

**BYLAWS**  
**OF**  
**COMMUNITY MEDIA CENTER OF MARIN**

*revised November 1, 2011*

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# **BYLAWS OF COMMUNITY MEDIA CENTER OF MARIN**

## **ARTICLE I. NAME**

### **Section 1.01--Name**

The name of the organization shall be Community Media Center of Marin.

## **ARTICLE II. OFFICES OF THE CORPORATION**

### **Section 2.01--Principal Office**

The principal office for the transaction of the activities and affairs of Community Media Center of Marin shall be located within the County of Marin, California.

### **Section 2.02--Registered Office and Registered Agent**

The Community Media Center of Marin shall have and continuously maintain in the State of California a registered office, and a registered agent whose office is identical with such registered office, as required by California non-profit corporation law. The registered office may be, but need not be, the same as its principal office in the State of California. The Board of Directors may change the registered office or the registered agent at such office, or both, from time-to-time by compliance with applicable provisions of California non-profit corporation law.

## **ARTICLE III. PURPOSES**

### **Section 3.01--Purposes**

This corporation is formed for scientific, pan-cultural, educational, and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). Its specific purposes are:

- (a.) To provide, maintain, and operate centralized and distributed community based media production facilities and equipment;

- (b.) To support, produce, and distribute the widest possible range of noncommercial, community-based media content and programs;
- (c.) To provide all Marin residents access to the necessary services and resources needed to produce programming and content, including the provision of education and training, ranging from basic media literacy to advanced content production;
- (d.) To encourage the use of access channels among a wide range of individuals, organizations, ethnicities and institutions within Marin County;
- (e.) To facilitate the use of access channel(s) as a public forum which promotes a free exchange of ideas, information, and creative expression;
- (f.) To assure that no censorship over program content of the public access channel(s) exists, except as necessary to comply with the Cable Communication Policy of 1984 (or the corresponding provision of any future federal cable television or telecommunications law), and the Federal Communications Commission prohibition of material that is obscene, contains commercial advertising or conducts a lottery.
- (g.) To create awareness, sharing, and understanding of the variety of local interests, views, values, and cultures that emanate from the different segments of the Marin community.
- (h.) To promote diverse community dialogue and involvements that foster and facilitate local cultural education and understanding.
- (i.) To solicit additional funds and resources and serve as vehicle for the funding of the Community Media Center and PEG access activities in Marin County.
- (j.) To conduct or support any and all other lawful things in furtherance of the foregoing charitable and educational purposes, either manifest or latent.

## **ARTICLE IV. MEMBERSHIP**

### **Section 4.01--Initial Members**

The initial members of Community Media Center of Marin shall be limited to the Board of Directors. No later than October 30, 2009 the membership of the Community Media Center of Marin shall be expanded and function as described in the following subsections of Article IV. - Membership, and in Article V. - Meetings of Members, and in Article VI. - Voting by Members.

### **Section 4.02--Membership Qualifications**

Membership in the Community Media Center of Marin is open to: (1) any person who is a resident of the Marin County; (2) any non-profit organization, business, or institution with an office located in the Marin County or serving or having as members Marin County residents; (3) any person who is an employee or member of such non-profit organization or institution; or (4) any person who is employed by a business located in Marin County. Such persons, organizations, or institutions that are in substantial agreement with the objectives of the organization as set forth in the Articles of Incorporation shall be eligible for membership upon completion of a membership application and upon compliance with conditions as may be prescribed by the Board of Directors. Parental permission is required for youths 16 years of age or under. Membership is available to all those eligible without discrimination.

#### **Section 4.03--Classes of Members**

There shall be two (2) classes of voting members in the Community Media Center of Marin:

- (a) Individual members shall be those persons who meet the requirements delineated in 4.02.
- (b) Organizational members shall be non-profit organizations, businesses, or institutions which meet those membership requirements delineated in 4.02, and:  
(1) whose principal address is in Marin County; or (2) have Marin County residents as members; or (3) serve residents of Marin County.

#### **Section 4.04--Voting Rights**

Individual members and organizational members shall have the right to vote as set forth in these Bylaws; on the election of Directors; on change to these Bylaws as designated in Section 15.02 on any merger and its principal terms and the amendment of those terms; and on any election to dissolve the Community Media Center of Marin. Organizational members shall designate one person to vote on behalf of that organizational member. In addition, those members shall have all rights afforded members under California non-profit corporation law. No proxy voting is permitted.

