

PRETTY GIRLS WHO SERVE



PGWS National Governance Suite

The legal, membership, chapter, safety, finance, and accountability framework for The Beauty in Christ Service Sisterhood

THE BEAUTY IN CHRIST SERVICE SISTERHOOD

Find your beauty in Christ. Become rooted in purpose. Serve like Him.

STATUS WORKING DRAFT — NOT ADOPTED	VERSION 0.9 · August 30, 2026
OWNER PGWS National Governance	CONTROLLED SOURCES 11 source documents

Legal, tax, insurance, campus, and financial-control provisions require the reviews stated inside before adoption or reliance.

How to use this controlled suite

This master manual packages the controlled source documents listed below. The digital workflow is the source of truth for live status, approvals, evidence, and access. Printed copies are uncontrolled unless a current version and approval record are attached.

IMPORTANT Posting this manual does not adopt a legal instrument or authorize a chapter. Any provision labeled for attorney, CPA, insurance, campus, or theological review remains a proposed control until formally approved in writing.

Controlled source register

No.	Controlled source	Status
1	PGWS National Governance Suite — Source Index	Working draft · not adopted
2	Pretty Girls Who Serve National Governance Charter	Working draft · not adopted
3	PGWS Sisterhood Membership Agreement, Member Covenant & Code	Working draft · not adopted
4	PGWS Chapter Affiliation & Trademark License Agreement	Working draft · not adopted
5	PGWS Campus Chapter Constitution & Bylaws Template	Working draft · not adopted
6	PGWS National Chapter Leadership Manual	Working draft · not adopted
7	PGWS Anti-Hazing, Sister Safety & Incident Response Policy	Working draft · not adopted
8	The Ruby & Pearl Becoming Ceremony Book	Working draft · not adopted
9	PGWS Officer Code, Confidentiality & Data Access Agreement	Working draft · not adopted
10	PGWS Chapter Financial Stewardship & \$20 National Dues Policy	Working draft · not adopted
11	Proposed PGWS–EFF Separation, Mission Partnership & Program Adoption MOU	Working draft · not adopted

PGWS National Governance Suite — Source Index

CONTROLLED SOURCE | index.md

Suite version: 0.9.0-draft **Version date:** August 30, 2026 **Document owner:** Pretty Girls Who Serve LLC — Office of National Chapter Operations & Governance **Approval status:** **WORKING DRAFT — NOT ADOPTED** **Legal review:** Contracts, licenses, the PGWS–EFF MOU, and provisions affecting legal rights are **DRAFT FOR ATTORNEY REVIEW**. Financial and tax provisions also require CPA review; safety provisions should be reviewed with insurance, campus-risk, and qualified safeguarding professionals.

Purpose of this suite

This suite supplies the first complete operating foundation for a national network of collegiate Pretty Girls Who Serve chapters. It is written for implementation, not inspiration alone: each document assigns authority, defines required records, establishes procedures, protects member rights, and states when a chapter must stop and escalate to Nationals.

The suite is grounded in the following institutional decisions:

- **Center:** Beauty in Christ.
- **Institutional descriptor: The Beauty in Christ Service Sisterhood.** This descriptor names PGWS's distinctive member experience; it does not create a sorority, Greek-letter organization, church, charity, or separate legal entity.
- **Public mission line:** Helping women find their beauty in Christ and use it to love, lead, and serve.
- **Four expressions:** Faith, Purpose, Sisterhood, and Service; leadership is woven throughout all four.
- **Official motto:** Beautiful in Christ. Grace like pearls. Worth beyond rubies. Called to serve.
- **Official palette:** Pretty Pink #E88FB3; Deep Ruby #9F2852; Pearl Cream #FFF8F1; Cocoa #2D2025; Gold #C4A26A.
- **Legal identity:** Pretty Girls Who Serve LLC (“PGWS”) is a Florida limited liability company, not a sorority, Greek-letter organization, church, counseling provider, emergency-response organization, scholarship guarantee, or tax-exempt charity.
- **Membership distinction:** A **Sisterhood Member** participates in PGWS but does not become a legal or equity **Company Member** of the LLC.
- **Chapter structure:** Campus chapters ordinarily operate as authorized local chapters of PGWS LLC, not independent companies or charities, and do not independently obtain or use an EIN unless Nationals approves an exception in writing after professional review.
- **National rhythm:** Pretty Girl Week is the fall public-facing activation; P31 Month, with its concentrated P31 Week, is the spring formation experience; every chartered chapter holds one Pink Brunch each semester.

- **EFF relationship:** PGWS and Esther Funds Foundation (“EFF”) are legally and financially separate. PGWS may support EFF under written controls; EFF does not fund or subsidize PGWS operations under the proposed one-direction financial wall.
- **Member protection:** Material restrictions and discipline use notice, a meaningful opportunity to respond, conflicts-free review, a written decision, and an available appeal; retaliation for reporting, participating, declining a voluntary activity, seeking accommodation, or contacting authorities is prohibited.

The PGWS member journey

PGWS chapters use one nationally consistent journey. A woman is:

1. **Seen — Pretty Girl Week:** she encounters the Beauty in Christ message through a public, welcoming fall activation.
2. **Welcomed — Pink Brunch:** she experiences dignified hospitality, sisterhood, mission, and clear next steps at one of two semesterly Pink Brunches.
3. **Rooted — PGWS P31 Becoming Academy:** she completes required Christ-centered formation, safety, membership, service, and organizational-truth learning with assessments.
4. **Belongs — Ruby & Pearl Becoming:** after all eligibility and consent gates are verified, she may participate voluntarily in the nationally controlled welcome/induction ceremony.
5. **Grows — Chapter life:** she develops through consistent faith, purpose, sisterhood, leadership, and service experiences.
6. **Sent — Measurable service and EFF impact:** she serves through approved, dignity-first projects; where an EFF pathway is used, the legal and financial wall remains intact and outcomes are documented.
7. **Legacy — Alumna life:** she transitions through a documented alumna pathway that preserves belonging, mentorship, service, and institutional memory without implying lifetime employment, authority, or LLC ownership.

This journey is PGWS's own system. PGWS will not imitate sorority identity or process through Greek letters, line names, crossing, pledge-line or probate terminology, stepping/strolling as an official tradition, paddles, secret calls or hand signs, or copied crests, big/little systems, songs, prayers, or ceremonies. PGWS's defensible identity is its Christ-centered curriculum, governance, technology, consistency, personal transformation, and measurable service.

Document hierarchy

When provisions conflict, the following order controls to the extent applicable:

1. Applicable law and binding government requirements.
2. Binding host-institution requirements for a recognized campus chapter.

3. PGWS Articles of Organization and LLC Operating Agreement.
4. Signed PGWS contracts, including the Chapter Affiliation and Trademark License Agreement.
5. The PGWS National Governance Charter.
6. The Ruby & Pearl National Code and national policies.
7. A nationally approved campus chapter constitution and bylaws.
8. National procedures, playbooks, and training.
9. Local chapter procedures and traditions.

No campus vote, local tradition, officer instruction, or group-chat decision may override anti-hazing requirements, financial controls, member due process, national brand ownership, data safeguards, university rules, or applicable law.

Drafting basis and limits

The suite was developed from the August 30, 2026 PGWS institutional blueprint and follow-up decisions; the current PGWS chapter manual, public site, Chapter House/P31 concepts, and training architecture; and the available EFF chapter agreement, expectations, officer agreement, budget, EIN, induction, conflict-resolution, chapter-constitution, and national-bylaws source materials. EFF material was adapted for PGWS rather than copied as governing authority because PGWS is an LLC with Sisterhood Members and operating Chapters, while EFF is a separate nonprofit.

No unverified competitor size, completion, chapter, revenue, or impact claim is used as a governance premise. This source suite is an operational drafting package, not legal, tax, accounting, insurance, mental-health, Title IX, or theological advice. Professional review remains a release gate.

Current official source anchors for professional review

These are verification anchors, not an exhaustive legal appendix:

- [Florida Revised Limited Liability Company Act, Chapter 605](#) — attorney review of Company Member, manager, authority, Operating Agreement, conflicts, records, and chapter/entity structure.
- [Florida Statutes § 1006.63, Hazing Prohibited](#) — Florida-campus hazing scope, consent/off-the-record limits, institution duties, and penalties.
- [Stop Campus Hazing Act, Pub. L. 118-173](#) and the [2026–27 Federal Student Aid Handbook, Consumer Information and School Reporting](#) — campus hazing policy, prevention, statistics, and transparency-report implications.
- [IRS conflict-of-interest guidance](#) and [IRS private-benefit guidance](#) — independent EFF review, recusal, related-party controls, and protection of charitable assets.

Counsel must add the law and host-institution requirements for every state and campus in which a Chapter operates and must reverify these anchors before adoption.

