

ANTI-RACISM COMMITTEE



Anti-Racism Committee Bylaws

Updates
Approved by
the ARC:

June 15, 2022

ANTI-RACISM COMMITTEE (ARC) BYLAWS

Article I - Identity

Section 1 – The committee shall be known as The Workshop Anti-Racism Committee (ARC).

Article II - Purpose

Section 1 - Mission

1. Hold Performing Arts Workshop and its Partners, Funders, Board Members, Staff and Teaching Artists accountable to our commitment to anti-racism.
2. Deepen our practice of anti-racism and evolve our thinking as we continue to learn the depths of the impacts of racism. Listen closely and apply solutions and actions suggested by people most affected by racism.
3. Develop various anti-racism frameworks, obtain feedback, create accountability processes, strengthen pathways for artists and staff to ask questions, increase Learning and Growth opportunities and compile collective wisdom on this topic.
4. Provide pathways for Teaching Artists, Staff, Students, Partners, and Community Members to offer input on anti-racism practices at the Workshop.
5. Ensure that people most impacted by the ARC's decisions have a say in the decision-making process as much as possible.

Section 2 – Focus

Our focus is anti-racism and anti-racist practices internally involving Staff, Teaching Artists, Artist Mentors, Board Members and externally including site partners.

Article III - Meetings:

Section 1- Overview

General meetings will be held **at least once a month** during the school year, with additional meetings to be added based on need and as permitted by the organization's budget. [Meeting Calendar 2022-2023](#)

Article IV- Membership:

Section 1 - Membership shall be open to the Workshop Artist Mentors, Managers, Directors, Executive Director/Co-Executive Directors, and Board Members.

Section 1.1 The Executive Director/Co-Executive Directors should be eligible for membership (see Section 2) as a prerequisite for the position(s). The Executive Director/Co-Executive Directors are

necessary members of the ARC to ensure that the ARC can remain an efficient deciding body of Performing Arts Workshop.

Section 2 - Skills/Competencies: Members should have an intermediate to advanced understanding of race, racism, race relations and its nuances. Members should have extensive knowledge of the [Anti-Racist Framework](#) and the nuanced ability to apply its concepts to real-life scenarios.

Section 3 - New members will be added when there is an open seat. If a current member wishes to nominate a new member, they can do so by sharing with the group who they are nominating, why, and what they think they can contribute. The nomination is required to be seconded by one of the current members. The nominee will then be invited to a conversation with current committee members before it goes to a vote. Current Members will then proceed with a vote. A **two-thirds** committee vote in support of the nominee is required for the nominee to become an ARC committee member. [Option for current members to present evidence regarding a nominee in a closed session.] If/when the vote for a new member passes, the Manager of Membership initiates the onboarding process. Once the onboarding process is complete, the new member becomes a voting member of the ARC.

Section 4 - If an Artist Mentor, Manager, Executive Director or Board Member wishes to apply to be a part of the committee, they can reach out to anyone they feel comfortable speaking to from the committee. The Committee Member completes the [nomination form](#) based on the applicants responses. The nomination form addresses reasons for wanting to join the committee and potential contributions to anti-racist practices. The nomination must be seconded by a current committee member. We recommend that either the nominating member or the member seconding the nomination be BIPOC. If the nomination is seconded, the nominee will be invited to a conversation with the committee. The conversation will be followed by a closed session vote by all current members. A **two-thirds** committee vote in support of the nominee is required for the nominee to become an ARC committee member. If/when the vote for a new member passes, the Manager of Membership initiates the onboarding process. Once the onboarding process is complete, the new member becomes a voting member of the ARC.

Section 5 - Membership runs from July to June. If one joins in the middle of the school year and wishes to extend the membership, they/she/he can be considered to sign another membership agreement for the following school year. [Re-upping membership each year, recommitting to membership each year.] Members are required to attend committee meetings regularly. Members are offered four absences per year. After the fourth absence, members automatically become contributors (see Article V - Contributor:*) Members that shift to contributors in the middle of a year long term, can be considered for membership again the following July.

Section 6 - Demographics: The anti-racism committee strongly suggests its regular members be majority BIPOC and leadership positions should be held by BIPOC if they have the desire. The ARC will have a minimum of four members, maximum of eight members; including a minimum of two hourly staff members (Artist Mentors) from the organization.

Section 7 - The entire committee will vote to choose member(s) who might best represent the committee for participation in a project, at an event, during a meeting; volunteers are encouraged.

Members not directly affected by racism are encouraged to take on participation in discussions or events, when doing so helps lessen the burden of racism on members that most experience it.

Section 8 - Members can be removed from the committee at any time. If a current member wishes to nominate another member for removal, they can do so by calling a meeting with ALL other members to share why they are calling for the removal of a committee member.

