be made with the approval of the Program Director.
3. **Contributor:** Someone who contributes a pre-produced segment or live interview to an existing program. Non-members cannot be contributors to a program. New volunteers may contribute to existing programs after successfully completing a volunteer interview with the Program Director. Volunteers in training may only contribute to a program for two months after which they will no longer be able to participate until they have completed their full on-air training.
4. **On-air Guest:** Anyone not fully-trained and staff-approved for on-air who sits-in with the host and speaks on mic. Frequent on-air guests will be asked to become members and go through the training process.
5. **Guest Programmer:** Someone who is not a member who is invited to provide content, direction and host the program with an on-air volunteer. The use of a guest programmer is subject to the consultation and approval of the Program Director.
6. **Interview Guest:** Anyone invited by a host to be interviewed about a subject on-air.
7. **Student Slot Definition:** A student slot is a timeslot designated for fully-trained UVic undergraduate students. A community member may temporarily program in a student slot but when a student becomes available for the slot the community member will be given two weeks’ notice before vacating the slot. All reasonable efforts will be made by the Programming Director and Programming Committee to re-assign community volunteers to any other time-slots that may be available on the program schedule. If a student graduates and is not returning to UVic they will be designated as community members in a student slot.

8. **Community Member Slot Definition:** A community member slot is any slot not designated as a student slot. Either a student or a community member may program in the slot.

## **PART 4 – PROGRAM SCHEDULE COMPOSITION**

The program schedule is divided into the following sections:

- i. **Morning:** 6 am to Noon
- ii. **Afternoon:** Noon to 5pm
- iii. **Prime-time:** 5pm to Midnight
- iv. **Late Night:** Midnight to 6am

### **1. Student Representation on the Program Schedule:**

- a. During the Afternoon the station will endeavor to maintain at least 50 per cent students on-air in terms of overall hours in the section from Monday to Sunday (excluding pre-recorded syndicated programs).
- b. During Prime-time the station will endeavor to maintain at least 50 per cent students on-air in terms of overall hours in the section from Monday to Sunday.
- c. To facilitate this goal any slot vacated by a community member in the Afternoon or Prime-time will be designated as a student slot if there is less than 50 per cent student slots in that section.
- d. Designated student slots cannot be turned into community slots.

### **1. Programming Policy on Gender Equity:**

- a. Every effort will be made by the station management to help achieve gender equity of the on-air volunteers on CFUV's program schedule.
- b. Efforts to increase the number of women on-air should include:
  - i. The station management will promote the equal representation of women on the Programming Committee.
  - ii. Preference given to program proposals by women when proposals of equal merit are presented.
  - iii. The maintenance of at least one woman focused program with a producer and rotating hosts to provide training and mentoring to future women on-air volunteers who will go on to host their own programs.

### **2. No Alternating Programs Policy:**

- a. Alternating music programs shall be phased out on the broadcast schedule from 6am to Midnight. Alternating music programs are those where two different programs alternate on a bi-weekly basis.

- b. The only exceptions to this policy are spoken word programs, due to the amount of work necessary to produce such programs.

**3. Priority of New Programs:**

- a. When a slot becomes available, priority shall be given to a new program rather than giving two adjacent programs extra time.
- b. If there are no proposals for a specified time-slot, extra time may be granted on a temporary basis to adjacent programs at the discretion of the Program Director.

**4. Maximum Length of Programs:**

- a. The maximum length for a music program is two (2) hours; one (1) hour for spoken word programming and one hour and a half (1 ½) hours for multicultural programs during the CRTC broadcast day (6am to Midnight).

**5. Volunteers with Multiple Programs:**

- a. While the establishment of volunteers with multiple programs is not encouraged it is recognized that this may occur on a temporary basis.
- b. On-air volunteers hosting multiple programs are expected to have each program fulfill significantly different roles within the schedule.
- c. Granting access to the airwaves to new on-air volunteers will be a priority over approving or maintaining programs by hosts who already have other programs on the schedule.
- d. If there is a need to make space for a new program a volunteer hosting two programs will be directed to give up one of the programs.

**6. No Seniority:**

- a. Seniority or similar concepts that suggest 'ownership' over timeslots by on-air volunteers will have no bearing on scheduling decisions made by the Program Director and the Programming Committee.

**PART 5 – PROGRAMMING PROCEDURES:**

**1. Changes to the Broadcast Schedule:**

- a. Any proposed changes to the program schedule's composition by the station management will be made in consultation with those volunteers impacted by the change.

- b. A consultation may include a discussion at a Programming Committee meeting with the affected volunteers.

## **2. 'No Shows' Policy:**

- a. 'No Shows' are defined as the failure of an on-air volunteer to broadcast during a scheduled timeslot and the failure to arrange for a trained on-air volunteer to fill the timeslot. The Program Director must be notified of any fill-in arrangements.
- b. Two 'no shows' within a year from an on-air volunteer will constitute sufficient grounds for a one month suspension of on-air broadcasting privileges and loss of timeslot.
- c. Upon the first occurrence of a 'no show' the volunteer will be given written notice as a warning regarding the consequences of a second incident. If a second incident occurs the volunteer will receive a formal letter of suspension.
- d. Exceptions can be made for extenuating circumstances. The determination of extenuating circumstances is at the discretion of the Program Director after consultation with staff and the Programming Committee.