Source documents

No.	Document	Primary use	Review gate
01	[National Governance Charter](01-national-governance-charter.md)	Identity, authority, governance lanes, chapter system, Ruby & Pearl Code	Attorney and governance review before adoption
02	[Sisterhood Membership Agreement & Member Covenant/Code](02-sisterhood-membership-agreement-and-covenant.md)	Membership rights, duties, conduct, dues acknowledgment, due process	Attorney review; electronic-signature implementation review
03	[Chapter Affiliation and Trademark License Agreement](03-chapter-affiliation-and-trademark-license-agreement.md)	Annual chapter authorization, brand license, controls, closure	Attorney and franchise-law review required
04	[Campus Chapter Constitution & Bylaws Template](04-campus-chapter-constitution-and-bylaws-template.md)	University recognition and local governance	National and host-institution approval before use
05	[National Chapter Leadership Manual](05-national-chapter-leadership-manual.md)	Day-to-day chapter operation, calendar, roles, health, transitions	Operational review and academy alignment
06	[Anti-Hazing, Sister Safety & Incident Response Policy](06-anti-hazing-sister-safety-and-incident-response-policy.md)	Prevention, emergency response, reporting, interim measures, records	Attorney, insurance, campus-risk, and safeguarding review
07	[Ruby & Pearl Becoming Ceremony Book](07-ruby-and-pearl-becoming-ceremony-book.md)	Nationally consistent, safe, voluntary member ceremony	Faith/theology, accessibility, safety, and brand review
08	[Officer Code, Confidentiality & Data Access Agreement](08-officer-code-confidentiality-and-data-access-agreement.md)	Officer authority, confidentiality, system permissions, access return	Attorney, privacy, and security review
09	[Chapter Financial Stewardship and \$20 National Dues Policy](09-financial-stewardship-and-national-dues-policy.md)	Dues, payments, budgets, approvals, ledgers, EFF transactions	CPA, attorney, tax, banking, and insurance review
10	[PGWS–EFF Separation and Affiliation MOU Draft](10-pgws-eff-separation-and-affiliation-mou-draft.md)	One-direction financial wall, program adoption, campaigns, brand/data	Independent attorney review and disinterested EFF board approval

The twelve books of the Ruby & Pearl National Code

This first suite establishes the constitutional structure for a future codified policy library:

1. Christ-Centered Identity
2. National Governance

3. The EFF Mission Partnership
4. Membership
5. Chapters
6. Leadership
7. Finance and Stewardship
8. Programs and Traditions
9. Sister Safety
10. Brand, Media, Data, and Technology
11. Accountability and Due Process
12. Continuity and Institutional Protection

Future forms, playbooks, and operating procedures should be assigned to one of these books, carry a version number, name a policy owner, and state the approving authority.

Adoption sequence

These documents are intentionally not labeled “official” or “adopted.” Recommended sequence:

1. Founder/Managing Member reviews business decisions and confirms open placeholders.
2. Florida business attorney reviews the LLC/chapter relationship, membership terms, trademark license, and franchise-law implications.
3. Independent EFF counsel and disinterested EFF directors review the PGWS–EFF MOU and any charitable-campaign language.
4. CPA reviews dues, tax, seller-of-record, chapter-ledger, expense, and transfer procedures.
5. Insurance/risk professionals review event, travel, minor, abuse, cyber, and chapter coverage.
6. Theological advisor reviews the Statement of Faith and ceremony language.
7. PGWS records written resolutions adopting the approved versions and effective dates.
8. Nationals publishes controlled PDFs/forms, trains leaders, collects signed acknowledgments, and retires superseded documents.
9. System permissions are configured to enforce charter, training, finance, and data-access gates.

Document control rules

- The editable source is controlled by PGWS Nationals.
- Every published copy must display version, effective date, owner, and approval status.
- Superseded versions must be archived, not silently overwritten.
- Local chapters may fill approved blanks but may not change protected national language.

- No unsigned draft creates authority, membership ownership, tax-exempt status, a separate legal entity, or permission to collect money.
 - Questions and change requests should be logged through the official P31/Chapter House support workflow, not resolved by informal group-chat consensus.
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Pretty Girls Who Serve National Governance Charter

CONTROLLED SOURCE | 01-national-governance-charter.md

Version: 0.9.0-draft **Version date:** August 30, 2026 **Proposed effective date:** To be established by written resolution **Document owner:** Pretty Girls Who Serve LLC — Founder/Managing Member and Office of National Governance **Approval status:** **WORKING DRAFT — NOT ADOPTED** **Review notice:** **DRAFT FOR ATTORNEY REVIEW.** This Charter is member- and chapter-facing governance. It does not replace the Articles of Organization, LLC Operating Agreement, signed contracts, law, or host-institution requirements.

Preamble

Pretty Girls Who Serve (“PGWS”) exists to help women find and embrace their beauty in Christ, become rooted in their God-given identity and purpose, grow through genuine sisterhood, develop as servant leaders, and make the love of Jesus visible through meaningful service.

We reject the idea that “pretty” is a body type, complexion, hairstyle, financial status, relationship status, popularity score, performance standard, or social-media image. In PGWS, pretty is the beauty that becomes visible when a woman knows who she is in Christ and reflects Him through her character, confidence, compassion, leadership, relationships, and service.

This Charter establishes a transparent national system capable of protecting members, supporting chapters, preserving PGWS identity, and scaling with discipline. Nothing meaningful about PGWS depends on secrecy, humiliation, coercion, or imitation of sorority culture.

Article I — Legal identity and defined terms

1.1 Legal identity

Pretty Girls Who Serve LLC is a limited liability company organized under Florida law. PGWS is a national, Christ-centered women’s leadership, service, and sisterhood organization. Its approved institutional descriptor is **The Beauty in Christ Service Sisterhood**. That descriptor expresses the member experience and does not change PGWS's legal form.

PGWS is not:

- a sorority, fraternity, Greek-letter organization, or secret society;

- a church or denomination;
- a 501(c)(3) charitable organization;
- a counseling, medical, legal, financial-aid, or emergency-response provider;
- a scholarship, grant, employment, or job-placement guarantee; or
- a subsidiary, bank account, or local chapter of Esther Funds Foundation.

1.2 Defined terms

For this Charter:

- **“Company Member”** means a person or entity that legally owns an equity interest in Pretty Girls Who Serve LLC under the LLC Operating Agreement.
- **“Sisterhood Member”** means a woman admitted to participate in PGWS membership, programs, chapters, training, or community. A Sisterhood Member is not, merely because of membership, a Company Member.
- **“Nationals” or “National Headquarters”** means the authorized PGWS LLC personnel and systems exercising national chapter, membership, brand, safety, or operational authority.
- **“Founder”** means Shayna Vincent in her public role as Founder & Executive Director; her separate legal authority is determined by the Operating Agreement and written company resolutions.
- **“Chapter”** means a local operating unit authorized by PGWS in writing. Unless Nationals expressly approves otherwise after professional review, a Chapter is not a separate legal entity.
- **“Campus Chapter”** means a Chapter associated with a college, university, community college, or approved postsecondary institution.
- **“Charter”** means PGWS’s time-limited written authorization for a Chapter to operate and use protected PGWS identity.
- **“Advisor”** means an institution-approved faculty or staff advisor or another Nationals-approved support person. An Advisor is not automatically a Company Member, employee, bank signer, or personally liable guarantor.
- **“EFF”** means Esther Funds Foundation, a legally separate 501(c)(3) nonprofit organization.
- **“P31”** means the official PGWS membership, chapter, training, and community portal or its authorized successor.
- **“Code”** means the Ruby & Pearl National Code and related policies adopted by PGWS.
- **“Member Journey”** means the nationally controlled sequence: Seen, Welcomed, Rooted, Belongs, Grows, Sent, and Legacy. It is not a pledge process, line process, or test of personal worth.

1.3 Sisterhood Membership is not LLC ownership

Sisterhood Membership does not create an ownership interest, equity interest, voting interest in the LLC, right to company profits, management right, employment relationship, partnership, agency

relationship, or authority to bind PGWS LLC. Chapter elections and member votes govern only the matters this Charter, a signed agreement, or approved chapter constitution delegates to them.

1.4 Program and academic years

- PGWS Program Year: July 1 through June 30.
- Chapter Academic Year: the host institution's academic calendar.
- Tax Year: the period established through PGWS's tax classification and CPA guidance.

Article II — Identity canon

2.1 Formal mission

Pretty Girls Who Serve exists to help women find and embrace their beauty in Christ, become rooted in their God-given identity and purpose, grow through genuine sisterhood, develop as servant leaders, and make the love of Jesus visible through meaningful service.

2.2 Formal vision

We envision a world where women are no longer defined by culture, comparison, appearance, popularity, or perfection, but know they are beautiful, worthy, and called in Christ. Through a global sisterhood of faith-filled women, Pretty Girls Who Serve will transform campuses, communities, and generations through grace, leadership, sisterhood, and service.

2.3 Public mission line

Helping women find their beauty in Christ and use it to love, lead, and serve.

2.4 Brand promise

Every woman who encounters PGWS should leave more secure in Christ, confident in her God-given beauty, connected to genuine sisterhood, prepared to lead, and committed to serving others.

2.5 Motto, call and response, and creed

Official motto: Beautiful in Christ. Grace like pearls. Worth beyond rubies. Called to serve.

Public call and response:

- Leader: Where is our beauty? Sisters: In Christ.
- Leader: What is our worth? Sisters: Beyond rubies.
- Leader: How do we walk? Sisters: With grace, like pearls.
- Leader: What are we called to do? Sisters: Serve.

PGWS Creed:

IMPORTANT I am a woman of God, worth beyond rubies and continually refined by grace. I choose purpose

over popularity, integrity over image, sisterhood over competition, and service over self. I will love boldly, lead humbly, steward wisely, speak truthfully, and serve faithfully. I am not becoming perfect; I am becoming who God called me to be.

2.6 Center and four expressions

Beauty in Christ is the center. Faith, Purpose, Sisterhood, and Service are its four expressions. Leadership is developed through all four rather than treated as an isolated fifth pillar.

2.7 PRETTY Standard

- **P — Purpose before popularity:** mission guides decisions, not clout or favoritism.
- **R — Rooted in Christ:** faith is expressed with humility, truth, compassion, and maturity.
- **E — Excellence with integrity:** members plan, document, communicate, follow through, and steward responsibly.
- **T — Truth spoken in love:** members avoid gossip, public embarrassment, manipulation, and evasive communication.
- **T — Teachable in spirit:** members accept correction, ask questions, acknowledge mistakes, and grow.
- **Y — Yielded to service:** gifts are used for the good of others, not recognition alone.

2.8 Ruby and pearl meaning

The **ruby**, grounded in Proverbs 31:10, represents God-given worth, bold faith, courage, conviction, resilience, leadership, and purpose. A woman does not earn worth through performance.

