



THE DOULA
ASSOCIATION

Constitution

The Doula Association Rules & Constitution

Organisation	The Doula Association
Organisation Area	Business Operations
Reference	2020BOConstitutionV1Published
Owner	Business Operations Manager
Approved by	CEO
Date of approval	23.12.2020
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1 Name of the Association

The name of the Association is 'The Doula Association'.

2 Our Values as Doulas



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3 Aims

We are an organisation of independent doulas that seek to embed, raise the profile and visibility of doulas, and to have an established role in making a meaningful impact on the landscape of birth and early parenthood across the UK and beyond.

- 3.1. To provide end-to-end support for doulas – to doula the doula.
- 3.2. To establish an organisation that is dedicated to helping its members succeed both as doulas and as business owners.
- 3.3. To promote the role of birth and postnatal doulas so that it is understood, recognised, valued and known as a viable option with a significantly positive impact, not only on birth outcomes and experiences for both birthing people and babies but on breastfeeding and bonding relationships.
- 3.4. To raise the profile of the doula profession to improve birth and postnatal support for women, birthing people, families, and healthcare professionals.
- 3.5. Through the education of doulas, provide families with continuity of support during the childbearing year, inspiring positive birthing experiences and beyond.
- 3.6. To share current evidence, topical and related reading materials to our members.
- 3.7. To bring doulas together with a common sense of purpose and belonging, with integrity and enthusiasm as a profession.
- 3.8. To encourage self-management and regulation by holding personal choice at the centre of what we do, applying both to our doulas and to our clients.

4 Membership

Any person who has completed [The BirthBliss Academy doula course](#), or conversion course (process TBC), is eligible for Membership. A Member cannot transfer Membership to any other person.

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4.1. Application for Membership

4.1.1 The applicant will enter their details on The Doula Directory whereupon the applicant becomes a Member of the Association and all Terms and Conditions must be accepted.

4.1.2 At the time of application, credit or debit card details must be entered and once the application is approved, the member will be charged the monthly membership fee.

4.1.3 On joining all members will be listed as a Doula. If the member has completed a mentoring process, which led to a certification, they should email membership@thedoulaassociation.com attaching any documentation to confirm their status. The website admin will then upgrade the member to Accredited Doula category.

4.1.4 Membership is required to be in receipt of all membership benefits, including the ability to receive referrals through [The Doula Directory website](#).

4.2. Subscriptions

4.2.1 Payment for Membership is for one year. There is an annual or monthly option for membership.

4.2.2 A Member's annual subscription shall be such as the Members determine at the discretion of the CEO and at least four other Operational Team members. Current subscription prices are set out in [Appendix C](#).

4.2.3 Subscriptions are due on a rolling basis in every year for the period of 12 months following that date.

4.3. Resignation

4.3.1 A Member may resign from the Association by cancelling their listing on [The Doula Directory website](#). The resignation will be with immediate effect.

4.3.2 Any outstanding monthly membership fees should be paid in full. If an annual fee has been paid it will not be refunded.

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5 Communication

- 5.1. Each Member undertakes to provide to the Association their current land address, e-mail address and telephone number.
- 5.2. Any communication to be served on the Association or to the Members shall be delivered by e-mail.
- 5.3. It shall be deemed to have been delivered if: within 24 hours no notice of non-receipt has been received by the sender.

6 Privacy Policy

- 6.1. The Doula Association Privacy Policy is strong and precise. It complies fully with the Data Protection Act 2018.

7 Confidentiality

- 7.1. Each Member agrees and undertakes that they will not copy or share or allow anyone else to copy or share information from a client, fellow doula, another birth worker, or any other person – either physical or virtual - without their express permission. All conversations or documents relating to your work as a doula should be treated as confidential and only shared with the permission of parties involved.
- 7.2. In respect of any part of the Confidential Information of the Association, from today until the expiry of five years from the termination of Membership, keep it secret and not divulge, or make it known, to anyone. Nor use it for the benefit of themselves or any other person.

Section 7 does not apply to disclosure:

- *Made with the consent of the Operational Team or by order of the court.*
- *Of information or knowledge which comes into the public domain otherwise than as a result of them default.*
- *As may be necessary in the course of his work for the Association.*

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8 Code of Conduct

It is a condition of Membership that a Member shall always comply with the Code of Conduct of the Association and promote the interests and objects of the Association.

8.1. Breach of code of conduct

8.1.1 If deemed necessary, only the CEO has the power to suspend or expel any Member who, after the grievance process has been fully exhausted, has been proven to breach any of the rules of the Code of Conduct.

9 Disputes/Grievances

9.1. In the event of a dispute, then all parties undertake to attempt to settle the dispute by engaging in good faith with the other in a process of mediation before commencing the grievance process.

