

# Hart House Symphonic Band

Charter

*Affiliated with The University of Toronto*

*Established 2026*

## CHARTER

*To be ratified every year by the membership (2/3 vote) and endorsed by the Music Director.*

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### Article I — Name

The name of this ensemble shall be the Hart House Symphonic Band, hereafter referred to as *the Band*.

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### Article II — Mission Statement

The Hart House Symphonic Band is a non-credit, auditioned wind ensemble composed of undergraduate students, graduate students, and alumni of the University of Toronto. The Band is dedicated to the pursuit of musical excellence, the development of student leadership, and the performance of diverse and challenging repertoire. We foster a professional, inclusive, and collaborative environment that promotes personal growth, artistic achievement, and lifelong engagement in the performing arts.

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### Article III — Membership

#### Section 1: Eligibility

Membership is open to:

- Undergraduate students, graduate students, and alumni currently enrolled at the University of Toronto.
- All members must audition and be accepted into the ensemble.

#### Section 2: Standing

- Active Members are those who are enrolled in the ensemble, regularly attend rehearsals and performances, meet performance and preparedness standards,

adhere to ensemble policies and codes of conduct, and are current with applicable membership dues for that term.

- Probationary Members are Active Members under review due to concerns related to attendance, preparedness, or conduct. Probationary status is determined by the Music Director in consultation with the Executive Committee and may include specific conditions for continuation in the ensemble.
- Inactive Members are members who are temporarily unable to participate due to approved academic, personal, or medical reasons and have received permission from the Music Director. Inactive Members do not count toward quorum and do not hold voting rights during the term in which they are inactive.
- Dismissed Members are removed from the ensemble for serious or repeated violations of ensemble or University policies, as determined by the Music Director in consultation with the Executive Committee.

### Section 3: Expectations

Members agree to uphold all University and HHSB codes of conduct and ensemble policies.

### Section 4: Guest Performers (Ringers)

Guest performers (“ringers”) may be engaged at the discretion of the Music Director for specific performances or terms. Ringers are not considered members of the Band and do not hold voting rights or eligibility for Executive roles.

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## Article IV — Advisors

### Section 1: Music Director & Staff Advisor Responsibilities

The Music Director:

- Selects repertoire.
- Conducts auditions, rehearsals and performances.
- Provides artistic and leadership guidance.
- Serves as a non-voting advisor to the Executive Committee.

The Staff Advisor:

- Supports compliance with University and Hart House requirements.
- Advises the Music Director and the Executive on administrative matters.

## Section 2: Music Director & Staff Advisor Appointments

The Music Director and Staff Advisor are appointed and employed by Hart House in accordance with its hiring policies and practices. Their appointments, terms, and responsibilities are governed by applicable Hart House and University of Toronto regulations.

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## Article V — Governance: Executive Committee

### Section 1: Executive Committee & Duties

- The Executive Committee is comprised of 11–15 Active Members and is hereafter referred to as *the Executive*.
- The Executive committee is mandated to set policies and manage overall band operations.
- Core portfolios include President (Chair); Vice President; Treasurer; Secretary; Publicity & Media Officer (1–2); Social Convenor (1–2); Webmaster (1–2); Equipment Manager (1–2); Librarian (2–3); Percussion Representative (1); and Section Leaders (as needed).
- Detailed operational duties for portfolios are maintained in the Policies. The Executive may adjust portfolio tasking to meet operational needs without amending this, Charter.

### Section 2: Executive Team Appointments

#### *A. Annual Appointments & Terms*

- Appointments occur annually in the spring semester for the upcoming academic year.
- Term length: 1 academic year for the executive team excluding the President, which extends 2 academic years.

### *B. Eligibility*

- Executive roles (all positions): Only Active Members may apply for and hold Executive roles. To remain on the Executive, members must maintain Active Member status in the Band, including regular rehearsal and performance participation as set out in Article V Section 1(A).
- President: Preference must be given to candidates who have served at least one year as a voting member of the Executive, and current undergraduate students at the University of Toronto. In exceptional cases, this requirement may be waived by a 2/3 vote of the Executive if no qualified candidates are available.

### *C. Selection Process (Interviews & Voting)*

- Application: Interested members submit a brief statement of interest and relevant experience.
- Interview: The President and the Music Director interview candidates (together or sequentially). Consensus between both parties is required to recommend a candidate.
- Confirmation: Executive appointments are finalized by 2/3 majority vote of the Executive Committee. The Music Director's endorsement is required for the President role and recommended for all other roles.

### *D. Vacancies & Mid-Year Additions*

- Vacancies: If a role becomes vacant mid-year, the President (or acting Chair) and the Music Director open an expedited application window and interview candidates. A temporary acting appointment may be made to maintain continuity.
- Appointment: Vacancies and acting appointments are confirmed by a 2/3 majority vote of the Executive; the Music Director's endorsement is required for the President role and recommended for other roles.
- Role Additions/Restructuring: The Executive may create or merge roles mid-year when operationally necessary with 2/3 Executive approval and consultation with the Music Director.

## **Section 3: Removal or Suspension**

- Executives may be removed for:
  - Breach of policy or conduct;
  - Neglect of duties or sustained underperformance;
  - Loss of Active Member status.
- Removal requires 2/3 Executive vote and Music Director endorsement.

## Section 4: Financial Authority and Expenditures

The Treasurer, in consultation with the Music Director, shall prepare an annual operating budget prior to the Fall semester for review and approval by the Executive Committee.

Within the approved budget:

- The Music Director has authority over performance-related expenditures, including but not limited to repertoire purchases, instrument rental or purchase, hiring of guest performers, and other artistic needs.
  - The Executive Committee, through the Treasurer, oversees non-performance-related expenditures, including social activities, publicity, and administrative expenses.
  - All expenditures must comply with Hart House financial policies and procedures.
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## Article VI — Meetings of the Membership

- The Band shall hold at least 1 general meeting each academic year.
  - Voting rights are held by all members who are Active Members during the academic term in which a vote occurs.
  - Members who are Active in the Winter term retain full voting rights for any membership votes, electronic ballots, or special meetings held during that term.
  - Quorum for membership votes is seventy percent (70%) of Active Members eligible to vote at the time of the vote.
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## Article VII — Amendments

- Amendments to this document must be submitted in writing to the Executive Committee.
- A proposed amendment requires:
  - Review by the Executive Committee.
  - Feedback from the Music Director.
  - Approval by a 2/3 vote of the Active Members.

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## Article VIII — Ratification

This Charter will be considered ratified upon approval by a 2/3 vote of the Active Members.

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