



PYTA Advisory Board Bylaws

This document is authored to provide the protocols for the administration and parliamentary function of the Pride Youth Theater Alliance (PYTA) Advisory Board.

Article I. PYTA Mission, Vision & Values

SECTION I. MISSION

The Pride Youth Theater Alliance is a growing network that advances the practice of Queer Youth Theater by providing emerging and established leaders in the field with resources and opportunities to exchange, collaborate, and learn.

SECTION II. VISION

A world where all artistic, cultural, and human service organizations have sustainable, safe space for queer and allied youth.

SECTION III. VALUES

YOUTH VOICE

Youth voices are necessary for Queer Youth Theater leadership. We collaborate with youth to create opportunities for them to become advocates for themselves and leaders in their community.

LIBERATION

We work to dismantle oppression based on race, gender, age, and sexual orientation to achieve justice for intersectional queer identities.

QUEER

Reclaimed from its discriminatory roots, we use this radical self-identification to honor complexity and intersectionality within and beyond an LGBTQQIA+ spectrum.

ARTISTIC EXPRESSION

We value artistic expression as a vehicle for youth to understand the complexities of personal identity, build community, and inspire meaningful systemic change.

COMMUNITY

The impact of our work is strengthened by sharing our skills, knowledge, and experience through creative partnerships in the network.

Article II. Name

The name of this committee shall be Pride Youth Theater Alliance (PYTA) Advisory Board.

Article III. Purpose

The purpose of the Advisory Board shall be to advise, assist, support and advocate for the Pride Youth Theater Alliance. The Advisory Board functions in an advisory capacity to the fiscal sponsor, The Theater Offensive (TTO). The Advisory Board, comprised of youth and adult PYTA members, makes recommendations regarding PYTA programs, initiatives, and budget. The Advisory Board also assists with raising funds, recruiting advisors, and providing in-kind contributions for PYTA. The Advisory Board is primarily made up of volunteers who share an expert knowledge of the queer youth theater field and competency requirements for specific occupations.

Article IV. Objectives

The primary objective of the Advisory Board is to offer recommendations for program improvement and to provide information relevant to policies which impact PYTA members, PYTA programs and the queer youth theater field at-large. The PYTA Advisory Board will support this objective by:

- Providing and enlisting the expertise from the PYTA Membership in support of PYTA programming.
- Promoting membership while leveraging resources to impact member recruitment, retention, and promotion.
- Collaborating with PYTA staff in service to provide high-quality, relevant programs and services.
- Assisting in the recruitment of a diverse pool of staff and contractors, when necessary.
- Advocating on behalf of PYTA including, but not limited to, speaking on behalf of PYTA in public forums and pursuing legislation that impacts the queer youth theater field.

Article V. Advisors

SECTION I. COMPOSITION

PYTA Advisory Board advisors shall be a group of PYTA members with a diverse set of skills from a variety of geographical locations, and, if applicable, representing organizations of varying budget sizes. The aim of the Advisory Board is to recruit advisors with intersecting identities who represent a variety of ages, races, ethnicities, gender identities, sexual orientations, abilities, and classes. The advisory board shall be made up of “officers” -- those with added responsibility and leadership, and “advisors” -- participants of the advisory board. Other positions and titles shall be added and or amended as the Advisory Board approves. There will be at minimum two advisor seats available on the Advisory Board for youth (under age 25) from PYTA Membership.

SECTION II. NUMBERS

The Advisory Board shall consist of five (5), and no more than nine (9) people. Officer and advisor vacancies are filled as the Board requires, particularly if there are specific areas of

expertise required to meet the needs of the PYTA Advisory Board. This may only be amended by approval of a majority of the current Advisory Board.

SECTION III. TERM

The term for each advisor and officer is a term of two (2) years. No advisor shall serve more than two consecutive terms, but a former advisor may be re-appointed after a one-year absence from the board. Terms can be renewed once consecutively for a total of four (4) years on the Advisory Board. An extension may be granted if circumstances warrant the need. Any extension beyond one (1) renewal will need to be put to a vote of the general membership for an additional term of up to two (2) more years, as needed.

SECTION IV. MEMBERSHIP STATUS

“Members of Record” are defined as members that have full membership in the Pride Youth Theater Alliance. Full membership is available through paying dues annually for organizational or individual membership. These dues may be waived in special circumstances.

SECTION V. YOUTH ON THE ADVISORY BOARD AND IN PYTA

Youth participation is essential on the PYTA Advisory Board, as it is in the field of Queer Youth Theater and PYTA as a whole. PYTA works to engage youth in a shared leadership model, as voting members on the Advisory Board and serving on sub- committees to inform hiring, programs and development decision making in an effort to increase youth influence in PYTA. There are also opportunities for other youth in PYTA Membership to provide consultation, input and project leadership. PYTA works to support collaborative youth-adult partnerships, with both youth and adults being accountable for learning and participation.

