

# WCBU COMMUNITY ADVISORY BOARD BYLAWS

As Amended March 9, 2022 and May 10, 2023

## Article I – Purpose

The purpose of the WCBU Community Advisory Board is to advise and make recommendations to the governing body of WCBU FM 89.9 on three subjects: the station’s programming, its 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 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 more than 17 voting members with two members being currently enrolled Bradley students
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 is strongly encouraged to be a current member of WCBU.
5. Board members must actively serve on at least one standing committee.
6. The WCBU General Manager, Director of Development, Membership Manager and Program 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 with Bradley student members being a one year term.
2. A member is eligible for re-appointment for back-to-back, full two-year terms. Bradley student members are eligible for back-to back, two one year terms. A current or former member of the Board shall be eligible for third and subsequent terms
  - a. at any time, if there is an empty seat on the Board in addition to the seat to be taken by the member seeking a third or subsequent term; or
  - b. 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 her or his term. The Secretary will note in all board minutes those attending, those not attending with an excused absence, and those not attending without an excused absence.

### 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 May meeting.
2. Each nominee receiving a majority vote of those present at the July meeting shall be appointed to the nominated position. If a July meeting is not conducted, an electronic vote may be substituted.
3. New Board members and incoming officers shall be seated at the September meeting.
4. The appointment of the members should be staggered such that roughly 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 shall 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, a Nominating Chair, and a Secretary.
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, or Nominating Chair. Both voting and non-voting members are eligible to serve as Secretary.

### Section B. Duties

1. The Chair shall
  - a. preside at all meetings;
  - b. be an ex-officio member of all committees;
  - c. represent the Board in pursuit of the Board's review rights; and
  - d. 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 Chair of the Nominating Committee shall preside at all Nominating Committee meetings and ensure the fulfillment of the duties of the Committee.
4. The Secretary shall
  - a. prepare and distribute minutes, meeting announcements, and the meeting agenda; and
  - b. assist the Chair as needed in communicating to the governing body of the station.

## **Article IV – Committees**

### **Section A. Executive Committee**

The Executive Committee is comprised of the Board officers and the WCBU General Manager who serves as an ex-officio (non-voting) member. The Executive Committee has the following responsibilities:

- Plan meeting agendas.
- Address CAB issues that must be decided between regular meetings.

### **Section B. Nominating 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 a second 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, Secretary and Nominating Chair.
  - Conduct, as needed a skills/expertise survey of current and prospective CAB members.
- The Nominating Committee shall consist of the Nominating Chair and two (2) Board members appointed by the Nominating Chair. The General Manager shall be an ex-officio (non-voting) member of this committee.

### **Section C. Community Outreach Committee**

The Community Outreach Community has the following primary responsibilities:

- Identify potential opportunities to collaborate on community initiatives and events that are in alignment with the CAB purposes.
- Foster relationships with the general public.
- Strengthen WCBU's presence in the community.

### **Section D. Project Fundraising Committee**

The Project Fundraising Committee has the following primary responsibilities:

- Help WCBU meet or exceed its annual fundraising goals.
- Assist staff with fundraising events and campaigns.
- Present fundraising ideas to the appropriate staff members.

### **Section E. Review Committee**

The Review Committee has the following primary responsibilities:

- Review the station's programming goals
- Review the services provided by the station.
- Review significant policy decisions rendered by the station.
- Review management agreement(s).

While the entire board has these responsibilities (see Article VI, Section A), the Review Committee is tasked with annually reviewing the above and bringing recommendations forward for board consideration.

## Section F. Committees

The Board of Directors 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 at least bi-monthly. The operating year of the Board shall be from September to August.
2. Special meetings of the Board may be called at any time on the call of the Chair, or of any two other Board members.

### Section B. Notice of Meetings

1. Written notices of meetings shall be sent with the minutes at least five days before each meeting.

### 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, but less than one third may adjourn any meeting without other notice than by public announcement at the meeting, until a quorum shall be present.
2. A majority of the Board while a quorum is present shall have the authority to transact business.
3. The Chair of the Board may vote only in the event of a tie.

## **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 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 between Bradley and any other future operator.

### Section B. Obligations

The Board's obligations include:

1. Advising the station's governing body on whether the station's programming 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 regular meeting. Proposed revisions will be voted on at the next regularly scheduled meeting of the Board. A two-thirds vote of the members present is required to approve revisions to the Bylaws.

**Section B. Governing Body of Station and Structure and Composition of Board** The Board should take appropriate action, up to and including amending the Bylaws if necessary, to effectuate any written request of the station's governing body regarding

1. The Board's structure and general composition - including the number of members, their terms, and method of appointment and removal; or
2. The delegation of any additional responsibilities to the Board.

## **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 is the licensee 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 delegee(s).

### **Section B. Communications**

1. On at least an annual basis, 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 delegee(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.