#### **Section 4.05--Dues and Terms of Membership**

The Board may establish annual dues for individual and organizational members and specify requirements of membership, if any.

#### **Section 4.06--Transfer of Membership**

No membership or right arising from membership shall be transferable.

### **ARTICLE V. MEETINGS OF MEMBERS**

### **Section 5.01--Place of Meeting**

Meetings of the members shall be held at any place within Marin County designated by the Board. In the absence of any such designation, meetings shall be held at the principal office of the Community Media Center of Marin.

### **Section 5.02--Annual Meeting of Members**

The Community Media Center of Marin shall hold an Annual Meeting during the month of October of each year, at a time and place to be determined by resolution of the Board. During the period when the Board of Directors are the only members and during the time at which membership has been expanded, notice of the Annual Meeting shall be given in accordance with Section 5.04 of these Bylaws, except that notice must be given at least thirty (30) days prior to the meeting and be announced on at least the public/community access channel, and published in a newspaper of general circulation.

### **Section 5.03--Special Meetings**

- (a) A special meeting of the members may be called at any time by the Chairperson of the Board, the Board of Directors, or by a written request submitted to the Secretary of the Community Media Center of Marin by five percent (5%) or more of the members of Community Media Center of Marin. Said request should specify the nature of the business to be transacted at the special meeting.
- (b) Special meetings shall be held at least thirty (30) days and no more than ninety (90) days after being called.

### **Section 5.04--Notice Requirement for Members' Meetings**

Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given, in accordance with Sections 5.05 and 5.06 of these Bylaws to each member entitled to vote at the meeting. That notice shall specify the place, date, and hour of the meeting and:

- (a) For a Special Meeting, the general nature of the business to be transacted (no other business may be transacted);
- (b) For the Annual Meeting, those matters that the Board at the time notice is given intend to present for action by the members. Except as provided by Section 5.05 of these Bylaws, any proper matter may be presented at the Annual Meeting.



### **Section 5.05--Notice of Certain Agenda Items**

Approval by the members of any of the following proposals other than by unanimous approval by those entitled to vote is valid only if the notice or written waiver of notice states such actions are to be considered:

- (a) Removing a Director without cause.
- (b) Filling vacancies on the Board.
- (c) Amending the Articles of Incorporation.
- (d) Electing to wind-up and dissolve the Community Media Center of Marin.
- (e) Amending Section 10.02 of these By-Laws.

### **Section 5.06--Manner of Giving Notice**

- (a) Notice of any meeting of members shall be in writing and shall be given at least ten (10), but not more than ninety (90) days before the meeting date. The notice shall be given either personally or by first-class mail, email, or by other means of written communications, the charges prepaid, and shall be addressed to each member entitled to vote under Section 6.08 of these By-Laws, at the address of that member appearing on the books of the Community Media Center of Marin or at the address given to the Community Media Center of Marin by the member for purposes of notice. If no address appears in the Community Media Center of Marin 's books and no address has been so given, notice shall be deemed to have been given if notice is published at least once in a newspaper of general circulation in the City.
- (b) An affidavit of the mailing of any notice of any members' meeting, or of the giving of such notice by other means, shall be executed by the Secretary of the Community Media Center of Marin and shall be filed and maintained in minutes of the Community Media Center of Marin.

### **Section 5.07--Waiver of Notice or Consent by Attendance**

The members' attendance at a meeting shall constitute a waiver of notice of the meeting, unless the member objects at the beginning of the meeting to the transaction of any business because the meeting was not legally called or convened. However, attendance at the meeting is not a waiver of any right to object to the consideration of matters required to be included in the notice of the meeting but not so included, if that objection is expressly made at the meeting.

### **Section 5.08--Presiding Officers**

The Chairperson of the Board of Directors shall preside at all regular or special meetings of the members, and in that person's absence the Vice Chairperson shall serve in this capacity. The Secretary of the Board shall keep or cause to be kept minutes of all meetings.

## **ARTICLE VI. VOTING BY MEMBERS**

### **Section 6.01--Quorum**

A quorum for the transaction of business at any meeting of the membership, or any action by written ballot, shall consist of ten percent (10%) of the membership of the Community Media Center of Marin. However, if any special or annual meeting is actually attended by less than one-third (1/3) of the voting power, the only matters that may be voted on are those of which notice of their general nature was given under Section 5.04 of these Bylaws.