SECTION V. ADVISORY BOARD PARTICIPATION

All members of the Advisory Board are expected to participate in scheduled calls and/or meetings, both electronic and in person. All efforts will be made to schedule such calls and meetings at a time that is functional for all board members. Should a board member have a conflict, they are to notify the Chair of the Board and the PYTA manager no less than 24 hours before schedule meeting. Should a board member amass more than 3 absences, they become eligible for forfeiture of the benefit of paid conference registration, lodging, and travel at the discretion of the Advisory Board by vote of quorum.

Article VI. Structure

SECTION I. PRINCIPAL OFFICE

The location of the principal office of PYTA shall be decided by the Board of Directors of the fiscal sponsor, The Theater Offensive. If the office location changes, the Advisory Board will be informed of this change. The Vice-Chair of the PYTA Advisory Board shall keep the original copy of these Bylaws, as amended to date. Another master copy will reside at the principal office of PYTA.

SECTION II. OTHER OFFICES

PYTA may also have offices at such other places as the fiscal sponsor may from time to time designate, or as the business of PYTA may require.

SECTION III. OFFICERS

The officers of the PYTA Advisory Board shall be the Chair and Vice-Chair. The Advisory Board may nominate other officers with such titles and duties as shall be determined by the Advisory Board. Any number of offices may be held by the same person. The responsibilities of the Chair and Vice-Chair include, but are not limited to, the following leadership duties:

- Meetings with Fiscal Sponsor staff leadership and/or PYTA Manager, at least every other month (6 times per year).
- Serve a leadership role for PYTA as a representative of the PYTA Advisory Board, which includes attendance and participation in monthly conference call phone meetings with the PYTA advisors. These meetings have the purpose to advise on governance, strategic planning, membership structure, programming and other elements of PYTA.
- Contribute to monthly agendas in conjunction with PYTA Manager for PYTA Advisory Board Meetings with support of other advisors.
- Ensure accountability of PYTA ad hoc subcommittees, including participation on a subcommittee, if necessary.
- Attend and participate in biannual retreats (twice per year) with the PYTA Advisory Board. (See *Article VII, Section III*)
- Recruit new advisors to the PYTA Advisory Board.
- Serve a leadership role at the PYTA Conference which could include facilitation of workshops and all membership sessions, as well as assisting in the operations of the conference.

SECTION IV. ELECTION

All officers of the Advisory Board shall be nominated by, and serve at the pleasure of the Advisory Board. The Chair and Vice-Chair shall be nominated from the Advisory Board membership and elected by PYTA members of record (see *Article IV*. for details) at the annual PYTA Conference. A special election can be conducted as needed in the result of vacancies and removals. The chairs of ad-hoc committees will be elected by the Advisory Board. PYTA members may nominate advisors for election to the PYTA Advisory Board, including self-nomination. Members of record are eligible to vote for advisor positions.

SECTION V. COMPENSATION

No salary shall be paid to an advisory board officer or advisor, as such, for their services but, by resolution, the Advisory Board may allow a reasonable fixed sum and expenses to be paid for attendance at regular or special meetings. Nothing listed in this document shall prevent an advisor or officer from serving in the organization in any other capacity and receiving compensation. Persons of special or standing advisory boards may be allowed like compensation for attendance at meetings.

SECTION VI. REMOVAL AND RESIGNATION

An officer or advisor may be removed at any time, either with or without cause, by the Advisory Board. An officer or advisor may resign at any time upon written notice to the organization given to a PYTA Advisory Board officer, the Advisory Board as a whole, or the PYTA Manager. Any such resignation shall take effect at the date of receipt of such notice or at any other time specified

therein. The removal or resignation of an officer shall be without prejudice to the rights, if any, of the officer or the organization under any contract of employment to which the officer is a party.

Article VII. Procedural Rules

SECTION I. BYLAWS

The Advisory Board will adopt a set of written bylaws of the Advisory Board. The bylaws govern Advisory Board operation. Bylaws require a two-thirds vote for adoption or change.

SECTION II. BOARD ORIENTATION TRAINING

All persons on the Advisory Board are required to participate in Board Orientation Training. The training will be conducted by the PYTA Chair and/or the PYTA Manager.

