

Young Adult Advocates of the Utah Family Coalition

State of Utah Youth Advisory Board By-Laws

Updated:

Jan 23, 2014



allies
with families



Utah



NEW FRONTIERS FOR FAMILIES
EMPOWERING FAMILIES TO SUCCEED
P.O. Box 207, Tropic, UT 84776
1-866-897-7322

The following policies and operating procedures of the State of Utah Youth Board will set forth the basic structure and abilities of the Board in carrying out their duties and responsibilities in accordance with all applicable rules, laws and policies of the State of Utah DSAMH and the Utah Family Coalition.

1. NAME

We are the Youth Advisory Board, a division (a collaborative effort with the) of the Utah Family Coalition and the Department of Human Services.

2. MISSION

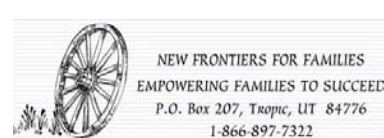
Our mission is to promote change within the social service system for young adults in transition and to advocate for wellness.

3. ROLES/DEFINITIONS

A. STATE OF UTAH YOUNG ADULT ADVISORY BOARD

Board members:

1. Members are young adults ages 16 to 26 years of age. Flexibility on the ages will be determined on a case by case basis.
 - a. Active Members must be in a stable recovery. A leave of absence will be permitted as requested by the individual Member
2. All Members must complete application process (see Page 7)
3. Members have utilized social services and resources, private or public.
 - a. Social services are defined as involvement with juvenile justice, foster care, mental health, substance abuse, and physical /intellectual disabilities
4. Members have committed to serving a minimum of one year on the Board, maximum three years with the option to resubmit an application after the third year.
5. Attend approved State and Local level meetings as “Youth Advocate”.
6. All Members will have the opportunity to receive training to further their own advocacy skills such as the Young Adult Leadership Curriculum.



- a. Members who have completed training may have the opportunity to share with other youth in a local or state setting
 - b. Participate in and take the lead at State Youth meetings,
 - c. Participate in trainings and
 - d. facilitate Board planning and
 - e. Helping to carry out advocacy and leadership events
7. All Members are responsible for updating the State of Utah Youth Adult Leadership Curriculum; as needed.
8. Participate in other activities as arranged by the UFC and DSAMH.

B. Supportive organizations

UTAH FAMILY COALITION

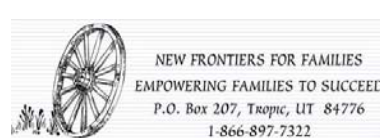
1. NAMI Utah (Rebecca Glathar) or her designee
 - a. Facilitates the activities and meetings of the Young Adult Board and Young Adult Council at the State level
 - b. Tracks and turns in monthly stipend/gas card invoices for payment to YA Board Members
 - c. Outreach and follow up for the Board
2. Allies with Families (Lori Cerar)
 - a. Provides technical assistance to the Board
 - b. Approves and disperses expenditures of the Board according to agreements with Young Adult Board Members and within contract budget with DSAMH
3. New Frontiers with Families (Tracy Johnson)
 - a. Technical assistance to the Board
 - b. Helps develop Young Adult Councils in Tooele and San Juan Counties

DEPARTMENT OF SUBSTANCE ABUSE AND MENTAL HEALTH (Ming Wang)

1. Provides needed funding, meeting locations and other resources needed by the Youth Board in cooperation with the Utah Family Coalition
2. Provides information to the Youth Board about opportunities available to them to represent the Young Adult voice and perspective at policy level.

4. POLICIES AND PROCEDURES

A. MEMBERSHIP



1. WHO CAN APPLY

- a. Potential members must be between the ages of 16 and 26
- b. Potential have utilized social services, public or private
- c. Potential members must encourage a supportive environment in sharing their experiences
- d. Must attend 1 board meeting before submitting application

2. HOW TO APPLY

- a. Complete application (see page 7)
- b. Applications will be submitted and reviewed through the Executive Committee and then taken to the general Board for final approval.
- c. Once approved the Member has voting rights and would be eligible to receive stipends.