## **3. Community Volunteers in Student Slots:**

- a. A community volunteer can assume programming responsibility for a student slot for a four-month term when a student volunteer is not available at the time.
- b. Any community member assuming a student slot must sign a letter of agreement with the Program Director.
- c. At the end of the four-month term the community volunteer must vacate the slot if a student volunteer is available. If a student volunteer is not available for a slot the community volunteer may be approved for the slot for another four month term.
- d. If removed from a student slot, all reasonable efforts will be made to relocate the community volunteer to another timeslot.

## **4. Evaluation of Programs:**

- a. The Programming Committee shall evaluate programs on a regular basis as determined by station management or the Programming Committee.
- b. The first evaluation shall be done by the Program Director or a member of the Programming Committee. If it is determined that the program is in need of significant improvement, the host(s) shall be informed in writing that they need to improve the program in specific ways within a certain time period.
- c. After this time period, the Programming Committee or Program Director will do another evaluation of the program. If no significant improvement has occurred the program will

be removed from the schedule.

**5. On-air Volunteer Requests to Move or Change Time-slots:**

- a. A request by an on-air volunteer(s) to move or change timeslots or to change the concept or format of their original show, requires a written proposal to the Program Director and the Programming Committee and is subject to the availability of timeslots.

**6. Grandfathering Policy:**

- a. The passing of timeslots from one on-air volunteer to another volunteer without the approval of the Program Director is prohibited.

**7. Access to Airwaves:**

- a. New on-air volunteers are on probation for the first three months of programming. During the probationary period staff may remove the volunteer from the timeslot without notice.
- b. The mandate of CFUV is to give airtime to people who are not represented in the mainstream media. Therefore volunteers at CFUV are not permitted to host other programs on other radio stations within Victoria (this includes the CBC and CKMO). Exceptions may be allowed for those interested in programming in late night time slots (midnight-6AM).

**8. Public Service Announcements (PSAs) and On-Air Advertising:**

- a. PSAs are only accepted from not-for-profit organizations.
- b. All on-air volunteers are asked to refrain from promoting businesses who have not contracted with the radio station for paid sponsorships. On-air volunteers who contravene this policy will be subject to disciplinary action including loss of broadcasting privileges.
- c. Local cultural for-profit events may be promoted by on-air volunteers without the mention of ticket prices.
- d. Local performers who appear on-air may promote up-coming performances (with mention of ticket prices) in exchange for their guest appearance.
- e. On-air volunteers are restricted from using their on-air privileges to self-promote or cultivate trust for business ventures or the provision of services outside their broadcast time on CFUV
- f. PSAs will not be accepted from not-for-profit organizations that promote their services by promising a guaranteed result or benefit.

- g. Not-for-profit organizations promoting fund-raising events with a cost may be announced on-air but ticket prices cannot be mentioned.

**9. Leave of Absence for On-air Volunteers:**

- a. On-air volunteers must receive the approval of the Program Director regarding any time off from their regularly scheduled program.
- b. It is the on-air volunteer's responsibility to find fill-ins during their absence and to notify the Program Director.
- c. Extended or repeated absences may result in the loss of the timeslot.

**10. Religious programming:**

- a. Programming with a religious focus will need to conform to the expectations of programming on the CFUV schedule; which is the promotion of an alternative to the mainstream media.
- b. Alternative programming with a religious focus will include an interfaith focus that demonstrates a respect for a diversity of religious belief and recognition of the theological struggles within every religious community.
- c. Expression of religious belief by any DJ will not act as a defence of programming that promotes hatred or contempt of individuals or groups based on gender, race, religion or sexual orientation.
- d. For further guidance please see the CRTC Religious Programming Policy Public Notice CRTC 1993-78.

**11. Soap Boxing:**

- a. Public affairs programming should be composed of interviews and dialogue with individuals with a background in the subject discussed.
- b. Programmers who wish to express their personal opinions are limited to five minutes maximum.
- c. Programmers reading a written passage from a publication or book on-air must acknowledge the source and are limited to a few lines due to copyright restrictions.
- d. Professional standards on an issue discussed still apply during an expression of personal opinion. It should be noted that stating that a section of a broadcast is an editorial opinion does not protect the individual or station from libel or slander charges.

**12. Personal or Internal Grievances:**



- a. On-air volunteers may not discuss personal grievances or internal station business over the air. Only issues in the public interest are appropriate for broadcast.
- b. Any issues with other volunteers or management of the station must be dealt with via the appropriate station procedures.

**13. Vulnerable Volunteers Policy:**

- a. As an adult organization, CFUV recognizes the need to provide a safe environment with adequate support and supervision for volunteers who are under 19 years of age.
- b. All staff members who supervise volunteers who are underage or have special needs must supply a recent criminal record check.
- c. Before an underage individual can begin to volunteer at the station:
  - i. A meeting must take place between the Operations Director, the underage individual and their parent or legal guardian.
  - ii. CFUV must receive a signed permission form from the parent or legal guardian of the underage individual.
- d. Certain restrictions will apply until the volunteer is 19 years of age:
  - i. Volunteers under the age of 16 are only able to program with a legal guardian or parent present.
  - ii. At 16 years of age a volunteer may only program during staff hours. The volunteer cannot have guests until they have been programming for three months. After that point the volunteer may request permission from the Program Director to have guests on-air.
- e. The involvement of underage individuals or those with special needs, with CFUV under the auspices of external organizations (eg. schools, youth groups) is subject to special arrangement.

