

MONTREAL SCHOOL OF THEOLOGY

Form of Government

1. The Montreal School of Theology consists of an ecumenical consortium of theological colleges working in collaboration with the Faculty of Religious Studies of McGill University for the purpose of training men and women for ordained and lay ministry and other forms of Christian service. The School offers a Master of Divinity (MDiv) degree, which consists of a Bachelor of Theology (BTh) degree offered by McGill University and a year-long practicum or equivalent which is administered by the consortium and its member colleges. The School is accredited by the Association of Theological Schools for the granting of the MDiv degree.

2. Definitions

Consortium: the collective body of the theological colleges which participate in the Montreal School of Theology

School: the collective body of theological colleges and faculties of theology or religious studies which compose the Montreal School of Theology

Board: the Joint Board of the Theological Colleges affiliated with McGill University as incorporated by An Act to incorporate AThe Joint Board of the Theological Colleges affiliated with McGill University@ (1914) 4 Geo V Chapter 160, and which is the governing board of the Montreal School of Theology

College: a theological college, which may be either denominational, non-denominational or ecumenical in its foundation, which participates in the Consortium and the School

Faculty: a faculty of religious studies or theology or an equivalent faculty, school or department of an accredited university which participates in the School

Principal: the academic director, by whatever title, of a College

Director of (Pastoral) Studies: the faculty member, by whatever title, of a College who supervises students during their studies in the practicum year

BTh Committee: a committee of the Faculty of Religious Studies of McGill University which administers and governs the Bachelor of Theology degree

Master of Divinity: a professional degree accredited by the Association of Theological Schools, commonly accepted as a requirement for ordination

In-Ministry Year: a practicum year of supervised study with time divided between the classroom and a field placement

3. Constating Documents

Charter: An Act to incorporate AThe Joint Board of the Theological Colleges affiliated with McGill University@ (1914) 4 Geo V Chapter 160, which incorporates the Board and invests it with certain powers

Memorandum of Agreement: An agreement between the Board and the Member Colleges which establishes the Consortium

4. College Membership

- a) The Board may accept a theological college into membership of the Consortium and School, upon application by the said college=s governing body, by the vote of a majority of two-thirds of the members of the Board present and voting at a duly convened meeting of the Board. Any such College shall agree to become a signatory to the Memorandum of Agreement, to be governed by the Form of Government and all applicable agreements and by-laws, and to meet all financial obligations determined by the Board.
- b) If a member College refuses unreasonably to participate in meetings of the Board or its subsidiary committees or to meet its financial obligations to the School, the Board may, notwithstanding the absence of representation of the non-participating member College, declare that the College=s membership is suspended by a majority of two-thirds of the members of the Board present and voting. A College whose membership is suspended may not send representation to the meetings of the Board or its subsidiary committees during the period of suspension. During the period of suspension it shall be the duty of the Executive Committee to seek reconciliation, to determine whether the College wishes to resume normal relations with the Board, the School and Consortium, or to withdraw from the School. The College may be restored to normal membership, and the suspension terminated, by a majority of two-thirds of the members of the Board present and voting. On the advice of the Executive Committee that the suspended College wishes to terminate its membership in the School, the Board may terminate the College=s membership in the School as provided in section (c).
- c) The governing body of a College may request termination of its membership in the School, which the Board may accept by the vote of a simple majority of

members present and voting. No College which withdraws from membership in the School shall have any claim to a share in the property of the Board, nor any interest therein.

