



CKUT's AGM: What is it, and how can you participate?

What to Expect

The Annual General Meeting (AGM) is a legal requirement for CKUT as outlined in Section 4 of our [Bylaws](#) (included [below](#)). It must happen within 6 months of the end of the previous fiscal year, which **generally places it at the end of November each year**. The exact date is decided upon by Steering (CKUT's collective management committee) and the Board of Directors (BoD) and must be conveyed to the membership 21 to 60 days before the meeting.

The primary function of the AGM is to share the past fiscal year's financial reports with the membership, appoint the auditor for the upcoming fiscal year, share reports from the Board and staff about the activities of the preceding year, and elect committee members to the Steering Committee, Programming Committee, and Board Nominating Committee. It is also a time at which member motions, which must be made in advance of the meeting, are voted upon, and various other matters can be discussed.

It is a moment for all of the station's members and other interested parties to see what's been going on at CKUT for the previous year, particularly with respect to finances, and for Active Members (defined in the Bylaws [below](#)) to nominate themselves for committees, which is one of the best ways to get involved in the day-to-day workings of the station.

Since 2020, CKUT's AGMs have been held on Zoom. Prior to that, they were held in person. They typically start at 6pm and run for 3 hours.

In order for decisions made at the AGM to be binding (i.e., to reach quorum), we need to have at least 40 members in attendance at the AGM, 20 of whom must be McGill students, since all McGill students who have not opted out of paying the CKUT fee as part of their tuition are considered Regular Members of the station.

The AGM is open to all, but only Active Members (defined [below](#)) can vote.

Committees

Steering Committee

The Steering Committee, generally referred to as “Steering,” is the committee responsible for the collective management of CKUT: that is, general management and supervision of the affairs and operations of the station. It is composed of permanent Staff members and Active Members elected at the AGM. Meetings of the Steering Committee are open to Members of CKUT, provided that they contact a member of the Steering Committee one week prior to the meeting.

Steering meets weekly on Wednesdays at 12pm. Meetings typically last around 2 hours, although they may be considerably longer depending on the agenda, which is established the week of the meeting.

Each Steering meeting is chaired by a rotating member who fulfils the role of the Master Facilitator (MF), organising and leading that month’s meeting. Every member of Steering is expected to volunteer to be MF on a rotating basis.

As of the 2023 AGM, Steering comprises:

- CKUT’s staff,
- 1 Production Representative, and
- 1 Spoken Word Representative.

Programming Committee

The Programming Committee (ProCom) is the internal body responsible for the broadcast licence of CKUT. It is charged with monitoring on-air programming to ensure that it fulfils requirements stipulated by CKUT’s broadcast licence, [CRTC campus-community radio policy](#), and the [Broadcasting Act](#). The Committee is also responsible for enforcing CKUT’s Statement of Principles and Programming Policies as laid down in the [Blue Book](#). It votes on proposals for new programs, conducts periodic reviews of current programs, and generally discusses the kinds of programming on the CKUT airwaves.

ProCom typically meets biweekly in the evenings. Meetings last about 1 hour.

It is composed of Active Members elected at the AGM and Staff members, typically the Music and Spoken Word Coordinators, the latter of whom do not have voting rights on the committee. The Active Members of ProCom represent marginalised groups disproportionately excluded from full participation in society (as worded in CKUT’s bylaws).

As of the 2023 AGM, ProCom comprises:

- 2 Black Block Representatives, representing the Black community,

- a Women's Representative,
- a Trans Representative,
- 2 Music Representatives,
- 1 McGill Student Representative,
- 1 Community Volunteer Representative,
- 1 Community News Representative,
- 1 Spoken Word Representative, and,
- 1 Francophone Representative, representing Francophone programming.

Grievance Committee

The purpose of the Grievance Committee is to review complaints regarding decisions made by the Steering or Programming Committees or any other internal dispute that cannot otherwise be resolved. **The Grievance Committee holds no regular meetings**; it meets only when needed.

Members of the Grievance Committee must be made familiar with CKUT's Statement of Principles, On-Air Rules and Regulations and station policies as outlined in the [Blue Book](#).

Board Nominating Committee

The Board Nominating Committee makes recommendations to the Board about the nomination of Directors to the BoD. It is composed of one member of the Board, one member of Steering, and one McGill student nominated at the AGM. All directors not appointed or elected by either the Students' Society or the Post-Graduate Students' Society are confirmed at the AGM. **The Board Nominating Committee meets as needed.**

A McGill Student member was elected to the Board Nominating Committee at the 2023 AGM.