## **Programming Committee Mandate & Procedures**

Adopted: November 16, 1995                      Revised: December 2, 1997  
January 6, 1998  
January 18, 2000  
July 18, 2002  
December 29, 2003

**The Programming Director is the Chair of the Programming Committee. They will be responsible for setting the time, place and agenda of monthly meetings.**

### **A. Committee Mandate:**

- To ensure CFUV's programming conforms to both the NCRA's Statement of Principles, CFUV's policies and CRTC regulations.
- To ensure that programming decisions are made in an accessible, transparent manner.
- To advise CFUV's Program Director on programming and disciplinary decisions. The committee's function is to provide continuity in terms of programming and policy by acting as a resource for the Program Director in regard to past practice and station history.
- The Program Director, Station Manager and Board of Directors are ultimately responsible for all programming decisions on CFUV.

To these ends, the Committee shall:

- Require that all new program proposals or requests to change time-slots must be submitted in writing to the Program Director. As gaps in the program schedule arise, the Program Director has the discretion to temporarily assign or move time-slots. However, all proposals shall be brought to the Programming Committee for consultation.
- Schedule and conduct program evaluations on a regular basis. Highest priority shall be given to newly approved programs and programs with a difficulty meeting programming requirements. Conduction of evaluations is to be shared among Committee members and the Program Director.
- Aid the Program Director in hearing matters of complaint regarding program content that arise from both internal (staff, board, volunteers) and external (CRTC, University, Listening public) sources as they arise. The Committee may also recommend what disciplinary action is appropriate.

## **B. Criteria For Committee Membership**

1. Membership will be open to all CFUV Radio Club members and staff in good standing.
2. The Programming Committee will attempt to achieve a membership that is fairly representative, having regard to staff representation, gender balance, representation of the diverse broadcasting genres, and targets for broadcasting content.
3. All prospective members of the Programming Committee shall be expected to make a membership commitment of not less than 6 months in duration.
4. All members of the Committee shall be working members. "Work" shall be defined as:
  - a) attendance at monthly meetings
  - b) the reading, preparation and analysis of written materials outside of regularly scheduled meeting times
  - c) any other such tasks which may be taken on by the programming committee
  - d) any such combination of a, b, or c that meaningfully contributes to the work of the Programming Committee
5. Members are expected to act in the broader interest of the station rather than as delegates for specific broadcasting interests.
6. Attendance at two consecutive meetings is required before a volunteer will be considered a Programming Committee member.
7. Any volunteer who is not a member of the Committee who wants to attend a Programming Committee meeting must notify the Program Director prior to the meeting to be included in the agenda.

## **C. Time Limit Protocol:**

1. The first agenda item for every meeting shall deal with specific and time-sensitive matters, particularly the examination of new Program Proposals.
2. A minimum of 30 minutes shall be set aside at the end of every meeting for the development and drafting of programming and disciplinary policies.
3. The Program Director will set the agenda and budget time for agenda items.
4. Every person present at the meeting will be given the opportunity to speak. No individual may speak for more than five (5) minutes at a time.

## **DRAFT Pre-Recorded Programming Policy** **(subject to review and Board approval)**

- 1.0 Live programming is given priority on the CFUV broadcast schedule.
- 2.0 The schedule may also include pre-recorded programs: either syndicated programs produced by other radio stations or independent producers or those created by CFUV volunteers.
  - 2.1 Pre-recorded programming may be rescheduled or pre-empted to allow for the airing of live programming by the Program Director.
- 3.0 The inclusion of pre-recorded is acceptable when the pre-recorded programming:
  - 3.1 Contributes to satisfying the broadcast mandate of CFUV,
  - 3.2 Provides programming not already part of the CFUV broadcast schedule, and
  - 3.3 Promotes the participation of CFUV volunteers who may not otherwise be able to access the CFUV broadcast schedule.
- 4.0 Syndicated pre-recorded programming will require review by the Program Director in consultation with the members of the Programming Committee.
- 5.0 Pre-recorded programming by CFUV volunteers will require:
  - 5.1 The approval of a program proposal by the Program Director that includes an outline of two programs by topic area or theme,
  - 5.2 Production on-site at CFUV to help to ensure a consistency of technical quality,
  - 5.3 A reserve of at least two programs in lieu of the notice given by live on-air programmers, and
  - 5.4 Periodic reviews by the Program Director in consultation with members of the Programming Committee.
- 6.0 Pre-recording programming timeslots will be decided by the Program Director and Programming Committee.
  - 6.1 Programs will be scheduled to align with overnight pre-recorded playlists and daytime syndicated playlists.
- 7.0 This policy does not apply to regular “live” programs. Pre-recorded programming is not to be used in lieu of “live” fill-in hosts. This policy can be waived on a case by case basis, if pre-approved by the Program Director.

## **CFUV Advertising Policy**

(Final Draft May 16, 2007)

