DOULAS CARE COLLECTIVE

Bylaws

Article I - NAME AND PURPOSE

Section 1 - Name: The name of the organization shall be the Doulas Care Collective, Inc. It shall be a non-profit business association incorporated under the laws of the state of Florida.

Section 2 - Purpose: Doulas Care Collective, Inc. is organized for the exclusive purpose of educating, supporting, and promoting the growth and sustainability of doula businesses, and to increase awareness of the essential role doulas play in the perinatal period.

While operating publicly as a business association, our internal structure and culture are rooted in the values of sisterhood, mutual respect, and shared leadership. We honor a collective model where connection, collaboration, and care are prioritized over competition.

The purpose of the Collective is:

- To provide members with a peer-led sisterhood of support, encouraging holistic well-being, emotional connection, and resource-sharing.
- To foster professional development through shared wisdom, educational opportunities, and collaborations with aligned perinatal professionals.
- To expand community awareness about the positive emotional and physical impact doulas can bring to conception, labor, birth, postpartum, and bereavement experiences.
- To cultivate a safe, inclusive, and affirming space for diverse doulas to thrive in their businesses and in their personal evolution.

Article II - MEMBERSHIP

Section 1 - Eligibility for Membership:
Membership is open to any practicing doula who aligns with the mission, values, and guiding principles of Doulas Care Collective. We welcome doulas of all backgrounds and specialties, including birth, postpartum, bereavement, abortion, and full-spectrum care, as long as they are actively serving within the profession or are in the process of establishing their practice.

Members must:

- Support the vision of building a collaborative, referral-based doula community.
- Participate in a minimum of 1 collective event or offering annually *(as defined in policy documents)*.
- Abide by the ethical standards and mutual respect guidelines set forth by the Collective.

Section 2 - Types of Membership:
Membership may be categorized into the following types:

- Founding Members: Individuals who helped establish the Collective and set the foundation for its values and vision.
- Active Members: Doulas who meet ongoing participation requirements and are in good standing.
- Honorary Members: By invitation, this category includes elders, mentors, or retired doulas who have made significant contributions to the doula community and continue to offer wisdom and guidance.

Section 3 - Membership Rights and Responsibilities:
All members in good standing have the right to:

- Vote on matters brought to the Collective for decision.
- Attend and participate in Collective meetings, events, and education offerings.
- Be listed in public-facing directories or referral networks *(as available)*.

Members also carry the responsibility to:

- Uphold the values of mutual respect, inclusivity, and shared decision-making.
- Maintain confidentiality and integrity in all matters discussed within the Collective.
- Support fellow doulas in a spirit of generosity and collaboration, honoring the internal ethos of sisterhood that lives beneath our business framework.

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Article III - MEMBER GATHERINGS

Section 1 - Monthly Gatherings:
The Collective shall hold monthly meetings to foster connection, share knowledge, conduct Collective business, and nourish the community of doulas. These meetings shall occur at least once a month and may include both in-person gatherings and virtual circles, as determined by the needs and rhythms of the Collective.

Meetings may include:

- Open dialogue and shared decision-making
- Collaborative planning for community outreach, education, and advocacy
- Opportunities for skill-building, mentorship, and storytelling
- Moments of grounding, ritual, and reflection

Section 2 - Annual Gathering: An annual gathering of the members shall take place each year, the specific date, time and location of which will be designated by the President. At the annual meeting, the members shall elect directors, receive reports on the activities of the Doulas Care Collective, Inc. and determine the direction of the organization for the upcoming year.

Section 3 - Special Gatherings: Special gatherings may be called by the Board or at the written request of at least 25% of active members. Notice of special gatherings shall be given at least 7 days in advance, along with the reason and proposed agenda.

> **Leadership Circles:** Members will have the chance to sit in on our *(virtual)* 4 quarterly Leadership Circles, which will be held at a time designated by the President.

Section 4 - Notice of Gatherings: Notice of each gathering shall be shared with members via Discord forum, *no less than one week prior to the gathering*.