B. MEETINGS

1. Regular YA Board meetings will be held once or twice a month as determined by the Executive Committee
 - a. Special YA Board meetings may be called by the Board on an as needed basis.
2. YA Advisory Board will coordinate their meetings and activities with the UFC.
3. Agendas will be provided at least two days in advance of YA Board meetings via email by a member of the Executive Committee.
4. The Executive Committee will work with UFC to determine approved meetings.

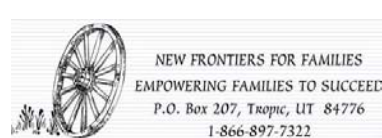
C. VOTING

1. A majority of YA Board members constitutes a quorum. Passage of a motion constitutes a simple majority vote.

D. CONFLICT OF INTEREST

Any member of the YA Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, shall inform the Board and shall refrain from discussing and voting on that item.

- E. **COMPENSATION** – YA Board members will serve without compensation but may be entitled to reimbursements with stipends and gas cards in accordance with the following policies and procures:



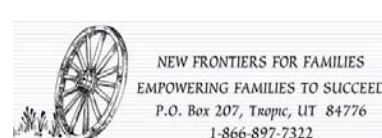
1. All members have to fill out the Contract Services Agreement from Allies with Families
2. YA Board Members must fill out and submit a Pre-Event Approval Form to be signed by all UFC members and the DSAMH giving approval for any events in advance and authorizing any stipends or other expenditures that will be needed by the Board to execute plans for projects.
3. When Board Members are requested to attend specific meetings representing Young Adult perspective and/or other have other projects, committees or task forces they would like the Young Adults to serve on, a YA Stipend/Gas Card Request Form must be filled out the Member and signed by the State Youth Facilitator. If the Board Member is receiving compensation from the requesting organization, a stipend will not be approved.
4. Unless expenditures are pre-approved by all parties as set forth herein, all participation, will be volunteer in nature and any transportation costs and/or supplies used will be considered voluntary donations.

F. **ETHICS** - The activities outlined below are strictly prohibited. Any YA Board or YA Council Member who violates this Code of Ethics is subject to dismissal from performing any activities or duties for this organization.

1. Continued disruption in the meetings may result in the Member being asked to take a leave of absence.
2. Abusive language, discourtesy, rudeness, abhorrent behavior, or otherwise creating a hostile environment at Board meetings or activities. This includes verbal, written, physical or visual activities and/or other forms of harassment, including in email and/or internet posts will not be tolerated.
3. Possession or use of illegal drugs or alcoholic beverages during any activities affiliated with the Board will not be tolerated.
4. Persistent failure to follow Board policies or procedures will be asked to take a leave of absence.

G. **SEXUAL HARRASSMENT:** Sexual harassment is defined as unwanted sexual advances, visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. If you experience or witness sexual or other unlawful harassment at Board meetings or activities, report these to a member of the Utah Family Coalition and/or the Division of Substance Abuse and Mental Health.

H. **CONFIDENTIALITY** –Sign in Sheet with Confidentiality Clause – See Attachment __ YA Board Members expect that the personal information they share at Board meetings and activities will be kept confidential. All new Board members should be informed of this policy. Confidentiality will apply to all situations except the following: a) If the person presents harm to him/herself or others, and b) if the person indicates that he/she has been



involved in emotional, physical or sexual abuse of a child, an individual with mental illness, or an elderly individual. Such actions must be reported promptly to the appropriate authority.

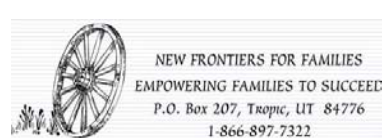
Personal information about Board participants, including sign in sheets, full names, contact information and other information about participants should be kept in files away from public view at all times. Board members will not use names or share any personally identifiable information with others outside the group without obtaining permission first. Personal relationships between group members are welcome, though all confidentiality rules apply at all times.