The **pearl** represents grace, wisdom, growth, maturity, refinement, discernment, and beauty formed over time. PGWS is a place for women who are becoming, not pretending to be finished.

Song of Solomon 4:7 serves as an affirmation Scripture. PGWS refuses to build a sisterhood that searches women for defects. This passage may not be used as a physical-appearance requirement, body standard, complexion standard, declaration of moral perfection, or reason to avoid accountability.

The official institutional palette is Pretty Pink #E88FB3, Deep Ruby #9F2852, Pearl Cream #FFF8F1, Cocoa #2D2025, and Gold #C4A26A. Chapters use the current controlled brand files and may not approximate, recolor, or create competing palettes.

2.9 Statement of Faith

Subject to theological review, PGWS believes:

1. There is one God, revealed as Father, Son, and Holy Spirit.
2. Jesus Christ is Lord and Savior.
3. Scripture is authoritative for Christian faith and life.

4. Salvation is a gift of grace received through faith.
5. Every human being bears God-given dignity and should be treated with compassion, truth, and respect.
6. Christian faith should become visible through love, integrity, justice, mercy, generosity, service, and transformed character.
7. The Church includes believers from different Christian traditions who may worship and practice differently while sharing essential Christian beliefs.

General Sisterhood Members acknowledge and respect PGWS's Christ-centered environment. Persons who teach doctrine, write official devotionals, or serve in spiritual-life leadership may be required to affirm the full Statement of Faith. Chapters may not create additional doctrinal tests or elevate an officer's personal theology to national policy.

2.10 National member journey

PGWS protects one consistent journey across all Chapters:

1. **Seen through Pretty Girl Week:** a public fall activation introduces Beauty in Christ without pressure, ranking, or secret selection.
2. **Welcomed through Pink Brunch:** a dignified semester gathering presents mission, sisterhood, service, and transparent membership next steps.
3. **Rooted through the PGWS P31 Becoming Academy:** a prospective or entering member completes approved formation, safety, organizational-truth, service, and conduct learning with assessments.
4. **Belongs through Ruby & Pearl Becoming:** an eligible member may freely participate in the nationally controlled welcome/induction ceremony after payment or waiver, agreement, training, consent, and Chapter-status gates are verified.
5. **Grows through Chapter life:** an active member develops through faith, purpose, sisterhood, leadership, and service.
6. **Sent through measurable service and EFF impact:** members deliver approved, dignity-first service and record outputs and outcomes; any EFF-connected activity follows the PGWS–EFF separation rules.
7. **Legacy through alumna life:** graduating or departing members may continue through approved alumna, mentorship, service, and giving pathways without ongoing Chapter voting rights or authority unless separately granted.

No stage permits hazing, coercion, forced spiritual disclosure, favoritism, physical endurance, financial pressure, or the creation of secret status classes. A member's God-given worth is never conferred by completing a stage.

2.11 Distinctive identity and non-sorority boundaries

PGWS is not a sorority and will not imitate a sorority's protected or recognizable identity. National and local activity may not use or establish:

- Greek letters or Greek-letter naming conventions;
- line names, line numbers, pledge classes, pledge-line, crossing, probate, neophyte, or similar terminology;
- stepping or strolling as an official PGWS tradition or membership marker;
- paddles, secret calls, secret hand signs, passwords, loyalty tests, or hidden status systems;
- copied crests, shields, big/little systems, songs, prayers, ceremonies, initiation features, or apparel that creates likely confusion with another organization; or
- any claim that PGWS is “like a sorority,” an alternative sorority, a divine-nine organization, or a route into one.

PGWS's institutional advantage is its own Beauty in Christ curriculum, sound governance, technology-enabled continuity, consistent chapter experience, documented transformation, and measurable service. Chapters build those assets instead of copying another organization's culture.

2.12 The twelve-book Ruby & Pearl National Code

PGWS organizes controlled national policy into twelve books:

1. Christ-Centered Identity;
2. National Governance;
3. The EFF Mission Partnership;
4. Membership;
5. Chapters;
6. Leadership;
7. Finance and Stewardship;
8. Programs and Traditions;
9. Sister Safety;
10. Brand, Media, Data, and Technology;
11. Accountability and Due Process; and
12. Continuity and Institutional Protection.

Each adopted policy, procedure, form, training standard, and controlled ceremony edition must identify its Code book, version, owner, approving authority, effective date, and superseded record. A draft or locally altered copy is not controlling merely because it appears in a shared drive, course, portal, email, or group chat.

Article III — Governing authority and reserved powers

3.1 Hierarchy

The authority hierarchy stated in the suite index is incorporated into this Charter. Law, binding host-institution requirements, PGWS formation documents, the Operating Agreement, and signed contracts control before this Charter.

3.2 Company governance lane

The LLC Operating Agreement governs Company Members, managers, ownership, compensation authority, distributions, succession, sale, dissolution, intellectual property, and legal signing authority. This Charter does not grant Sisterhood Members any of those powers.

3.3 Founder/Managing Member reserved powers

Subject to the Operating Agreement and law, the following should remain reserved to the Founder/Managing Member or other expressly authorized company authority:

- protection of PGWS’s core mission and Christ-centered identity;
- admission of Company Members or changes in ownership;
- appointment or removal of the chief executive;
- issuance, suspension, and permanent closure of national charters;
- permanent changes to name, foundational Scriptures, ruby-and-pearl identity, or official motto;
- ownership and licensing of PGWS intellectual property;
- approval of merger, sale, or dissolution;
- approval of a formal EFF affiliation; and
- authority expressly reserved in the Operating Agreement or written company resolutions.

Reserved power does not eliminate conflict disclosure, fair process, recusal, independent review, or legal duties. The Founder should not be the sole decision-maker on her compensation, a related-party transaction, or the final appeal of a complaint in which she is materially involved.

3.4 Governance & Ethics Council

PGWS should establish a five- to seven-person Governance & Ethics Council with relevant legal/compliance, finance, higher-education, theological, safety/mental-health, organizational-leadership, and member perspectives. A majority should be independent of the Founder.

The Council reviews or advises on:

- founder compensation and related-party transactions;
- EFF agreements and shared-service arrangements;
- major discipline appeals and whistleblower complaints;

- hazing, safety, retaliation, and chapter-closure reviews;
- high-risk partnerships and major policy changes; and
- the annual organizational risk assessment.

Whether the Council is advisory or holds delegated manager authority must be resolved in the Operating Agreement or written company action.

3.5 National member leadership lane

PGWS may establish a National Leadership Cabinet including a National President, vice presidents for Chapter Operations and Member Experience, Secretary, Chaplain/Spiritual Life Chair, Service and Impact Chair, Membership and Sisterhood Chair, Partnerships/Fundraising leaders, Communications Chair, and Historian.

These roles do not automatically confer Company ownership, LLC management, bank-signing authority, contract authority, employment status, or authority to speak on legal matters. Each appointment must define term, supervisor, decision rights, spending limit, data access, training, performance measures, removal, and transition.

3.6 Member voice

As PGWS grows, it may establish a Chapter Presidents Council, Sisterhood Council, and Regional Advisory Circles. These bodies provide feedback and recommendations; they do not become independent legal entities or override reserved national authority.

Article IV — National operating model

4.1 Scalable structure

The target model is Founder/Managing Member; Governance & Ethics Council; Chief Operating Officer; Chief Chapter Officer; Regional Directors; State or Cluster Coordinators; Chapter Presidents; and Sisterhood Members.

Support ratios should ordinarily not exceed:

- one Regional Director per 25 chapters;
- one Cluster Coordinator per 5–8 chapters; and
- one Chapter Success Manager per 15–20 chapters.

PGWS will pause expansion when staffing, insurance, training, technology, financial controls, or support capacity cannot safely sustain additional chapters.

4.2 Worker classification

National operational roles must be classified based on the real relationship and applicable wage-and-hour law, not simply labeled “volunteer.” Student chapter officer service is a member-leadership

experience; it may not be used to disguise ongoing company labor that should be performed by paid staff or contractors.

4.3 Records and transparency

National decisions affecting charters, discipline, access, funds, brand rights, or member status must be recorded in an authorized system with date, decision-maker, authority, rationale, notice, appeal status where applicable, and retention category.

Article V — Membership

5.1 Membership categories

PGWS may recognize Founding Sister, National Sister, Collegiate Chapter Sister, Community Chapter Sister, Graduate/Alumna Sister, and Advisor/Mentor categories. Benefits, duration, fees, and eligibility must be published before payment or enrollment.

5.2 Rights

Every Sisterhood Member has the right to:

- know what PGWS legally is and is not;
- receive accurate price, benefit, renewal, and refund disclosures;
- be free from hazing, humiliation, retaliation, spiritual coercion, forced disclosure, and appearance-based exclusion;
- request reasonable accommodations through the stated process;
- receive notice of allegations and an opportunity to respond before final discipline when safety permits;
- appeal material disciplinary decisions under the Code;
- control directory, photo, video, and testimony consent within published limits;
- report to PGWS, the host institution, law enforcement, regulators, emergency services, or another lawful authority; and
- resign and access her own membership record, subject to lawful record-retention limits.

5.3 Responsibilities

Sisterhood Members must follow the Member Covenant and Code, protect confidential information, represent PGWS accurately, complete required orientation, pay disclosed fees, honor consent and boundaries, report serious safety or financial concerns, return organizational access and property, and avoid presenting personal views as official PGWS positions.

5.4 Fair process

Membership criteria may not depend on body type, complexion, hair, clothing, money, popularity, follower count, relationship status, or a single narrow performance of femininity. Campus eligibility language must be reviewed for consistency with host-institution requirements.

