

**FOR APPROVAL****PUBLIC****OPEN SESSION****TO:** University Affairs Board**SPONSOR:** Sandy Welsh, Vice-Provost, Students**CONTACT INFO:** Phone (416) 978-3870 / Email [vp.students@utoronto.ca](mailto:vp.students@utoronto.ca)**PRESENTER:** John Monahan, Warden, Hart House**CONTACT INFO:** Phone (416) 978-2436 / Email [john.monahan@utoronto.ca](mailto:john.monahan@utoronto.ca)**DATE:** February 27, 2018 for March 6, 2017**AGENDA ITEM:** 6**ITEM IDENTIFICATION:**

Hart House Constitution: Revisions

**JURISDICTIONAL INFORMATION:**

The Hart House Constitution provides that the Board of Stewards may recommend amendments to the Governing Council.

Section 5.1.3. (c) of the University Affairs Board Terms of Reference notes that “The Board approves the Constitution of Hart House.”

**GOVERNANCE PATH:**

1. **University Affairs Board (March 6, 2017) [For Approval]**
2. Governing Council (April 4, 2017) [For Information]

**PREVIOUS ACTION TAKEN:**

The Constitution of the Board of Stewards of Hart House was first approved by the University Affairs Board on February 8, 1994. Subsequent revisions to the Constitution were approved by the University Affairs Board on: March 27, 2001; January 18, 2005; April 17, 2012; and May 25, 2016. The proposed amendments were approved by the Hart House Board of Stewards on December 8, 2016 (documentation attached).

**HIGHLIGHTS:**

The proposed revisions align the Constitution with new Terms of Reference for Hart House Standing Committees. The amendments change the names of the Debates Committee (to ‘Debates and Dialogue Committee’), Alumni Committee (to ‘Senior Members Committee’), Recreational Athletics Committee (to ‘Recreational Athletics and Wellness Committee’), and the title of ‘Student Secretary’ (to ‘Steward’).

The new Standing Committee names are designed to more clearly reflect the work of the Committees and, in the case of the Senior Members Committee, to more closely align with the Committee's intended membership.

The change of title from Student Secretary to Steward coincides with the separation of the role of Student Secretary into two separate roles. The first role will be that of the Chair of a given Standing Committee, and the second role will be that of a Standing Committee's Steward. A Steward is simply a Standing Committee's representative to the Board of Stewards.

**FINANCIAL AND/OR PLANNING IMPLICATIONS:**

There are no financial implications for the University's operating budget.

**RECOMMENDATION:**

BE IT RESOLVED:

THAT the amended Hart House Constitution of the Board of Stewards, which was approved by the Board of Stewards on December 8, 2016, be approved.

---

**DOCUMENTATION PROVIDED:**

Board of Stewards Agenda Item re. Hart House Constitution  
Proposed Revisions to the Hart House Constitution

TO: Hart House Board of Stewards  
FROM: Warden John Monahan  
FOR: Meeting of December 8<sup>th</sup>, 2016  
AGENDA ITEM: 3b

---

**ITEM IDENTIFICATION:**

Motion on the Amendment of the Constitution to change the names and position titles of Committees in line with their new Terms of Reference.

**SPONSOR:** *Warden John Monahan*

**JURISDICTIONAL INFORMATION:**

The Board of Stewards may recommend an amendment to the constitution upon the approval of two-thirds of members present at any meeting as per section III.21 of the Constitution.