Board of Directors

The Board of Directors (the Board) oversees the organisation and is responsible to the members. The Board approves financial statements, hiring of permanent staff and changes to permanent staff positions, and policy changes, handles non-programming related grievances and complaints, and is responsible for organising the AGM and any other general meetings. It also participates in visioning and documentation for the station as needed. The Board may strike subcommittees when needed, such as the Finance Committee (FinCom).

Board members must be 18 years of age or older, from the community-at-large (including but not limited to residents of Montreal and surrounding areas, and students/faculty/staff of McGill University), and able to commit to a term of 2 years.

The Board meets once per month, typically in the evenings, for about 2 hours. Time commitments for each Office are outlined below.

It is composed of:

- One (1) permanent staff member of CKUT,
- One (1) member of the Steering Committee of CKUT, and,
- At least five (5) Active Members:
 - At least two (2) who are undergraduate students chosen in a process conducted by the Students' Society of McGill University (SSMU) at its expense.
 - At least one (1) who is a postgraduate student chosen in a process conducted by the Post-Graduate Students' Society of McGill University (PGSS) at its expense.
 - At least two (2) who are non-students, and
 - At least two (2) members of the community-at-large, including but not limited to residents of Montreal and surrounding areas, and faculty and staff of McGill University.

These members may act as **Officers** on the board by taking on the following roles:

- **Chair:** is responsible for guiding and steering the Board of Directors. Alongside the Vice-Chair, the Chair is responsible for ensuring that Board meetings are conducted efficiently and effectively. They also have signing authority for contracts such as grants and CKUT's lease, etc. This is a lead facilitation role with a time commitment of 7-10 hours monthly.
- **Vice-Chair:** supports the Chair in ensuring the Board is on track and meeting its goals. Alongside the Chair, the Vice-Chair ensures follow-up work assigned and generated from meetings is task-tracked and completed. This is a co-lead facilitation role with a time commitment of 7-10 hours monthly.
- **Treasurer:** helps to coordinate with CKUT's financial committee, and brings a financial perspective/expertise to decisions and visioning that come before the Board. Time commitment: 5 hours monthly.
- **Secretary:** responsible for note-taking at meetings and the audio and video recordings of the AGM. Negotiates between committees, fact-checks and maintains status of official records. The Secretary and Chair are responsible for the organisation of the AGM. Time commitment: 5 hours monthly

Prospective Board members can put themselves forward at the AGM to The Board Nominating Committee for consideration, but **members are not elected to the Board at the AGM. Members are officially appointed once the nominating committee meets and reviews applications post-AGM, and then as needed throughout the year.**

As of the 2023 AGM, the open positions on the BoD are:

- Chair
- Vice-Chair
- Treasurer
- Student and Community Representatives

More information on the Board of Directors, including descriptions of the useful skills/interests for each Officer, is available here: [📄 BoD Officer and Subcommittee Descriptions \(2024\).pdf](#)

Running for the Board of Directors

At the AGM, returning Board members and members who have been added during the previous fiscal year (i.e., all Directors not appointed or elected by either the Students' Society or the Post-Graduate Students' Society) are confirmed at the AGM. **Members cannot put themselves forward for the Board of Directors at the AGM.**

In order to run for the Board, please send a short introduction and description of your possible contributions to (chair@ckut.ca), including which position (e.g., Community, Student, Staff) and which Office (e.g., Chair, Treasurer), if applicable, you are nominating yourself for.

E.g.,) Alex, Staff Representative, Vice-Chair

E.g.,) Gina, Student Representative

The Board Nominating Committee will review and vote on all nominations. New Board members will present themselves to the members at the following AGM.

Members may be put forward to the Nominating Committee at any time.

How To Submit a Motion

📄 [How To Submit a Motion for the AGM 2024.pdf](#)

CKUT welcomes all Active Members to put forth motions at our AGMs. A motion is a presentation of a topic to be discussed or an action to be taken at an organisational meeting. At CKUT, a member motion is a formal proposal made by a member of CKUT at the AGM. This proposal deals with a course of action to be taken by the station and its members. For instance: "I move to increase the quality of headphones in Studio Bee" would be a viable motion.

Motions must be submitted to the Board of Directors in advance and must adhere to CKUT's Mandate and Statement of Principles as found in the [Blue Book](#), [station bylaws](#), [CRTC regulations](#), and financial/human resource capacities.

Motions must be submitted in writing (by email) to the Board of Directors no later than 10 days prior to the AGM. A member who wants to make a motion should email it to agm@ckut.ca (with chair@ckut.ca cc'ed); the motion and accompanying materials should not exceed 300 words. The Board will determine whether the motion is viable and if it is, will circulate it to the membership no later than 5 days before the AGM for consideration. The membership will then vote on the motion at the AGM.

Relevant Bylaws

CKUT's Bylaws are available in full [here](#). Relevant sections are included below.

