

SAFE SPACE ADVISORY BOARD BYLAWS

SECTION 1: Group Name

- I. The name of this group shall be the Safe Space Advisory Board (“the Advisory Board”) of Third Coast Comedy Club (“Third Coast”).

SECTION 2: Purpose and Goals

- I. The Advisory Board is an advisory body with the objective of assisting the owners of Third Coast (“Third Coast Leadership”) in creating and maintaining a safe space for the Third Coast community, and to make recommendations, if necessary, to Third Coast regarding implementation of the Third Coast Safe Space Policy. The Safe Space Policy can be found here:
<https://www.thirdcoastcomedy.club/safespace.html>.
- II. In addition to the Advisory Board’s general advisory role, the Advisory Board meets to review information submitted by Third Coast community members through reports of violations of the Third Coast Safe Space Policy (“Reports”). The Advisory Board uses this information to make recommendations to Third Coast Leadership regarding implementation of the Safe Space Policy.

SECTION 3: Selection of Advisory Board Members

- I. The Advisory Board should at all times consist of five (5) to ten (10) members that represent the Third Coast community, including, but not limited to, students, teachers, performers (improv, stand up, and sketch), producers, and House team performers. Additionally, the Advisory Board should include Third Coast Leadership, who are allowed to participate in group discussions and vote on recommendations, but they may not take on leadership roles.
- II. Individuals seeking to join the Advisory Board must complete an application. All Advisory Board members must be confirmed through a group discussion and simple majority vote. This requirement does not apply to Third Coast Leadership.
- III. Upon the effective date of the appointment of an Advisory Board member, the member shall serve for a term of one (1) year. At the end of the Advisory Board member’s one-year term, they may submit to extend their term an additional year. Terms may be extended twice before an Advisory Board member must leave the Advisory Board for a period of at least one (1) year. This requirement does not apply to Third Coast Leadership.
- IV. If an Advisory Board member wishes to take a leave of absence from their role as an Advisory Board member, they must inform the Advisory Board of their

decision via email or in person or via phone during an Advisory Board meeting. They will then be eligible to take a leave for up to six (6) months. If an absence of more than six (6) months is necessary, the Advisory Board member should relinquish their term. During a leave of absence, the Advisory Board member will not be listed as an Advisory Board member in Advisory Board records, not engage as an Advisory Board member in activities related to the Advisory Board, will not speak on behalf of the Advisory Board, and will be removed from the Advisory Board listserv. After their leave is over, they will be welcomed back and brought up to date.

- V. If an Advisory Board member wishes to leave the Advisory Board before their term has ended, they must submit a written resignation. They will not be eligible to apply and rejoin the Safe Space Advisory Board for one (1) year.
- VI. If a member is removed from the Advisory Board or resigns, the Advisory Board shall consider whether to add a replacement member to serve the remainder of the term.

SECTION 4: Advisory Board Roles

- I. The Advisory Board shall include Third Coast Leadership, a Facilitator, Timekeeper, Secretary, and 1–2 Coordinators. The Facilitator, Timekeeper, Secretary, and Coordinator roles rotate quarterly.
- II. The **Facilitator** creates meeting agendas with the advice of the Advisory Board and facilitates the meeting in a neutral manner.
 - a. The Facilitator is critical in keeping the conversation flowing, making sure everyone feels heard, and enforcing group norms.
 - b. The Facilitator will solicit the opinions and input of the Advisory Board and openly disclose their own opinions and input.
 - c. The Facilitator may decide to have an Advisory Board member assist them in any of these responsibilities as needed.
- III. The **Timekeeper** keeps track of the time and holds the group to the predetermined agenda.
- IV. The **Secretary** will record what happens at the meeting and create minutes (“Advisory Board Minutes”) that the Advisory Board will review and approve at the next in-person or virtual meeting.
 - a. The Secretary shall also create redacted, general meeting minutes (“Public Meeting Minutes”) to be shared with the public within two (2) weeks of each meeting.
 - b. Public Meeting Minutes should list attendance as well as a general discussion of the meeting.
- V. The **Coordinator(s)** organize(s) the Advisory Board.

- a. The Coordinator(s) follow(s) up with Advisory Board members who have tasks or signed up for meeting roles.
 - b. The Coordinator(s) assist(s) the Facilitator in preparing for the meeting, including crafting agendas, coordinating the group, and facilitating meetings.
- VI. **Third Coast Leadership** is responsible for making the ultimate decision regarding actions taken as a result of Reports. Third Coast Leadership will be regular participants in the Safe Space Advisory Board meetings, but may not take on leadership roles in the Advisory Board.