Section III.9 of the Hart House Constitution currently reads as follows:

9. The following shall be members of the Board of Stewards:
  - a) The President of the University (ex officio) or his or her designate
  - b) The Warden of Hart House, (ex officio)
  - c) An appointee of the Governing Council
  - d) Two appointees of the President of the University
  - e) The Chair of the Alumni Committee (ex officio)
  - f) An appointee of the Association of Part Time Undergraduate Students
  - g) An appointee of the Graduate Students' Union
  - h) An appointee of the Students' Administrative Council (operating as the University of Toronto Students' Union)
  - i) A student member of the Finance Committee (to be chosen by said committee)
  - j) The Student Secretaries (ex-officio) of the Art, Debates, Farm, House, Literary and Library, Music, Recreational Athletics, Social Justice and Theatre Committees, and any other Standing Committees as may be constituted by the Board of Stewards (to be elected by and from the membership of their respective committees)
  - k) A student representative of the University of Toronto Scarborough Students' Union
  - l) A student representative from the University of Toronto Mississauga Students' Union
  - m) A Senior Member (to be elected by and from the membership of the Recreational Athletics Committee)

Section III.19 of the Hart House Constitution currently reads as follows:

19. The Board of Stewards may appoint Standing Committees for areas including but not limited to Art, Debates, Farm, Finance, Alumni, House, Literary and Library, Music,

Recreational Athletics, Social Justice, and Theatre. The Board may also abolish Standing Committees.

**PREVIOUS ACTION TAKEN:**

At its meeting of April 7<sup>th</sup>, 2016 the Board of Stewards discussed the proposed template for updated Terms of Reference for each Standing Committee. The Standing Committees of Hart House were asked to revise their Terms of Reference based on this template and the needs of each individual Committee. The Committees were then to bring these Terms of Reference forward to the Board of Stewards for approval during the Fall 2016 Term.

At its meeting of November 17<sup>th</sup>, 2016 the Board of Stewards discussed the proposed Terms of Reference of each of the Standing Committees.

The Board was notified of the proposed constitutional amendment on November 24<sup>th</sup>, fourteen days in advance of this motion.

The Board of Stewards will vote on the proposed Terms of Reference for each Standing Committee at the meeting of December 8<sup>th</sup>, 2016 as item 3a on the agenda. This motion, as item 3b is contingent upon the Board of Stewards approving the proposed Committee Terms of Reference.

**ACTION SOUGHT:**

Be it resolved that the Board of Stewards amend section III.9 and section III.19 of the Constitution of Hart House to read as follows:

9. The following shall be members of the Board of Stewards:

- a) The President of the University (ex officio) or his or her designate
- b) The Warden of Hart House (ex officio)
- c) An appointee of the Governing Council
- d) Two appointees of the President of the University
- e) The Chair of the Senior Members Committee (ex officio)
- f) An appointee of the Association of Part Time Undergraduate Students
- g) An appointee of the Graduate Students' Union
- h) An appointee of the Students' Administrative Council (operating as the University of Toronto Students' Union)
- i) The Student Stewards (ex-officio) of the Art, Debates and Dialogue, Farm, Finance, House, Literary and Library, Music, Recreational Athletics and Wellness, Social Justice and Theatre Committees, and any other Standing Committees as may be constituted by the Board of Stewards (to be elected by and from the membership of their respective committees)
- j) A student representative of the University of Toronto Scarborough Students' Union
- k) A student representative from the University of Toronto Mississauga Students' Union

- l) A Senior Member (to be elected by and from the membership of the Recreational Athletics and Wellness Committee)
19. The Board of Stewards may appoint Standing Committees for areas including but not limited to Art, Debates and Dialogue, Farm, Finance, House, Literary and Library, Music, Recreational Athletics and Wellness, Senior Members, Social Justice, and Theatre. The Board may also abolish Standing Committees.

### **RATIONALE:**

1. Three of the Standing Committees of Hart House have proposed name changes in their Terms of Reference as approved by the Board of Stewards at the meeting of December 8<sup>th</sup>, 2016. The Debates Committee will change its name to Debates and Dialogue. The Alumni Committee will change its name to Senior Members Committee. The Recreational Athletics Committee will change its name to the Recreational Athletics and Wellness Committee. These name changes reflect the broader mandates and audiences of these Standing Committees.
2. The 2014 Hart House Committees Review recommendation 1.8 states that:

Board of Stewards representative's role should be separated from the current secretary role, creating a "Steward" (BoS representative) role that would be elected by the tri-campus process, and a "secretary / student chair" role that would be elected from within the Committee itself. At the discretion of each Committee, these may be co-secretaries with one tasked with BoS / governance responsibilities, and the other tasked with the internal functioning of the Committee and its programming, or these may be separate roles. Such a change would require a constitutional amendment.

