



Bylaws
of
Pretty Tough Womens Empowerment Co. DBA Inside Acceleration Tutoring Center

Article 1
Offices

Section 1. Principal Office

The principal office of the corporation is located in Genesee County, State of Michigan

Section 2. Change of Address

The designation of the county or state of the corporation's principal office may be changed by amendment of these bylaws. The board of directors may change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed, nor require an amendment of these bylaws:

Current Address:

Genesee County, Michigan July 2025

Previous Addresses:

Hillsborough County, Florida April 2022

Southfield, Michigan (mailing only) March 2022

Carroll County, Georgia March 2021

Douglas County, Georgia January 2020

Genesee County, Michigan March 2017

Section 3. Other Offices

The corporation may also have offices at other places, within or without its state of incorporation, where it is qualified to do business, as its business and activities may request, and as the board of directors may, from time to time, designate.

Article 2

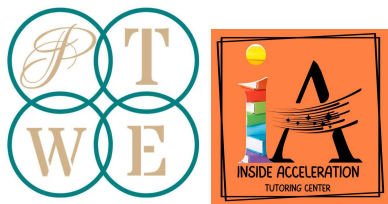
Nonprofit Purposes

Section 1. IRC Section 501(c)(3) Purposes

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

Section 2. Specific Objectives and Purposes

The specific objectives and purposes of this corporation shall be to empower women and young



girls mentally, physically, emotionally, and financially that have been through trauma, all while uplifting our communities through our services and programs (e.g. IATC) while strengthening our sisterhood.

Article 3

Directors

Section 1. Number

The corporation shall have minimum of three directors and collectively they shall be known as the board members.

Section 2. Qualifications

Qualifications for directors of this corporation shall be as follows: have experience or knowledge in mental health, youth services, women services, trauma recovery, health field. Loophole qualification is a volunteer who has worked with the company for three consecutive years, or a dedicated and passionate committee member/employee may be voted in.

Section 3. Powers

Subject to the provisions of the laws of this state and any limitations in the articles of incorporation and these bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities, and affairs of this corporations shall be conducted, and all corporate powers shall be exercised by or under the direction of the board of directors.

Section 4. Duties

It shall be the duty of the directors/board members to:

- a. Perform all duties imposed on them collectively or individually by law, by the articles of incorporation, or by these bylaws.
- b. Appoint and remove, employ, and, discharge, except as otherwise provided in these bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation.
- c. Supervise all officers, agents, and employees of the corporation to ensure that their duties are performed properly.
- d. Meet at such times and places as required by these bylaws.
- e. Register their addresses with the secretary of the corporation, and notices of meetings mailed or telegraphed to them at such addresses shall be valid notices thereof.

Section 5. Term of Office

Each director shall hold office for a period of one year and until his or her successor is elected and qualifies, or after one year the director makes the decision to step down.

Section 6. Compensation

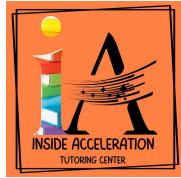
Directors shall serve with varied compensation starting at \$100, paid once a year.

For attending regular and special meetings of the board and adding value to the company. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties. Any payments to directors shall be approved in advance in accordance with this corporation's conflict of interest policy, as set forth in Article 9 of these bylaws. Directors are granted an annual dedication bonus ranging from \$100-\$3,000 and not exceeding. Board members that provide specialized services outside of their board member scope are paid based odd their specialization.

Section 7. Place of Meetings

Meetings shall be held at the principal office of the corporation unless otherwise provided by the board or at such other place as may be designated from time to time by resolution of the board of directors.

Section 9. Special Meetings



Special meetings of the board of directors may be called by the chairperson of the board, the president, the persons specifically authorized under the laws of this state to call special meetings of the board. Such meetings shall be held at the principal office of the corporation or, if different, at the place designated by the person or persons calling the special meeting.