### **Section 6.02--Loss of Quorum**

Subject to Section 6.01 above of these Bylaws, the members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment even if enough members have withdrawn to leave less than a quorum, if any action taken, other than adjournment, is approved by at least a majority of the members required to constitute a quorum and was included in the notice of the meeting.

### **Section 6.03--Adjournment and Notice of Adjourned Meetings**

Any members' meeting, whether or not a quorum is present, may be adjourned from time to time by the vote of the majority of the members represented at the meeting. No meeting may be adjourned for more than forty-five (45) days. When a members' meeting is adjourned to another time and place, notice need not be given of the adjourned meeting if the time and place to which the meeting is adjourned are announced at the meeting at which adjournment is taken. If after adjournment a new record date is fixed for notice or voting, a notice of the adjourned meeting shall be given to each member who, on the record date of the notice of the meeting, is entitled to vote at each meeting. At the adjourned meeting, the Community Media Center of Marin may transact any business that might have been transacted at the original meeting.

### **Section 6.04--Eligibility to Vote**

Subject to the provisions of California nonprofit corporation law, members entitled to vote at any meeting of members shall be individual members and organizational

members in good standing as of the record date under Section 6.08 of the Bylaws.

### **Section 6.05--Voting**

Each member entitled to vote shall be entitled to cast one vote on each matter submitted to a vote of the members. Voting may be by voice or ballot, except votes for Directors may only be cast by written ballot, returned in person or by first class mail, email, or other means of written communication.

### **Section 6.06--Approval by Majority Vote**

If a quorum is present, the affirmative vote of a majority of the members represented at the meeting entitled to vote and voting on any matter shall be the act of the members unless the vote of a greater number is required by the Articles of Incorporation or these Bylaws.

### **Section 6.07--Action by Written Ballot Without a Meeting**

(a) Any action that may be taken at any meeting of members may also be taken without a meeting by complying with Sections (1) and (2) below.

(1) Solicitation of Written Ballots. The Community Media Center of Marin shall distribute one (1) written ballot to each member entitled to vote on the matter. Such ballots shall be mailed or delivered in the manner required by Section 5.06 of the Bylaws. All solicitation of votes by written ballot shall: (a) indicate the number of responses needed to meet the quorum requirements, (b) with respect to ballots other than for election of Directors, state the percentage of approval necessary to pass the measure or measures, and (c) specify the time by which the ballots must be received in order to be counted. Each ballot so distributed shall: (a) set forth the proposed action, (b) provide the members with an opportunity to specify approval or disapproval of each proposal, and (c) provide a reasonable time within which to return the ballot to the Community Media Center of Marin. In any election of Directors, a written ballot that the member marks "withhold" or otherwise marks in a manner indicated that authority to vote is withheld shall not be voted either for or against the election of a Director.

(2) Number of Votes and Approvals Required. Approval by written ballot shall be valid only when the number of votes cast by ballot, including those ballots that are marked "withhold" or otherwise indicate that authority to vote is withheld, within the time specified equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required for approval at a meeting at which the total number of votes cast is the same as the number of votes cast by written ballot without a meeting.

- (b) Written ballots may not be revoked.
- (c) All written ballots shall be filed with the Secretary of the Community Media Center of Marin and maintained in the corporate records for at least three (3) years.

#### **Section 6.08--Record Date for Notice, Voting, Written Ballots and Other Actions**

- (a) For purposes of determining the members entitled to notice of any meeting, entitled to vote at any meeting, or entitled to exercise any rights with respect to any lawful action, the Board may in advance fix a record date. The record date so fixed shall not be more than sixty (60) or less than ten (10) days before the date of the meeting.
- (b) For voting by written ballot, the record date shall not be more than sixty (60) days before the day on which the first written ballot is mailed or solicited.
- (c) For purposes of Sections (a) and (b) above a person holding a membership at the close of business on the record date shall be a member of record.
- (d) If not otherwise fixed by the Board, the record date for determining members entitled (1) to receive notice of a meeting of members shall be the business day preceding the day on which notice is given, or if notice is waived, the business day preceding the day on which the meeting is held, and (2) to vote at a meeting of members shall be the day on which the meeting is held.
- (e) If not otherwise fixed by the Board, the record date for determining those entitled to vote by written ballot shall be the day on which the first written ballot is mailed or solicited.

