

What is the Concordia Student Broadcasting Corporation?



What is the CSBC?

- It was constituted in 2000 as a not-for-profit corporation created under federal jurisdiction
- It holds a campus community license granted by the CRTC to broadcast on 1690AM.
- It is funded primarily by a fee levy from Concordia undergraduate students. The fee levy is currently at \$0.43 per credit, annually adjusted to the Consumer Price Index of Canada (roughly \$300K annually).
- CJLO currently broadcasts from a transmitter in Lachine, under a lease expiring on July 31st, 2027.
- The CSBC also owns the equipment for CUARC (Concordia University Amateur Radio Club), which is a ham radio club, and funds it at \$3000 annually (the club is currently inactive, so while inactive, the funds can be used by the CSBC for other purposes, and it has traditionally gone toward the surplus to be used in emergency situations).

Who are the members of CSBC?

The membership of the CSBC is divided in 3 parts:

1. The **student members** who fund the station is for anyone who is a student at Concordia University. They are eligible for membership based on being the main provider of funds to the station and being the campus listed in CJLO's license.
2. The **active CJLO members** are volunteers at CJLO. They become members by volunteering 12 hours over the last 6 months toward CJLO activities.
3. The **active amateur radio members** (CUARC members, currently inactive). They become members by volunteering 12 hours in the last 6 months in amateur (ham) radio activities.

What is the Board of the CSBC?

The Board of Directors of the CSBC is composed of 7 members. The composition is defined in the corporation by-laws. The CRTC requires that a campus community station has representation from students, faculty, radio volunteers and community.

The current board is composed of:

- 2 CJLO members
- 1 CJLO member who must also be a student
- 2 student members
- 1 faculty member
- 1 community member

What is the role of the Board of Directors?

In law the Board of Directors is responsible for the administration of the CSBC. Its main tasks are:

1. Overseeing the strategic directions of the CSBC (and therefore CJLO)
2. Hiring, supervising and evaluating the Station Manager
3. Adopting budgets and reviewing financial statements

Who are the 4 officers of the Board?

- President
- Vice-President
- Secretary
- Treasurer

Tasks of the President

- Be in touch regularly with the Station Manager
- Be responsible for the evaluation of the Station Manager
- Normally sits on the hiring committees representing the Board
- Spokesperson for the CSBC
- Chairs the Board of Directors meeting and General Meetings
- Acts as a signing officer for the CSBC (and therefore CJLO) (contracts and cheques)

Tasks of the Vice-President

- Acts for the president when the president is not able to act

Tasks of the Secretary

- Responsible for taking and safekeeping of the minutes of the Board and General meetings
- Responsible for the calls and sending of the agenda for Board and General meetings
- Responsible for maintaining electronic records and accounts of the station and corporation (accounts, passwords and documentation)
- Acts as a signing officer for the CSBC (and therefore CJLO) (contracts)

Tasks of the Treasurer

- Links the auditors with the bookkeeper to prepare the annual financial statements
- Assists the station manager and bookkeeper that the CRTC annual filing is done on time (November 30th)
- Maintains the proper insurance policies for the CSBC (commercial media) and directors & officers
- Oversees the reserve funds and the investments of the CSBC
- Acts as a signing officer for the CSBC (and therefore CJLO) (cheques)
- Oversees the bookkeeper