Section 10. Notice of Meetings

Unless otherwise provided by the articles of incorporation, these bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the board of directors:

- a. Regular Meetings. One month before meeting, three days before meeting, and 30 minutes before meeting.
- b. Special Meetings. At least one-week prior notice shall be given by the secretary of the corporation to each director of each special meeting of the board. Such notice may be oral or written, may be given personally, by first class mail, by telephone or by facsimile machine, and shall state the place, date, and time of the meeting and the matters proposed to be acted upon at the meeting. In the case of facsimile notification, the director to be contacted shall acknowledge personal receipt of the facsimile notice by a return message or telephone call within twenty-four hours of the first facsimile transmission.
- c. Waiver of Notice. Whenever any notice of a meeting is required to be given to any director of this corporation under provisions of the articles of incorporation, these bylaws, or the law of this state, a waiver of notice in writing signed by the director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

Section 11. Quorum for Meetings

A quorum shall consist of four of the members of the board members. Except as otherwise provided under the articles of incorporation, these bylaws, or provisions of law, no business shall be considered by the board at any meeting at which the required quorum is not present, and the only motion that the chair shall entertain at such meeting is a motion to adjourn.

Section 12. Majority Action as Board Action

Every act or decision done or made by a majority of the directors' present at a meeting duly held at which a quorum is present is the act of the board of directors, unless the articles of incorporation, these bylaws, or provisions of law require a greater percentage or different voting rules for approval of a matter by the board.

Section 13. Conduct of Meetings

Meetings of the board members shall be presided over by the chairperson of the board, or, if no such person has been so designated, or in his or her absence, the president of the corporation, or in his or her absence, by the vice president of the corporation, or in the absence of each of these persons, by a chairperson chosen by a majority of the directors present at the meeting. The secretary of the corporation shall act as secretary of all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another person to act as secretary of the meeting. Meetings shall be governed by Esha Wooten-Brown, as far as such rules are not inconsistent with or in conflict with the articles of incorporation, these bylaws, or with provisions of law.

Section 14. Vacancies

Vacancies on the board of directors shall exist (1) on the death, resignation, or removal of any director, and (2) whenever the number of authorized directors is increased.

Any director may resign effective upon giving written notice to the chairperson of the board, the president, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected director or directors in charge of its



affairs, except upon notice to the Office of the Attorney General or other appropriate agency of this state. Directors may be removed from office, with or without cause, as permitted by and in accordance with the laws of this state. Unless otherwise prohibited by the articles of incorporation, these bylaws, or provisions of law, vacancies on the board may be filled by approval of the board of directors. If the number of directors then in office is less than a quorum, a vacancy on the board may be filled by approval of a majority of the directors then in office or by a sole remaining director. A person elected to fill a vacancy on the board shall hold office until the next election of the board of directors or until his or her death, resignation, or removal from office.

Section 15. Nonliability of Directors

The members shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

Section 16. Indemnification by Corporation of Directors and Officers

The directors and officers of the corporation shall be indemnified by the corporation to the fullest extent permissible under the laws of this state.

Section 17. Insurance for Corporate Agents

Except as may be otherwise provided under provisions of law, the board of directors may adopt a resolution authorizing the purchase and maintenance of insurance, if/when come to an agreement. The company itself will remain insured against certain liability and circumstances under the articles of incorporation, these bylaws, or provisions of law.

Article 4

Officers

Section 1. Designation of Officers

The officers of the corporation shall be a president, a vice president, a secretary, and a treasurer. The corporation may also have a chairperson of the board, one or more vice presidents, assistant secretaries, assistant treasurers, and other such officers with such titles as may be determined from time to time by the board of directors.

Section 2. Qualifications

Any person may serve as officer of this corporation if they have the knowledge and prior experience of mental health, trauma recovery, youth services, health field, and or women services, as listed above. Otherwise, if personally chosen by the president.

Section 3. Election and Term of Office

Officers shall be elected by the board of directors, at any time, and each officer shall hold office until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first.

Section 4. Removal and Resignation

Any officer – except president, may be removed, either with or without cause, by the board of directors, at any time. Any officer may resign at any time by giving written notice to the board of directors or to the president or secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this section shall be superseded by any conflicting terms of a contract that has been approved or ratified by the board of directors relating to the employment of any officer of the corporation.

Section 5. Vacancies

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the board of directors. In the event of a vacancy in any office other than that, of president, such vacancy may be filled temporarily by appointment by the president until such time as the board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled as the



board shall determine.

Section 6. Duties of President

The president shall be the chief executive officer of the corporation and shall, subject to the control of the board of directors, supervise and control the affairs of the corporation and the activities of the officers. She shall perform all duties incident to his or her office and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be prescribed from time to time by the board of directors.