### **Policy:**

1. CFUV may allow access to its broadcast schedule for messages by for-profit businesses and not-for-profit organizations. Sponsorship messages or paid ads may be made available to socially responsible organizations.
2. Public service and special announcements, both forms of unpaid promotion, may be made available to non-profit organizations as part of CFUV's social responsibility to its community of listeners and artists.
3. CFUV adheres to ethical standards that emphasize social responsibility to a community dedicated to intelligent and thoughtful discussion, diverse points of view and artistic expression seldom heard or publicized in the mainstream media.
4. CFUV will not accept advertising or public service announcements from clients who:
  - a. Manufacture cigarette or alcoholic beverages
  - b. Engage in poor labour practices
  - c. Have poor environmental practices
  - d. Support racist, sexist, homophobic or other discriminatory practices as per the B.C. Human Rights Code
  - e. Manufacture or market military equipment
  - f. Represent partisan political groups or third parties
  - g. Attempt to proselytize or convert as part of religious advertising. (We do accept advertising for cultural events that may be of a religious character, providing that they are of interest to a broad spectrum of the community.)
5. All potential ad clients and their respective advertising will be submitted to the Station Manager or their designate for approval. Volunteers need the approval of the Station Manager or their designate to solicit program sponsors or other advertising. All sponsorship or advertising agreements must be negotiated by the Station Manager or their designate.
6. Complaints as to the content of ads or announcements aired or the socially responsible conduct of any advertiser may be directed to CFUV staff. Anyone filing a complaint will be asked to substantiate their complaint with information documented by research from a credible source.
7. The Station Manager will review any documented complaint. Any organization determined to be in breach of CFUV's ethical standards may be refused future access to CFUV's schedule. Documented complaints will be compiled and presented to CFUV's Board of Directors at their next scheduled meeting.

**Procedures:**

1. In keeping with CFUV's mandate as an alternative radio station any advertising approved and produced for broadcast will reflect the production style in keeping with the alternative aesthetic of CFUV.
2. All potential advertisers will be informed of CFUV's advertising policy. The Station Manager will make an effort to ensure that potential advertisers conform to the ethical standards of CFUV. The Station Manager may ask the Board of Directors to approve the Station Manager's recommendations regarding potential advertisers.
3. Ad copy may be accepted from a client but will be subject to revision in order to meet station requirements. Ad copy will need to conform to the following guidelines:
  - a. Will include no language of an exaggerated nature
  - b. Will not contain comparative or competitive references
  - c. Must not be dramatizations
  - d. Must not include 'jingles,' although background music is acceptable
  - e. All sponsorship messages and mentions are read in a 'live copy' manner (i.e. read in a calm, sedate unperturbed voice, without resort to artificial urgency or pointless giddiness).
  - f. Messages may incorporate the names of the sponsor, the address, hours of business and a brief description of services or products that the sponsor provides; including the price, name and brand name of the product.
4. A client may be allotted no more than sixty seconds per sponsor message. The standard spot should be thirty seconds in length. Any spot over thirty seconds will be charged the full sixty second amount. For a single contract, advertisements may be aired no more than 28 times in a single week.
5. Frequency and placement of the ads will be detailed in the advertising contract with the client and scheduled by CFUV staff on individual program logs. Programmers will not refer to nor editorialize about client message or content.
6. No more than three ads or sponsorships may be aired per hour of programming. Programmers are not to mention tickets prices for cultural events or concerts on air. The exceptions for this are events co-sponsored by CFUV or a broadcast that features an interview with organizers or artists of an event.

## **Phone-In Policy**

*(Passed by the CFUV BoD on April 23, 2007)*

### **Policy:**

1. Inviting listeners to call in using the phone hybrid is an interview technique that will be employed by a program host to enhance CFUV's mandate as an alternative student radio station. Allowing the public more immediate on-air access is meant to enhance thoughtful discussion and offer points of view seldom heard in the mainstream media.
2. To this end, Public Affairs programs are allowed to invite listeners to call in and be put on-air via the phone hybrid. The hosts of music focused programming are restricted to inviting musicians and artists to phone in for pre-arranged interviews over the air.
3. On-air volunteers hosting a Public Affairs program may only invite listeners to call in when the broadcast delay unit is present and functioning in the on-air booth.
4. The airing of public commentary will be the responsibility of the host of any Public Affairs program. Lack of adequate phone-in supervision by the on-air host will result in the suspension of call-in privileges by CFUV staff. At the staff's discretion, a volunteer host may also be required to have another radio club member trained to screen calls present during the program.

### **Procedure:**

1. Permission to use the phone hybrid for this purpose must be made in writing as part of a program proposal to the Program Director and the Programming Committee. On-air volunteers hosting a Public Affairs program will have broadcasted on CFUV for 3 months before applying in writing for permission to allow call-ins on the program. Proposals will include a list of members of the Radio Club who will screen in-coming calls.
2. Program proposals for a Public Affairs program to the Program Director will not rely on phone-ins to provide the majority of its content. The limit for any open-line segment on a Public Affairs program will be 10 minutes for a show of half an hour in length and 20 minutes for hour long programs.
3. All Public Affairs hosts with call-in privileges will attend a training session in its use as an interview technique.

### **Guidelines:**

1. Listeners should be invited to phone in and ask relevant questions of a guest who is being interviewed by the Public Affairs host. Statements of opinion on the part of the on-air volunteer or the caller should be kept brief.
2. Hosts will only accept a caller that has been screened and determined acceptable to be aired. Those members of the Radio Club willing to screen calls will also participate in a training session.
3. Callers and guests are to be treated with courtesy and respect by all those involved. If a caller swears or makes hateful or inappropriate comments the host should immediately use the delay and cut-off the caller. Afterwards the on-air volunteer should apologize over the air and inform

the Program Director of the incident as soon as possible either verbally or in writing. The Program Director will log these incidents and report them to the Station Manager.



# **EMPLOYMENT POLICY**

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The following outlines the employment policy for CFUV, covering working conditions, hiring procedures, employee rights and responsibilities, supervision and evaluation, disciplinary procedures and termination.

By having such a policy in place, CFUV establishes a consistent system of operations with respect to employment within the organization by which all parties involved are expected to abide. Copies of this document should be distributed to all permanent employees and CFUV board members.

## **SECTION I – INTRODUCTION**

### **1.0 General Definitions and Rules**

Before examining the details of the policy, several elements therein must first be defined.