Section 3 – Membership

3.1 Membership Classes & Rights

Subject to the articles, there shall be two classes of membership at CKUT:

1. Regular Members
2. Active Members

All Members shall promote the goals and objects of CKUT and conform to any motion made by the Board that has been expressly declared to be binding on its members.

As per the Articles, all Members have the right to receive notice of, attend and vote at all Meetings of the Members of CKUT.

3.2 Regular Membership Eligibility & Fees

All students registered at McGill University (other than continuing education students, summer students, MacDonald College students, medical interns, residents and non-resident graduate students) shall in accordance with the terms of their registration, be Regular Members, upon payment to CKUT of the membership fee prescribed from time to time by referendum.

Individuals who do not fit the above criteria membership who wish to become members of CKUT shall also be eligible for Regular Membership upon recommendation of the Steering Committee and payment of any applicable fees. The Board shall determine the annual fee amount for such members.

Regular Members have the right to vote at Meetings of the Members but are not eligible to run for committees or the Board.

3.3 Active Membership Eligibility & Fees

Regular members may become Active Members at CKUT by fulfilling all of the following criteria:

- payment of any applicable membership fees, AND
- completion of the CKUT Volunteer Intake Process
- Or: being current CKUT staff or elected Community board member

Only Active Members are eligible to:

- participate in station activities, including but not limited to on-air programming (excluding as guests), and
- sit on the various committees and the Board.

Section 4 – Annual General Meetings Of Members

4.1 Annual General Meetings

CKUT shall hold an Annual General Meeting, location and date as determined by the Board, no later than six (6) months after the end of the preceding fiscal year.

The Annual General Meeting shall be held for the purpose of:

- receiving the annual report and audited financial statements of CKUT for the preceding fiscal year;
- appointing the auditor for the upcoming fiscal year;
- receiving the report of the Board and staff with respect to activities of the preceding year;
- electing the incoming Board, in accordance with CKUT's Elections Policy;
- electing the Programming Committee and Steering Committee, in accordance with CKUT's Elections Policy;
- transacting such other business, in accordance with any stipulations outlined in the Blue Book, or as required under the Act.

4.2 Notice of Annual General Meetings

The Board of Directors and the Steering Committee shall notify the membership of CKUT of the time, place and date of a meeting of members by at least one of the following means:

- by telephone, e-mail or other electronic communication to all Members during a period of twenty-one (21) to sixty (60) days before the meeting, or
- by notice posted at the CKUT premises during a period of twenty-one (21) to sixty (60) days before the meeting; or
- by notice posted on McGill University campus in at least three (3) locations.

4.3 Chair for Annual General Meetings

The members present at any Annual General Meeting of Members shall elect a Chair (aka moderator) to preside over the meeting at the beginning of the meeting.

4.4 Attendance

All Annual General Meetings shall be open to all Members of CKUT, and members of the public may be admitted at the discretion of the Chair. Only Members shall be granted speaking and

voting rights, and only Active Members shall be entitled to run for committees (as per section 3.3).

4.5 Quorum

Forty (40) CKUT members shall constitute quorum at all meetings of Members. A minimum of twenty (20) of these Members shall be student Members (Active or Regular).

If the meeting loses quorum at any point, the meeting becomes a consultative body, without power to make resolutions, and may not transact any official business until quorum is regained.

4.6 Member Motions

A member entitled to vote at an Annual General Meeting of members must submit to the Board notice of any matter that the member proposes to raise at the meeting, referred to in this paragraph as a “member motion,” at least ten (10) days before the Annual General Meeting. Motions and accompanying statements of support may not exceed five hundred words.

The Board and Steering shall circulate any member motions to members five (5) days before the Annual General Meeting via the notification methods as outlined in 4.2.

Motions regarding changes to the Articles and the bylaws are not “member motions” and the procedures outlined in Section 11 must be followed for such motions instead.

4.7 Voting

At any meeting of members every question shall, unless otherwise provided by the Articles or bylaws or by the Act, be determined by simple majority. In case of an equality of votes, the motion does not pass.

Subject to the Act, and the bylaws, any question at a meeting of members shall be decided by a show of hands unless a ballot has been demanded or required.

4.8 Results of Voting

A declaration by the Chair of the meeting as to whether or not the question or motion has been carried, and an entry to that effect in the minutes of the meeting shall, in the absence of evidence to the contrary, be evidence of the fact, even if the number or proportion of the votes recorded in favour of or against the motion has not been recorded.

4.9 Errors or Omission in Notice

If a Member fails to receive notice of the Annual General Meeting via the required channels as outlined in bylaw 4.2 above, the Annual General Meeting shall still be valid.