

## Central Texas Doula Association Bylaws

### Mission Statement:

The Central Texas Doula Association aims to raise community awareness about the role of doulas and provide a listing of local doulas; To maintain high standards within our profession; And to support doulas by providing continuing education and a peer network. Motto of the Central Texas Doula Association: "Keep Austin Doula'd"

### Executive Board:

The Central Texas Doula Association shall elect its Executive Board consisting of President, 2 Vice Presidents, Secretary and Treasurer via Majority rules voting by the first week in December of each year to allow for transition into the following year.

Nominees will be discussed during the October business meeting to allow plenty of time for majority rules voting. New Executive Board will officially take office February 1st.

Board members may be elected for a term of one year, and may serve up to two consecutive terms for the same office. To be eligible for the board, a member must have been a member of CTDA for 6 months and be in good standing with the ethics committee.

Annual Business Meetings will occur by the first week of February, welcoming the New Executive Board, reviewing the Treasurer's and Audit report for the previous year, and to determine the course of action for the Association for the following year.

The Executive Board shall make available to all members of CTDA, no later than 24 hours prior to any Board meeting, an agenda outline for said meeting. The notes of the meeting will be made available to members within 7 days of the meeting.

Below are listed the agreed upon roles and responsibilities of each Board Member:

### President:

- Attend business meetings regularly
- Preside over business meetings and facilitates gatherings
- Preside over annual meeting in February
- Communicates with Committee Chairs: Mentor Coordinator, Membership Coordinator, Peer Support Coordinator, Liaison team, Ethics committee, Professional Development, Community Outreach, Marketing, Website, and Delete (Audit team), ensures committees are on task and reporting to group regularly
- Maintains business status of association in conjunction with the board
- Encourages Board's role in strategic planning, both short and long term in conjunction with Vice President, Secretary, and Treasurer
- Evaluates annually performance of the organization in achieving it's mission in conjunction with the Board

- Has authorization to sign on bank account along with Vice President and Treasurer
- Represents CTDA professionally in the community; may also be required to represent CTDA in front of media, at CTDA events, and speak in public regarding CTDA
- Takes initiative to perform other duties as position evolves.

**Vice President:**

- Attends business meetings regularly
- Provides support and recommendations to President as needed
- Has authorization to sign on bank account along with President and Treasurer
- Chairs Ethics Committee
- Presides over business meetings in President's absence
- Takes minutes and sends to members in Secretary's absence
- Represents CTDA professionally in the community, may speak in public, represent CTDA at events or in front of media
- Participates in Board strategic planning in conjunction with President, Secretary and Treasurer.
- Takes initiative to perform other duties as position evolves.

**Secretary:**

- Takes business meeting minutes and sends to members in a timely fashion, is available to attend most business meetings
- Oversees business meeting in absence of both President and Vice Presidents
- Responsible for maintaining current copies of all CTDA documents, making updates and revisions as needed
- Maintains business status of organization in conjunction with President, including appropriate paperwork
- Represents CTDA professionally in the community

**Treasurer:**

- Attends business meetings regularly
- Posts Monthly "Treasurer's Report" including income, expenses, and balance
- Provides Treasurer's report at business meetings, or when a Treasurer's report has been requested
- If absent from a business meeting, send monthly report to President or Vice President
- Is a member of the Membership Committee, coordinates with Membership Chair.
- Accepts new and renewing membership fees, makes deposits, and keeps monies safe
- Reimburses members with CTDA related expenses as they provide receipts in a timely fashion
- Tracks expenses and bookkeeping
- Prepares books annually for audit team

- Prepares a forecasted budget at the annual meeting and reports on previous year's budget
- Represents CTDA professionally in the community
- Oversees business meeting in the absence of all other officers
- Has authorization to sign on bank account along with President and Vice President.

### **Committees**

Committee positions are on a volunteer basis except for Ethics Committee. Each Committee will choose a Chair who is responsible for strategic planning for the committee. Chairpersons are encouraged to attend business meetings regularly to communicate with Executive Board. Each Committee is responsible for arranging for it's own meetings and communication between members. Committee Chair positions are held for one year and are re-evaluated at the Annual business meeting. Ad hoc Committees can be formed for special events, the chair will post to the group for the duration of the committee. Below are general guidelines for each committee:

#### **Membership Coordinator:**

- Receives membership applications and dues, forwards membership fees to Treasurer
- Tracks membership status
- Sends welcome letter to new members
- Orients new members to CTDA resources: meetings, Facebook group, socials, etc.
- Sends requests for annual dues/renewals starting in January each year.
- Coordinates with Mentor Coordinators and Website Manager regarding new members.

#### **Mentor Coordinator:**

- Receives notification of a new member from Member Coordinator
- Be available to new doulas to make mentor arrangements
- Periodically evaluates mentor system to make sure it's meeting the needs of the members
- Develops and coordinates guidelines for the mentor program
- Other duties as position develops

#### **Website Design/Management:**

- Oversees design and management of website
- Keeps doula photos and profiles up to date: new members within 1 week of receipt of profile; standing members monthly
- Updates documents on website as directed by appropriate committees

- Continues to develop and expand website

### **Diversity and Inclusion Committee**

The DEI (Diversity, Equity and Inclusion) Committee within CTDA is a commitment to the continuous education of our members on the issues within marginalized communities in Central Texas.

- DEI strives to serve these communities with doulas that have pledged to uphold the responsibilities of providing perinatal care that is steeped in understanding, compassion, and is committed to breaking down implicit biases.
- Network and serve as a liaison with perinatal professionals who serve BIPOC and LGBTQ+ families.
- Ensure that diverse and inclusive content is included on our website and social media platforms by working strategically with the social media person(s).
- Provide ongoing educational resources and training to all members that includes implicit bias and equity content.
- Promote a professional space that is welcoming to all.