Article VI — Chapters

6.1 Chapter types

PGWS may authorize Campus Chapters, Community Chapters, Virtual Sister Circles, and future Graduate/Alumna Circles. Initial national scaling should prioritize Campus Chapters. A circle is not a chartered chapter and may not independently collect dues, sell merchandise, sign contracts, create official accounts, or represent itself as chartered.

6.2 Lifecycle

- 1. Interest:** no public brand-use or operating authority.
- 2. Conditional Founder:** private formation authorization only.
- 3. Provisional Chapter:** board selection, training, and institutional recognition underway.
- 4. Chartered Chapter:** signed agreement, trained officers, approved roster, institutional approval where applicable, advisor where required, calendar, finance structure, and launch orientation complete.
- 5. Accredited Chapter:** one full year in good standing and annual review passed.
- 6. Ruby Chapter of Distinction:** recognition status, not a separate legal class.

6.3 Chapter legal status

Unless a written exception is approved after attorney/CPA review, a Chapter is an authorized local operating chapter of PGWS LLC, not a separate LLC, nonprofit, partnership, or tax-exempt organization. It may not independently obtain or use an EIN, open an external bank account, issue tax receipts, sign contracts, register a store, or represent itself as a 501(c)(3).

6.4 Annual authorization

Chapter authorization expires unless renewed. Renewal requires current institutional recognition where applicable, signed agreements, trained officers, verified roster and dues status, compliant finances, submitted reports, transition records, and resolved corrective actions.

6.5 Good standing score

PGWS may use a 100-point Chapter Health Score:

- Governance and compliance — 25
- Membership and retention — 20

- Programs and service — 20
- Financial stewardship — 15
- Leadership and training — 10
- Brand, safety, and data practices — 10

Status bands are 85–100 Healthy; 70–84 Needs Monitoring; 50–69 Corrective Action; below 50 Suspension Review. Immediate danger, theft, hazing, retaliation, or serious legal risk triggers emergency review regardless of score. Automated flags support—not replace—qualified human decisions.

6.6 Corrective pathway

Ordinary chapter gaps generally progress through coaching, written correction, improvement plan, probation, temporary restrictions, leadership change, suspension, and charter closure. Nationals may impose immediate interim restrictions when necessary to protect people, money, data, accounts, evidence, or legal compliance. Written notice and review follow as soon as reasonably possible.

Article VII — Chapter leadership and decisions

7.1 Core officers

Every established Chapter should have President, Vice President, Secretary, Treasurer, Faith and Spiritual Life Chair, Service and Outreach Chair, Membership and Sisterhood Chair, and Communications and Historian Chair. Nationals may approve combined roles for a provisional chapter, but President and Treasurer should not ordinarily be the same person.

7.2 Eligibility and training gate

Officers must be active Sisterhood Members in good standing, meet host-institution academic requirements, complete role-specific training and assessments, sign required agreements, enable required account security, and have no unresolved restrictions. No officer receives sensitive data, finance, brand, or account permission before completing the gate.

7.3 Terms and transition

Standard officer terms are one academic year, with a maximum of two consecutive terms in the same office unless Nationals approves a documented exception. Elections ordinarily occur in April, transition occurs in May–June, and outgoing access expires after verified handoff.

7.4 Decision standards

- Routine decisions: simple majority of the applicable body with quorum.
- Material program, budget, policy, or partnership decisions: documented executive-board vote and any required National or institutional approval.
- Constitution amendment: two-thirds vote plus written National approval.

- Conflict of interest: disclosure and recusal; the minutes record the recusal.
- Contract: only an authorized PGWS signer may bind PGWS.
- Emergency: an authorized leader may take the minimum necessary protective action, document it promptly, and obtain review.

Presidents may coordinate but may not unilaterally commit funds, sign contracts, discipline members, create accounts, or announce partnerships outside delegated authority.

Article VIII — Programs and national traditions

8.1 Fall Pretty Girl Week

Pretty Girl Week occurs during the third full week of September, with exact dates set annually. It publicly introduces PGWS's redefinition of beauty through Pretty Redefined; Pretty Girls Pray; Pretty Girls Prepare; Pretty Girls Pour Into Sisters; Pretty Girls Serve; Pretty Girls Support EFF under an approved campaign; and the Pink Brunch.

8.2 Spring P31 Month and P31 Week

March is P31 Month. P31 Week occurs March 25–31 and centers Rooted in Christ; Worth Beyond Rubies; Strength and Dignity; Wisdom and Stewardship; Sisterhood With Substance; Hands That Serve; and P31 Day.

8.3 Pink Brunches

Each chartered Chapter holds one fall and one spring PGWS Pink Brunch. Required elements are Scripture/prayer; Beauty in Christ teaching; guided table conversation; testimony or sisterhood voice; leadership/purpose activation; service commitment; approved EFF impact or giving moment when applicable; fellowship; and next steps.

The Pink Brunch may not become a beauty competition, costly dress mandate, popularity event, photo shoot without substance, or unauthorized EFF fundraiser.

8.4 Ruby & Pearl Becoming Ceremony

The national becoming ceremony must be voluntary, safe, accessible, publicly explainable, affordable, and non-secretive. No Chapter may invent an initiation, ritual, "process," loyalty test, line name, secret punishment, or condition of belonging.

8.5 Minimum semester program standard

Each active Chapter should complete two faith-development gatherings; two documented service projects; one leadership workshop; one academic/career/financial-stewardship program; one wellness/identity/sister-support program; one Pink Brunch; one recruitment/orientation cycle; one member-feedback survey; one financial reconciliation; and one semester report.

Article IX — Safety, accountability, and due process

9.1 Non-negotiable prohibitions

PGWS prohibits hazing, forced prayer or fasting, forced confession, spiritual shaming, harassment, discrimination, sexual misconduct, retaliation, threats, stalking, public humiliation, appearance-based exclusion, doxxing, impersonation, financial coercion, secret discipline, unauthorized initiation, pressure to reveal trauma, leaders presenting as therapists, personal collection of chapter money, and punishment for leaving.

9.2 Reporting and anti-retaliation

Anyone may report a concern to Nationals, the host institution, emergency services, law enforcement, regulators, or another lawful authority. No person may intimidate, threaten, remove opportunities, alter records, isolate, shame, or punish someone for a good-faith report, participation in a review, refusal to participate in prohibited conduct, or request for accommodation.

9.3 Due process

The standard process is complaint receipt; immediate safety assessment; interim measures; notice of concern; evidence collection; opportunity to respond; neutral review; written findings; proportionate outcome; appeal; record preservation; and anti-retaliation follow-up. Emergency interim action may precede full notice but is not itself a final finding.

Article X — Finance, brand, data, and EFF separation

10.1 Financial stewardship

All chapter money must move through a National- or university-approved system and remain traceable by purpose, amount, budget category, requester, approver, payment account, evidence, date, chapter, and reconciliation status. No officer should request, approve, pay, and reconcile the same transaction.

10.2 National Sisterhood Membership fee

The current national Sisterhood Membership fee is \$20 per member, collected through the approved P31/PGWS checkout and subject to the published membership terms. A Chapter may not collect, redirect, waive, or mark this fee paid based on a screenshot. Any future renewal or annual chapter-activation fee requires separate written approval and clear disclosure. Existing Founding Sister promises must be honored as documented.

10.3 Brand and accounts

PGWS LLC owns or controls official chapter names, marks, accounts, records, templates, domains, and program identity. Chapter use is limited, revocable, nontransferable, and conditioned on good standing. Official accounts require a National recovery email, at least two authorized administrators where supported, multi-factor authentication, an access log, and transition removal.

10.4 Data minimums

PGWS collects only data needed for a defined purpose, limits access by role, records consent, and retires permissions after terms. Chapters may not collect Social Security numbers, passwords, verification codes, therapy notes, complete medical records, unnecessary hardship narratives, or private prayer-journal content in shared systems.

10.5 EFF separation

PGWS and EFF maintain separate legal governance, EINs, banking, merchant processing, bookkeeping, contracts, budgets, payroll allocations, records, websites/checkouts, disclosures, and financial reports. PGWS is an independent organization and may become a mission partner of EFF only through a signed written agreement.

PGWS payments are not charitable donations to EFF and must not be represented as tax-deductible. An EFF charitable campaign must be approved, route funds directly to EFF, use EFF disclosures and receipts, and maintain a final accounting.

Article XI — Records, continuity, and amendment

11.1 Required records

Nationals and Chapters maintain final agreements, rosters, training records, minutes, decisions, budgets, ledgers, receipts, reports, consent, event approvals, incident records, corrective actions, access inventories, and transition certificates in authorized systems.

11.2 Continuity

Official credentials, domains, social accounts, repositories, files, payment systems, member records, and brand assets must remain under National control. No leader may withhold, delete, transfer, or disable them during disagreement or transition.

11.3 Emergency authority

The Operating Agreement and a separate continuity plan should designate emergency authority if the Founder or another essential leader is unavailable. Emergency access must be logged, limited, reviewed, and revoked when the emergency ends.

11.4 Amendments

This Charter may be amended only through the authority stated in the Operating Agreement or written PGWS resolution. Before adoption, material amendments should receive attorney, CPA, safety, theological, or privacy review as appropriate. Nationals publishes the effective version, archives the prior version, provides notice and training, and records acknowledgments.

11.5 No local override

A Chapter may submit a written exception request identifying the requirement, reason, duration, safeguards, institutional rule, and requested approver. Silence is not approval. An approved exception must be written, time-limited, stored, and reviewable.

