

WCBU COMMUNITY ADVISORY BOARD BYLAWS

As Amended March 9, 2022, May 10, 2023, and June 30, 2026

Article I – Purpose

The purpose of the WCBU Community Advisory Board is to advise and make recommendations to the management and governing body of WCBU (89.9 FM and WCBU.org) on three subjects: the station's programming, its community service, and its significant policy decisions - in such a way that is reasonably representative of the diverse needs and interests of the communities served by the station. The Board itself and these core functions are required by the Federal Communications Act, 47 U.S.C. §396(k)(8).

The Board also considers within its purpose the following:

- promoting a continued local presence of public radio and NPR programming in the Greater Peoria area; and
- connecting the community and the station - by way of information, participation, and financial support.

Article II – Board Members

Section A. Composition

1. The Board shall consist of no fewer than 7 and no more than 15 voting members, with one position being reserved for a representative from Bradley University administration.
2. The Board's composition should reflect the diverse needs and interests of the communities served by the station.
3. All Board members will have legal residency within primary communities served by WCBU—Bradley student members may use local addresses (see Article IX Section B).
4. Each Board member should be an annual financial contributor to WCBU at a personally meaningful level.
5. The WCBU Executive Director, Director of Development, Individual Giving Director and Content Director shall be ex-officio (non-voting) members of the Board.

Section B. Term of Office

1. The term of each Board member shall be two years.
2. A member is eligible for re-appointment for up to three back-to-back full two-year terms. A former member of the Board shall be eligible for subsequent terms after the member has remained off the Board for one year.
3. If a member has three consecutive unexcused absences from Board meetings without prior notification, the member shall forfeit the remainder of their term. The Recording Secretary, or their designate, will track meeting attendance.

Section C. Appointment and Removal of Board Members

1. The Nominating Committee shall recommend a slate of officers and members to the Board at the February meeting.

2. Each nominee receiving a majority vote of those present at the May meeting shall be appointed to the nominated position. If a May meeting is not conducted, an electronic vote may be substituted.
3. New Board members and incoming officers shall be seated at the August meeting.
4. The appointment of the members should be staggered such that no more than half the Board seats change each year.
5. Members may be removed by majority vote of the Board.

Section D. Vacancies

1. In case of vacancies occurring during the year, the Nominating Committee Chair may nominate a replacement for the vacancy, followed by an appointment by the Board at the next regular meeting following the recommendation.
2. The term of a member appointed to fill a mid-year vacancy shall end at the conclusion of the term of the prior member whose vacancy was filled.

Article III – Officers

Section A. Officers

1. The officers of the Board shall be a Chair, a Vice-Chair, Recording Secretary, and Nominating Chair.
2. Each term shall be for one year; an officer may be re-appointed for a second consecutive year.
3. Voting members of the Board are eligible to serve as Chair, Vice-Chair, Recording Secretary, or Nominating Chair.

Section B. Duties

1. The Chair shall
 - a. preside at all meetings;
 - b. be an ex-officio member of all committees;
 - c. communicate the advice, recommendations, and decisions of the Board as needed.
2. The Vice-Chair shall serve in place of the Chair as needed.
3. The Recording Secretary shall
 - a. track attendance at all regular meetings;
 - b. distribute a written summary of each regular meeting to the Board no later than 14 days following the meeting, and make that summary available for publication on the Board's page on WCBU.org.
 - c. work with the Executive Director to ensure the Board's page on WCBU.org is kept up to date
4. The Chair of the Nominating Committee shall
 - a. preside at all Nominating Committee meetings;
 - b. keep an updated roster of members (including their term expiration dates)
 - c. otherwise ensure the fulfillment of the duties of the Committee.

Article IV – Committees

Section A. Executive Committee

The Executive Committee is comprised of the Board officers and the WCBU Executive Director. The Executive Committee is charged with planning meeting agendas and addressing any issues that must be decided between regular meetings.