The removal must be seconded by one of the current members. We recommend that at least one of the nominating members is BIPOC. The nominee will be invited to have a conversation with the rest of the Committee to either agree to and develop a repair plan, or resign/terminate membership. If both parties fail to reach a repair plan agreement, the nominee has a choice to resign or call on current Members to proceed with a vote. The removal will be effective only if one half of the committee votes to remove. If/when the vote for member removal passes, the Manager of Membership initiates the transition process to collect and pass down projects and information from the removed member. Once the transition process is complete, the removed member becomes not affiliated with the ARC. If a removed member wishes to rejoin, they will follow the Membership procedure after 12 months of the removal.

Article V - Contributor:*

Section 1 - Contributor shall be open to the Workshop Teaching Artists, Artist Mentors, Staff (Assistants, Associates, Managers, Directors), Executive Director, Board Members and external experts when required. All FTE staff will be expected contributors, and contracted staff will be invited to be contributors as much as possible.

Section 2 - Contributors are requested to participate in the ARC meetings relevant to the project(s) they are contributing to.

Section 3 - Contributors are invited by ARC to provide feedback, work on projects, collaborate with regular Committee Members, request projects and ask questions.

Section 4 - At any time, Workshop staff and teaching artists can propose anti-racism projects by emailing the Anti-Racism Committee at antiracismcommittee@performingartsworkshop.org, sending a slack message to the Anti-Racism Committee channel, and/ or asking to attend an Anti-Racism Committee + Staff Meeting.

Section 5 - Contributors are invited on a case by case basis.

Section 6 - If contributors are salary-based staff, the work will fold into their weekly hours. If contributors are hourly employees, they will be compensated for their work at their hourly rate.

Article VI - Election Procedures

Section 1 - Voting is limited to ARC members.

Section 2 - Voting Procedure will be as follows:

- A. Applicants/nominees are introduced to the ARC committees at least two weeks prior to election
- B. Applicants/nominees are invited to an ARC committees conversation
- C. Current ARC committees proceed with a vote. Two-thirds of the vote wins.

- D. Applicants/nominees will receive an notification email from Anti-Racism Committee
- E. New ARC committee member onboarding process take place

Section 3 – The election period shall be held at the beginning of each fall semester.

Section 4 – Attendance Policy: As a regular member of ARC, one is required to attend 70% of the meeting and project during their/her/his membership.

Section 5 - Onboarding process

Article VII – Roles:

Section 1 - The ARC Committee is governed by the following four roles:

- A. Facilitator
- B. Note Taker
- C. Manager of Membership
- D. Manager of Accountability

Section 2 - Role determination

These four roles are open to the committee members who desire or volunteer to take on the positions. The Note Taker position can be rotated among the committee members from July to June. Both Manager of Membership and Manager of Accountability positions cannot be rotated, they will run by two consistent members from July to June. When none of the committee members desire or volunteer to take on the positions, the committee members will then proceed a vote to determine these roles.

Article IX - Categories

The duties of the ARC Board shall be as follows:

Section 1 – Facilitator

Facilitator shall hold:

- A. Forming meeting agenda
- B. Facilitate ARC meetings
- C. Overwatch and report the dynamics between members during meetings
- D. Time keeper during meetings
- E. Keeps track of meeting dates
- F. Send out meeting invitations

Section 2 – Notetaker (rotation among the committee members)

Notetaker shall hold:

- A. Taking of Notes
- B. Share notes with the rest of the committee at the conclusion of each meeting
- C. Share notes with the contributors

Section 3 – Manager of Membership

The Manager of Membership shall:

- A. Discuss membership with Teaching Artists, Artist Mentors and Board Members
- B. Be the point person for all new member and member removal suggestions
- C. Onboarding new members

- D. Conducting transitional tasks with removed/resigned members

Section 4 - Manager of Accountability

The Manager of Accountability shall:

- A. Create new protocols, contracts, etc. as needed to continue our commitment to anti-racist practices
- B. Keep track of project deadlines
- C. Keeps track of paper trail of racial incidents and PAW's plan of action
- D. Point person for tracking and representing when incidents in the classroom or with partner sites occur.

Section 5 - Sub-Committee (project basis)

Sub-Committee shall:

- A. At least two committee members should be in a sub-committee. Sub-committees include ARC members only.
- B. Work with another Committee Member on specific projects, as spokespersons at a meeting/event.

Article X – Amending the ARC COMMITTEE

The constitution may be amended at any meeting subject to the following:

Section 1- Two-thirds of the voting membership in attendance must vote in favor of the amendment.

Section 2- Notice of amendment must be broadcast to all voting members at least two weeks prior to the meeting at which consensus will be sought.

Section 3- Amendments pass with a majority votes

Section 4- Amendment take effect immediately after passing the majority votes

I have reviewed this agreement and agree with all the requirements.

Your Name (Print)

Your Name (Signature)

Date

The Workshop ARC (Print)

The Workshop ARC (Signature)

Date

Term of Membership