Unless another person is specifically appointed as chairperson of the board of directors, the president shall preside at all meetings of the board of directors and if this corporation has members, at all meetings of the members. She shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments that may from time to time be authorized by the board of directors.

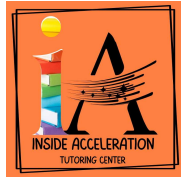
Section 7. Duties of Vice President

In the absence of the president, or in the event of his or her inability or refusal to act, the vice president shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions on, the president. The vice president shall have other powers and perform such other duties as may be prescribed by law, by the articles of incorporation, or by these bylaws, or as may be prescribed by the board of directors.

Section 8. Duties of Secretary

The secretary shall:

Certify and keep at the principal office of the corporation the original, or a copy, of these bylaws as amended or otherwise altered to date. Keep at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof. Ensure that the minutes of meetings of the corporation, any written consents approving action taken without a meeting, and any supporting documents pertaining to meetings, minutes, and consents shall be contemporaneously recorded in the corporate records of this corporation. "Contemporaneously" in this context means that the minutes, consents, and supporting documents shall be recorded in the records of this corporation by the later of (1) the next meeting of the board, committee, membership, or other body for which the minutes, consents, or supporting documents are being recorded, or (2) sixty (60) days after the date of the meeting or written consent. See that all notices are duly given in accordance with the provisions of these bylaws or as required by law. Be custodian of the records and of the seal of the corporation and affix the seal, as authorized by law or the provisions of these bylaws, to duly execute documents of the corporation. Keep at the principal office of the corporation a membership book containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased. Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefor, the bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation. In general, perform all duties incident to the office of secretary and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.



Section 9. Duties of Treasurer

The treasurer shall:

Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the president. Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever. Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the board of directors, taking proper vouchers for such disbursements.

Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefor.

Render to the president and directors, whenever requested, an account of any or all of his or her transactions as treasurer and of the financial condition of the corporation.

Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports. In general, perform all duties incident to the office of treasurer and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.

Section 10. Compensation

The salaries of the board members, if any, shall be fixed from time to time by resolution of the President. In all cases, any salaries received by board members of this corporation shall be reasonable and given in return for services rendered to or for the corporation. All board members' salaries shall be approved in advance in accordance with this corporation's conflict of interest policy, as set forth in Article 9 of these bylaws.

Article 5

Committees

Section 1. Executive Committee

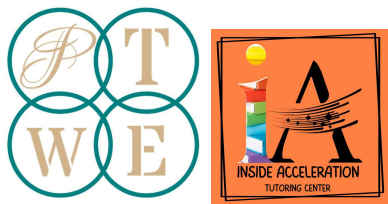
The board of directors may, by a majority vote of its members, designate an Executive Committee consisting of 3-8 board members and may delegate to such committee the powers and authority of the board in the management of the business and affairs of the corporation, to the extent permitted, and, except as may otherwise be provided, by provisions of law. By a majority vote of its members, the board may at any time revoke or modify any or all of the executive committee authority so delegated, increase or decrease but not below two (2) the number of the members of the executive committee, and fill vacancies on the executive committee from the members of the board. The executive committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the board from time to time as the board may require.

Section 2. Other Committees

The corporation shall have such other committees as may from time to time be designated by resolution of the board of directors. These committees may consist of persons who are not also members of the board and shall act in an advisory capacity to the board.

Section 3. Meetings and Action of Committees

Meetings and action of committees shall be governed by, noticed, held, and taken in accordance with the provisions of these bylaws concerning meetings of the board of Bylaws directors, with such changes in the context of such



bylaw provisions as are necessary to substitute the committee and its members for the board of directors and its members, except that the time for regular and special meetings of committees may be fixed by resolution of the board of directors or by the committee. The board of directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

Article 6

Execution of Instruments, Deposits, and Funds

Section 1. Execution of Instruments

The board of directors, except as otherwise provided in these bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2. Checks and Notes

Except as otherwise specifically determined by resolution of the board of directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the treasurer and countersigned by the president of the corporation.

Section 3. Deposits

All funds of the corporation shall be deposited from time to time to the credit of the corporations in such banks, trust companies, or other depositories as the board of directors may select.

