

BYLAWS
of the
NORTHERN COLORADO DOULA ASSOCIATION

ARTICLE I

Name

The name of this organization shall be the Northern Colorado Doula Association, also known as the NCDA, also known as nocodoulas, also known as the Association.

ARTICLE II

Object

Mission Statement:

Our mission is to integrate the spectrum of doulas and birth professionals in Northern Colorado as a community that aims to educate, support and provide networking among our members; be the source of community liaisons, outreach and education for the public; and be an agent of change to improve pregnancy, birth and postpartum outcomes in our community.

ARTICLE III

Members

Section 1: The Membership of this Association shall be made up of persons who are professionally trained in providing or supporting perinatal services, and who are willing to serve according to the Mission Statement and the Code of Ethics of the NCDA. Such person or business shall be declared a member of the Association upon payment of the annual dues as specified in Section 2. Members must abide by the Code of Ethics and have paid membership dues to be considered in good standing. The Board reserves the right to limit certain events to doulas only.

Section 2: The Membership dues shall be from the time of approval, with renewal to be completed yearly.

Section 3: Membership Costs and Benefits

- a. The annual dues shall be \$100, paid at the time of joining.
- b. The benefits of membership are as follows:
 - 1. Access to the private NCDA Facebook group.
 - 2. NCDA membership badge for placement for individual promotional use (digital file).
 - 3. Invitation to all quarterly meetings.
 - 4. Participation in inservices or educational events. Some events may have a fee but may be available at a discounted rate for NCDA members.
 - 5. Listing in NCDA website member directory, with photo, short bio, and live links to your business site.
 - 6. Invitation to participate in the Accessible Birth Program.
 - 7. Mentoring for newer birth professionals.
 - 8. Event marketing in Association publications.
 - 9. In-person continuing educational events.
 - 10. Small business skill development.
 - 11. Networking with other birth professionals.
 - 12. Option to host NCDA and community events in your business space.
 - 13. Add-on membership option for multi-person businesses for \$50 per additional person.
- c. Executive Board and Committee Officer Membership: Elected Executive Board Officers and Committee Officers will pay membership dues of \$50 annually. This membership includes all benefits listed in III.3.b and the responsibilities listed in Articles V, VI, and VII.

Section 4: Members in good standing will be eligible to rejoin the Association the following year.

Section 5: Any member desiring to resign from the Association shall submit their resignation to the Secretary in writing who shall present it to the Executive Board for action.

Section 6: Upon receipt of application, signed NCDA Bylaws, signed NCDA Mission Statement, and signed NCDA Code of Ethics, Applicants will be sent an electronic invoice of dues. Membership will become active once dues are paid in full.

ARTICLE IV

Meetings

Section 1: The regular meetings of the Association will be held quarterly throughout the year, unless otherwise ordered by the Association. Every effort will be made to be inclusive. Meetings may occasionally be held via a virtual or online meeting platform, such as Zoom, in an effort to include more members.

Section 2: The regular meeting in October shall be known as the Annual Meeting and shall be for the purpose of nominating Officers, receiving year-end reports from Officers and committees, and for other business that may arise. All members of the NCDA should make every effort to attend this meeting.

Section 3: Special meetings may be called by the President or by the Executive Board and shall be called upon the written request of three members of the Association. The purpose of the meeting shall be stated. Except in the case of emergency, at least three days' notice shall be given.

Section 4: Four members of the Association shall constitute a quorum. If there is a seven-member board, at least four must be present for a quorum, and at least four must always vote yes for a motion to pass regardless of whether there are four, five, six, or seven members present.

ARTICLE V

Officers

Section 1: The Executive Officers of the Association shall be the President, Vice-President, Secretary, and Treasurer. The Committee Officers of the Association shall be Social Committee Chair, Educational Committee Chair, and Community Outreach Committee Chair. These officers shall perform the duties prescribed by these Bylaws as the parliamentary authority adopted by the Association.

Section 2: At the Annual Meeting in October, nominations will be accepted for all open Executive Board and Committee Officer positions. From that pool of nominees, the current Administration will then nominate members for the open Executive Board and Committee Officer positions.

Section 3: Voting will be open for a period of up to two weeks. Results of the polls will be announced in the following November.

Section 4: The Executive officers shall be elected by electronic ballot. Their term of office shall begin at the start of the calendar year; January 1st. Term length for the Vice-President, Treasurer, and Secretary shall be two calendar years with the option of a nominated and elected second term. Term length for the President shall be three years with a nominated and elected second term of one year to transition the Vice-President.

Section 5: The Committee Officers shall be elected by electronic ballot. Their term of office shall begin at the start of the calendar year; January 1st. Term length for Committee Officers shall be two calendar years, with the option of a nominated and elected second term.