Appendix A — National non-negotiables

1. Christ remains at the center of PGWS.
2. Beauty in Christ is never reduced to physical appearance.
3. Every woman is treated with God-given dignity.
4. No Chapter creates doctrine or spiritual tests.
5. No hazing, coercion, humiliation, forced prayer, forced confession, or secret initiation.
6. PGWS and EFF remain legally and financially separate.
7. PGWS may support EFF under written controls; EFF does not finance PGWS operations under the proposed affiliation.
8. EFF's EIN is used only for specifically authorized EFF activity.
9. No Chapter money moves through a leader's personal account.
10. No Chapter signs contracts without an authorized PGWS signer.
11. No leader receives authority before completing training and agreements.
12. Nationals controls official chapter names, accounts, records, and brand assets.
13. Members may report concerns without retaliation.
14. Discipline follows a fair, documented process.
15. Every Chapter renews its authorization annually.
16. No local tradition overrides national policy.
17. No Chapter promises scholarships, assistance, or EFF funding.
18. No Chapter represents PGWS as a nonprofit or tax-exempt charity.
19. No leader is above the Code, including the Founder.
20. Growth pauses when safety or support capacity cannot keep up.

Appendix B — Proposed adoption record

Field	Entry
Resolution number	_____
Date reviewed by counsel	_____
Date approved	_____

Field	Entry
Effective date	_____
Approved by	_____
Supersedes	_____
Next review date	_____

Authorized signature: _____ **Title:** _____ **Date:** _____

PGWS Sisterhood Membership Agreement, Member Covenant & Code

CONTROLLED SOURCE | 02-sisterhood-membership-agreement-and-covenant.md

Version: 0.9.0-draft **Version date:** August 30, 2026 **Document owner:** Pretty Girls Who Serve LLC — Member Experience & National Governance **Approval status:** **DRAFT FOR ATTORNEY REVIEW — NOT ADOPTED OR READY FOR SIGNATURE** **Implementation note:** Counsel must finalize term, renewal, cancellation, refund, dispute, governing-law, minor-consent, electronic-signature, and consumer-disclosure language before this agreement is placed in P31 checkout or onboarding.

Agreement parties and member record

This Sisterhood Membership Agreement (“Agreement”) is between Pretty Girls Who Serve LLC (“PGWS,” “we,” “us,” or “Nationals”) and the individual identified below (“Sisterhood Member,” “Member,” “you,” or “your”).

Member field	Entry
Full legal name	_____
Preferred name	_____
Date of birth / age eligibility confirmation	_____
Personal email	_____
School email	_____
Mobile number	_____
Institution and anticipated graduation	_____
Chapter or national pathway	_____
P31 member ID	_____

Member field	Entry
Membership category	_____
Fee/term displayed at checkout	_____
Agreement accepted on	_____

1. What PGWS is

PGWS is a national, Christ-centered women’s leadership, service, and sisterhood organization organized as a Florida limited liability company. Its public mission is **helping women find their beauty in Christ and use it to love, lead, and serve**. Its institutional descriptor is **The Beauty in Christ Service Sisterhood**; that descriptor does not create a sorority, church, charity, or separate legal entity.

PGWS is not a sorority or Greek-letter organization; not a church; not a 501(c)(3) charity; not a medical, counseling, legal, financial-aid, or emergency-response provider; and not a scholarship, job, grant, or financial-assistance guarantee.

Esther Funds Foundation (“EFF”) is a separate nonprofit organization. Payments to PGWS are not donations to EFF and are not represented as tax-deductible. Any EFF campaign will use its own approval, checkout, disclosures, and acknowledgment.

2. Sisterhood Membership is not LLC ownership

The legal term **Company Member** refers to an owner of an equity interest in PGWS LLC. The community term **Sisterhood Member** refers to a participant in PGWS.

By accepting this Agreement, you acknowledge:

IMPORTANT A Sisterhood Membership does not create an ownership interest, equity interest, voting interest in Pretty Girls Who Serve LLC, right to company profits or distributions, management right, partnership, employment relationship, agency relationship, or authority to bind PGWS LLC.

Chapter voting rights, if any, apply only to the limited chapter matters delegated by an approved constitution and do not constitute ownership or company governance rights.

3. Membership eligibility and truthful information

You confirm that you:

1. meet the age, student, program, and chapter criteria disclosed for your pathway;
2. provided accurate information and will update material changes;
3. understand and will respect PGWS’s Christ-centered identity;
4. will complete required orientation and safety training;

5. agree to this Code and applicable national/chapter policies; and
6. are not joining to obtain unauthorized access, exploit member information, imitate PGWS, divert funds, or harm another person.

General membership does not require members to disclose trauma, medical information, private prayer requests, or denominational details. Persons who teach official doctrine or serve in designated spiritual-life leadership may be subject to a separate Statement of Faith acknowledgment.

PGWS will not evaluate “pretty” through body type, complexion, hairstyle, clothing, financial status, popularity, follower count, relationship status, or a narrow performance of femininity.

3.1 The member journey

The standard PGWS pathway is **Seen** through Pretty Girl Week; **Welcomed** through a Pink Brunch; **Rooted** through the PGWS P31 Becoming Academy; **Belongs** through the voluntary Ruby & Pearl Becoming Ceremony after all eligibility gates; **Grows** through Chapter life; **Sent** through measurable service and approved EFF impact; and **Legacy** through an alumna pathway.

The pathway is an experience and formation sequence, not a pledge process, line process, secret initiation, or test of a woman's God-given worth. Timing and participation may be adjusted for accessibility, safety, transfer status, prior completion, or another written National exception. No member may rush, invent, conceal, or impose a stage.

4. Membership fee, term, and payment

4.1 Current national fee

The current national Sisterhood Membership fee is **\$20 per member**, collected only through an approved PGWS/P31 checkout or another method Nationals authorizes in writing. A Chapter officer may not collect the national fee in cash or through a personal bank account, Cash App, Venmo, Zelle, PayPal, or other personal payment account.

4.2 Fee disclosure controls

Before payment, the checkout must clearly display:

- the membership category and term;
- whether the fee is one-time or recurring;
- included benefits and material limitations;
- any separate chapter or event costs;
- cancellation/refund terms;
- any automatic-renewal consent required by law; and
- the PGWS merchant descriptor and contact information.

Nothing in this draft creates a recurring fee. Future renewal or chapter-activation fees require formal approval and separate, clear acceptance. Any documented lifetime access promised to a Founding Sister will be honored according to the promise actually made.

4.3 Payment verification

Membership status is established by PGWS's verified payment record or documented waiver—not a screenshot, forwarded email, or Chapter spreadsheet. Members should use official support before paying twice.

4.4 Refunds, cancellations, and hardship

The final published refund/cancellation policy controls. Until counsel approves that policy, the following is a placeholder only:

- duplicate or unauthorized charges will be reviewed promptly;
- a Member may cancel future renewal, if any, through the stated method;
- removal for misconduct does not automatically create a refund;
- inability to pay should be addressed through an approved written hardship/accommodation process, not an officer's undocumented promise; and
- consumer rights that cannot lawfully be waived remain in effect.

5. Membership benefits and limits

Benefits may include P31 access, approved chapter participation, member development, leadership opportunities, service programs, digital resources, community, recognition, and eligibility for separately governed activities. Benefits may vary by category, location, host institution, capacity, and good-standing status.

Membership does not guarantee a leadership title, charter approval, admission to every event, merchandise, travel, employment, scholarship, grant, financial assistance, counseling, emergency support, internship, or public feature.

PGWS may change non-material program features as the organization grows. Material fee, renewal, or contractual changes require advance notice and any consent required by law.

6. Member rights

Every Sisterhood Member has the right to:

- accurate information about PGWS's legal identity, price, benefits, and rules;
- dignity and fair treatment;

- a membership experience free from hazing, coercion, humiliation, retaliation, harassment, discrimination, forced prayer, forced fasting, forced confession, secret discipline, and appearance-based exclusion;
- decline to share a personal testimony, trauma, diagnosis, prayer request, or private financial story;
- leave an event, ceremony, prayer activity, or unsafe situation;
- request reasonable accommodations through the designated process;
- ask questions and disagree respectfully;
- report concerns without retaliation;
- report outside PGWS to the host institution, emergency services, law enforcement, regulators, or another lawful authority;
- notice of allegations and an opportunity to respond before final discipline when safety permits;
- a written outcome and appeal for material discipline under the applicable procedure;
- control directory listing and optional photo/testimony permissions according to published privacy controls;
- access and correction of her own membership record, subject to lawful restrictions; and
- resign from PGWS.

7. Member responsibilities

A Sisterhood Member agrees to:

1. embody the PRETTY Standard: Purpose before popularity; Rooted in Christ; Excellence with integrity; Truth spoken in love; Teachable in spirit; Yielded to service;
2. treat members, applicants, staff, advisors, guests, partners, and community members with dignity;
3. communicate truthfully, respectfully, and without gossip, bullying, threats, doxxing, or public humiliation;
4. protect private information and use it only for authorized purposes;
5. obtain consent before sharing another person's photo, story, prayer request, contact information, hardship, or private message;
6. follow safety, event, travel, accessibility, and host-institution requirements;
7. avoid representing personal views as official PGWS statements;
8. avoid unauthorized use or alteration of PGWS names, logos, program marks, materials, accounts, domains, merchandise, or templates;
9. never collect or hold Chapter/PGWS funds through a personal account;
10. never promise scholarships, aid, jobs, EFF funding, tax deductions, or benefits without written authority;

11. complete required training and honor role-based access restrictions;
12. report serious safety, hazing, harassment, retaliation, financial, privacy, or account-security concerns promptly;
13. cooperate truthfully with fair reviews without destroying or altering evidence; and
14. return PGWS property and access when membership or leadership authority ends; and
15. protect PGWS's distinct identity by avoiding copied sorority terms, traditions, rituals, designs, and membership systems.

8. Beauty in Christ and spiritual safety

PGWS welcomes prayer, Scripture, worship, and testimony while protecting voluntary participation and human dignity.