SECTION 5: Advisory Board Meetings

- I. The Advisory Board shall have three (3) annual in-person meetings (once per show season) at an agreed upon time that works best for the majority of the group.
- II. The Advisory Board shall meet in person prior to two (2) annual Town Hall meetings.
- III. The Advisory Board shall hold monthly conference calls.
- IV. From time to time, additional meetings may be necessary to respond to Reports.
- V. All members are expected to attend meetings prompted by Reports. Attendance may be via phone or in person.
- VI. A simple majority of the Advisory Board must be present either via phone or in person for a meeting to occur. Third Coast Leadership is not included when determining whether a quorum is present.

SECTION 6: Advisory Board Member Responsibilities

- I. Advisory Board members are expected to embody and model the Safe Space Policy in their activities in and related to Third Coast Comedy Club. They are representatives of the Advisory Board and Third Coast.
 - a. Any potential violations of the Safe Space Policy by Advisory Board members should be brought to the attention of the next meeting's Facilitator, so the Advisory Board may discuss whether that person should remain a member of the Advisory Board.
 - b. The Advisory Board member that is the subject of the complaint may not participate or vote on whether they may remain on the Advisory Board.
 - c. If an Advisory Board member is found to have violated the Safe Space Policy, they will be removed immediately and will not be eligible to rejoin the Advisory Board.
- II. Advisory Board members are required to sign a non-disclosure agreement ("NDA") to ensure the confidentiality of all Reports submitted to the Advisory

- Board. Violation of the NDA is grounds for immediate suspension or removal from the Advisory Board as well as applicable legal action.
- III. Advisory Board members are expected to attend and actively engage in Advisory Board meetings.
 - IV. Advisory Board members are expected to be respectful of other members' perspectives and opinions and to engage in thoughtful discussions surrounding difficult topics.
 - V. Advisory Board members are expected to notify the Advisory Board forty-eight (48) hours before a meeting if they are unable to attend a meeting.
 - VI. Advisory Board members are expected to responsibly engage in email communications.
 - a. When a response is necessary, Advisory Board members shall respond within seventy-two (72) hours of an email.
 - b. If the Advisory Board member is unable to provide a full response within that time frame, they must communicate as such within the seventy-two (72) hour period.
 - VII. The Advisory Board is authorized to suspend or remove an Advisory Board member upon three-fourths vote for the member's failure to perform the duties and responsibilities laid out in the Bylaws.

SECTION 7: Procedure for Considering Reports

- I. If a Third Coast community member submits a Report through the channels identified in the Safe Space Policy, Third Coast Leadership must submit that Report to the Advisory Board as soon as possible.
- II. Within forty-eight (48) hours of receipt, the Advisory Board must confirm that the Report was received.
- III. The Facilitator for the current quarter will add the Report to the agenda for the next in-person or virtual meeting.
 - a. If the Facilitator believes that the Report must be addressed more expeditiously, they may request immediate feedback from the Advisory Board via email.
 - b. The Facilitator may also address the Report by scheduling an in-person or virtual meeting at an agreed upon time that works for the majority of the group.
- IV. The individual(s) who submit Reports to the Advisory Board ("Complainant(s)") shall have an opportunity to communicate with the Advisory Board either directly or through a third-party advocate.

- V. The individual(s) who allegedly violated the Safe Space Policy (“Alleged Violator(s)”) shall likewise have an opportunity to communicate with the Advisory Board either directly or through a third-party advocate.
- VI. An Advisory Board member may choose to recuse themselves from considering or voting on a Report.
- VII. If an Advisory Board member is a Complainant or Alleged Violator in a Report, they are automatically recused from considering or voting on the Report.
- VIII. Upon three-fourths vote, the Advisory Board may require any member to recuse themselves from considering or voting on a Report.
- IX. Third Coast Leadership will provide updates to the Complainant(s) and Alleged Violator(s) within forty-eight (48) hours after:
 - a. The Report is received by the Advisory Board;
 - b. The Report has been placed on a meeting agenda;
 - c. The Advisory Board determines that it needs more than one (1) meeting to consider the Report;
 - i. In the event that the Advisory Board determines to extend consideration to a second meeting, the update must include an expected timeline for the Advisory Board’s subsequent discussion of the Report.
 - d. The Advisory Board submits a recommendation to Third Coast Leadership; and
 - e. Third Coast Leadership has made a decision.
- X. All reports, whether verbal or in writing, must be documented and recorded in a central directory. Reports shall be maintained indefinitely.

SECTION 8: Procedure for Adopting and Amending Advisory Board Bylaws

- I. On three-fourths vote, the Advisory Board shall adopt the initial Bylaws.
- II. The Advisory Board may thereafter alter, amend, or repeal the Bylaws or may adopt new Bylaws on three-fourths vote.