Section 5 - Quorum: A quorum for decision-making purposes shall consist of 51% of active members. Decisions made by a quorum shall be considered valid and binding, unless otherwise stated in these Bylaws.

Section 6 - Decision-Making Process: The Collective shall strive for consensus in all decision-making processes, honoring each voice and creating space for reflection and respectful dissent. When consensus cannot be reached, a vote may be held, requiring a majority to pass.

> Whenever possible, decisions will be guided by the question:
>
> *"What best serves the Collective and the communities we support?"*

Section 7 - Ritual & Rhythms:
In keeping with the sacred nature of this work, each gathering shall open and close with intentional grounding — such as breathwork, prayer/ blessing, meditation, sharing a poem, or lighting a candle in honor of the birthing body. These rituals are not required but are offered as invitations to root our business in our sacred way.

Article IV - THE COUNCIL OF STEWARDS

Section 1 - Purpose and Essence:
The Council of Stewards serves as the spiritual and relational core of the Collective. These roles are intended to be light, symbolic, and affirming. The purpose is not to “run” the Collective but to tend to it *(like a garden, a fire, or a sacred vessel*) so that it can flourish.

Stewardship roles are grounded in feminine leadership, relational presence, and intuitive wisdom. They are shared in the spirit of devotion, not duty.

Section 2 - Roles and Energetics
This collective honors a fluid, earth-rooted approach to leadership. Rather than enforcing a rigid hierarchy, we recognize that stewardship arises from within and shifts with the seasons of our lives. Roles are invitations *(not requirements)* and may be shared, combined, or passed along in a rhythm that supports each member's wellbeing.

The following roles form our Stewardship Council, an energetic web of leadership held lightly but with care. Members of the Council may choose from a menu of low-lift, meaningful roles that align with their natural gifts and seasonal capacity. Any member may step forward to hold one or more of these threads as they feel called, and roles may remain open until the right hands arrive.

🌕 **ANCHOR STEWARD *(President)***

- Tends the overall pulse and vision of the collective.
- Organizes and facilitates council gatherings *(seasonal, as needed).*
- Acts as the point of contact for external relationships or invitations.
- Holds the historical memory of the group and initiates succession conversations when ready to pass the torch.
- May co-sign on financial decisions above an agreed-upon threshold in partnership with the Earth Steward.
- This role is held with honor, and **not expected to carry the group alone.**

🌍 **EARTH STEWARD *(Treasurer)***

- Gathers and tends financial resources *(dues, donations, expenses).*
- Keeps a simple and clear record of all exchanges.
- Offers periodic updates on the collective’s financial wellbeing.
- Brings grounding and practicality to any financial decision-making.
- May propose seasonal budgets if needed *(kept simple and transparent).*

📜 **Memory Keeper *(Secretary)***

- Holds space for the documentation of key meetings, decisions, and sacred moments.
- Maintains a digital log or archive that can be passed forward.
- Assists in sharing notes with the group and updating shared documents.

- This role may also support legacy work, preserving the story of the collective's growth.

🕯️ **Hearth Keeper *(Communications)***

- Tends the channels through which the collective stays connected *(email, messaging apps, etc.).*
- Sends gentle reminders, invitations, and check-ins.
- May coordinate seasonal gatherings, monthly Roundtables, etc.
- Helps maintain a warm and responsive digital hearth.

🐝 **Pollinator *(Outreach/Community Bridge)***

- Reaches out to new or interested members and offers a warm welcome.
- Shares aligned events, educational opportunities, and local resources.
- Builds bridges with other community groups, birth workers, or aligned spaces.