#### **Section 6.09--Proxy**

There shall be no voting or other action by proxy, except that any organizational member may, by notice filed with the Secretary, designate a person to exercise a vote of the organization.

### **ARTICLE VII. THE BOARD OF DIRECTORS**

#### **Section 7.01--General Powers of the Board of Directors**

Subject to the provisions and limitations of California non-profit corporation law and any other applicable laws and subject to any limitations of the Articles of Incorporation or the Bylaws regarding action that require approval of the members, the Community Media Center of Marin activities and affairs shall be managed and all corporate powers shall be exercised by or under the direction of the Board.

### **Section 7.02--Qualifications**

- (a) All members of the Board must be individual members in good standing of Community Media Center of Marin.
- (b) The Board of Directors shall not include as voting members any elected official or officer of the County of Marin or of any incorporated City or Town in Marin County.
- (c) Notwithstanding Section 7.02 (b), the designated directors appointed by the Marin Telecommunication Authority pursuant to Section 7.04(e) maybe elected officials or officers of the County of Marin or of any incorporated City or Town in Marin County.

### **Section 7.03--Composition of the Initial Board**

- (a) The Board may consist of persons who as closely as possible represent the racial, ethnic, geographic, social, and economic diversity of Marin County. Further, the Board may also represent the broad base of community interests as reflected in the variety of non-profit organizations and institutions serving Marin County and may represent access producers and persons with knowledge and expertise that will benefit the corporation.
- (b) The Initial Board of Directors shall consist of not less than twelve (12) or more (16) sixteen voting members.
- (c) Five (5) of the twelve (12) members of the Initial Board shall be appointed by the (*Board of Conveners*). The remaining Board members shall be appointed in accordance with the provisions of Sections 7.04 (d) and 7.04 (e) below.

### **Section 7.04--Composition of Ongoing Board**

- (a) The Board may consist of persons who as closely as possible represent the racial, ethnic, geographic, social, and economic diversity of Marin County. Further, the Board may also represent the broad base of community interests as reflected in the variety of non-profit organizations and institutions serving Marin County) and may represent access producers and persons with knowledge and expertise which will benefit the corporation.
- (b) The Ongoing Board of the Community Media Center of Marin shall consist of not less than twelve (12) or more than sixteen (16) voting members.
- (c) "Elected Directors" shall consist of five (5) Directors elected by the membership.

- (d) "Appointed Directors" may consist of three (3) Directors appointed by the majority of the Board. The appointment shall be made by the newly elected Directors at each Organizational Meeting of the Board required by Section 7.10 of these Bylaws, or as soon thereafter as possible.
- (e) "Designated Directors" shall consist of one (1) Director appointed by the Marin County Office of Education representing K-12 schools, two (2) Directors representing post secondary educational institutions, one (1) of which shall be appointed by College of Marin and one (1) appointed by Dominican University, one (1) Director appointed by the Marin Arts Council to represents artists and arts organizations, one (1) Director designated by the Center for Volunteer and Nonprofit Leadership to represent nonprofit organizations, one (1) Director appointed by the Marin Chambers of Commerce, and two (2) Directors appointed by the Marin Telecommunications Authority to represent local government entities in Marin County.

#### **Section 7.05--Terms of Board Members**

- (a) The initial "Elected Directors" shall draw lots so that two (2) shall have terms which expire on the date of the annual meeting of the Community Media Center of Marin in 2009; two (2) shall have terms which expire on the date of the annual meeting in 2010, and one (1) shall have a term which shall expires on the date of the annual meeting in 2011.
- (b) Elected Directors shall serve three (3) year terms.
- (c) Appointed and Designated Directors Shall serve one (1) year terms.
- (d) A term of each Director shall end on the date of the Annual Meeting nearest the end of his or her term, but not before a successor is duly elected and qualified.

#### **Section 7.06--Resignation**

- (a) Any Director may resign effective upon giving written notice to the Chairperson or the Secretary, unless the notice specifies a later time for the resignation to become effective. Except on notice to the Attorney General, no Director may resign when the Community Media Center of Marin would then be left without a duly elected Director in charge of its affairs.
- (b) Failure of a Director to participate in three (3) consecutive Board meetings shall be deemed a voluntary resignation from office, effective seven (7) days following the third meeting. Exceptions may be granted by resolution of the Board.

