

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 birth and/or postpartum services, and who are willing to serve according to the Mission Statement and the Code of Ethics of the NCDA.

Section 2

a. Any adult resident of Northern Colorado who is formally trained, certified, licensed, or seeking certification or licensure, and who is actively pursuing professional development in a birth or postpartum related field, shall be eligible for Individual Membership. Such person shall be declared a member of the Association upon approval of application by the majority vote of the Association Board and payment of the annual dues as specified in Section 3a.

b. Any business in Northern Colorado who is providing goods or services in the specialized fields of birth and/or postpartum shall be eligible for a Business Sponsorship. Business Sponsors shall be declared upon approval of application by the majority vote of the Association Board and payment of the sponsorship dues as specified in Section 3b.

Section 3

a. The Individual Membership dues shall be from the time of approval, with renewal to be completely yearly.

- 1.** Individual Website Membership: The annual dues shall be \$100.00. This membership option includes website advertising and optional participation in paid activities.
- 2.** Individual Active Membership: The annual dues shall be \$75.00. This membership option includes all benefits listed in the membership option in Section 3.a.1, in addition to participation in a minimum 5 NCDA sponsored events annually which may include free Education, Social, and Networking Events.
- 3.** Individual Board and Committee Membership: The Board and Committee Membership is an elected membership position only. The annual dues shall be \$50.00. This membership options includes all benefits listed in the membership options in Section 3.a.1 and Section 3.a.2, in addition to the responsibilities listed in Articles V, VI, and VII.

b. The Business Sponsor dues shall be from the time of approval, with renewal to be completely yearly. The annual Sponsorship dues shall be \$150. NCDA Sponsorship includes website and marketing logo placement, NCDA event hosting opportunities, education event hosting opportunities, and optional participation in NCDA-sponsored paid activities. Business Sponsorship opportunities are limited based on the NCDA's yearly requirements and available space.

Section 4 a. Individual Members in good standing, (dues paid in full and the requirements listed in Section 3 fulfilled), will be eligible to rejoin the Association the following year. Members who are unable to meet the listed requirements in Section 3 may be individually evaluated by the Executive Board for renewal.
b. Business Sponsors in good standing, (dues paid in full and in good standing with the State of Colorado), will be included in all marketing materials and will be eligible for Sponsorship renewal.

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, and approval by majority vote of the Association Board, 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.

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 of 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 emergency, at least three days' notice shall be given.

Section 4 Four members of the Association shall constitute a quorum. If you have a 7 member board, at least 4 must be present for a quorum, and at least 4 must always vote yes for a motion to pass regardless of if there are 4, 5, 6, or 7 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 regular meeting in October, nominations will be accepted for all Committee Officer positions. From that pool of nominees, the current Administration will then nominate members for the open Executive Office positions.

Section 3 Voting will be open for a period of 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 primary board members is 2 calendar years, with a nominated and elected second term not to exceed an additional 1 year term.

- 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 is 1 calendar year, with a nominated and elected second and third term not to exceed an additional 1 year term each.
- 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 a quorum, additional directors may be elected to fill such vacancies by (i) the unanimous written consent of the Officers then in office, (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 3 consecutive years in each position.
- Section 8** Nominations for Secretary must be members in good standing of the Association for a minimum of one calendar year and have served a minimum of one term as an active board member.
- a. Duties of Office**
1. Attends all meetings of the Association and of the Executive, and keeps accurate minutes of these meetings.
 2. Distributes Minutes to the Executive and to members after each meeting.
 3. Respond to Association emails within 24 hours of receiving.
 4. Keep the files for the Association including Minutes of all meetings and records.
 - a. Full name, address and occupation of each Officer and Director of the Association
 - b. Maintains files and records for public access via the website.
- Section 9** Nominations for Treasurer must be members in good standing of the Association for a minimum of one calendar year, have served a minimum of one term as an active board member, and have a secured location for files and records.
- a. Duties of Office**
1. Maintains the address of the Registered Office of the Association.
 2. Makes arrangements for annual collection of fees.
 5. Receives membership fees.
 6. Attends to all financial affairs of the NCDCA.
 7. Presents financial statements and projected budget at the Fiscal Year General Meeting.
 8. Presents financial statements at each general meeting and the Annual General Meeting and as requested at other meetings.
 9. Maintains the Associations taxes; including state, federal, and sales.
 10. Keeps the accounting and financial records and books for the Association
- Section 10** Nominations for Vice President must be members in good standing of the Association for a minimum of one calendar year, have served a minimum of a one year term as an active Executive Board member, and hold a current and active certification as a doula.
- a. Duties of the Office**
1. Handles all duties of the President when the President is absent.
 2. Trains to become President.
 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. Respond to Association emails if the President is unable to perform the task in replacement of Secretary.
- Section 11** Nominations for President must be members in good standing of the Association for a minimum of one calendar year, have served a minimum of a one year term as Vice President, and 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 organization.
4. Dates and verifies all documents.
5. Respond to Association emails if Secretary is unable to perform task