No Member or leader may:

- rank women by spiritual maturity or claim one is “more saved”;
- force prayer, fasting, speaking, testimony, altar response, confession, or physical touch;
- use prophecy, Scripture, a title, or “submission” language to control another person;
- shame a Member for therapy, medication, medical care, questions, boundaries, or contacting authorities;
- tell a Member to remain in danger, abuse, harassment, or a harmful relationship;
- promise absolute confidentiality where safety or law requires escalation; or
- present herself as a therapist, physician, attorney, financial counselor, or emergency responder unless separately qualified and acting under an authorized role.

Prayer may be offered and accepted freely. A Member’s choice not to pray publicly, disclose personal information, or participate in a voluntary faith expression may not be used to haze, shame, retaliate, or deny ordinary membership dignity.

9. Sisterhood conduct code

9.1 Prohibited conduct

The following may result in interim restrictions and discipline:

- hazing, initiation outside the approved Ruby & Pearl Becoming Ceremony, loyalty tests, secret assignments, blindfolding, isolation, sleep deprivation, forced exercise, food/substance consumption, dress/body inspection, or preventing someone from leaving;
- Greek-letter naming; line names or numbers; pledge-line, crossing, probate, or neophyte terminology; stepping or strolling as an official PGWS tradition; paddles; secret calls or hand signs;

copied crests; big/little systems; or copied songs, prayers, ceremonies, initiation features, apparel, or other identity associated with a sorority or fraternity;

- violence, threats, stalking, harassment, sexual misconduct, nonconsensual contact, coercive dating/relationship conduct, or weapon misuse;
- discrimination or targeted exclusion inconsistent with applicable law and host-institution policy;
- retaliation against a reporter, witness, respondent, reviewer, or person requesting accommodation;
- bullying, intimidation, repeated insults, malicious gossip, impersonation, doxxing, or coordinated social exclusion;
- spiritual abuse or use of faith to shame, silence, manipulate, or avoid accountability;
- theft, fraud, falsified receipts, unauthorized fundraising, misuse of dues, chargeback abuse, or chapter money in personal accounts;
- unauthorized contracts, sponsorships, partnerships, scholarships, public statements, accounts, merchandise, domains, or brand use;
- releasing confidential applications, incidents, member records, passwords, access codes, or private messages without authority;
- evidence destruction, dishonest statements in an investigation, obstruction, or pressuring witnesses; and
- conduct that creates a serious safety, legal, financial, privacy, institutional, or reputational risk.

9.2 Conflict is not automatically misconduct

Respectful disagreement, good-faith questions, reporting, requesting records, declining a voluntary activity, seeking an accommodation, contacting a university, or criticizing a policy through appropriate channels is not insubordination or retaliation-worthy conduct.

9.3 Online conduct

Members may not use official accounts to argue, expose private disputes, post hardship/prayer stories without consent, imply unauthorized partnerships, make medical/financial promises, or publish discipline. Members should not use personal accounts to harass, threaten, dox, impersonate, or falsely claim to speak for PGWS.

10. Privacy, media, and communications

10.1 Required operational communications

Membership may require service emails, account notices, safety notices, agreement updates, and chapter communications. Marketing communications require any separate consent required by law and must provide a lawful opt-out.

10.2 Directory and media choices

Directory participation is opt-in. A Member may separately choose whether PGWS displays her name, photo, chapter, city, major, interests, social handles, or contact ability. Media/testimony releases should be specific enough to allow an informed choice and should explain how to withdraw future use when feasible.

10.3 Data minimization

Members should not provide Social Security numbers, passwords, one-time codes, therapy notes, full medical records, or private journal entries through ordinary Chapter forms. PGWS will use role-based access and retain records according to approved schedules.

11. Safety reporting and emergency boundaries

For immediate danger, call 911 or the applicable emergency service. For suicide or mental-health crisis in the United States, call or text 988 and use campus/local crisis resources. PGWS support is not a substitute for emergency or licensed care.

Members may report through the official P31/Chapter House reporting pathway, to Nationals, to a Chapter Advisor, or directly to the host institution or authorities. A report should include known facts, dates, involved persons, witnesses, immediate safety needs, and available records. A reporter is not required to confront the person involved before reporting hazing, harassment, sexual misconduct, financial misconduct, retaliation, or danger.

12. Accountability, interim measures, and due process

12.1 Standard process

The ordinary process is:

1. receive and log the concern;
2. assess immediate safety, evidence, and conflicts;
3. impose proportionate interim measures where necessary;
4. give the respondent understandable notice of the concern;
5. collect relevant information fairly;
6. provide a meaningful opportunity to respond;
7. use a neutral, authorized reviewer;
8. issue written findings using the stated standard of proof;
9. select a proportionate outcome;
10. offer an appeal for material discipline;
11. preserve records; and

12. monitor compliance and retaliation.

12.2 Interim measures

Interim measures may include no-contact directions, event restrictions, temporary account removal, financial holds, leadership leave, record preservation, safety planning, or temporary suspension. They are protective and do not, by themselves, constitute a final finding.

12.3 Possible outcomes

Outcomes include no violation; educational conversation; warning; restorative agreement where safe and voluntary; training; access/leadership restriction; probation; suspension; office removal; membership termination; chapter corrective action; or referral to the university/authorities.

12.4 Appeal

The final policy should specify a reasonable written appeal period (proposed: ten calendar days), permitted grounds, independent reviewer, record reviewed, and target decision timeline. The reviewer should not be the original decision-maker or a person materially involved in the dispute.

12.5 Anti-retaliation

Retaliation is a separate violation even when an underlying concern is not substantiated. Good-faith reporting does not require proof; knowingly fabricated allegations may be addressed through the same fair process.

13. Membership status, resignation, and return of access

Possible statuses are Pending, Active, Good Standing, Inactive, Leave of Absence, Graduate/Alumna, Resigned, Suspended, Terminated, and Reinstated. Removal from a group chat does not determine membership status.

A Member may resign through the official process. Resignation does not erase lawful financial, safety, intellectual-property, confidentiality, evidence-preservation, or record-retention obligations. Former leaders must return access, records, property, and funds immediately.

Reinstatement, if available, requires the published application, resolved obligations, required training, and authorized written decision.

14. Risk acknowledgment and personal responsibility

Participation in events, travel, volunteering, food service, physical activity, and online community may involve ordinary risks. PGWS will use reasonable planning and required safeguards, but Members must follow instructions, disclose accommodation needs through the approved confidential process, use seatbelts/protective equipment, and leave or report unsafe conditions.

This section is not a waiver of rights that cannot lawfully be waived and should not be treated as a substitute for event-specific consent or insurance review.

15. Changes, notices, and complete agreement

The final Agreement should explain the method for material changes, notice, acceptance, severability, assignment, electronic records, controlling documents, governing law, venue/dispute process, and contact information. No Chapter officer may promise an exception orally. A written PGWS exception must identify scope, duration, authority, and safeguards.

Member Covenant

IMPORTANT I freely join Pretty Girls Who Serve and accept the responsibility of sisterhood. I will seek Christ, walk in purpose, lead with integrity, protect the dignity of others, steward what is entrusted to me, and turn love into service. I will not use faith, friendship, leadership, or the PGWS name to shame, manipulate, exclude, or harm. I am a P31 woman in progress—beautiful in Christ, worth beyond rubies, refined by grace, and called to serve.

Member acknowledgments

Initial each item in the final signature flow:

- ____ I understand PGWS is an LLC and not a tax-exempt charity, sorority, counseling provider, or scholarship guarantee.
- ____ I understand Sisterhood Membership does not make me an owner or Company Member of PGWS LLC.
- ____ I reviewed the fee, term, benefits, and cancellation/refund disclosure shown to me.
- ____ I agree to the Member Covenant and Code.
- ____ I know how to report hazing, safety, financial, privacy, or retaliation concerns.
- ____ I understand prayer and testimony may be welcomed but may not be forced.
- ____ I will not collect Chapter/PGWS money through a personal account.
- ____ I will protect PGWS records, brand, and member information.
- ____ I understand electronic acceptance is intended to serve as my signature after counsel approves this implementation.

Signature block — inactive until attorney approval

Sisterhood Member name: _____ Signature: _____
 _____ Date/time: _____ P31 acceptance record /
 IP / version: _____

Parent/guardian if required by final eligibility policy: _____

Signature/date: _____

PGWS acceptance (if required): _____ Title/date:

Appendix A — Membership onboarding checklist

- ☐ Identity and eligibility verified under approved standards.
- ☐ Correct fee/term/benefits/refund disclosure displayed.
- ☐ Payment verified server-side or authorized waiver logged.
- ☐ Agreement version and electronic acceptance recorded.
- ☐ Pearl Orientation assigned.
- ☐ Safety and reporting pathway acknowledged.
- ☐ Directory and media choices recorded separately.
- ☐ Chapter and role access assigned only after eligibility checks.
- ☐ Welcome communication sent with official links and support contact.

Appendix B — Member concern intake fields

- Reporter name/contact and confidential-contact preference.
- Person(s)/Chapter involved.
- What happened, when, where, and who observed it.
- Immediate danger, medical need, retaliation, or evidence risk.
- Whether the university/emergency service/authority was contacted.
- Records available (do not secretly obtain unlawful recordings).
- Requested support or interim measure.
- Conflict check and assigned reviewer.
- Notice, response, finding, outcome, appeal, retention, and follow-up log.

PGWS Chapter Affiliation & Trademark License Agreement

CONTROLLED SOURCE | 03-chapter-affiliation-and-trademark-license-agreement.md

Version: 0.9.0-draft **Version date:** August 30, 2026 **Document owner:** Pretty Girls Who Serve LLC — National Chapter Operations & Legal **Approval status:** DRAFT FOR ATTORNEY REVIEW — NOT AN OFFER, LICENSE, OR EXECUTABLE AGREEMENT **Mandatory review:** Florida/multi-state business

counsel, trademark counsel, franchise-law counsel, tax/CPA, insurance, and host-institution review are required before use. Required payments, national controls, brand use, training, merchandise, or other support may implicate franchise, business-opportunity, consumer, tax, and multi-state registration rules.