Section 6: If there is a vacancy on the Board, including a vacancy created by the removal of an Officer, the Board may fill such vacancy by electing an additional Officer as soon as practicable after the vacancy occurs. If the number of Officers then in office is less than four, additional directors may be elected to fill such vacancies by (i) the unanimous written consent of the Officers then in office, or (ii) the affirmative vote of a majority of the Officers in office at a meeting held according to the quorum rules as stated in Article IV, Section 4, or (iii) a sole remaining Officer.

Section 7: No member shall hold more than one office at a time, and no member shall be eligible to serve more than the maximum total of 2 consecutive terms in each position.

Section 8: Any Officer desiring to resign from their Board position shall submit their resignation to the Secretary in writing, who shall present it to the Executive Board for action. Any difference in membership dues resulting from this resignation shall be the sole responsibility of the resigning Officer.

Section 9: Nominees for Secretary must be members of the Association who have been in good standing for a minimum of one year and have attended a minimum of six NCDA events per membership year. Nominees must have basic word processing and communications skills.

a. Duties of Office

1. Attends all meetings of the Association and of the Executive Board and keeps accurate minutes of these meetings.
2. Distributes Minutes to the Executive Board and to all members after each meeting.
3. Shares the duty of responding to Association emails within 24 hours of receipt.
4. Keeps the files for the Association, including Minutes of all meetings and Association records.
5. May be asked to participate in other projects for the NCDA.

6. Upon completion of final term, turns over all files and records to the incoming Secretary.

Section 10: Nominees for Treasurer must be members of the Association who have been in good standing for a minimum of one year and have attended a minimum of six NCDAs events per membership year. Nominees must have a secured location for files and records. Nominees must be proficient in using Quickbooks and Excel.

a. Duties of Office

1. Keeps records of the full name, address and occupation of each Executive Board Member and Committee Officer of the Association.
2. Maintains files and records for public access via the website.
3. Maintains the address of the Registered Office of the Association.
4. Makes arrangements for annual collection of dues.
5. Receives membership dues.
6. Attends to all financial affairs of the NCDA.
7. Presents financial statements and projected budget at the Fiscal Year Annual Meeting in October.
8. Presents financial statements at each quarterly meeting and as requested at other meetings, such as meetings of the Board.
9. Maintains the Association's taxes; including state, federal, and sales.
10. Keeps the accounting and financial records and books for the Association.
11. Attends all meetings of the Association and of the Executive Board.
12. May be asked to participate in other projects for the NCDA.
13. Upon completion of final term, will turn over all records to incoming Treasurer.

Section 11: Nominees for Vice-President must be members of the Association who have been in good standing for a minimum of one year and have attended a minimum of six NCDAs events per membership year. Nominees must hold a current and active certification as a doula.

a. Duties of Office

1. Performs all duties of the President when the President is absent.
2. Trains to become President if desired.

3. At the formal taking of office each year the Vice-President shall be assigned areas of responsibility for the year by the President.
4. Shares the duty of responding to Association emails.
5. Attends all meetings of the Association and of the Executive Board.
6. May be asked to participate in other projects for the NCDA.
7. Upon completion of final term, turns over all records to incoming Vice-President.

Section 12: Nominees for President must be members of the Association who have been in good standing for a minimum two years and have attended a minimum of six NCDA events per membership year. Nominees must have served a minimum of one two-year term as Vice-President. Nominees must hold a current and active certification as a doula.

a. Duties of Office

1. Provides leadership to the Association.
2. Ex Officio member of all teams and committees.
3. Official spokesperson for the Association.
4. Dates and verifies all documents.
5. Shares the duty of responding to Association emails.
6. Attends and leads all meetings of the Association and of the Executive Board.
7. May be asked to participate in other projects for the NCDA.
8. Upon completion of final term, turns over all records to incoming President.

Section 13: Nominees for Social Committee Officer must be members of the Association who have been in good standing for a minimum of one year and have attended a minimum of six NCDA events per membership year.

a. Duties of Office

1. Maintains the Association's Facebook page and any other current social media outlets in accordance with those Social Media outlets' individual policies. This requires the officer to hold their own personal social media accounts.
2. Updates data and media as required, keeping up-to-date information on social media outlets, including regular posting to engage the community and promote the NCDA.
3. Stays up-to-date on social media policies and best practices through courses and continuing education.

4. Coordinates internal NCDA events and social gatherings and communicates their details to members in a timely manner.
5. Attends all board meetings as requested by the President.
6. Submits a report to the Executive Board for financial and event approval quarterly.
7. The Social Committee Officer, per their discretion, may recruit members for assistance with NCDA events.
8. May be asked to participate in other projects for the NCDA.
9. Upon completion of final term, turns over all records to incoming Social Committee Officer.