SECTION III. MEETINGS AND MEETING LOCATIONS

An annual meeting of the Advisory Board shall be held in conjunction with the annual PYTA conference at the conference location. A mid-year meeting will also be held with the Advisory Board. Ideally the mid-year meeting will take place in the host city for the upcoming annual conference but could be held by conference call or elsewhere if the host site is not available. Monthly meetings for the remainder of the year will be outlined in an annual meeting schedule. These monthly meetings will be conducted by conference call or similar communications equipment. Advisors and officers may receive financial support for their participation at in-person meetings.

SECTION IV. ACTION WITHOUT MEETING

Any action required or permitted to be taken by the Advisory Board may be taken without a meeting, if all persons on the Advisory Board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Advisory Board. Such action by written consent shall have the same force and effect as a unanimous vote of the Advisory Board.

SECTION V. MINUTES

Minutes of each meeting will be kept. Copies will be provided to the PYTA Manager and Advisory Board within two weeks after a meeting.

Article VIII. Parliamentary Authority

SECTION I. RULES OF ORDER

The Advisory Board shall be governed in its proceedings by the current edition of Robert's Rules of Order, Newly Revised. The Advisory Board may choose, at any time, an alternate method to govern proceedings.

SECTION II. QUORUM AND ADVISORY BOARD ACTION

A quorum for all meetings of the Advisory Board shall consist of 60% of the authorized number of advisors until changed by amendment to this document. If a quorum is present at the meeting, every act or decision must be made by a majority of the advisors present. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of advisors, if any action taken is approved by at least a majority of the required quorum for such meeting.

SECTION III. QUORUM AND MEMBER ACTION

A majority (60%) of PYTA members entitled to vote, represented in person or by proxy, shall constitute a quorum at a meeting of PYTA members. If a quorum is present, the affirmative vote of the majority of members represented at the meeting and entitled to vote on any matter shall be the act of the members, unless the vote of a greater number is required by law, and except as provided in the following paragraphs of this section.

If a meeting is called, and the individuals present constitute quorum, then even if individuals withdrawal or are released of the meeting, quorum is still met by the standards of the meeting. In the absence of a quorum, any meeting of members may be adjourned from time to time by the vote of a majority of members represented either in person or by proxy but no other business may be transacted except as provided in the foregoing provisions of this section.

SECTION IV. VOTING

Only members of record shall be entitled to vote at a meeting. Every member (organization or individual) entitled to vote shall be entitled to one vote.

SECTION V. PROXIES

Every organization or individual entitled to vote may authorize another organization or individual to act by proxy with respect to such shares by filing a written statement of proxy with the Vice-Chair executed by such person or organization's duly authorized agent. A proxy shall not be valid after the expiration of eleven (11) months from the date thereof unless otherwise provided in the proxy. Every proxy shall continue in full force and effect until revoked by the person or organization executing it prior to the vote pursuant thereto, except as otherwise provided in organizational code.

SECTION VI. CONTRACTS, ETC

The Advisory Board may not authorize any officer or officers, advisor or advisors, agent or agents, to enter into any contract or execute any instrument in the name and on behalf of the Fiscal Sponsor or PYTA.

Article IX. Legal

SECTION I. INDEMNIFICATION

All advisors and officers of the PYTA Advisory Board will hold harmless and indemnify the Fiscal Sponsor and Pride Youth Theater Alliance against any loss (except loss of profit), cost, expense (including reasonable attorney's fees), damage or injury to property, personal injury, or

recovery caused by or arising out of or in connection with the advisor's or officer's activities associated with their participation on the PYTA Advisory Board.

SECTION II. HARASSMENT AND RETALIATION

All officers and advisors are responsible for maintaining an environment free of intimidation and harassment. Their responsibilities include the following:


- Setting an example by their behavior.
- Halting any incident of harassment that they observe, witness, or is brought to their attention.
- Reporting any incident of harassment or retaliation immediately to the PYTA Manager, Executive Director, Advisory Board officers or any other appropriate staff member of TTO. This includes any incident of harassment or retaliation that they observe, witness, or become aware of.
- Ensuring that employees are not retaliated against for making a complaint of harassment or for participating in any resulting investigation.

SECTION III. CHANGES

The Advisory Board may adopt, amend or repeal any principle.

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the PYTA Advisory Board Bylaws of the Pride Youth Theater Alliance and that such Bylaws were duly adopted by the Advisory Board on the date set forth below.


Evelyn Francis (Aug 1, 2018)

Aug 1, 2018

The Theater Offensive Interim Artistic Director

Date


Anne "Theo" Meacham (Jul 31, 2018)

Jul 31, 2018

PYTA Advisory Board Chair

Date

The following version of the Advisory Board Bylaws for Pride Youth Theater Alliance, with amendments and revisions, have been approved by the Advisory Board on the _____(month) _____(day)_____ (year). They are hereby implemented into operation.