#### **Section 7.07--Events Causing Vacancies**

- (a) A vacancy or vacancies on the Board shall exist on the occurrence of the

following: (1) the death or resignation of any Director; (2) the vote of the members, or (3) if the Corporation has fewer than 50 members, the vote of the majority of all members to remove a Director. The Board must approve the removal of an Appointed or Designated Director by the members.

- (b) The Secretary of the Community Media Center of Marin shall notify the affected Director of any action taken under this Section and Section 7.06 (b) by certified mail (return receipt) within seven (7) days.

#### **Section 7.08--Filling Vacancies**

Except for the vacancy created by the removal of a Director by the members, vacancies on the Board of elected or appointed Directors may be filled by a majority of the Directors then in office, whether or not less than a quorum, or by a sole remaining Director. Vacancies of Designated Directors shall be filled by the entity that designated the departing Director. The members may fill any vacancy or vacancies not filled by the Directors after six months of the vacancy. The Directors so appointed shall serve the remaining term of the vacant seat.

#### **Section 7.09--Regular Meetings**

The Board of Directors shall schedule regular meetings for the transaction of the Community Media Center of Marin business and shall schedule these meetings at least quarterly throughout the year. Regular meetings will be held at a time and place determined by resolution of the Board without other notice than such resolution. Schedules and notices of Board meetings will be made available to members and the public and prominently posted in the office of the Community Media Center of Marin. The minutes of the previous meetings shall be prominently posted in the office of the Community Media Center of Marin.

#### **Section 7.10--Organizational Meetings**

Immediately after each annual meeting of members, the Board shall hold a regular meeting for purposes of organization, election of officers, appointment, and transaction of other business. Notice of this meeting is not required.

#### **Section 7.11--Special Meetings**

The Chairperson, Vice-chairperson, or any two (2) Directors of the Board may call special meetings of the Board at any time. Written notice of the time and place of special meetings shall be mailed via first-class mail or mailed via electronic mail (e-mail) to each Director at least four (4) calendar days before such a meeting is held or two (2) days before the meeting if notice is given via telephone or in person. Special meetings of the Board may be held at a place designated by the Board or at the principal office. Schedules and notices of special meetings shall be posted two (2) days in advance of any special meetings in the manner delineated in Section 7.09. Attendance at any

meeting by a Director shall constitute a waiver of notice of the meeting except where a Director attends a meeting for the expressed purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

#### **Section 7.12--Quorum**

A quorum shall be a majority of the current members of the Board of Directors.

#### **Section 7.13--Majority Vote**

No action of the Board shall be valid unless approved by a majority of those Board Members attending the meeting. There shall be no vote by proxy.

#### **Section 7.14--Compensation**

Directors shall receive no compensation for services as Directors, but may be reimbursed for any reasonable expenses, approved by the Board.

### **ARTICLE VIII. THE ELECTION OF DIRECTORS**

#### **Section 8.01--Nomination by Petition**

Any individual member in good standing may be nominated by the membership using the following procedure:

- (a) The Board shall send notice to all members of the Community Media Center of Marin notifying them of the procedures, time frame, and deadline for filing a petition for nomination to the Board of Directors. Such notice shall indicate the numbers of Directors to be elected in each year.
- (b) Any petition for nomination must be signed no more than four (4) months preceding the record date for the Annual Meeting and must be submitted to the Secretary by the date designated by the Board as the deadline for receiving nomination petitions.
- (c) Irrespective of the number of members of the Community Media Center of Marin, petitions for nomination must contain a total of at least ten (10) signatures of individual members or representatives of organizational members. Only one signature per organizational member is permitted.

#### **Section 8.02--Nomination of Board Members**

A Board Development Committee created by the Board of Directors shall propose a



candidate for each opening for an elected member on the Board. The Board Development Committee is encouraged to ensure that nominees for the Board represent as closely as possible the racial, ethnic, geographic, social, and economic diversity of the County of Marin. The proposed slate of candidates shall be communicated to the membership, in a manner determined by the Board, no less than twenty (20) days prior to the record date of the Annual Meeting.