5. Faculty Membership

- a) The Board may accept a Faculty into membership of the School, upon application by the governing body of the Faculty=s University, by the vote of a majority of two-thirds of the members of the Board present and voting at a duly convened meeting of the Board. Any such Faculty shall agree to be governed by the Form of Government and all applicable agreements and by-laws with respect to its participation in the School.
- b) If a member Faculty refuses unreasonably to participate in meetings of the Board or its subsidiary committees or to meet its financial obligations to the School, the Board may, notwithstanding the absence of representation of the non-participating member Faculty, declare that the Faculty=s membership is suspended by a majority of two-thirds of the members of the Board present and voting. A Faculty whose membership is suspended may not send representation to the meetings of the Board or its subsidiary committees during the period of suspension. During the period of suspension it shall be the duty of the Executive Committee to seek reconciliation, to determine whether the Faculty wishes to resume normal relations with the Board, the School and Consortium, or to withdraw from the School. The Faculty may be restored to normal membership, and the suspension terminated, by a majority of two-thirds of the members of the Board present and voting. On the advice of the Executive Committee that the suspended Faculty wishes to terminate its membership in the School, the Board may terminate the Faculty=s membership in the School as provided in section (c).
- c) The governing body of a Faculty may request termination of its membership in the School, which the Board may accept by the vote of a simple majority of members present and voting. No Faculty which withdraws from membership in the School shall have any claim to a share in the property of the Board, nor any interest therein.

6. The Joint Board of the Theological Colleges Affiliated with McGill University

- a) The Board shall be governed in a manner which is consistent with its Charter.
- b) Composition of the Board
The Board shall consist of:
 - i) the Principals of the Member Colleges, ex-officio, with the full right to vote and to hold office;
 - ii) three representatives from each of the Member Colleges, appointed

- iii) by the governing bodies of their Colleges for a three-year term; one student appointed by the student body of each Member College for a one-year term;
 - iv) the dean or equivalent officer of each of the Member Faculties, ex-officio, with the right to vote, but not the right to hold office, unless he or she is one of the members appointed by a Member College in section (ii) above;
 - v) the Chair of the BTh Committee or his or her delegate, ex-officio, with the right to vote, but not the right to hold office.
- c) Executive
- 1) The Executive of the Board shall consist of:
 - i) the Chair, who shall be elected for a three-year unrenewable term, and who shall be a lay person;
 - ii) the Vice-Chair, who shall be elected for a three-year unrenewable term;
 - iii) the Honorary Secretary, who shall be elected for a three-year unrenewable term;
 - iv) the Honorary Treasurer, who shall be elected for a three-year term, and who may be re-elected upon completion of the term;
 - v) the Director of the Montreal School of Theology;
 - vi) two other members of the Board elected for a three-year term, and who may be re-elected upon completion of the term.
 - 2) The Chair, Vice-Chair and Honorary Secretary shall each be representative of a different College, and representation shall pass from College to College by rotation.
 - 3) The Chair shall preside at meetings of the Executive and of the Board and perform such other duties as may be provided in the Charter or the Form of Government, or determined by the Board.
 - 4) The Vice-Chair shall fulfil the duties of the Chair in the absence of the Chair, and perform such other duties as may be provided in the Form of Government or determined by the Board.
 - 5) The Honorary Secretary shall supervise the drafting of the minutes of meetings of the Executive and of the Board.
 - 6) The Honorary Treasurer shall supervise the financial management of the School including, but not limited to, preparation of a budget, ensuring timely reporting of the financial position of the School to the Executive and the Board, and the submission of any financial reports which may be required by law.
 - 7) The Executive shall meet when convened by the Chair.
 - 8) A quorum of the Executive shall consist of three members, not including the Director.