💻 **Web Weaver *(Digital Presence Steward)***

- Maintains the collective's website, ensuring it's up to date, accessible, and reflective of the group's evolving energy and offerings.
- Assists with light technical support, such as updating the member directory, posting events or resources, and keeping website content current.
- May collaborate with the Hearth Keeper or Memory Keeper to translate gatherings, updates, or invitations into the digital space.
- Holds the energetic thread of digital beauty, functionality, and coherence.
- This role may be seasonal or ongoing, and can be co-held with support as needed

- **The Hearth Keeper** – Opens and closes each gathering with intention, affirmation, or a grounding practice
- **The Memory Weaver** – Tends the group's collective memory through gentle note-taking, storytelling, or archiving
- **The Flow Tender** – Keeps an eye on project timelines or loose goals, offering reminders and structure as needed
  The Bridge Builder – Reaches out to welcome new members or connect with outside community allies
- **The Inner Flame Holder** – Holds space for member wellbeing, conflict resolution, or ritual support

All roles are optional, swappable, and co-holdable. No one is expected to do more than they can joyfully offer.

Section 3 – Invitations and Seasons
Stewards are lovingly invited — not obligated — to serve for a season *(e.g., 3–6 months)*, and may rotate roles as needed. We honor the natural ebb and flow of capacity, birth work, and life. There is no pressure to perform — only to show up with heart when able.

Section 4 – Accountability Through Ritual, Not Rules
Instead of rigid procedures, the Council remains accountable through rhythm and ritual:

- A monthly or seasonal check-in *(brief and nourishing)*
- A shared values compass *(returned to regularly)*
- A willingness to speak honestly and with care if a need arises

Section 5 – Founder's Role
The Founder may hold the anchor role within the Council, offering gentle leadership and continuity — not by directing, but by inviting, witnessing, and stewarding vision. The Founder may step back or re-engage as needed, in conversation with the group.

ARTICLE V: SUCCESSION PLAN & NOMINATION FOR ANCHOR STEWARD

Section 1 - Succession Philosophy

Leadership in this circle is seen as a stewardship — a seasonal holding of space, not ownership. The role of President *(also referred to as Anchor Steward*) is offered to someone who feels called and is aligned with the values of service, shared wisdom, gentle leadership, and sacred community. We recognize that leadership is a form of service and that no one leads alone.

Section 2 - Succession Timeline

- The outgoing President will provide at least 2 months' notice of their desire to step down.
- During this time, the group will enter a season of transition, during which potential leaders are invited to observe, reflect, and discern.
- A formal invitation for nominations will be issued — allowing for self-nomination or peer nomination.

Section 3 - Nomination Process

- Nominations are received with a brief reflection *(written or spoken)* on why the nominee feels called to serve or why another believes they are aligned for the role.
- Nominees will be asked to share a short message with the group *(video, voice note, or written word)* answering:
    - What draws you to this role?
    - What values or gifts do you bring?

- How do you hope to serve the group during your season?

Section 4 - Circle of Witnessing

- The group will gather *(virtually or in person)* to witness the candidates, reflect on their resonance, and share insights.
- A quiet period of reflection *(at least 48 hours*) will follow to allow for intuition to rise before a decision is made.

Section 5 - Selection & Blessing

- The new President will be selected through a gentle consensus or majority vote (depending on group size/preference).
- A blessing ritual or anointment circle will be held to mark the transition, where the outgoing President passes on a symbolic item (such as a candle, scarf, or anchor stone).
- The group will speak affirmations or intentions over the new Anchor Steward to root them into their new role.

Section 2 - Board Role and Size: The Board is responsible for overall policy and direction of the Doulas Care Collective, Inc. and delegates responsibility of day-to-day operations. The Board shall have up to eleven but not fewer than three members. The Board received no compensation except for reasonable reimbursement for the Doulas Care Collective, Inc. business.

Section 2 - Terms: Nominees will be announced prior to annual meeting with official voting taking place to allow plenty of time for majority rules voting. New Executive Board will officially take office March 1st. Board members may be elected for a term of one year, and may serve up to five consecutive terms for the same office.

Section 3 - Meetings and Notices: The Board shall meet at least monthly at an agreed upon time and place. An official board meeting requires that each board member have written notice of at least one week in advance.

Section 4 - Board Elections: New board members and current board members shall be elected or re-elected by the voting members present at the annual meeting.

Section 5 - Procedure: Any member can nominate a candidate to the slate of nominees.

