

*Pretty***Tough**
WOMENS EMPOWERMENT CO.



EIN: 85-4122996

501(c)(3) Non-Profit

“We didn’t Go through it together, but we can Get through it together”

SUMMARY OF RESPONSIBILITIES:

Address: 28475 Greenfield Road
Private Mail Box Suite #7359
Southfield, MI 48076

Purpose: Empowering women and young girls mentally, physically, financially, emotionally that has been through, or going through trauma. While uplifting and adding value to our communities through our programs and services.

President: Esha E. Wooten, CEO, Founder

Presides at board meetings
Creates a purposeful agenda
Appoints people to committees and assigns committee chairs
Serves as the contact for board issues
Sets goals and objectives with the board and ensures they are met
Holds members accountable

Vice President:

Prepares to assume the office of the board chair
Fulfills the board chair's duties when the presiding officer is absent or if that office becomes vacant
Assists the board chair in the execution of his or her duties
Serves on committees as requested to learn the operations of the board
Works closely with the board chair to transfer knowledge and history to prepare for leadership

Secretary:

Assures that an agenda has been prepared by the board president and/or CEO and that the agenda is distributed in advance of the meeting
Oversees the distribution of background information for agenda items to be discussed
Prepares the official minutes of the meeting and records motions, discussions, votes, and decisions
Prepares and provides the previous meeting's written minutes to board members before the next meeting and records any changes or corrections
Assures that documents (bylaws, Form-990, roster of board members) are accessible to members.
Schedules and notifies board members of upcoming meetings
Holds members accountable for their tasks

Treasurer: Jeremy M. Brown

Reconciles bank accounts and produces financial statements, which they present at board meetings

Ensures tax-related documents and legal forms are filed on time, such as the documents required to maintain the organization's tax-exempt status
Serves as chair of the finance committee and financial officer of the organization
Manages, with the finance committee, the board's review of and action on its financial responsibilities
Assists the chief executive or the chief financial officer in preparing the annual budget and presenting it to the board for approval
Reviews the annual audit and answers board members' questions

SUMMARY OF BYLAWS:

The board should always have a minimum of four (4) board members and a maximum of eight (8).

Board members will be removed if they are not holding up the standard of the company publicly and privately. Board members are to remain with ethic, dignity, love, and respect for themselves and for the corporation. An annual audit of each board members performance will be completed to discuss their continuation with the corporation. If the CEO (Esha Wooten), finds the board member incompetent and not able to add value to the corporation, they will have two weeks after audit to prove themselves, without improvement they will be removed from the board and unable to join again. Due to annual audits, there are no term limits for board members.

Board members do not have the power to remove the President/CEO/Founder. Board members can vote and suggest having the vice president, secretary, and/or treasurer replaced/removed or demoted.

Board members can be added due to personal selection of the CEO (Esha Wooten), or a vote in from the current active board members. If a prospect would like to be added as a board member it is a must that they have experience and/or education in mental health, trauma recovery, youth/social services, women/family services, and/or health field. The prospect has the loophole of joining without the prior knowledge listed above if, and only they have volunteered for our corporation for more than three (3) consecutive years.

Board member meetings will be held virtually three times a month. In person meetings are on hold, until further notice, due to the current pandemic – COVID. Meeting dates are set to the first three (3) Thursdays of each month and are always MANDATORY. You will be notified 30 minutes before the meeting, as a reminder by our secretary or our assistant via our communication portals.

Decision Making: If for any reason (excused or emergency) a board member is not present at our meetings, and there is a matter at hand, if there are at least five (5) votes on the subject we will proceed to the next step without them. If we do not have the minimum votes for a decision, we will respectfully wait for the board member to add in their point of view and vote before moving on.

Board members will have their own committees which will be a part of their job description/tasks. (Example: Fundraising committee).

August 1st: End of our fiscal year.

Please understand we are a 501c3 Domestic Non-Profit Organization, meaning we may provide our services throughout the United States, we are recognized by the IRS for our entity, and anyone may report their donation to us on their annual taxes. We are incorporated with Georgia, registered in Michigan, to solicitate donations, we will continue to submit APPLICATION FOR CERTIFICATE OF AUTHORITY with all 50 states, starting with the most important and states we will be physically visiting first.

Please read the laws behind being a member/director of a 501c3.

The nonprofit's purpose: Our organization's purpose meets the requirements for 501(c)(3) status due to being a charity.

Conflict of interest policy: An exempt organization cannot provide a private benefit to an individual, including business dealings with board members. Directors must disclose interests and abstain from voting on matters they could personally benefit from.

Compensation policy for board members: Exempt nonprofits cannot pay directors more than a reasonable amount for their time and efforts, and many nonprofits have a policy stating directors will serve without compensation. (Please understand being a member of PTWE co., you will be compensated once a year with a payment not exceeding \$10,000 – minimum \$100. Payment amounts are based off how much the corporation has given, saved, and raised, and are always subject to change.)

Document's retention and destruction policy: Exempt nonprofits must maintain corporate records and meeting minutes, and after a specified period – five (5) years (which differs depending on the document), the directors should destroy the records.

Public disclosure of exemption application and annual tax returns: An exempt organization's tax filings, including the exempt application and annual returns, must be available for public inspection and copying.

Limitations on activities: Exempt nonprofits cannot engage in political activity or substantial lobbying. You may stand up for your rights as a human being as an individual but must not include anything with the corporation while doing such.