This recommendation has been included in the Standing Committee Terms of Reference approved by the Board of Stewards at the Meeting of December 8<sup>th</sup>, 2016. A Constitutional Amendment to change the language of Board of Stewards membership is necessary to make this change.

### **TRI-CAMPUS IMPLICATIONS**

Student Stewards shall continue to be open to University of Toronto students on all three campuses.

### **FINANCIAL IMPLICATIONS:**

N/A

**FUTURE ACTION NEEDED:**

The amendment of the Constitution of Hart House will need to be approved by the Governing Council of the University of Toronto.

*May 15, 2016*

CONSTITUTION  
HART HOUSE  
UNIVERSITY OF TORONTO

THE CONSTITUTION OF  
THE BOARD OF STEWARDS OF HART HOUSE

*University Affairs Board of Governing Council  
University of Toronto  
February 8, 1994  
Amended March 27, 2001  
Amended March 15, 2012  
Amended May 25, 2016*

## I INTRODUCTION

1. In accepting the gift of Hart House from the Massey Foundation, the University of Toronto affirmed its belief that it regards education as more than the mastery of a particular discipline of study. The University accepted the House, and has preserved it, as an integral part of its educational programme. The vibrant life of the House since 1919 has proven the University's conviction that there is much to learn that cannot be taught in the formal course and that students, staff and faculty and alumni can learn from each other when they meet as equals in pursuit of common interests.

*The Nature and Purpose of Hart House and its Relation to the University of Toronto*

Hart House is a unique focus for the union of the University's academic, spiritual, athletic and social elements in the pursuit of a truly humane education through informal learning. Its administration and institutional structures foster among its members cooperation and mutual respect as they pursue a common good. The House strives to answer in each generation the Prayer of the Founders acknowledged by the University of Toronto in the Deed of Gift, May, 1920.

That Hart House, under the guidance of its Warden, may serve in the generations to come the highest interests of this University by drawing into a common fellowship the members of the several Colleges and Faculties, and by gathering into a true society the teacher and the student, the graduate and the undergraduate; further, that the members of Hart House may discover within its walls the true education that is to be found in good fellowship, in friendly disputation and debate, in the conversation of (the) wise and earnest...., in music, pictures and the play, in the casual book, in sports and games and the mastery of the body; and lastly, that just as in the days of war this House was devoted to the training in arms of the young soldier, so in the time of peace its halls may be dedicated to the task of arming youth with strength and suppleness of limb, with clarity of mind and depth of understanding, and with a spirit of true religion and high endeavour.

In 2011, the Board of Stewards approved a Vision Statement for Hart House:

Hart House is a living laboratory of social, artistic, cultural and recreational experiences where all voices, rhythms and traditions converge. As the vibrant home for the education of the mind, body and spirit envisioned by its founders, Hart House encourages and supports activities that provide spaces for awakening the capacity for self-knowledge and self-expression.

2. Hart House has a strong history of achievement in responsible self-governance. It is built upon the cooperation of the Warden and the Board of Stewards, the staff and the membership, and the committees and clubs of the House. The Hart



House traditions of mutual respect, trust, civility, and responsibility aim to create a humane atmosphere. Such an atmosphere forms an essential context for the educational experience which the Massey Foundation and the University intended Hart House to provide.

3. Hart House forms part of the property of the University of Toronto and as such is, like other property of the University, under the supervision of the properly constituted authority of the Governing Council of the University of Toronto.