Section 6 - Quorum: A quorum must at least be sixty percent of executive board members for business transactions over $250 to take place and motions to pass.

Section 7 - Executive Board: There shall be at least three members of the executive board, with a maximum of five positions available . Their duties are as follows:

The Doulas Care Collective shall elect its Executive Board consisting of President, a Vice President, Secretary and Treasurer via Majority rules voting by the first week in December of each year to allow for transition into the following year. Annual Gathering will occur in 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 Collective for the year ahead.

The Executive Board shall make available to all members of DCC, 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.

*** Add clause for Executive Board Members needing 1-2 years on the Committee to qualify as a prospective member. How long are they holding these roles? 3-5 years.

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

President: Brooke Sternberg

- Attends business meetings and community events regularly;
- Preside over business meetings and facilitates gatherings;
- Focus on the big-picture strategy for DCC; initiate ideas for new projects;
- Preside over annual meeting in February;
- Communicates with Committee Chairs and ensures committees are on task and reporting to group regularly;
- Maintains business status of collective 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 its mission in conjunction with the Board;
- Has authorization to sign on bank account along with Vice President and Treasurer;
- Represents DCC professionally in the community; may also be required to represent DCC in front of media, at DCC events, and speak in public regarding DCC;
- Develop relationships with related organizations and key community members;
- Working together to improve maternity care in Palm Beach, Broward and Miami-Dade counties;
- Check general DCC email daily and respond to inquiries, including member requests.

Vice President: VACANT

- Attend business meetings and community events 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 DCC professionally in the community, may speak in public, represent DCC at events or in front of media;
- Participates in Board strategic planning in conjunction with President, Secretary and Treasurer; and
- Takes initiative to perform other duties as position evolves.

Secretary: Audrey Cooper

- Attend monthly meetings at least 90% of the time;
- Type up notes, send to other officers for approval, revise if necessary, and send to Board Members;
- Help respond to email messages, and perform other DCC correspondence as needed;
- Attend monthly board meetings
- 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
- Orient new members to DCC resources: discord, calendar, etc
- Responsible for maintaining current copies of all DCC documents, making updates and revisions as needed
- Maintains business status of organization in conjunction with President, including appropriate paperwork
- Represents DCC professionally in the community

Treasurer: Chelsea Burnett

- Attends business meetings regularly;
- Provides monthly "*Treasurer's Report"* including income, expenses, and balance at business meetings, or when a Treasurer's report has been requested;
- Prepares a forecasted budget at the annual meeting and reports on previous year's budget;
- 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;
- Remind members to pay annual dues, including repeated reminders over the first six weeks of the calendar year;
- Accepts new and renewing membership fees, makes deposits, and keeps money safe
- Notify the website administrator immediately on receipt of all dues;
- Reimburses members with DCC related expenses as they provide receipts in a timely fashion
- Tracks expenses and bookkeeping;
- Receive monthly bank statement and balance checkbook *(approximately 1-4 transactions per month, except during January/February)*;
- Prepares books annually for audit team;
- Represents DCC professionally in the community;
- Oversees business meeting in the absence of all other officers;
- Has authorization to sign on a bank account along with the President and Vice President;
- Attend monthly board meetings

At-Large Board Member: VACANT

- Attend board meetings 1-3 times annually
- Brainstorm about new projects and connections
- Participate in key decisions with other board members and officers

Section 8 - Board of Directors: Director positions are on a *volunteer basis*. Each Director is responsible for strategic planning for their committee. Directors are encouraged to attend quarterly board meetings to communicate with the Executive Board. Each Director is responsible for arranging for its own meetings and communication between their committee members. Director **positions are held for two years** and are re-evaluated before at the Annual Gathering. Ad hoc Committees can be formed for special events, the Director will post to the group on behalf of the committee chairs.