Agreement summary

This proposed annual agreement documents when a local campus group may operate as a Pretty Girls Who Serve Chapter, use PGWS names and marks, access national systems, and represent PGWS on campus. It also protects member safety, financial traceability, legal identity, accounts, data, and orderly closure.

Parties and chapter record

This Chapter Affiliation & Trademark License Agreement (“Agreement”) is proposed between **Pretty Girls Who Serve LLC**, a Florida limited liability company (“PGWS” or “Nationals”), and the authorized campus operating group identified below (“Chapter”). The undersigned students and Advisor sign as Chapter leaders and responsible users of the license; they do not create a separate contracting entity unless counsel and PGWS expressly approve one in writing.

Field	Entry
Official Chapter name	Pretty Girls Who Serve at _____
Host institution / campus	_____
City and state	_____
PGWS internal Chapter ID	_____
Campus organization ID	_____
Academic/program year	_____
Chapter stage at signing	Provisional / Chartered / Accredited
Effective date	_____
Expiration date	_____
Advisor	_____
President	_____

1. Definitions

- **Authorized Activity** means a program, meeting, recruitment, service, campaign, account, communication, or event within written Chapter authority.

- **Brand Assets** means PGWS names, logos, monograms, marks, slogans, templates, program titles, curriculum, ceremony content, designs, domains, social handles, and other intellectual property.
- **Chapter Accounts** means official emails, social accounts, files, platforms, payment records, university portals, and credentials used for Chapter operations.
- **Confidential Information** includes nonpublic member/applicant information, incidents, training results, financial records, credentials, unreleased plans, contracts, and proprietary materials.
- **Company Member** means an owner of an equity interest in PGWS LLC.
- **Sisterhood Member** means a participant in PGWS. Sisterhood Members and Chapter officers are not Company Members merely because of participation.
- **Good Standing** means the Chapter satisfies the current charter, training, membership, financial, program, safety, brand, reporting, and host-institution requirements.
- **Licensed Marks** means Brand Assets PGWS specifically authorizes the Chapter to use.
- **Nationals** means authorized PGWS LLC personnel and systems.
- **EFF** means Esther Funds Foundation, a separate 501(c)(3) nonprofit.
- **Institutional Descriptor** means **The Beauty in Christ Service Sisterhood**, an approved description of the PGWS experience that does not create or imply a sorority, church, charity, or separate legal entity.
- **Member Journey** means Seen through Pretty Girl Week; Welcomed through Pink Brunch; Rooted through the PGWS P31 Becoming Academy; Belongs through Ruby & Pearl Becoming; Grows through Chapter life; Sent through measurable service and approved EFF impact; and Legacy through alumna life.

2. Relationship and legal status

2.1 Local operating Chapter

Unless an attorney-approved exception states otherwise, the Chapter is an authorized local operating chapter of PGWS LLC and is not separately incorporated, separately owned, independently tax-exempt, or independently authorized to contract. This Agreement does not create a partnership, joint venture, employment relationship, franchise admission, agency beyond expressly written authority, or ownership interest for the Chapter, its officers, Advisor, or Sisterhood Members.

2.2 Sisterhood Member distinction

No Sisterhood Member, officer, founder, or Advisor becomes a Company Member, owner, manager, profit participant, or legal representative of PGWS LLC by signing or serving under this Agreement.

2.3 No independent representations

The Chapter may not represent itself as a 501(c)(3), independent nonprofit, separate LLC, charitable recipient, scholarship provider, EFF chapter, or authority to issue tax receipts. It may describe itself only using approved language and its approved campus designation.

The Chapter may use the Institutional Descriptor only with an accurate statement that PGWS is a Christ-centered membership, leadership, and service organization organized as an LLC and is not a sorority or charity.

2.4 Host institution

The Chapter must maintain any required recognition and follow binding host-institution rules. Where a university requirement conflicts with this Agreement, the Chapter must stop the affected activity and submit the exact requirement to Nationals. Neither the Chapter nor Nationals may simply assume the “stricter rule” resolves a legal or contractual conflict; authorized PGWS and university representatives must document a compliant resolution.

3. Conditional grant of affiliation and trademark license

3.1 Limited grant

During the Agreement term and while in Good Standing, PGWS grants the Chapter a limited, revocable, non-exclusive, nontransferable, nonsublicensable license to use the specifically provided Licensed Marks only:

- in the approved geographic/campus scope;
- in the approved Chapter name and account handles;
- for Authorized Activities;
- using current brand standards and unmodified master assets; and
- subject to National review, quality control, and takedown instructions.

All goodwill from use of the Licensed Marks benefits PGWS. The Chapter acquires no ownership, registration priority, domain rights, derivative rights, or continuing use after the license ends.

3.2 Prohibited brand uses

Without prior written authorization, the Chapter may not:

- alter, redraw, animate, combine, or register the Licensed Marks;
- combine PGWS marks with a university seal, mascot, athletic mark, Greek letters, or third-party logo;
- create or use line names, line numbers, pledge-line, crossing, probate, or neophyte terminology; stepping/strolling as an official PGWS tradition; paddles; secret calls or hand signs; copied crests, big/little systems, songs, prayers, ceremonies, initiation features, or apparel; or any design likely to confuse PGWS with a sorority or fraternity;

- create merchandise, fundraising goods, digital products, websites, domains, podcasts, applications, or stores;
- grant another person permission to use PGWS assets;
- use the marks in political endorsements, legal disputes, crisis statements, scholarships, or financial promises;
- use “by Esther Funds Foundation,” “powered by EFF,” tax-deductible language, or charitable claims; or
- continue use after suspension, expiration, or termination.

3.3 Quality control

PGWS may review public uses, request source files, require correction, temporarily remove posting access, archive content, or direct takedown. A Chapter receives a reasonable correction opportunity for ordinary brand mistakes; immediate removal may occur for safety, deception, legal infringement, fraudulent fundraising, or serious reputational risk.

4. Preconditions to activation

The Chapter may not publicly recruit, collect money, open accounts, hold induction, or launch under PGWS until Nationals confirms each applicable gate:

- ☐ founder and co-founder approved;
- ☐ host-institution recognition complete or a written exception recorded;
- ☐ approved Advisor confirmed where required;
- ☐ minimum approved founding roster reached (proposed national target: 15);
- ☐ every founding Sisterhood Member has verified P31 status and applicable \$20 national membership payment/waiver;
- ☐ required officers selected using a fair process;
- ☐ officer agreements signed and role training passed;
- ☐ constitution approved by the institution and Nationals;
- ☐ semester calendar, two Pink Brunches, fall Pretty Girl Week, spring P31 Week, and service plan reviewed;
- ☐ Chapter finance structure and budget approved;
- ☐ official email, social accounts, recovery methods, and access log created through Nationals;
- ☐ this Agreement and required safety acknowledgments completed;
- ☐ insurance and event requirements confirmed; and
- ☐ written activation notice issued by PGWS.

An application, interview, group chat, logo file, verbal congratulations, or campus approval alone does not satisfy activation.

5. Chapter obligations

The Chapter agrees to:

1. preserve Beauty in Christ as the center and Faith, Purpose, Sisterhood, and Service as the four expressions;
2. use the official mission, motto, Scriptures, PRETTY Standard, and approved public descriptor accurately;
3. follow the National Governance Charter, Ruby & Pearl National Code, this Agreement, approved constitution, and applicable policies;
4. maintain an eligible, trained board and Advisor where required;
5. verify every active Chapter Sister through P31;
6. deliver the Member Journey and required semester program minimums consistently, including one Pink Brunch each semester, fall Pretty Girl Week, and spring P31 Month with its concentrated P31 Week;
7. plan service through dignity, consent, credible partnerships, safety, accessibility, and measurable impact;
8. protect members from hazing, harassment, discrimination, retaliation, spiritual coercion, appearance-based exclusion, secret initiation, sorority imitation, and unauthorized membership processes;
9. follow financial controls and use no personal payment accounts;
10. submit truthful rosters, training, programs, service, finance, incident, university, and transition records on time;
11. preserve PGWS and university records, evidence, accounts, and property;
12. provide prompt National access to official Chapter Accounts and records within PGWS's lawful authority;
13. respond to official notices within the stated deadline;
14. report serious safety, financial, account, legal, or university concerns immediately; and
15. surrender brand, accounts, records, funds, and property upon expiration, suspension, or closure.

6. PGWS obligations

While the Chapter remains eligible and this Agreement is active, PGWS will use reasonable efforts to:

- provide controlled brand assets and approved naming;
- provide officer training, safety instruction, operating templates, and chapter standards;

- maintain a national Chapter record and support pathway;
- review submitted reports and provide coaching/corrective guidance;
- communicate material policy and program changes;
- provide role-based access to P31/Chapter House resources;
- maintain a fair complaint, corrective-action, and appeal process;
- protect sensitive records using authorized access controls; and
- recognize the Chapter's active status accurately.

PGWS does not guarantee institutional approval, membership size, revenue, sponsorship, fundraising success, scholarship funds, EFF support, employment, or uninterrupted third-party platform availability.

7. Membership and dues

7.1 National membership

Every Chapter participant classified as an active Sisterhood Member must maintain verified P31 membership under the published rules. The current national Sisterhood Membership fee is \$20 per member. The Chapter may not collect, retain, reprice, bundle, rebate, or waive the national fee without written authority.

7.2 Local charges

No local dues, tickets, required merchandise, retreat fees, or assessments may be imposed until PGWS and the host institution approve the purpose, amount, hardship process, refund terms, collection method, budget, and disclosures. No charge may operate as an appearance, status, or leadership barrier.

