



## I. Guiding Principles

a. **Our Mission:** Powerful Moms Who Care (PMWC) is an organization of low-income women working toward safer communities and healthier families, especially for people living in extreme poverty and struggling with homelessness. We work to increase the availability of low-income housing for families, as well as accessible and affordable child care, health care, education and job training.

b. **Our Values:**

- i. Respect.
- ii. Accountability.
- iii. Dignity.
- iv. Commitment.
- v. Cooperation.
- vi. Presence is power.

## II. Membership and Commitments

a. PMWC is committed to developing and supporting a group of members who:

- i. represent a range of experiences and backgrounds.
- ii. are parents of children of different ages and abilities.
- iii. show up and come together to convey the strength of mothers who care about their families and their community.
- iv. proudly talk about PMWC and recruit others to join the fight.

b. A **member of PMWC** is someone who has:

- i. agreed to the principles and governing rules in this document,
  - ii. signed the PMWC commitment form, including contact information; and
  - iii. who attends meetings on as regular a basis as possible (at least four meetings a year).
- c. An **active member of PMWC** is the same as the above, *and also*:
  - i. attends at least 50% of all meetings.
  - ii. attends at least one off-site activity (such as visiting the Capitol or attending a meeting with school board members).
- d. All PMWC members agree to support the work of the organization by making a good faith effort to:
  - i. Treat themselves, other PMWC members and community partners with respect and dignity.
  - ii. Follow through on the commitments they make to the organization and to each other.
  - iii. Show up at PMWC gatherings and events, even if they don't speak, to lend power to our collective voices.
  - iv. Engage in thoughtful, respectful dialogue and discussions, both with one another and when representing PMWC in the larger community.
  - v. Maintain the confidentiality of all internal documents, communications, meeting discussions, personal disclosures by members, and organizational strategies, unless authorized by the Board.

### **III. Governance & Decision-making**

- a. **GENERAL PMWC MEETINGS:** Members of PMWC will gather together at meetings to conduct the work of bettering their community. Planning and advocacy work will take place at membership meetings, and major decisions will be made in-person at these meetings.
  - i. Meetings will be held at least once every two weeks.
  - ii. Anyone who wishes to attend is welcome.
  - iii. Financial incentives and other tokens of appreciation will be available to those who arrive on time (no more than 15 minutes late) and participate in the entire meeting (leave no earlier than 15 minutes before official meeting end).
  - iv. Food shared at meetings is to be enjoyed by all.
  - v. Children are always welcome.

- b. **DECISION-MAKING/VOTING:** Primary decision-making authority for programmatic and project engagements will reside with the membership.
  - i. All decision-making within PMWC should be guided by the following principles:
    - 1. We look to our mission and values first when making group decisions. We aim to do what is best for our organization and our greater community, not just what is best for ourselves.
    - 2. Major decisions should be made together, driven by those who are most involved with the work of the organization, and informed by discussion.
  - ii. Major decisions will be made by vote, following these guidelines:
    - 1. Major votes should take place at in-person meetings.
    - 2. Notice of major votes must be given to members at least one week before the vote takes place.
      - a. Before a vote can take place, there must be discussion of the issue to be voted on, and members must agree that a vote should be taken.
    - 3. Decisions will be made by majority vote of all members.
    - 4. At least three active members must participate in a vote for the vote to be valid.
    - 5. Active members who are not able to be present for an in-person major vote can either send someone to vote on their behalf, send a signed note with their vote, or vote by text/email/phone/Facebook within 48 hours of the vote.
- c. **BOARD OF DIRECTORS:** The organization will receive general guidance and support from a Board of Directors comprised of both PMWC members and community partners.
  - i. Board of Directors' responsibilities:
    - 1. Guide the organization in growing and working in accordance with its values and mission.
      - a. Consult on any structural or organizational changes.
      - b. Recommend organizational policies and procedures for PMWC.

2. Review and approve the budget of PMWC, with providing recommendations and assistance in the budget-making process.
  - a. Review and approve fundraising activities and grant proposals.
  - b. Review and approve expenses to be paid for with PMWC funds.
3. Assist with the resolution of disputes that arise among the general PMWC membership.

ii. Board membership and commitments:

1. Any active member of PMWC may nominate a new board member.
2. Once a candidate has been officially nominated, nominee will be voted on by all members in a public meeting.
3. Board terms are two years. Members can serve up to two terms consecutively, with no limit on lifetime service.
4. The Board shall meet at least every other month.
5. Board members must attend at least 75% of all board meetings.
  - a. If a Board member misses more than two meetings in a row, that member must resign her seat on the Board.

d. **FISCAL AGENT/COORDINATING AGENCY:** Until such time as PMWC incorporates as a non-profit in the state of Utah, Crossroads Urban Center will act as the fiscal sponsor and coordinating agency. This agency will oversee management, finances and administration of the coalition.

- i. The fiscal sponsor will work with the Board to ensure that PMWC meets regularly and continues to develop in alignment with its mission and vision.
- ii. The fiscal sponsor will maintain a dedicated, restricted account to hold all PMWC funds. The sponsor will be transparent and accountable in the use and maintenance of funding designated for PMWC activities and support.
  1. This includes providing an update on any available funds, and how funds have been spent, at least once a year.

- iii. The coordinating agency will provide a staff member to help the Board coordinate and schedule general PMWC meetings and provide additional support as needed.
  
- e. **SPECIALIZED SUBCOMMITTEES/WORKING GROUPS:** The membership may decide, or the Board may recommend, to form a special working group or subcommittee (such as an event planning working group, or a Bus Stop Improvement working group).
  - i. Creation of such a working group or subcommittee must be:
    - 1. approved by the Board,
    - 2. supported by an approving vote from the members and
    - 3. clearly limited in both time and scope.
  
- f. **EMERGENCY DECISION-MAKING:** The Board is responsible for protecting the health, spirit and reputation of the organization and its members. Thus, the Board may be called upon to make emergency decisions to:
  - 1. Complete time-sensitive fundraising activities (such as grant submissions) or budget expenditures.
  - 2. Settle persistent or complicated disagreements within the general membership.
  - 3. Reverse a membership vote that might be out of alignment with the organization's mission and values.
  - 4. Alleviate a course of action that threatens the organization's future or reputation.



## **Powerful Moms Who Care Member Commitment Form**

Thank you for your interest in joining Powerful Moms Who Care. Please fill out the form below to the best of your abilities and return to (Jessica Roadman?)

Name (First, Last, Nickname if one):

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Preferred Phone Number:

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Back-Up Phone Number (if applicable):

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Preferred Email Address:

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Back-Up Email Address (if applicable):

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Home Address (if applicable):

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