Section 4. Gifts

The board of directors may accept on behalf of the corporation any contribution, gift, bequest, donation, or devise for the nonprofit purposes of this corporation.

Article 7

Corporate Records, Reports, and Seal

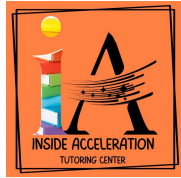
Section 1. Maintenance of Corporate Records

The corporation shall keep at its principal office:

- a. Minutes of all meetings of directors, committees of the board, and, if this corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- b. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses;
- c. A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;
- d. A copy of the corporation's articles of incorporation and bylaws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

Section 2. Corporate Seal

The President may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.



Section 3. Directors' Inspection Rights

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the corporation, and shall have such other rights to inspect the books, records, and properties of this corporation as may be required under the articles of incorporation, other provisions of these bylaws, and provisions of law.

Section 4. Members' Inspection Rights

If this corporation has any members, then each and every member shall have the following inspection rights, for a purpose reasonably related to such person's interest as a member:

- a. To inspect and copy the record of all members' names, addresses, and voting rights, at reasonable times, upon written demand on the secretary of the corporation, which demand shall state the purpose for which the inspection rights are requested
- b. To obtain from the secretary of the corporation, upon written demand on, and payment of a reasonable charge to, the secretary of the corporation, a list of the names, addresses, and voting rights of those members entitled to vote for the election of directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made available within a reasonable time after the demand is received by the secretary of the corporation or after the date specified therein as of which the list is to be compiled.
- c. To inspect at any reasonable time the books, records, or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the secretary of the corporation by the member, for a purpose reasonably related to such person's interests as a member.

Members shall have such other rights to inspect the books, records, and properties of this corporation as may be required under the articles of incorporation, other provisions of these bylaws, and provisions of law.

Section 5. Right to Copy and Make Extracts

Any inspection under the provisions of this article may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts.

Section 6. Periodic Report

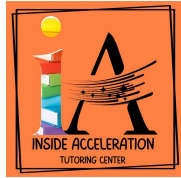
The board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state or to the members, if any, of this corporation, to be so prepared and delivered within the time limits set by law.

Article 8

IRC 501(c)(3) Tax Exemption Provisions

Section 1. Limitations on Activities

No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these bylaws, this corporation shall not carry on



any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code

Section 2. Prohibition Against Private Inurement

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

Section 3. Distribution of Assets

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

Section 4. Private Foundation Requirements and Restrictions

In any taxable year in which this corporation is a private foundation as described in Section 509(a) of the Internal Revenue Code, the corporation (1) shall distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Internal Revenue Code; (2) shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code; (3) shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code; (4) shall not make any investments in such manner as to subject the corporation to tax under Section 4944 of the Internal Revenue Code; and (5) shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

Article 9

Conflict of Interest and Compensation Approval Policies

Section 1. Purpose of Conflict-of-Interest Policy

The purpose of this conflict-of-interest policy is to protect this tax-exempt corporation's interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.



DBA: Inside Acceleration Tutoring Center Board Member Information Packet.

1. Welcome Letter from the Founder

Dear Board Member,

Welcome to Inside Acceleration Tutoring Center's Board of Directors! Your leadership and insight will help guide our mission to empower students to reach their full academic potential through personalized tutoring, enrichment, and mentorship. Together, we are shaping brighter futures and building stronger communities.

Thank you for your commitment and for joining us in making a lasting difference.

With appreciation,

Mrs. Esha Brown

Founder & Executive Director

2. About Inside Acceleration Tutoring Center

Inside Acceleration Tutoring Center (IATC) is an after-school academic enrichment program serving grades 1–12. Build foundational and advanced skills in math, reading, and writing. Promoting leadership and college readiness. Inside Acceleration is designed to be a center that balances academic excellence with emotional intelligence, and community impact.

3. Mission, Vision, and Core Values

Mission:

To accelerate academic growth and confidence in every child through individualized learning, mentorship, and community connection.

Vision:

A future where every student, regardless of background, has access to quality education, encouragement, and opportunities to succeed.