## **II MEMBERSHIP**

4. Hart House is an association of Members. There are two kinds of Members of the House - University of Toronto Student Members, and Senior Members. The Senior Member is a person who elects to join Hart House. All registered University of Toronto students are automatically University of Toronto Student Members of Hart House if they have been charged and have paid the requisite compulsory non-academic incidental fees.

*Classifications of  
Members of Hart  
House*

Senior Members of Hart House shall be those Members aged 18 or over who are not University of Toronto Student Members and who have paid the requisite membership fees.

*Senior Member  
Eligibility*

The Board of Stewards should review the categories and policies for membership from time to time.

5. Members of Hart House who are in good standing shall be entitled to the full use and enjoyment of the House, its activities and its facilities, consistent with level of privileges.
6. Members of Hart House shall abide by the Constitution, policies and rules of Hart House, as well as University of Toronto policies on conduct. *Failure to do so on the part of a member will render him or her liable to disciplinary actions, according to procedures as established by the Board of Stewards, in accordance with University of Toronto policies and practices. The Board of Stewards shall review these policies, rules and procedures regularly and update them as necessary.*
7. Members shall be renewed annually upon the payment of the requisite membership fee in accordance with Section 15, below.

*Rights, Privileges  
and Obligations of  
the Members*

## **III GOVERNANCE AND ADMINISTRATION OF HART HOUSE**

8. Subject to the authority of the Governing Council of the University of Toronto, the governance of Hart House shall be delegated to a body known as the Board of Stewards.

These oversight responsibilities will be exercised in accordance with principles, mandates and expectations of governance within the University of Toronto as approved by the Governing Council from time to time.<sup>1</sup> The Board may also establish its own guidelines that would be consistent with these standards and taking into account the unique nature of Hart House.

As a governing body, the Board of Stewards is expected to:

- a. Consider for approval specific policies, plans or projects according to established procedures;
- b. Monitor the quality and substance of the House's administration and its decision-making through reports to the Board or its committees; and
- c. Advise on initiatives proposed by the Warden .

The Board of Stewards may exercise its responsibilities for particular matters itself, reserving final decision-making authority, or it may delegate initial review and final decision-making to various of its committees.

9. The following shall be members of the Board of Stewards:
  - a) The President of the University (*ex officio*) or his or her designate
  - b) The Warden of Hart House, (*ex officio*)
  - c) An appointee of the Governing Council
  - d) Two appointees of the President of the University
  - e) The Chair of the Alumni-Senior Members Committee (*ex officio*)
  - f) An appointee of the Association of Part Time Undergraduate Students
  - g) An appointee of the Graduate Students' Union
  - h) An appointee of the Students' Administrative Council (operating as the University of Toronto Students' Union)
  - ~~i) A student member of the Finance Committee (to be chosen by said committee)~~
  - j) The Student Secretaries-Stewards (*ex-officio*) of the Art, Debates and Dialogue, Farm, Finance, House, Literary and Library, Music, Recreational Athletics and Wellness, Social Justice and Theatre Committees, and any other Standing Committees as may be constituted by the Board of Stewards (to be elected by and from the membership of their respective committees)
  - k) A student representative of the University of Toronto Scarborough Students' Union
  - l) A student representative from the University of Toronto Mississauga Students' Union
  - m) A Senior Member (to be elected by and from the membership of the Recreational Athletics Committee)

***Membership of the Board of Stewards***

Members of the Board of Stewards shall act with diligence, honestly and with good faith in the best interests of Hart House in the University of Toronto. From time to time, the Board may establish particular expectations for its members in relation to the conduct of their duties. Such expectations would

***Powers and Duties of the Board of Stewards***

be in accordance with the University's governance principles and practices.