### **Section 8.03--Inspectors of Election**

No later than thirty (30) days prior to the close of nominations, the Board may appoint Inspectors of Election to monitor the election proceedings. The number of inspectors shall be either one or three. The Inspector(s) of Election shall determine the memberships outstanding and voting power of each; receive votes, ballots, or consents; establish the existence of a quorum; determine when the ballots shall be received; hear and determine all challenges and questions in any way arising in connection with the right to vote; count and tabulate all votes or consents; determine the result and do such acts as may be proper to conduct the election or votes with fairness to all members. The Inspector(s) of Election shall perform their duties impartially, in good faith, to the best of their ability, and as expeditiously as is practical. If there are three Inspector(s) of Election, the decision, act or certificate of a majority is effective in all aspects as the decision, act or certificate of all.

### **Section 8.04--Election by Mailed Ballot**

- (a) Subject to Section 8.03, election of all of the elected Directors shall be accomplished by written ballot that shall be delivered to all classes of members of the Community Media Center of Marin and returned by them in accordance with Section 6.07 of these Bylaws.
- (b) Each member, shall, in writing, cast votes for not more than the number of positions that are available. Each vote shall be for a different person.
- (c) Violation of any provision of this Section shall invalidate the member's entire ballot.
- (d) In the event that two (2) or more persons each receive the same number of votes, the Chairperson shall determine, by lot, which person(s) shall be seated as a Board member.

### **Section 8.05--Certification of Election**

At the annual meeting of the Community Media Center of Marin required as per Section 5.02, the results of the election of Directors shall be announced and certified and the new Directors shall take their seats upon the Board.

## **ARTICLE IX. OFFICERS**

### **Section 9.01--Qualifications of Elected and Appointed Officers**

All elected, designated and appointed officers of the Community Media Center of Marin shall be individual members of the Community Media Center of Marin in good standing and shall be 18 years of age or older.

### **Section 9.02--Designation of Officers**

The officers of the Community Media Center of Marin shall be a Chairperson, a Vice-chairperson, Secretary, and a Treasurer. The Board shall choose the officers from the members of the Board.

### **Section 9.03--Election of Officers**

The officers of the Community Media Center of Marin shall be chosen by a majority vote of the Board and shall serve at the pleasure of the Board.

### **Section 9.04--Resignation of Officers**

Any officer may resign at any time by giving written notice to the Community Media Center of Marin. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to the rights, if any, of the Community Media Center of Marin under any contract that the officer has signed as an agent of the Community Media Center of Marin.

### **Section 9.05--Removal of Officers**

Any officer may be removed from office by ordinary resolution of the Board when, in their judgment, the purposes and/or best interests of the Community Media Center of Marin shall be served thereby. Removal of an officer shall be without any prejudice to the rights, if any, of the Community Media Center of Marin under any contract that the officer has signed as an agent of the Community Media Center of Marin.

### **Section 9.06--Vacancies**

Any vacancy among the officers shall be filled for the unexpired term by ordinary resolution of the Board.

### **Section 9.07--Terms of Office**

The terms of office for the officers of the Community Media Center of Marin shall

commence with the organizational meeting of the Board following the Annual Meeting of the members and shall conclude at the organization meeting of the Board following the next Annual Meeting.

#### **Section 9.08--Chairperson**

The Chairperson of the Board shall preside at meetings of the Board and shall exercise and perform such other duties and powers as the Board may assign from time to time. If there is no Executive Director, the Chairperson of the Board shall also be the Chief Executive Officer and shall have the powers and duties of the Executive Director of the Community Media Center of Marin prescribed by these Bylaws.

#### **Section 9.09--Executive Director**

Subject to such supervisory powers as the Board may give to the Chairperson of the Board, if any, and subject to the control of the Board, the Executive Director shall be the general manager of the Community Media Center of Marin and shall supervise, direct, and control the activities and affairs of the Community Media Center of Marin. The Executive Director shall have such other powers and duties as the Board or these Bylaws may prescribe.

#### **Section 9.10--Vice-Chairperson**

If the Chairperson is absent or disabled, the Vice-chairperson shall perform all duties of the Chairperson. When so acting, the Vice-chairperson shall have all powers of and be subject to all restrictions on the Chairperson. The Vice-chairperson shall have such other powers and perform such other duties as the Board or their Bylaws may prescribe.