I. SOCIAL MEDIA POLICY (See Social Media Release Form Attachment)

1. Do not post any comment or picture involving another board or staff member without his or her express consent.
2. If you post any comment about the Board, the UFC and/or its organizations or the DSAMH you must state clearly and conspicuously that you are posting in an individual capacity and that your views are your personal views and that they do not represent the views of the group or the organization mentioned.
3. Unless given written permission from the Board you may not use the Young Adult Board's logo and/or organizational materials in your posts.
4. All postings on social media must comply with our Confidentiality policies. If you are unsure about the confidential nature of information you are considering posting, please check with one of the staff assigned to assist the council and board.
5. You are responsible for everything you write or present on social media. You can be sued by other board members, employees, staff or any individual that views your social media posts as defamatory, harassing, libelous or creating a hostile environment.
6. All policies that regulate conduct and ethics among group members also apply to social media posts, including sexual harassment, ethics, confidentiality, conflict of interests, etc.

J. AMENDMENTS

These policies and operating procedures may be amended by a consensus of the Board at any meeting and a copy of proposed amendments has been provided to each Board member at least one week in advance of said meeting.



Advisory Board Membership Application

Name: _____

Date of Birth: ____/____/____

Address: _____ City: ____ St: ____ Zip: ____

Phone #: _____

Email: _____

Preferred Method of Contact:

Email

Text

Facebook

Phone call/Voicemail

Do you have any allergies or special dietary needs? If so, please detail below.

How were you referred to the Board?

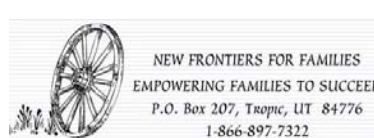
Why do you want to be a member of the Board?

Have you been involved with the State Youth Council, NAMI, Allies with Families, or New Frontiers with Families? _____

If yes, How did you participate/What did you do with the organization?

Have you received training on how to share your Story (Strategic Sharing)? _____

If yes, have you had a chance to use this training? How? With Whom?



One way that Youth Advisory Board members can advocate is through talking about their experience with a social service system. With which system do you identify?
(circle all that apply)

- Child Welfare/Foster Care
- Juvenile Justice
- Drug Abuse
- Mental Health
- Physical Disability
- Sibling
- Adult Ally (26+)

As a Board, we focus on each other's strengths. What are some of your strengths?

Do you have experience or an interest in any of these areas?

Photography

- ☐ Photoshop
- ☐ Making/Editing Videos
- ☐ Acting

Artistic Designs

- ☐ Writing Music
- ☐ Performing Music
- ☐ Painting/Drawing
- ☐ Writing
- ☐ Public Speaking

Computer Applications

- ☐ Email
- ☐ PowerPoint
- ☐ Excel/Office

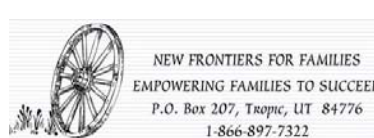
Social Media

- ☐ Facebook
- ☐ YouTube
- ☐ Twitter
- ☐ Instagram

Please Return to Michelle Vance @ NAMI-UT

michelle@namiut.org

Fax: 801-323-9799 RE: Youth Advisory Board





Release Form for Use of Images

I hereby give my consent to The Youth Advisory Board & The Utah Family Coalition to photograph, film, videotape and then use, reproduce, and publish said images of me.

(Please print name)

(Please guardians name, if under 18)

I agree that photographs/negatives, film, or videotapes thereof shall constitute the sole property of The Youth Advisory Board with full right of disposition for use of education or community awareness purposes.

I hereby release The Youth Advisory Board and his/her legal representatives and assigns from any and all claims whatsoever in connection with the use, reproduction, publication of the images thereof.

Signature

Date

(Signature of guardian, if under 18)



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