- |   |                                    |
|---|------------------------------------|
| 10. All appointments and elections to the Board shall take effect at the beginning of each fiscal year, May 1st. The Board of Stewards shall prescribe the method of all elections or appointments in Hart House, for designated Board, Committee and Club positions.   | <i><b>Elections</b></i>            |
| 11. The Board of Stewards upon the recommendation of the Warden shall appoint a person to be Chair for the Board of Stewards meetings subject to terms and conditions to be agreed with the person, and within such regulations as may be enacted by the Board of Stewards. This Chair must be a member of Hart House but shall not be a chair or secretary of any Hart House club or committee. When no such Chair is in place, the Warden or a Steward shall chair. | <i><b>Chair</b></i>                |
| 12. Quorum for the meetings of the Board of Stewards shall be eight members with a minimum of five student members in attendance.   | <i><b>Quorum</b></i>               |
| 13. The Board of Stewards shall enact rules concerning the calling of its own meetings, and the procedures to be followed thereat.  | <i><b>Meetings</b></i>             |
| 14. The Board of Stewards shall recommend an annual Operating Plan and Budget for approval by the Governing Council of the University.  | <i><b>Finance</b></i>              |
| 15. Subject to the approval of the annual Operating Plan and Budget by the Governing Council, the Board of Stewards shall establish the schedule of fees for the various classifications of memberships and privileges in the House. Where student fee changes are proposed, public notice of reasonable duration to the University community is required.  | <i><b>Fees</b></i>                 |
| 16. The Board of Stewards shall approve policy respecting the use and allotment of all rooms and space in Hart House, and all House facilities and conveniences.  | <i><b>Use of Space</b></i>         |
| 17. The Board of Stewards shall have disciplinary authority over its members insofar as the use of the facilities and participation in the programs of Hart House are concerned. The Board shall establish disciplinary processes in accordance with University of Toronto policies and practices regarding such matters. These policies and practices shall be reviewed regularly and updated as necessary.  | <i><b>Discipline</b></i>           |
| 18. The Board of Stewards may appoint special committees to carry out certain tasks, and shall prescribe the method of appointment of members to such committees and their duties and powers.   | <i><b>Committees and Clubs</b></i> |

19. The Board of Stewards may appoint Standing Committees for areas including but not limited to Art, Debates and Dialogue, Farm, Finance, ~~Alumni~~-House, Literary and Library, Music, Recreational Athletics and Wellness, Senior Members, Social Justice, and Theatre. The Board may also abolish Standing Committees.

20. The Board of Stewards may recognize members of Hart House who have organized into groups or clubs, as Hart House Clubs according to criteria established by the Board. The Board shall prescribe the rights, responsibilities, activities and accountabilities of all such clubs. No group or club may use the name or logos of Hart House for its publicity unless the group or club is recognized by the Board of Stewards.

The Board shall maintain a listing of recognized Hart House Clubs, and shall review this list annually as part of its Operating Plan and Budget approval process. The Board shall have the power to remove recognition and remove groups from the list according to criteria to be set from time to time.

21. The Board of Stewards upon the approval of two-thirds of members present at any meeting, may recommend an amendment to the Constitution of the Board of Stewards of Hart House, to the Governing Council of the University. At least fourteen days notice shall be given to the Board of Stewards of any proposed amendment.

22. There shall be a chief executive officer of Hart House, who shall be known as the Warden and appointed in a manner prescribed by the Governing Council on the recommendation of the President of the University. The Warden reports directly to the Vice-President and Provost or his/her designate. While the Warden may elect to delegate authority to other administrators in Hart House, he/she must retain responsibility for the overall direction of the House, and in particular for authority over the budget, appointments and promotions. The Warden shall consult with the members of the Board of Stewards on matters of policy and practice, but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority, and the general supervision over the direction of the operations and activities of Hart House.

### **Warden**

---

<sup>1</sup> On October 28, 2010, the Governing Council approved three documents – *Principles of Good Governance*, *Mandate of Governance*, and *Expectations and Attributes of Governors and Key Principles of Ethical Conduct* – that form the basis of the Governing Council’s governance practices.