Section B. Nominating Committee

The Nominating Committee shall consist of the Nominating Chair and two (2) Board members appointed by the Nominating Chair. The Executive Director shall be an ex-officio (non-voting) member of this committee. The Nominating Committee has the following primary responsibilities:

- Recruit and evaluate applicants to fill CAB vacancies and pending vacancies due to term limits or members' decisions not to pursue an additional consecutive term.
- Ensure that CAB membership reflects the communities and geographic region served by WCBU.
- Propose annually a slate of prospective officers: Chair, Vice-Chair, Recording Secretary, and Nominating Chair.

Section C Ad Hoc Committees

The Board may commission and decommission other ad hoc committees. Typically committees will meet as needed, and in months when regular meetings are not conducted.

Article V – Meetings

Section A. Dates

1. Regular meetings shall be held four times each year, typically on the second Wednesday of February, May, August, and November at 5 p.m. The operating year of the Board shall be from August to July. A proposed annual meeting schedule will be presented by the WCBU Executive Director for board approval no later than the November meeting for the following year.
2. Special meetings of the Board may be called at any time on the call of the Chair, or of any three other Board members.

Section B. Notice of Meetings

1. Written notices of meetings and a meeting agenda shall be distributed at least five days before each meeting. Meeting schedules and agendas shall be posted on WCBU.org.
2. Meetings are open to the public unless adjourned to executive session by a majority vote to discuss proprietary or confidential matters.

Section C. Voting

1. A quorum of the Board for the transaction of business shall consist of one-third of the members of the Board.
2. A majority of the Board while a quorum is present shall have the authority to transact business.

Article VI – Rights and Obligations

Section A. Review Rights

The Board's review rights include:

1. The right to review the station's programming goals.
2. The right to review the public service provided by the station; and
3. The right to review significant policy decisions rendered by the station.
4. The right to review the management agreement(s) between Bradley University and Illinois State University, or its successor agreement(s).

Section B. Obligations

The Board's obligations include:

1. Advising the station's governing body and station management on whether the station's programming, community service, and other significant policies are meeting the specialized educational and cultural needs of the communities served by the station; and
2. Making recommendations the Board deems appropriate to meet such needs.

Section C. Daily Management or Operation of the Station

In no case shall the Board have any authority to exercise any control over the daily management or operation of the station.

Article VII – Amendment of Bylaws

Section A. Amendments by Board

Amendments to these Bylaws may be proposed in writing by a Board member, by the station's governing body, or by station management, at any meeting. A two-thirds vote of the members present is required to approve revisions to the Bylaws.

Article VIII – Governing Body of the Station

Section A. Governing Body

1. The Community Advisory Board considers the governing body of the station to be the Board of Trustees of Bradley University, which holds the FCC broadcast license of WCBU 89.9 FM.
2. To the extent the Board of Trustees delegates in writing all or part of its governing authority to the management of the station or any other person or body, the Community Advisory Board shall endeavor to work with such delegate(s).

Section B. Communications

1. At least annually, the Board shall communicate in writing a summary of material advice and recommendations to the governing body of the station. The Board may also communicate the state of the Board's review rights and any other subject matter as needed.
2. The Board and its members shall communicate with the governing body and/or its delegate(s) in such a way as to efficiently and effectively fulfill the purpose and requirements of the Board.

Article IX – Communities Served by the Station

Section A. Diverse Needs and Interests and Specialized Needs

The Board recognizes and shall keep front of mind that the communities served by the station include diverse needs and interests as well as specialized educational and cultural needs.

Section B. Geographic Reach

The Board considers the primary communities served by the station to be those within Peoria, Marshall, Stark, Tazewell and Woodford counties.

Appendix - Annual Board Calendar

- August: New members and officers seated
- November: Board meeting schedule for following year presented for approval
- February: Nominating Committee brings forward nominations for new members and/or members seeking a new term (as appropriate) and slate officers; annual letter to Bradley administration due
- May: Board votes on prospective new members or members seeking a new term and slate of officers