Section 14: Nominees for Educational Committee Officer must be members of the Association who have been in good standing for a minimum of one year and have attended a minimum of six NCDA events per membership year. Nominees must hold a current and active certification as a doula.

a. Duties of Office

1. Coordinates and plans the agendas for educational events, both internal and external, that benefit the members of the Association.
2. Submits a report to the Executive Board for financial and event approval quarterly.
3. Attends board meetings as requested by the President.
4. Communicates all educational events and their details to the Social Committee Chair for social media posting in a timely manner.
5. May be asked to participate in other projects for the NCDA.
6. Upon completion of final term, turns over all records to incoming Educational Committee Officer.

Section 15: Nominees for Community Outreach Committee Officer must be members of the Association who have been in good standing for a minimum of one year and have attended a minimum of six NCDA events per membership year. Nominees must hold a current and active certification as a doula.

a. Duties of Office

1. Coordinates and plans the agendas for community outreach events throughout Northern Colorado, intended to increase public awareness of the Association.
2. Oversees advertising of Community Outreach events.

3. Recruits and coordinates members as needed to promote the Association at community outreach events, and maintains communication with members regarding the logistical details of the events.
4. Maintains all written and graphic promotional materials.
5. Submits a report to the Executive Board for financial and event approval quarterly.
6. Communicates all community outreach events and their details to the Social Committee Chair for social media posting in a timely manner.
7. Attends board meetings as requested by the President.
8. The Community Outreach Officer, per their discretion, may recruit members for assistance in planning and attending NCDA events.
9. May be asked to participate in other projects for the NCDA.
10. Upon completion of final term, turns over all records to incoming Community Outreach Committee Officer.

ARTICLE VI

The Executive Board

Section 1: The President, Vice President, Treasurer, and Secretary shall constitute the Executive Board.

Section 2: The Executive Board members will act in a manner that is fiscally responsible and in accordance with the NCDA's mission statement, and will be separately held harmless from any debt or action taken by the Association.

Section 3: The Executive Board shall have general supervision of the affairs of the Association between its business meetings, set the hour and location of the meetings, and make recommendations to the Association.

Section 4: Unless otherwise ordered by the Board, regular meetings of the Executive Board shall precede each regular quarterly meeting. Special meetings of the Board may be called by any Executive Board Member with approval by the President. The other members of the Association will be notified about these meetings. Meetings of the Board may occasionally be held via a virtual or online meeting platform, such as Zoom.

ARTICLE VII

Committees

Committees, standing or special, shall be appointed by the President of the Association or the Board as deemed necessary to carry on the work of the Association. The President shall be an ex-officio member of all committees.

ARTICLE VIII

Grievances

Section 1: Internal Grievances

- a. The Executive Board shall constitute the Internal Grievance Committee; at such time that consideration is required of a written grievance filed by any NCDA member against another NCDA member. This committee shall meet with the member who is the subject of the complaint to discuss and resolve the problem as outlined in the written filing. If the grievance is against an Executive Board Member(s), the next Officer in line shall appoint the Committee. If the member who is the focus of the grievance is certified by an organization (ICEA, DONA, CAPP, etc.) a representative of that organization or regulatory body may be notified in writing and/or email, and invited to the hearing.
- b. A course of resolution is at the sole discretion of the Internal Grievance Committee, up to and including termination and demotion.
- c. Any difference in membership fees associated with a demotion will be the sole responsibility of that member.

Section 2: External Grievances

- a. The Executive Board shall constitute the External Grievance Committee, at such time that consideration is required of a written grievance filed by any outside agency against a NCDA member. This committee shall meet with the member who is the subject of the complaint to discuss and resolve the problem as outlined in the written filing. If the grievance is against an Executive Board Member(s), the next Officer in line shall appoint the Committee. If the member that is the focus of the grievance is certified by an organization (ICEA, DONA, CAPP, etc.) a representative of that organization or regulatory body may be notified in writing and/or email, and invited to the hearing.
- b. A course of resolution is at the sole discretion of the External Grievance Committee, up to and including termination and demotion.
- c. Any difference in membership fees associated with a demotion will be the sole responsibility of that member.

ARTICLE VIII

Amendment of Bylaws

These bylaws may be amended (and any changes implemented) by a two-thirds vote of approval by the membership of the Association, provided that the amendment has been submitted in writing or electronic means for review by the members at least two weeks prior to the date of voting. Voting may take place via electronic ballot.

Adopted October 26, 2002

Revised February 2007

Revised October 2011

Revised January 2016

Revised October 2017

Revised November 2017

Revised May 31, 2019

Revised January 1, 2022