#### **1.1 Employee**

The Employee is a paid staff member of CFUV. Employee contracts must outline the duration of their employment, the number of hours per week, payment amount, basic duties and responsibilities of both the employee and the employer, and any conditions required for renewal or termination of the contract. The Station Manager is directly responsible to the Society; other staff are supervised by the Station Manager, who reports to the Board of Directors.

#### **1.2 Station Manager**

Throughout this document whenever the employee is the Station Manager it is understood that it would be the Personnel Committee of the Board of Directors who would act as the Supervisor.

#### **1.3 Board of Directors**

The Board oversees the hiring, supervision, and disciplining of the Station Manager and provides support to the Station Manager in carrying out his/her duties as required. The provision for financial and other resources for all staff positions are the responsibilities of the Board.

#### **1.4 Legislation**

Many basic terms of employment, such as the minimum requirements with respect to hours of work, wages and equal pay, annual vacations and vacation pay, holidays, maternity leave, and bereavement leave are regulated by statute. Employees who have questions about any applicable aspects of their contract should contact the Station Manager.

### **2.0 Changing the Policy**

This policy may be changed as deemed necessary. Any changes will only affect current employees when they sign a new contract agreement.

## **SECTION II – WORKING CONDITIONS**

### **1.0 Preamble**

CFUV is committed to providing its staff with an environment that affirms and promotes the dignity of human beings of diverse backgrounds and needs.

### **2.0 Health, Safety, and Well-Being**

CFUV shall ensure the physical health, safety and well-being of its staff by verifying that the organization's workplace meets municipal and provincial standards.

### **3.0 Employment Equity**

See appropriate CFUV policy.

### **4.0 Human Rights**

See appropriate CFUV/UVic Policies.

## **5.0 Complaint Procedures**

The following is a set of procedures to follow in the event of a complaint regarding conditions of employment submitted by an employee. A complaint may arise when an employee believes they are not being treated in accordance with the organization's employment policies and procedures.

### **5.1 Informing Employees of the Complaint Procedure**

The Station Manager shall clearly communicate to each new employee the procedure for making complaints pertaining to their conditions of employment. Conditions of Employment shall be defined by the employee's contract with CFUV, CFUV's Employment Policy, municipal and provincial labour standards.

### **5.2 Seeking Informal or Formal Resolution to Complaints**

An employee who believes that his/her conditions of employment have been compromised or violated may make a complaint. An employee may seek resolution to a complaint either informally and/or formally.

When seeking an informal resolution to a complaint, the employee will engage the Station Manager in a discussion as to the nature of the complaint. This discussion(s) may result in the resolution of the complaint to the mutual satisfaction of both the employee and the Station Manager.

When seeking a formal resolution to a complaint, the employee will submit the complaint in writing to the Station Manager. In the written complaint, the employee shall:

- a) summarize the nature of the complaint
- b) document the specific conditions of employment that triggered the complaint
- c) cite the basis for the complaint as defined by the employee's contract, CFUV's Employment Policy, municipal and provincial labour standards,
- d) list any attempts made by the employee to bring these circumstances to a resolution with the Station Manager, and
- e) describe possible way(s) to resolve the complaint to the satisfaction of the employee

### **5.3 CFUV's Response to a Formal Complaint**

Upon receipt of the written complaint by the employee, the Station Manager shall:

- a) acknowledge in writing the receipt of the written complaint made by the employee
- b) request a timely meeting of the Personnel Committee of the Board of Directors for CFUV
- c) provide the Personnel Committee with the written complaint
- d) inform the Chair of the Board of Directors about the formal complaint

Upon receipt of the written complaint, the Personnel Committee shall:

- e) review the employee's written complaint
- f) propose or confirm a resolution to the complaint with respect to the employee's suggestion(s) for resolution
- g) subject to confirmation by the Board of Directors for CFUV where relevant,
- h) direct the Station Manager to negotiate a resolution of the complaint with the employee based on the deliberations of the Personnel Committee.

#### **5.4 Resolution of the Complaint**

The Station Manager acting on behalf of the Personnel Committee or the Board of Directors will meet with the employee to present the written response of CFUV to the complaint. At this meeting the employee may accept or reject the proposed resolution or choose to review the proposed resolution in order to prepare a response at a later date to be determined.

In either instance the employee will prepare a written response to Chair of the Board of Directors for CFUV describing acceptance or rejection of the resolution.

Under municipal or provincial labour standards the employee may seek other means to achieve resolution of the complaint outside CFUV's complaints procedure.

#### **5.5 Records**

Except as otherwise provided by these procedures, all records resulting from this process will be kept in confidence and in secure storage in accordance with CFUV's Privacy Policy.

### **SECTION III – HIRING PROCEDURES**

#### **1.0 Preamble**

It is important to have effective hiring procedures for CFUV in order to hire the best candidate possible and to ensure that the process is fair and equitable. The hiring shall be conducted in accordance with the CFUV equity policy.

#### **2.0 Pre-Hiring**

##### **2.1 Documentation**

CFUV Board of Directors and Station Manager shall ensure that the entire hiring process for any given position is reasonably documented and that all documents shall be archived for at least six months.

##### **2.2 The Job Description**

The Board/Station Manager must ensure that the job description for the position being advertised is written in detail prior to the commencement of the hiring process.

##### **2.3 The Hiring Committee**

The Hiring Committee should as much as possible reflect the diversity of the organization and the community.