Core Values:

- Excellence in education
- Integrity and accountability
- Compassion and understanding
- Collaboration with families and schools
- Growth mindset



4. Board Overview and Purpose

The Board of Directors serves as the governing body of IATC, providing leadership, oversight, and strategic direction. The board ensures the organization remains true to its mission, financially stable, and impactful within the community.

5. Roles and Responsibilities of Board Members

General Responsibilities:

- Understand and uphold IATC's mission and values.
- Attend all board meetings and actively participate.
- Review and approve the annual budget and major policies.
- Ensure the organization complies with all legal and ethical standards.
- Support fundraising and advocacy efforts.
- Serve as an ambassador for IATC in the community.

Specific Expectations:

- Attend at least 80% of meetings annually.
- Participate in at least one committee or event per year.
- Contribute financially or through in-kind support if able.
- Maintain confidentiality of sensitive information.
- Avoid conflicts of interest in decision-making.
- Abide by terms and conditions set forth for IATC and PTWE employees and board members.

6. Board Structure and Committees

Board Officers:

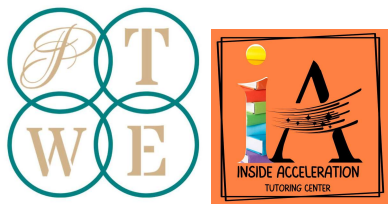
- Chairperson – Leads meetings, ensures board effectiveness, and collaborates closely with the Executive Director.
- Vice-Chairperson – Supports the Chairperson and assumes duties when needed.
- Secretary – Records meeting minutes and maintains documentation.
- Treasurer – Oversees financial management and reporting.

Possible Committees:

- Finance & Fundraising Committee
- Programs & Curriculum Committee
- Marketing & Community Outreach Committee
- Governance & Policy Committee

7. Meetings and Attendance

Board meetings are typically bi-monthly or quarterly at the designated location or virtually. Special meetings may be called when necessary. Members are expected to review all materials before meetings and contribute to discussions and decision-making.



8. Conflict of Interest & Confidentiality

Members must disclose any potential conflicts (financial, professional, or personal) and refrain from voting on matters that may present a conflict. All sensitive discussions, data, or student information shared in meetings must remain confidential.

9. Fundraising and Community Engagement

Each member is expected to:

- Advocate for IATC within their networks.
- Assist in fundraising or sponsorship efforts.
- Attend at least one community or student event annually.
- Help identify potential donors, grants, or partnerships.

10. Term Length and Commitment

Board members serve one-year terms, renewable by vote. Members may step down with 30 days' written notice.

11. Benefits of Serving on the Board

- Impact students' lives and strengthen the local community.
- Develop leadership, governance, and nonprofit experience.
- Network with educators, community leaders, and organizations.
- Contribute to the growth of an inspiring educational mission.

12. Signature Page (Commitment Form)

I, _____, accept the responsibilities of serving as a member of the Inside Acceleration Tutoring Center Board of Directors a DBA of Pretty Tough Womens Empowerment Co.

I agree to uphold the mission, attend meetings, and contribute to the success of the organization to the best of my ability.

Signature: _____ Date: _____



Pretty Tough Womens Empowerment Co. (DBA IATC) Board and Committee Member Agreement

Mission, Vision, and Core Values

Mission:

Pursuing to create a world in which suicide is no longer a thought when striving to recover from trauma and strengthening your mental health.

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

Our Values:

Respect, Integrity, Compassion, Transparency

Vision:

Promoting trauma awareness and knowledge that is necessary to overcome the effects of trauma.

Teaching ways to embrace ourselves and take control over our lives.

Welcoming women and young girls to be emotionally vulnerable on their healing journey.

Encouraging to take a step forward in improving our mental health.

I understand that as a member of the Board of Directors, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

Outreach:

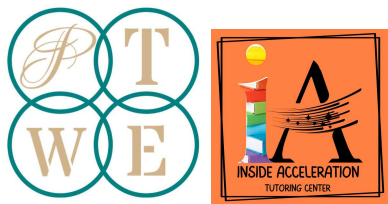
1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.

Board and Committee Participation:

3. I will attend and prepare for at least 80% percent of meetings and prepare for these meetings by reviewing materials and bringing materials to meetings. I will inform the board in advance of any meetings that I cannot attend.
4. I will be an active member of at least one Committee and will, if asked, be willing to take a leadership role.
5. I will also be willing to accept individual initiatives and to share my professional expertise.