#### **Section 9.11--Secretary**

- (a) The Secretary shall keep or cause to be kept, at principal office of the Community Media Center of Marin or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board, of Committees, and of members' meetings. The minutes shall include the time and place that the meeting was held, whether the meeting was annual, regular, or special, and if special, how authorized, the notice given, the names of those present at the Board and committee meetings, and the number of members present or represented at members' meetings. The Secretary shall keep or cause to be kept, at the principal office, a copy of the Articles of Incorporation and Bylaws, as amended to date.
- (b) The Secretary shall keep, or cause to be kept, at the principal office of the Community Media Center of Marin or at a place determined by resolution of the Board, a record of the members of the Community Media Center of Marin, showing each member's name, address, class, and status of membership.

- (c) The Secretary shall give, or cause to be given, notice of all meetings of members, of the Board and of committees of the Board required by these Bylaws to be given. The Secretary shall keep the corporate seal in safe custody and shall have other powers and perform such other duties as the Board or these Bylaws may prescribe.

#### **Section 9.12--Treasurer**

The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of properties and transactions of the Community Media Center of Marin. The Treasurer shall give or cause to be given to the members and Directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any Director at all reasonable times.

### **ARTICLE X. INDEMNIFICATION AND INSURANCE**

#### **Section 10.01--Indemnification of Officers**

Any member of the Board of Directors and any officer of the Community Media Center of Marin, as a condition of accepting said office, shall be indemnified by the Community Media Center of Marin against expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit, or proceedings in which he or she is made a party by reason of having been or being a member of the Board of Directors or an officer of the Community Media Center of Marin, except for breach of the duty of loyalty to the corporation, for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit. Such right of indemnification is not to be deemed exclusive of any right to which he or she may be entitled under the laws of the State of California, these Bylaws, agreements, vote of members, or otherwise.

#### **Section 10.02--Exemption of Property**

The private property of the members and Board of Directors of the Community Media Center of Marin shall not be liable for corporate debts to any extent whatsoever. This section of these Bylaws shall not be amended except by the unanimous vote of the members and the Board of Directors.

#### **Section 10.03--Insurance**

The Community Media Center of Marin shall have the right to purchase and maintain insurance on behalf of its officers, Directors, employees, and other agents, against any liability asserted against or incurred by any officer, Director, employee, or agent in such capacity or arising out of the officer's, Director's employee's, or agent's status as such.

## **ARTICLE XI. COMMITTEES OF THE BOARD**

### **Section 11.01--Standing Committees**

The Board shall appoint three standing committees: an Executive Committee, a Finance Committee, and a Board Development Committee. Each Standing Committee shall consist of at least three (3) Board members and shall be appointed from among the members of the Board. No Board member shall serve on more than two (2) Standing Committees. The Executive Director shall be a non-voting member of each committee.

### **Section 11.02--Duties of the Executive Committee**

The Executive Committee shall have the power to act as the Board of Directors in between Board meetings. Regardless of Board resolution, the Executive Committee shall not:

- (a) Take any final action on any matter that, under California non-profit corporation law, also requires approval of the members or approval of a majority of all members;
- (b) Fill vacancies on the Board or on any committee that has the authority of the Board;
- (c) Amend or repeal Bylaws or adopt new Bylaws;
- (d) Amend or repeal any resolution of the Board that, by its express terms, may not be amended or repealed;
- (e) Create any other committee of the Board or appoint the members of committees of the Board;
- (f) Expend corporate funds to support a nominee for Director; or
- (g) Approve any contract or transaction to which the Community Media Center of Marin is a party and in which one or more of its Directors has a material financial interest.

### **Section 11.03--Duties of the Finance Committee**

The Finance Committee shall review the Annual Financial Statement, approve annual audit reports, and recommend to the Board the selection of and fees to be paid to an independent Certified Public Accountant for the Community Media Center of Marin. It shall be the responsibility of the Finance Committee to report to the Board of Directors whether the Community Media Center of Marin is meeting its projected budget, on the

scope and adequacy of the annual audits and related fees, to continually monitor and report to the Board of Directors on the effectiveness and adequacy of the internal accounting controls of the Community Media Center of Marin, and include in that report its findings as to whether or not any errors, omissions, criticisms, or recommendations contained in the management letter of the independent Certified Public Accountant, if one accompanies the annual audits, has been properly dealt with. The Finance Committee shall have such other duties as may be delegated to it by the Board from time to time.

#### **Section 11.04--Duties of the Board Development Committee**

The Board Development Committee shall carry out its duties in accordance with the procedures specified in Sections 8.01 and 8.02 of these Bylaws, and shall carry out such other duties as may be required by the Board from time to time.