The Board is responsible for hiring the Station Manager. Where possible, the hiring committee shall include a community, a University of Victoria, and a student representative. The Board may choose to add additional members (e.g. a current or previous employee) at its discretion.

The Station Manager is responsible for hiring full-time and part-time staff. The Station Manager will convene a hiring committee that may include one UVic representative, one student representative or other full or part-time.

The Station Manager shall hire for work study positions cooperatively with the Operations Director, Program Director and Music Director.

## **2.4 Resignations**

When a fixed-term employee resigns the Personnel Committee may authorize the Station Manager to appoint a qualified replacement for the position for the duration of the term.

## **2.5 Confidentiality**

All aspects of the hiring process must be kept confidential in accordance with CFUV's Privacy Policy and privacy legislation.

## **2.6 Conflict of Interest**

It is important that CFUV avoid actual and perceived conflicts of interest. Conflict of interest occurs when a person has a personal, financial, or professional interest that may conflict with their duties to the organization.

In the case of hiring committee involvement, a member of a hiring committee shall be considered in conflict of interest when they have an immediate relationship with an applicant. Immediate relationships include, but are not restricted to:

- a) spouses and spousal equivalents such as common-law partners, same sex partners, ex-spouses or equivalent, or fiancé(e)s;
- b) close relatives, including in-laws;
- c) close personal friends;
- d) roommates; and
- e) business partners.

Hiring committee members must always disclose their relationship with candidates, even if they feel that a conflict of interest does not arise.

## **2.7 Job Posting**

The posting will be based on an up-to-date job description.

The posting shall also include the following statements, or something similar: "CFUV, in accordance with its Statement of Principles, is an equal opportunity employer. CFUV encourages applications from under-represented communities. Everyone is thanked for applying; however, only those selected for an interview will be contacted."

## **3.0 Hiring**

### **3.1 Conducting Interviews**

To ensure fair and equitable practice, interviews must be consistent. Where applicable, each candidate should be asked the same questions and given the same opportunity to respond. The same amount of time must be allocated to each interview. Candidates should never be offered the position during the interview, or without the prior agreement of the committee.

### **3.2 Grant Positions**

Grant positions often have specific selection criteria defined by the granting agency. The Station Manager has the responsibility of filling those positions with individuals who meet those selection criteria. This can include the formation of an ad hoc hiring committee.

## **4.0 Post-Hiring**

### **4.1 Notifying the Board of Directors**

The Board of Directors should be notified as to who has been hired. The Station Manager should present the Board with a brief report including the name of the successful candidate.

### **4.2 Notifying the Candidates**

Applicants who were not short-listed for interviews need not be notified if the following disclaimer is included in the job posting: "Everyone is thanked for applying; however, only those selected for an interview will be contacted."

The successful candidate must verbally accept the job offer before any other candidate who was interviewed is notified. The Station Manager or a representative of the committee should notify all candidates of the decision as soon as possible.

### **4.3 Contract**

All new employees must sign a contract as soon as possible with CFUV. The contract will be signed in duplicate by both the employee and the Station Manager or member of the Personnel Committee; one copy shall be kept on file by CFUV.

### **4.4 Orientation**

The Station Manager is responsible for giving new employees the CFUV Employment Policy as well as any other relevant documents as soon as possible after employment has begun.

The Station Manager will review with the new employee the following conditions of their employment: emergency and safety regulations; current organizational objectives; performance standards and evaluation; office procedures; pay days and salary system; and informal and formal complaint procedures.

### **4.4 Probation**

New full-time employees shall be placed on probation for a period of three months, at the end of which they shall receive an assessment of their respective performances. During the course of the probation the Station Manager or Personnel Committee will provide ongoing feedback on performance to the employee.

Part-time employees shall have a shorter probation period, the length of which shall be determined by the project for which they have been hired, the number of hours they work per week, or the length of their contract.

After the probation period a negative performance review could result in termination of the contract.

## **SECTION IV – EMPLOYEES' RIGHTS AND RESPONSIBILITIES**

### **1.0 Preamble**

All employees of CFUV are entitled to the rights granted to them under provincial and federal law. All staff members are also expected to meet the requirements and duties of their positions as negotiated, agreed upon, and outlined in their contracts and job descriptions.

### **2.0 Payroll Administration**

#### **2.1 Salaries**

Employees are given an annual salary. Salary structure will be established by the Board of Directors.

#### **2.2 Benefits**

The granting of benefits to employees, such as health and dental plans, shall be left to the discretion of the Board of Directors on a contract by contract basis.

#### **2.3 Overtime Pay**

No overtime pay shall be granted under any circumstance. Overtime hours will be compensated with time-off in lieu of overtime pay, on an hour -by-hour basis. Any overtime must be pre-approved by the Station Manager.

#### **2.4 Vacation Pay**

Employees shall be granted vacation pay at a rate that meets or exceeds the minimum percentages set out in the Employment Standards Act. Specific vacation details shall be included in each employee's contract.

### **3.0 Hours of Work**

#### **3.1 Full-time Staff**

A normal working week for full-time paid staff shall be 40 hours total, including a one-hour unpaid lunch and one paid, 15-minute break for each four hours worked daily. These breaks may not be banked for more than one day. The scheduling of shifts and breaks require the approval of the Station Manager in accordance with the needs of the workplace.

#### **3.2 Part-time Staff**

Working hours for part-time staff shall be negotiated on a contract by contract basis.

#### **3.3 Extra Hours**

Occasionally staff will be required to work beyond their scheduled hours. These extra hours must be pre-approved by the Station Manager and will be compensated for with paid time off. This time off requires the approval of the Station Manager in accordance with the needs of the workplace. Any paid time off must be used within two weeks of being accrued.