- d) Meetings of the Board
- 1) The Board shall normally meet four times per year.
 - 2) An extraordinary meeting of the Board may be convened by the Chair or, in the absence or unwillingness to act of the Chair, by the Vice Chair, in consultation with the Executive, provided that the Chair, or in the absence or unwillingness to act of the Chair, by the Vice Chair, must convene an extraordinary meeting of the Board when required to do so by petition of at least six members of the Board including at least one from each of the Member Colleges. Notice of an extraordinary meeting shall state the purpose of the meeting and shall be transmitted by postal or electronic means to every member of the Board not less than one week before the meeting, and no business other than that specified in the notice of meeting may be conducted at the said extraordinary meeting.
 - 3) A quorum of the Board shall consist of eight members, including at least one representative, either ex-officio or elected, from each Member College whose membership is not under suspension, and at least one member from each Member Faculty whose membership is not under suspension.
- e) Powers of the Board
- 1) The Board shall exercise its powers with due regard to the autonomy of the Member Colleges, and to the denominational principles, objectives and concerns of the Colleges.
 - 2) In addition to the powers granted to the Board in its Charter, the Board shall have power over:
 - i) the requirements of the Master of Divinity and the Diploma in Ministry programmes;
 - ii) oversight of the In-Ministry Year programme, including appointment of instructors;
 - iii) admission of students to the Master of Divinity and the Diploma in Ministry programmes and awarding of degrees and diplomas;
 - iv) administration of the appeal process for the In-Ministry Year programme;
 - v) appointment of the Director of the Montreal School of Theology;
 - vi) hiring of administrative staff for the Montreal School of Theology;
 - vii) adoption, amendment and repeal of by-laws for its governance.
- f) Director of the Montreal School of Theology
- The Board shall appoint a Director of the Montreal School of Theology from among the Principals and Directors of (Pastoral) Studies of the Colleges for a two-year term beginning and ending on the 15th of May in the years in question.

7. Academic Committee of the Montreal School of Theology

- a) The Academic Committee shall comprise the Principals and Directors of (Pastoral) Studies of the Member Colleges and the Dean of the Faculty of Religious Studies of McGill University or his or her delegate.
- b) The Chair of the Academic Committee shall be the Director of the Montreal School of Theology.
- c) The Academic Committee shall have the power to:
 - i) advise the Board on admission to the Master of Divinity programme and the In-Ministry Year programme;
 - ii) plan the curriculum of the In-Ministry Year and propose curriculum changes to the Board;
 - iii) make recommendations to the Board with respect to the granting of Master of Divinity degrees and Diploma in Ministry diplomas to candidates;
 - iv) fulfil any tasks or duties assigned to it by the Board.
- d) The Academic Committee shall normally meet monthly during the academic year, when convened by the Director as Chair.
- e) A quorum of the Academic Committee shall consist of one member of each of the Member Colleges whose membership is not under suspension, and the Dean of the Faculty of Religious Studies of McGill University or his or her delegate, the Faculty of Religious Studies not being under suspension.

8. Amending Formula

- a) The Executive may recommend amendments to this Form of Government, or bylaws to the Board.
- b) The Board may amend this Form of Government by vote of a two-thirds majority, following notice of not less than 30 days.
- c) The Board may adopt, amend or repeal any bylaw by vote of a simple majority, following notice of not less than 30 days.

9. Dissolution

- a) The Board may dissolve the School, the Consortium and itself at an extraordinary meeting duly convened for that purpose, by the vote of a two-thirds majority of its members, provided that no such meeting shall be convened without prior approval of the governing bodies of all of the Member Colleges.
- b) In the event of a dissolution all remaining assets shall be divided equally among the Member Colleges that are qualified donees, or given to a qualified donee as described in subsection 149.1(1) of the Income Tax Act.

Tony Whitehead, Chair

Michael Pettem, Honorary Secretary

September 24, 2008

Bylaw

1. Consultation process on College Appointments

When a Member College is considering the appointment of a staff person whose teaching responsibilities will be exercised in whole or in part within the co-operative programme with the School, the following procedure shall be followed:

- a) The job description shall be discussed with representatives of the other Colleges before the position is advertised.
- b) The Search Committee shall include one representative of each of the other Colleges as a consultant without vote.
- c) In addition to interviews with the Search Committee, every candidate for the position shall be interviewed by one or more representatives of each of the other Colleges, who shall report to the Search Committee on the results of their interviews.
- d) Before an appointment is made, due note shall be taken of the current teaching needs in the co-operative programme.
- e) While the College concerned will give serious weight to all the considerations described above, it is recognized that each College is autonomous and has the right to appoint staff as it sees fit.