#### **Section 11.05--Minutes of Standing Committees**

The minutes or a report of each Standing Committee shall be submitted to the Board no later than the Board's next regular meeting.

#### **Section 11.06—Ad Hoc Committees**

The Board may establish ad hoc committees from time to time and these committees shall have such duties as may be conferred on them by the Board. Such Committees may be comprised of Board members and non-Board members, provided that after October 30, 2009 appointees must be members in good standing of the Community Media Center of Marin. Minutes and actions of all such Committees shall be submitted to the Board.

#### **Section 11.07--Advisory Council**

The Board of Directors may establish an Advisory Council to provide advice, expertise, and assistance to the Community Media Center of Marin.

### **ARTICLE XII. PERFORMANCE OF COMMUNITY MEDIA CENTER OF MARIN**

#### **Section 12.01--Reporting Requirements**

An annual report regarding its fiscal and operational activities shall be prepared and distributed.

#### **Section 12.02--Auditing and Inspection Requirements**

The Community Media Center of Marin shall contract for an audit of its records with a

Certified Public Accountant on an annual basis and its records shall be open to the membership for inspection.

### **ARTICLE XIII. MISCELLANEOUS**

#### **Section 13.01--Non-Discrimination**

The Community Media Center of Marin shall ensure that no individual is discriminated against with regard to membership, services, access to information or any activity of the Community Media Center of Marin because of race, national origin, sex, age, sexual orientation, religion, disability, political affiliation, or economic status; including those who historically have been denied media access. This Section does not guarantee a right in any person or organization to have any program distributed over the channels governed by the Community Media Center of Marin.

#### **Section 13.02--Meetings of the Community Media Center of Marin**

All meetings of the Community Media Center of Marin and the Board are open to the public except for those items that are determined by a majority of the Board to be confidential. All meetings of the Community Media Center of Marin and the Board shall be held following Robert's Rules of Order, provided that the failure to observe Robert's Rules of Order shall not invalidate any action taken.

### **ARTICLE XIV. DISSOLUTION**

#### **Section 14.01--Corporate Dissolution**

Upon the dissolution of this corporation, the governing body shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law), as the governing board shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE XV. AMENDMENT OF BYLAWS**

### **Section 15.01--Membership Rights Limitation**

Subject to the right of the members under Section 15.02, the Bylaws of the Community Media Center of Marin may be adopted, amended, or repealed only by two-thirds (2/3) vote of the Board of Directors.

### **Section 15.02--Members Approval Required**

Once members have been admitted to the Community Media Center of Marin, the Board may not, without the approval of the members, specify or change any Bylaw provision that would:

- (a) Fix or change the authorized number of Directors.
- (b) Fix or change the minimum or maximum number of Directors.
- (c) Change from a fixed number to a variable number of Directors, or vice versa.
- (d) Increase or extend the terms of Directors.
- (e) Increase or decrease the quorum for members meeting.
- (f) Repeal, restrict, create, expand, or otherwise change proxy rights.
- (g) Wind-up and dissolve Community Media Center of Marin.
- (h) Amend Section 10.02 of these By-Laws.
- (i) Amend Section 15.02 of these By-Laws

### **Section 15.03--Amendments by Members**

New Bylaws may be adopted or these Bylaws may be amended or repealed by approval of a majority of all members provided, however, that any amendment that would affect the rights of a membership class as to voting or transfer in a manner different than the action affects another class must be approved by the majority of members of that adversely affected class. No amendment may extend the term of Director beyond that for which the new Director was elected.

### **Section 15.04--Manner of Giving Notice**

The membership of the Community Media Center of Marin shall be notified of any proposal to amend these Bylaws under this Article. Such notice shall be given in the same manner as Section 5.06 of these Bylaws.





## **Section 15.05--Record of Amendments/Changes to the CMCM By-Laws**

**On April 23, 2009 the CMCM Board amended the By-laws:**

- a. to include "email" in section 5.06
- b. to include "mail and written" section 8.

*(The changes were made prior to the enrollment of members to the CMCM)*

**On November 1, 2011, the CMCM Board and Membership amended the By-Laws:**

- a. to add a higher education board seat for Dominican University in section 7.04 e
- b. to increase maximum board size to (16) sixteen in 7.03 b