9.2. Anyone with a grievance should follow The Doula Association Grievance process.

10 Management of The Association

10.1. The TDA Operational Team shall manage The Doula Association.

10.2. The TDA Operational Team shall be made up of the positions in 11 below.

10.3. Any Member may apply to become a TDA Operational Team member via the position recruitment procedure and schedule.

10.4. A decision of the TDA Operational Team on any of the following matters must be ratified by a vote of at least 75% or 8 members (whichever is greater) of the Team to:

10.4.1 Change the Code of Conduct of the Association.

10.4.2 Change the Constitution of the Association.

10.4.3 Dissolve the Association.

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11 Operational Team

11.1. List of current Operational Team Positions

- 11.1.1 CEO
- 11.1.2 Business Operations Manager
- 11.1.3 Administrative Secretary
- 11.1.4 Treasurer
- 11.1.5 Risk Manager
- 11.1.6 External Communications Lead
- 11.1.7 Internal Communications Lead
- 11.1.8 Training & Development Lead
- 11.1.9 Documentation & Library Manager
- 11.1.10 Brand Ambassador
- 11.1.11 Intercultural & Diversity Lead
- 11.1.12 Ambassador Coordinator
- 11.1.13 Process Improvement Manager

11.2. Office holders shall hold office for twelve to eighteen months. Each position is reviewed as described in the relevant job specification

11.3. Each office holder shall be appointed and removed by going through the position recruitment procedure and schedule

12 Quorum for TDA Operational Team Meetings

12.1. The Quorum must have 40% of the Members or 5 members (whichever is the greater number) in attendance for it to elect or make decisions on its behalf.

12.2. If the total number of members for the time being is less than the quorum required, the TDA Operational Team must not take any decision other than a decision to adjourn the meeting.

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13 Powers of TDA Operational Team

The TDA Operational Team's powers shall include, but not be limited to:

- 13.1. Filling any vacancy on the TDA Operational Team from among members in the first instance.
- 13.2. Appointing such sub - TDA Operational Teams as they believe necessary. Any sub-TDA Operational Team so appointed shall be accountable to the TDA Operational Team.
- 13.3. Employing or contracting staff to carry out activities of the Association.
- 13.4. Opening and operating a bank account in the name of the Association.
- 13.5. Managing the financial affairs of the Association.
- 13.6. Taking any action to promote the objectives of the Association.

14 Annual General Meeting

- 14.1. The AGM of the Association shall be held in October each year for the purpose of:
 - 14.1.1 Receiving the reports of the TDA Operational Team and any sub-TDA Operational Teams in relation to the Association's activities.
 - 14.1.2 Receiving and if thought fit approving the accounts in respect of the preceding financial year.
 - 14.1.3 Dealing with any other general business of the Association.
- 14.2. Each Member shall be entitled to receive 28 days' notice of an AGM.
- 14.3. The notice shall state the date, time and place of the meeting.
- 14.4. A Member may raise any matter at the AGM, if they have given 21 days' notice to the TDA Operational Team by email to that effect.

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15 Finance

- 15.1. The Accounting Year of the Association shall be from 1st April of each year.
- 15.2. The Association shall open a bank account in the name of the Association.
(due to covid restrictions this is not possible at this time, but a sub account has been created as part of The BirthBliss bank account, all monies received will be kept separate, and accounted for until such time as this can be resolved)
- 15.3. All membership fees and other money received shall be deposited in the Association bank account.
- 15.4. Every cheque drawn from the Association's bank account shall be signed by the CEO and the Treasurer, or by such other Officers as may be authorised by the TDA Operational Team.
- 15.5. The Treasurer shall keep proper accounts of the Association.
- 15.6. If the Operational Team vote to dissolve the Association, all remaining money and other assets, once outstanding debts have been paid, will transfer to The BirthBliss Academy, to cover the original loans made. If there is any surplus, this will be donated to a charity voted on by the Operational Team.
- 15.7. No member may commit The Doula Association to any contract, or expense, without consent of the CEO and Treasurer in writing, and all expenses should be funded in advance.

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Appendix A - Definitions

These definitions apply unless the context requires a different interpretation:

"Accounting Year"	means the year beginning on 1 st April the date to which the accounts of the Association will continue to be prepared.
"AGM"	means the Annual General Meeting of the Association.
"TDA Operational Team"	means the Operational Team consisting of Members who have applied for the different roles and been selected to operate and manage the Association.
"Confidential Information"	means all information about the Association information about members, their personal contact information and businesses, Association's future plans and policies. It includes information about the Intellectual Property.
"Intellectual Property"	means intellectual property of every sort, whether or not registered or registrable in any country, including intellectual property of all kinds coming into existence after today; and including, among others, patents, trademarks, unregistered marks, designs, copyrights, software, domain names, discoveries, creations and inventions.
"Member"	means any person who has paid for Membership of the Association.
"Membership"	means membership of the Association as set out in the Rules.
"Officer(s)"	means the holder of any titled office of the Operational Team of the Association.
"Rules"	means the conditions of continuing membership of the Association as set out in this constitution document as amended from time to time.

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Appendix B – Registered Office

75 Kindersley Way
Abbots Langley
Abbots Langley
WD5 0DG

Appendix C - Annual Subscription Charges 2021

- Full membership of the Association: £10 per calendar month or £110 per year
- Retired Doula Membership: £4 per calendar month
- Friends of The Doula Association: £2 per calendar month

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Appendix D - Approval of this Constitution

This document must be reviewed and resigned on an annual basis

Position	Name	Sign	Date
CEO	Kicki Hansard		
Business Operations Manager	Louise Oliver		
Administrative Secretary	Sara Rowan		
Treasurer	Mathilde Dhoosche		
Risk Manager	Anne-Marie Jones		
External Communications Lead	Lauren Milligan		
Internal Communications Lead	Victoria Salt		
Training & Development Lead	Grainne Amos		
Documentation & Library Manager	Alexandra Bellarini		
Lead Ambassador	Leti Tufari		
Intercultural & Diversity Lead	Elizabeth Odunlami		
Ambassador Coordinator	Siobhan Smith		
Process Improvement Manager	Alexandra Bellarini		

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