Below are responsibilities for each Director:

Director of Membership: VACANT

- Attend quarterly board meetings and offers updates on
- Receives membership application from website via Google Forms/Sheet
- Tracks membership status
- Send welcome letters/packages/etc to new members within the first 30 days
- Coordinates with the Treasurer and Website Development Chair regarding new members
- Periodically evaluates Discord for new and active member enrollment
- Maintains Membership forms on annual basis
- Develop budget every fall for the following year and submit to Executive Board for approval prior to Annual Gathering
- Other duties as position develops

Director of Web Development: Serene Gato

- Attend monthly board meetings
- Oversees design and management of website
- Keeps doula photos and profiles up to date
- Updates documents on website as directed by appropriate committees
- Continues to develop and expand website
- Perform basic website maintenance, including adding/removing/revising content and running backups;
- Manages Community Partner listings, approving new partners and removing unpaid listings;
- Manages Google Calendar on website, adding permissions and keep events up to date;
- Develop budget for department and submit to Executive Board for approval
- Other duties as position develops

Community Outreach Chair *(external events)***: Kari Yazejian**

- By definition, external events are events hosted by outside organizations and attended by DCC members (ie. expos, farmers markets, etc.)
- *Could include several co-chair positions, with a lead and one per county within.*

- Coordinates within community for opportunities to promote the doula profession and our members
- Evaluates opportunities presented by DCC members to decide which are beneficial for DCC to attend
- Oversees volunteers for community outreach events, keeps members informed of such opportunities and ensures they are staffed appropriately
- Coordinates with Marketing & Social Media Chair to advertise upcoming events on social media platforms and help in copywriting of marketing material
- Seeks professionals and businesses who would like to become a Community Partner with DCC
- Develop budget for department and submit to Executive Board for approval
- Other duties as position develops

Director of Events*:* VACANT

- By definition, social and mentorship events include events hosted by DCC for DCC members only with the intention of building connection, support, and community within the collective
- Provides opportunities for DCC doulas to gather in doula circles, book clubs, monthly roundtables, social outings, etc.
- Manage the monthly roundtable sign ups and reminding those members as the month approaches to plan their event
- Coordinates with Marketing & Social Media Chair to advertise upcoming events on social media platforms and help in copywriting of marketing material
- Develop budget for department and submit to Executive Board for approval
- Other duties as position develops

Director of Professional Growth *(internal or external events)***: VACANT**

- By definition, internal events are events organized by the DCC or community partners and attended by DCC members, community partners, and clients.
- Provides professional development and training opportunities *(both formal and informal)*
- Arranges for guest speakers that bring a skill or expertise to share with attendees
- Periodically assesses the interest/needs of members for both formal and informal training topics
- Coordinates with Marketing & Social Media Chair to advertise upcoming events on social media platforms and help in copywriting of marketing material
- Develop budget for department and submit to Executive Board for approval
- Other duties as position develops

Director of Marketing: VACANT

- Assists in copywriting for our website
- Manages our social media accounts
- Advertises events as appropriate in local magazines, childbirth classes, community centers
- Oversees the content and publication of marketing materials
- Oversees/assists with additional marketing materials such as t-shirts, bumper magnets, etc

- Other duties as position develops

Director of Resources: VACANT

- Obtain information about hospitals, birth centers, and large OB groups in Miami/Dade, Palm Beach and Broward counties.
- Could include several co-chair positions, with a lead manager, and co-chair per county within.
- Maintain a database of resources by category, by county, with list of services available and other relevant details
- Reviews inquiries for resources posted by members in Discord, organize submitted information into appropriate Discord channels
- Researches resource & referral inquiries by members that are left unanswered

Section 9 - Monthly Committee Meetings: Regular monthly virtual meetings of the committee members shall be held at a time designated by the President.

MAJORITY RULES for DECISION MAKING

New items affecting DCC members can be proposed by any member at any gathering or board meeting. When decisions affect the entire group, the decision must be brought to a vote. The Secretary will post a poll in the online forum. 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. These guidelines will be used to make decisions that represent the whole of our community.

Revised:
07/12/2020 BS
8/24/2022 CB/BS/SG
10/12/2023 CB/BS/AC
4/20/2025 BS