## **4.0 Holidays and Leave**

### **4.1 Statutory Holidays**

The Employment Standards Act and statutory holidays observed in BC shall constitute the guideline for statutory holidays observed by CFUV. However, other personal observances, such as religious holidays may be applied in lieu of other statutory holidays at the employee's request.

Should an employee have to work on a statutory holiday, the employee shall substitute an alternate with the approval of the Station Manager. This paid time off must be used within two weeks of being accrued.

### **4.2 Sick Leave**

Full-time paid employees shall be allowed one paid sick day per month per calendar year. Paid sick leave for part-time staff will accrued proportional to the hours they work per week.

In the event of any consecutive sick leave exceeding three days the Station Manager may request a medical certificate. Paid sick time will not be granted until the certificate is presented.

### **4.3 Bereavement Leave**

When a member of an employee's immediate family dies, the employee is entitled to up to five working days leave.

Included in the definition of "immediate family" are:

- a) spouses and spousal equivalents such as common-law partners, same sex partners, ex-spouses or equivalent, or fiancé(e)s;
- b) close relatives, including in-laws

Exceptions to the definition of immediate family may be left to the discretion of the Station Manager.

### **4.4 Leave Due to Graduation Ceremonies**

A full-time paid employee who is to be a degree recipient, or who has an immediate family member receiving a degree or diploma, may be allowed one half day off work per year with pay to attend the degree awarding ceremony.

### **4.5 Other Leaves of Absence**

All leaves of absence must be pre-approved by the Station Manager, will be unpaid and in accordance with the needs of the workplace.

## **5.0 Employee Training and Development**

### **5.1 Diversity Awareness**

Where possible, all staff and Board members shall go through a diversity awareness training session to ensure an open and welcoming environment for all groups.

### **5.2 Career Development**

The CFUV Board shall make every reasonable attempt, resources permitting, to facilitate employees' professional development.

## **6.0 Job Descriptions**

All employees shall be given a clear job description at the beginning of their employment.

## **SECTION V – SUPERVISION AND EVALUATION**

### **1.0 Role of the Board of Directors and Managerial Staff**

The Station Manager monitors the performance of the staff members, and is granted the authority to hire and discipline the Employees according to guidelines provided in this policy document, relevant legislation, and the employment contract. The Station Manager must consult with the Personnel Committee of the Board of Directors in making decisions regarding termination of contracted employees.

### **2.0 Performance Reviews**

The Personnel Committee shall carry out Station Manager evaluations. Other staff evaluations shall be conducted by the Station Manager. Each paid employee is expected to undergo a formal Performance Review process based on their job description.

#### **2.1 Timing**

All positions shall have a performance appraisal prior to the completion of their three-month probationary period for new employees, and annually or at such other times as may be determined by the Board for positions of continuous employment.

#### **2.2 Performance Review**

The evaluation should include assessments of the following:

- a) quantity of work;
- b) results/quality of work;
- c) ability to work with others;
- d) adaptability;
- e) job knowledge;
- f) initiative;
- g) strengths;
- h) achievements;
- i) performance improvements;
- j) ability to attain future goals;
- k) the organization's performance in supervising the employee and providing info, support, and resources as required
- l) specific recommendations for improvement of the employee or the organization

The Performance Review shall be in both questionnaire and interview format. It shall also take into account feedback from those with whom the employee has worked as a condition of his/her job description, regardless of their position in the organizational hierarchy.

## **SECTION VI – DISCIPLINARY PROCEDURES AND TERMINATION**

### **1.0 Dismissal**

Generally, the following steps will be taken:

1. To deal with minor or recurring problems, informal discussion will be held between the Station Manager and the employee.
2. In more serious situations a written warning may be given detailing possible grounds for dismissal. A written response by the employee may be placed in the employee's file at their request.
3. If the conditions outlined in previous warning are not met or a Performance Review results in a poor appraisal, the employee may be dismissed. Before official dismissal, the Station Manager should consult with the Personnel Committee on the matter.

## **2.0 Documentation**

Any disciplinary action taken against an employee must be documented. This record shall be kept in confidence and shall remain the property of CFUV.

## **3.0 Cause**

The Board and Station Manager has the right to manage and operate the workplace subject to applicable legislation and terms and conditions of employment as set out in, or appended to this agreement.

# **INTERNAL SOCIAL MEDIA COMMUNICATIONS POLICY**

## **CFUV PERSONNEL POLICY**

### **SOCIAL NETWORKING GUIDELINES**

At CFUV we believe that our staff and volunteers are our best ambassadors and promoters. Through their external relationships, our staff and volunteer team have the potential to add value to the work of our organization and enhance our image. With the popularization of new social networking media, we recognize the opportunities to share our story. When CFUV wishes to communicate publicly as a Society, only those officially designated have the authority to communicate on our behalf. However, we support open dialogue and the exchange of ideas, and the positive profile this can lend to our organization.

The following guidelines provide direction for staff and volunteers who choose to identify their relationship with CFUV on social networking sites. For clarification or questions on any area of our social networking policy, please contact CFUV Staff.