Section 12 Nominations for Social Committee Officers must be members in good standing of the Association for a minimum of one calendar year and have served a minimum of one term as an active committee member.

a. Duties of Office

1. Maintains the Association’s Facebook page and any current social media outlets in accordance with Social Media outlets’ individual policies.
2. Updates data and media as required, keeping up-to-date information on social media outlets.
3. Coordinates and plans the agendas for social events throughout Northern Colorado.
4. Submits a report to the Executive Board for financial and event approval quarterly.

Section 13 Nominations for the Educational Committee Officers must be members in good standing of the organization for a minimum of one calendar year, must be a certified doula, and have served a minimum of one term as an active committee member.

a. Duties of Office

1. Coordinates and plans the agendas for educational events throughout Northern Colorado, 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.

Section 14 Nomination for the Community Outreach Committee Officer must be members in good standing of the Association for a minimum of one calendar year, must be a certified doula, and have served a minimum of one term as an active committee member.

a. Duties of the Office

1. Coordinates and plans the agendas for community outreach events throughout Northern Colorado, designed to increase public awareness of the Association.
2. Oversees advertising.
3. Coordinating members as needed to promote the Association at events.
4. Maintains all written promotional materials.
5. Submits a report to the Executive Board for financial and event approval quarterly.

ARTICLE VI

The Executive Board

Section 1 The officers of the Association shall constitute the Executive Board.

Section 2 The Board members will act in a fiscally responsible manner for the good of the Association, 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, fix the hour and location of the meetings, and make recommendations to the Association. None of its acts shall conflict with action taken by the Association.

Section 4 Unless otherwise ordered by the Board, regular meetings of the Executive Board shall precede the regular monthly meeting as needed. 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 via email about these meetings.

**ARTICLE VII
Committees**

- Section 1** A Social Committee shall be appointed by the Social Committee Officer promptly following the Annual Meeting, whose duty it shall be to plan and organize the social events alternating throughout Northern Colorado. It shall be the duty of this committee to submit a report to the Executive Board for financial and event approval quarterly. Social events are those that create networking opportunities among the Association membership.
- Section 2** An Educational Committee shall be appointed by the Educational Committee Officer promptly following the Annual Meeting, whose duty it shall be to plan the educational events of the Association. It shall be the duty of this committee to submit a report to the Executive Board for financial and event approval quarterly. Educational events are those that further continuing education for the Association membership.
- Section 3** A Community Outreach Committee shall be appointed by the Community Outreach Committee Officer promptly following the Annual Meeting, whose duty it shall be to research and execute community events and advertising geared towards increasing the awareness of the Association; as well as, to seek out complimentary companies and/or organizations. It shall be the duty of this committee to submit a report to the Executive Board for financial and event approval quarterly.
- Section 6** Other committees, standing or special, shall be appointed by the President of the Association or the Executive Board as deemed necessary to carry on the work of the Association. The President shall be ex-officio a 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 NCDCA member against another NCDCA 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.) the State Representative for that Organization or regulatory body will be notified in writing and/or email, and invited to the hearing.
 - b.** Reprimanding actions are at the sole discretion of the Internal Grievance Committee, up to and including termination and demotion.
- 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 NCDCA 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.) the State Representative for that Organization or regulatory body will be notified in writing and/or email, and invited to the hearing.
 - b.** Reprimanding actions are at the sole discretion of the External Grievance Committee, up to and including termination and demotion.

ARTICLE VIII

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of those present, provided that the amendment has been submitted in writing or electronic ballot, at the previous regular meeting and published to the membership.

Adopted October 26, 2002

Revised February 2007

Revised October 2011

Revised January 2016

Revised October 2017

Revised November 2017