### **Community Education/Outreach:**

- Determines locations for consumer education opportunities (meet the doula night, baby fairs, Doula Share, breastfeeding classes, etc.)
- Coordinates within community for opportunities to provide outreach
- Oversees volunteers for classes, community nights, booths and conferences, keeps members informed of such opportunities and ensures they are staffed appropriately
- Advertises events as appropriate in local magazines, childbirth classes, community centers
- Coordinates with Facebook administrator to advertise upcoming events

### **Marketing/Community Partners:**

- Assists in webpage content
- Oversees the content and publication of marketing materials (brochure)
- Tracks locations of marketing materials (brochure)
- Seeks professionals and businesses who would like to become a Community Partner with CTDA
- Oversees/assists with additional marketing materials such as t shirts, bumper magnets, etc.

### **Professional Development:**

- Provides professional development and training opportunities for members (both formal and informal)
- Arranges for guest speakers for monthly gatherings.
- Periodically assesses the interest/needs of members for both formal and informal training topics

### **Ethics Committee:**

- The Ethics Committee is composed of 4 members nominated by the Board and approved by members. Generally, this would be the Vice President, another CTDA member not on board, an appropriate outside resource (doula or midwife), a "location" liaison, i.e. hospital, birthing center, or other location
- Responds to complaints and/or grievances regarding CTDA doulas as written in the Grievance Policy
- Reviews Standards and Scope of practice and updates with approval of members as needed
- Evaluates need for professional trainings both within the doula community, and the public

### **Hospital Liaisons:**

- Initiate and maintain contact for hospitals, birth centers, and large OB groups in the Austin area.
- Provide appropriate informational materials about the role and scope of doulas to medical professionals
- Act as a liaison between the CTDA and hospitals and birth centers, as well as OB groups.
- Promotes communication and professional working relationships with hospital staff and the medical community
- Receives and reports concerns and/or grievances from hospitals as outlined in Grievance Policy.

### **Peer Support Coordinator:**

- Oversees CTDA "gatherings", facilitates discussion topics for non-business meetings, including doula circles.
- Provides opportunities for doulas to gather informally in doula circles, book clubs, discussion groups, etc.
- Periodically assesses the needs of the group and suggests topics for discussion.
- May coordinate with Professional Development Coordinator to bring in related professionals or training as needed.

### **Requirements for CTDA membership:**

- Member self-identifies as a birth or postpartum doula.
- Member must be an actively-practicing doula, with a minimum of one client a year or intention to take at least one client in a year.
- Pays \$40 annual dues effective February 1st each year until Jan 31st the following year.
- Member agrees to CTDA ethics statement and scope of practice.
- All members are expected to represent CTDA and doulas in general professionally within the community.
- Member agrees to complete a minimum of 1 hour of personal or professional continuing education each year that will create self awareness for working with clients, colleagues and other professionals regardless of race, religion, cultural beliefs, gender identity, sexual identity, ability, ethnicity, or social class and develop deeper awareness in supporting marginalized birthing families.
- Members are encouraged to volunteer a minimum of 10 hours annually to CTDA which may include attendance at business meetings and/or community gatherings, socials, community outreach events, assisting or overseeing a committee, specific project or task, or mentoring a fellow doula.

If, at annual dues renewal time, a doula is taking a hiatus and still wants to be on the website and the private Facebook group, they pay the regular fee. If they want to remain only on the private-Facebook group, they may pay the reduced fees of an associate membership.

### **Requirements for an Associate CTDA membership:**

Members in good standing who need to take an extended hiatus or move out of the area may become an associate member:

- Member self-identifies as a birth or postpartum doula.
- Pays \$15 annual dues effective February 1st each year until Jan 31st the following year
- Accepts non-voting member status.
- Remains on the Facebook group
- Will be removed from the website.
- Member agrees to CTDA ethics statement and scope of practices
- All members are expected to represent CTDA and doulas in general professionally within their community.
- Member agrees to complete a minimum of 1 hour of personal or professional continuing education each year that will create self awareness for working with clients, colleagues and other professionals regardless of race, religion, cultural beliefs, gender identity, sexual identity, ability, ethnicity, or social

class and develop deeper awareness in supporting marginalized birthing families.

- If the member moves within Texas and CTDA has an Associate Chapter in that region, info will be given to link to that chapter.

### **Lifetime Members:**

Lifetime membership will be granted to CTDA founding members.

- Founding members granted lifetime membership are Shelley Scotka, Amanda Wyszowski, Veronica Rice, Charlotte Senseney Sternkind, Sally Pierce Leissner, and Allison Coleman.
- After 2018 membership, dues for lifetime members will be waived.
- Once a lifetime member is no longer actively practicing as a doula, membership will be on an associate level, maintaining presence in the CTDA Facebook group (or other relative communication modes).

### **MAJORITY RULES for DECISION MAKING**

New items affecting CTDA members can be proposed by any member at any gathering or business meeting. When decisions affect the entire group, the decision must be brought to a vote. The Secretary will post a poll in the Facebook group. Members will be given one week to cast their vote. (If a decision needs to be made quickly, the board may shorten that time on an as needed basis.) It is the responsibility of each member to watch for these emails and posts and to read and respond to them. Members may contact the President or other board member if they have questions or are unclear about the issue/decision.

At the end of the week, the board Secretary will post the results with the majority ruling. If needed, the Secretary will then update the bylaws to reflect any changes.

These guidelines will be used to make decisions that represent the whole of our community.

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revised 12/1/2021 by Charlotte Senseney-Sternkind, secretary