Resource Development:

6. I will help support the resource development of the organization, specifically



- Make an annual, personally meaningful, contribution to the best of my ability. I will consider the organization one of my top 2-3 charitable commitments.
- Reach into diverse communities and help identify and cultivate relationships to support the organization as donors, board members, volunteers, and advocates.
- Actively participate in fundraising activities.

Board Policies:

7. I will excuse myself from discussions and votes where I have a conflict of interest.
8. I will maintain the confidentiality of board deliberations and will support the decisions of the board, including those with which I might have disagreed.
9. I will support, where possible, the recommendations of the committees.
10. I will encourage, enable, and respect the participation and contributions of fellow board members.
11. I will respect and support the Executive Director's authority, communicate ideas about program or administrative activities to the Executive Director rather than to line staff, refrain from making special requests of the staff and avoid discussion of personnel matters with staff.

Active Participation:

12. I will stay informed about what is going on in the organization and developments in fields relevant to the organization. I will ask questions and request information.
13. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
14. I will participate in the assessment of my fulfillment of these commitments and will, if asked, agree to step down from the board.

The organization is responsible to the board members in turn, the organization will be responsible to me in the following ways:

1. I will be sent regular financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law. (To act with the same judgment and care as, in like circumstances, a prudent person would act.)
2. Opportunities will be offered to me to discuss with the Executive Director and the Chair the organization's programs, goals, activities, and status.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working and by offering me opportunities for professional development as a board member.
4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. If for any reason, I am unable to carry out my duties as described in the Board Member Description and this Agreement, I agree to contact the Board Chair in a timely manner.

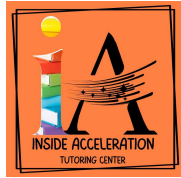
Confidentiality:

No Use:

Recipient agrees not to use the Confidential Information in any way, except for the purpose of continuing helping and staying in contact with.

No Disclosure:

Recipient agrees to use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person other than Recipient's employees



having a need for disclosure in connection with Recipient's authorized use of the Confidential Information.

Protection of Secrecy:

Recipient agrees to take all steps necessary to protect the secrecy of the Confidential Information, and to prevent the Confidential Information from falling into the public domain or into the possession of unauthorized persons. It is our duty to protect the sensitive information we receive from the women and families we help. I understand going against confidentiality will result in law actions being taken.

Training:

Recipients understand that on-boarding training is required to be completed to continue a partnership at the company and is required to be completed every 2 years. All members and supporting staff understand that through the two-year period a small but much needed training on different topics will be given to keep everyone up to date and improve our skills as members.

Fiduciary Duties:

I understand the 4 Fiduciary duties I will be held to. Fulfilling the fiduciary responsibilities of non-profit boards protects the board members from personal liability

Duty of Care

Duty of Loyalty

Duty to Act Lawfully

Duty to Act with/in Good Faith.

Board Member:

I agree to and understand the bylaws and my description and responsibilities as committee lead. I also understand that I am obligated to serve at least one (1) year on the board of directors. And is subject to removal after evaluation, which is explained further in the bylaws. I understand as a committee leader, the members apart of my committee are my responsibility. I commit to only allow committee members I trust and of true character into my committee. I understand I will use my company email for all important communication with those outside of our organization.

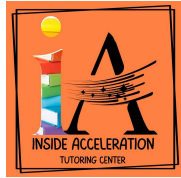
Committee Member:

I agree to and understand my description and responsibilities as a committee member. I also understand that I am obligated to serve at least three (3) months as a committee member, and after three months I am free to leave my position or ask to be voted in as a board member. I understand my role is to assist the board members. I understand my main point of contact for issues is my committee Lead.

All:

I understand my duty is to assist the company in becoming better for the community, women, students, families, and young ladies we serve. I understand this is voluntary, and no designated pay (unless gifted) is required (different for board members, see bylaws). I understand that I can list this position on my resume. I understand that I will run all major decisions by the founder Esha Wooten before starting or setting them. I understand that I am required to attend at least 80% of the bi-monthly virtual meetings. I understand for my role I need passion, Integrity, competence, insight, dedication, and effectiveness.

Signature: _____ **Date:** _____



Name (print): _____

Position: (check one)

_____ Board Member

_____ Committee Member