1. Staff and volunteers are personally responsible for the content they publish on social networking sites. Be mindful that what you post will be public for a long time – protect your privacy.
2. Be cognizant of your relationship with CFUV. Ensure that your profile and the content you post reflect positively on your professional role at CFUV.
3. Be aware that your actions captured via images, posts, or comments can reflect on the image of CFUV.
4. Be transparent. Identify yourself, name and role, when you discuss CFUV or CFUV related matters. Write in first person and make it absolutely clear that you are speaking for yourself, not for the Society.
5. If you publish content that relates to your role at CFUV or the work that you do here, include the disclaimer, “The postings on this site are my own and do not necessarily represent the views of CFUV.”
6. Maintain confidentiality. Do not post confidential information about CFUV, our clients, member agencies, stakeholders or others.
7. Respect your audience and participate productively. Do not use personal insults, slurs, obscenity or engage in any conduct that would not be acceptable in CFUV’s workplace.
8. Add value. Provide worthwhile information and perspective. CFUV’s image is best represented by our team.

Staff or volunteers who violate these social networking guidelines will be subject to disciplinary action.

## **CFUV Equity Policy**

*Approved by the BoD on January 27, 2010*

### **Preamble:**

The University of Victoria Student Radio Society (CFUV) supports the principle of equity and recognizes that members of certain groups within society may have little or no access to media. As a campus/community radio station, CFUV is committed to ensuring equitable representation for everyone, particularly groups who face discrimination in Canadian society. Diversity within the station's staff and volunteers will make CFUV a better community service.

### **Objectives:**

- 1) To have the composition of CFUV's staff and volunteers reflects the diversity of the community served by the station.
- 2) To facilitate the hiring of people with special skills and knowledge related to making the media accessible to historically disadvantaged groups: such as women, people with disabilities, aboriginals and visible minorities.
- 3) To create and maintain a welcoming, inclusive and diverse environment with a strong commitment to equity.
- 4) To remove barriers preventing access to the station by individuals facing discrimination prohibited by the British Columbia Human Rights Act. Those grounds are colour, ancestry, place of origin, religion, marital status, family status, ethnicity, physical or mental disability, age, sex, or sexual orientation.

### **Plan of Action:**

CFUV is committed to applying the principles of equity to both its staff and volunteers.

CFUV commits to identify and remove any discriminatory policies and practices found in the recruitment, selection, transfer, promotion, performance appraisal, training, compensation, termination, and working conditions of staff and volunteers in all areas of the radio station. In keeping with that goal, CFUV will undertake the following steps:

- 1) Job postings will include a statement of CFUV's commitment to equity; in addition to regular job postings locations, CFUV will post notices at women's centres, cultural centres and other locations to maximize publicity in a broad range of communities; the hiring committee will make every effort to interview all qualified members of disadvantaged groups.

If no candidates originate from among these groups, the hiring committee will decide in favour of the candidate most capable of carrying out the principles outlined above. CFUV will also endeavor to create grant-paid positions which support and encourage the participation of under-represented individuals in station activities.

- 2) CFUV commits to provide reasonable accommodation, as required by law, to undertake special measures to enable all potential participants in the station to compete for positions and to work with others on an equal basis.

3) CFUV recognizes that equity means more than recruiting and hiring individuals from groups facing discrimination. The station is committed to maintaining an office atmosphere that welcomes and encourages diverse perspectives or experiences.

4) In support of its commitment to achieve and maintain a hospitable station environment for all staff and volunteers, CFUV will provide education and training on human rights issues on an ongoing basis. The station will ensure that the facilities present as few obstacles as possible to people with disabilities by regularly auditing accessibility of the space.

**Monitoring and Accountability:**

CFUV recognizes that increasing accessibility is an ongoing process. As such, all staff and board members are charged with the responsibility of outreach. The Board of Directors will monitor the implementation of this policy. It will ensure that an annual staff and volunteer workforce analysis is implemented to review all station systems and practices as they relate to employment and volunteer recruitment barriers.

# **TERMS OF REFERENCE FOR CFUV DIVERSITY ADVISORY COMMITTEE**

*Draft approved by Policy Committee on January 20, 2010*

## **Mandate**

The Diversity Advisory Committee will review the station in terms of the CFUV Equity Policy. The committee will identify obstacles to accessibility for historically disadvantaged groups as outlined in the policy and to make proactive suggestions for improvement.

## **Authority**

The Diversity Advisory Committee advises the Station Manager.

## **Composition**

The Operations Director will be the chair of the committee and will appoint the other members of the committee. The committee should be composed of at least the following:

- One representative from UVic (preferably with a background in human rights issues)
- One student representative from the CFUV board of directors
- One community representative
- A number of other members drawn from historically disadvantaged groups

## **Meetings**

The committee will meet at least twice a year: once each in the fall and spring terms.

## **Motion for the University of Victoria Student Radio Society Board of Directors**

*Passed May 26, 2010*

The University of Victoria Student Radio Society (CFUV) will operate under the UVic Discrimination and Harassment Policy and Procedures (Policy 1150-January 2008).

This motion will result in CFUV becoming a “Member of the University Community” under Section 8.00a. of Policy 1150:

8.00 a. separately incorporated organizations operating on campus who agree to submit to the processes under this Policy”

Should CFUV need to use Policy 1150, the following role definitions will be amended as below:

10.0 The Line Authority will be an ad hoc committee of CFUV board members, which will attempt to be balanced between student and UVic representatives

14.0 The role of The President within the policy will be filled by the University of Victoria Student Radio Society Board of Directors.

These changes are required so that, as required by the Canadian Radio and Television Commission (CRTC), the CFUV Board of Directors maintains full control over all management and programming decisions.

This policy refers to personnel issues among CFUV staff and volunteers. All issues concerning programming content will still be addressed through the established internal procedures of CFUV and the CRTC.