

BYLAWS
KHSU COMMUNITY ADVISORY BOARD
Amended and Approved: October 28, 2015

ARTICLE 1. NAME

The name of this body shall be the KHSU Community Advisory Board (CAB)

ARTICLE II. PURPOSE

As a link with the listening community, the CAB provides KHSU management with advice, information, and feedback on such matters as programming, community outreach, budget, planning, hiring and organizational structure, service area, promotion and fund-raising. Station management agrees to initiate meaningful and timely consultation with the CAB on topics of potential interest to community stakeholders. The CAB serves in an advisory capacity, while final decisions are the responsibility of the KHSU management team.

ARTICLE III. MEMBERSHIP

Section A. Composition

1. The CAB values diversity, equality and inclusion in its membership. Equal opportunity in CAB membership shall be afforded to all qualified persons, and no person shall be discriminated against. The CAB will strive for its members to reflect diversity in areas such as (but not limited to); age, gender, sexual orientation, race, culture, ethnicity, profession, and artistic expression, among others.
2. The CAB may not include members of the staff or from the KHSU administrative chain except in an ex-officio or administrative capacity.
3. The CAB should be reasonably representative of the diverse needs and interests of the communities served by KHSU. To the extent practicable, there should be at least one member from each of the major communities served by KHSU.
4. The CAB shall consist of a maximum of twelve (12) individual members who are:
 - a) Actual residents of the KHSU broadcasting area;
 - b) Current financial supporters of KHSU;
 - c) Aware of the KHSU's programming format;
 - d) Aware of KHSU's website, www.khsu.org;
 - e) Interested in the fund-raising needs of the station;
 - f) Aware of the diverse population of the service area.
5. The CAB shall be self-appointing and self-governing. The Chair may reserve a seat on the CAB for a student representative.

6. The station's general manager or a management-appointed staff member shall be a non-voting ex officio member of the CAB.

Section B. Nomination and Selection

1. The CAB will review submitted applications for membership.
2. Whenever the number of voting CAB members falls below 12, the Board shall work with staff to recruit new members. Vacancies shall be publicized on-air and through other means to attract as diverse a range of applicants as reasonable.
3. Applications for CAB membership will stay active for one year from the date of submission.
4. Immediately after the meeting at which vacancies are identified and confirmed, the CAB will notify the program director to run an on-air recruiting announcement. The announcement will inform interested persons that they can submit an application for CAB membership at any time, but to be considered for the current vacancies they must apply by a given date, and explain the various ways to submit an application. The closing date should be at least 10 days prior to the next CAB meeting.
5. The CAB members will review and discuss the applications and be prepared to notify the candidate(s) prior to the next scheduled meeting. If so approved, the new members will be notified of their selection and be seated at the following month's meeting.

Section C. Tenure

1. All voting members shall serve staggered terms of three (3) years. The terms of CAB members shall begin in January and shall be staggered so that four (4) member's terms begin and end each year.
2. CAB members shall be eligible to serve two (2) complete three-year terms. Applications by members wishing to serve beyond two terms may, if the CAB so chooses be considered with all other pending applications.

Section D. Officers

1. Officers of the CAB consist of a Chair and a Secretary. The Chair presides at all meetings of the CAB, is available to consult with members of the KHSU management team, and acts as an informal liaison between the CAB and station management between regular meetings.

The Secretary records the minutes of the CAB meetings, and presides in the absence of the Chair. If either the Chair or the Secretary is unable to attend a regular or

special meeting of the CAB, the CAB will choose a temporary presiding officer and secretary for the purpose of that meeting.

2. Officers are elected for terms of two (2) years each, starting in January. Officers are eligible for reelection.

Section E. Attendance

A CAB member who is absent for two (2) consecutive meetings without giving prior notice shall be expected to resign, unless the CAB approves an individual exception.

Section F. Voting

1. For matters which involve a vote or official collective statement from the CAB, such items will be included in the agenda, and the motion, second and the count of such votes recorded in the minutes.
2. If a quorum is not present at a CAB meeting or if more urgent action is needed, the CAB may take action email vote.
 - a) For an email vote, any voting member of the CAB may make a motion to the KHSU-CAB list serve. The motion should describe the need for urgent action, and the specific motion. Email motions will need a second to move forward. In response, each CAB member may post comment, questions, or relevant requests for more information to the list serve regarding the motion. Each voting CAB member may vote once on the motion.
 - b) The Secretary will post a message that an e-mail motion has passed if a majority of voting CAB members have posted e-mail votes in favor of a motion. The Secretary will report the text of the e-mail motion and the count of votes at the next CAB meeting, and this report will be included in the minutes.

Section G. Dismissal

A CAB member may be dismissed before the completion of his/her term if the member:

- a) Misses two (2) consecutive meetings without prior notices;
- b) Relocates out of the broadcast area;
- c) Gives cause, i.e. when a member's actions are not in the best interest of the station and establish sufficient and compelling reasons for dismissal as determined by the station management and the CAB.

ARTICLE IV. MEETINGS AND NOTICE

Section A. Meetings

Meetings of the CAB are open to the public. Regular meetings are held on the last Wednesday of every month. The CAB may combine, skip, or re-schedule meetings at its discretion as long as the Board meets at least once in a 60 day period and so long as a good faith effort is made to schedule any CAB meeting at a time when the majority of Board members can attend. Special meetings may be held at any time, at the request of station management or the CAB.

Section B. Meeting Notice and official communications

KHSU staff shall ensure that CAB meeting times and locations be broadcast on the air and published on the KHSU website (khsu.org) and in local publications, preferably with at least one week's notice. CAB member's geographical affiliation shall be published and archived on the website. One or more CAB members shall give periodic oral or written reports to the President of Humboldt State University in his or her capacity as the licensee of KHSU.