7.3 No charitable representation

PGWS membership, Chapter dues, event tickets, and merchandise are not EFF donations. Only gifts processed directly by EFF through an approved campaign may be eligible for EFF charitable acknowledgment.

8. Finance, contracts, EIN, and accounts

8.1 EIN and entity packet

The Chapter ordinarily does not obtain its own EIN. When appropriate, Nationals provides the PGWS entity packet or specific documentation. Officers may not post, share, or use PGWS's or EFF's EIN outside the exact approved purpose. If the university requests a separate EIN, the Chapter submits the requirement to Nationals; attorney/CPA review and National supervision are mandatory.

8.2 Banking and payment

Chapter activity must use a National-controlled ledger/subaccount or an approved university-controlled account connected to National reporting. No Chapter or leader may open an independent bank, Stripe, Square, PayPal, Cash App, Venmo, Zelle, ticketing, crowdfunding, or merchant account under the PGWS name.

8.3 Contracts and commitments

Only a person with written PGWS signing authority may execute a contract, MOU, venue agreement, sponsorship, vendor agreement, waiver, grant, loan, or binding commitment on behalf of PGWS. Chapter officers may request or coordinate but may not sign merely because they are President or Advisor.

8.4 Internal controls

The Chapter follows approved budgets, dual review, receipts, reconciliations, restricted-purpose tracking, and spending thresholds. No officer may request, approve, pay, and reconcile the same transaction. Suspected loss, theft, diversion, chargeback, or falsification must be escalated immediately.

9. Programs, safety, and events

9.1 Program minimums

The Chapter will meet the current semester minimums stated in the Governance Charter and Leadership Manual. National signature traditions may not be renamed or materially altered without approval.

9.2 Event approval

Each event requiring National or university review must document purpose, audience, location, accessibility, capacity, budget, payment, contracts, speakers, transport, food, minors, media, alcohol/substances, security, emergency plan, EFF component, and reporting owner.

9.3 Anti-hazing and ceremony

The only authorized member ceremony is the current Ruby & Pearl Becoming Ceremony. No hidden process, probationary humiliation, line culture, secret assignment, loyalty test, forced dress, or pre-ceremony challenge may be added.

9.4 Crisis boundary

Chapter leaders may listen, offer prayer when welcomed, share approved resources, contact emergency/campus support, document, and escalate. They may not diagnose, provide therapy, investigate crimes, promise funding, collect personal money for a member, guarantee confidentiality, or discourage reporting.

10. Data, privacy, technology, and records

10.1 Account ownership and access

Official Chapter Accounts are controlled by PGWS or governed under this Agreement, not owned personally by an officer. Every supported account must use a National recovery method, multi-factor authentication, at least two authorized administrators where feasible, an access log, and term-based expiration.

10.2 Data limits

Officers access only data required for their role. A communications officer does not automatically access applications; a membership officer does not automatically access finance; a President does not access another Chapter's incidents or private journal entries.

10.3 Records

The Chapter stores final rosters, minutes, decisions, programs, attendance, consent, service, budgets, transactions, receipts, reports, agreements, incidents, corrective actions, and transition records in authorized systems. Passwords, verification codes, Social Security numbers, private journal text, full medical records, and therapy notes may not be placed in shared Chapter files.

10.4 Security incidents

Lost devices, account takeover, credential exposure, doxxing, unauthorized data access, deletion, or impersonation must be reported immediately. Leaders preserve evidence and do not independently bargain with an attacker, notify the media, or make public claims.

11. EFF mission partnership

The Chapter acknowledges PGWS and EFF are separate. The Chapter may support EFF only through an approved activity and the PGWS–EFF MOU/campaign controls. EFF funds never enter a Chapter or PGWS account for an EFF campaign. The Chapter may not promise EFF scholarships, assistance, receipts, sponsorships, or program participation.

12. Oversight, reporting, and Chapter Health Score

The Chapter submits required evidence each semester and participates in review. Nationals may verify information with the host institution, payment records, platform logs, participants, or partners within lawful and consent-based limits.

The proposed Chapter Health Score allocates 25 points governance/compliance; 20 membership/retention; 20 programs/service; 15 finance; 10 leadership/training; and 10 brand/safety/data. Scores inform coaching and review but do not replace human judgment or emergency action.

13. Breach, corrective action, and interim restrictions

13.1 Ordinary correction

For curable gaps, PGWS ordinarily provides notice describing the issue, evidence needed, correction owner, deadline, support, and consequence. The pathway may include coaching, written correction, improvement plan, probation, temporary limits, or leadership change.

13.2 Emergency action

PGWS may immediately suspend brand use, fundraising, events, account access, spending, a leader, or the Chapter when reasonably necessary for safety, hazing, theft, retaliation, account takeover, legal process, evidence preservation, or serious institutional risk. Emergency measures are interim; written notice and review follow promptly when feasible.

13.3 Response and appeal

Before a final material sanction, the Chapter receives understandable notice and an opportunity to respond unless law or safety prevents it. A final suspension or closure notice states findings, effective date, required surrender, and appeal method. The appeal reviewer should not be the original decision-maker or materially involved in the dispute.

14. Term, renewal, suspension, and termination

14.1 Term

The proposed term is one academic/program year, ending on the stated expiration date unless earlier suspended or terminated. There is no automatic renewal unless final counsel-approved terms expressly provide one with lawful notice.

14.2 Renewal

Renewal requires current institution recognition, agreements, trained officers, verified roster/dues, compliant finances, semester reports, transition, account inventory, and resolved corrective actions. PGWS may decline new activation if support capacity or insurance is insufficient.

14.3 Voluntary closure

The Chapter submits a closure request, member notice plan, funds/obligations report, records and account inventory, institution notice, property return, and final impact report. The Chapter may not distribute remaining funds or property outside written instructions.

14.4 Effect of expiration or termination

The Chapter immediately stops representing affiliation; removes or transfers public accounts and marks; returns records, funds, credentials, and property; cancels unauthorized events; notifies the

university/partners using approved language; and preserves records. Confidentiality, intellectual-property, financial, evidence-preservation, and return obligations survive.

15. Insurance, liability, indemnification, and dispute terms

Counsel and the insurance broker must draft final provisions addressing:

- who is insured and for which approved activities;
- excluded and high-risk events;
- certificates and additional-insured requirements;
- claims notice and cooperation;
- allocation of responsibility for unauthorized conduct;
- indemnification consistent with law and available coverage;
- limitation-of-liability language that does not waive nonwaivable rights;
- dispute escalation, governing law, venue, and equitable relief for brand/data misuse; and
- severability, assignment, force majeure, notices, electronic signatures, and entire agreement.

No Chapter officer should rely on this draft as proof of coverage or personal immunity.

16. Notice contacts

Final controlled copies should identify legal, safety, chapter, finance, privacy, and ordinary support addresses. For urgent danger, use emergency/campus resources first.

Signature block — inactive until attorney approval

By signing the final approved version, each signer confirms she has authority only within the role stated, has read the incorporated policies, understands the Chapter is not independently owned or tax-exempt, and agrees to return all PGWS assets and access.

PGWS LLC

Authorized signer: _____ Title: _____

Signature/date: _____

Chapter officers

Role	Printed name	Signature	Date
President			
Vice President			
Secretary			

Role	Printed name	Signature	Date
Treasurer			
Faith & Spiritual Life Chair			
Service & Outreach Chair			
Membership & Sisterhood Chair			
Communications & Historian Chair			
Advisor acknowledgment			

Appendix A — Annual activation packet

1. Charter certificate and annual activation notice.
2. PGWS entity/authorization letter and W-9 when appropriate.
3. PGWS–EFF separation explanation and EFF campaign-request instructions.
4. Approved constitution and Agreement.
5. Officer roster, agreements, training, terms, and permissions.
6. Advisor acknowledgment and institution recognition.
7. Verified P31 roster and dues status.
8. Approved calendar, two Pink Brunch briefs, fall Pretty Girl Week and spring P31 Week plans, and service lanes.
9. Budget, account/ledger rules, purchasing thresholds, and financial contacts.
10. Brand assets, account inventory, recovery controls, and social approval.
11. Safety reporting, event approval, incident response, and emergency contacts.
12. Semester report, health score, corrective-action, and transition templates.

Appendix B — Closure and surrender checklist

- ☐ Public chapter use of Licensed Marks stopped.
- ☐ Social accounts, email, domains, drives, and university portals transferred.
- ☐ Banking/ledger, open transactions, refunds, chargebacks, vendors, and contracts reconciled.
- ☐ Members, institution, partners, and event registrants notified using approved copy.
- ☐ Records, incident files, minutes, rosters, consents, and reports preserved.
- ☐ Merchandise, banners, pins, supplies, and equipment inventoried/returned.
- ☐ Future events, fundraisers, and campaigns canceled or reassigned in writing.

☐ Final officer access removed and device/session review completed.

☐ Closure certificate and archive reference issued.

PGWS Campus Chapter Constitution & Bylaws Template

CONTROLLED SOURCE | 04-campus-chapter-constitution-and-bylaws-template.md

Version: 0.9.0-draft **Version date:** August 30, 2026 **Document owner:** Pretty Girls Who Serve LLC — National Chapter Operations **Approval status:** **WORKING TEMPLATE — NOT ADOPTED** **Review notice:** **DRAFT FOR ATTORNEY REVIEW.** This template also requires PGWS National and host-institution approval. Bracketed fields must be completed; protected national language may not be deleted or altered without written approval.

Chapter information

Field	Entry
Official name	Pretty Girls Who Serve at [INSTITUTION]
Institution / campus	[FULL LEGAL NAME, CITY, STATE]
PGWS Chapter ID	[PGWS-____]
Institution organization ID	[____]
Date adopted	[MONTH DD, YYYY]
Academic year	[20__–20__]
Chapter President	[NAME]
Campus Advisor	[NAME/TITLE]
National approval reference	[____]

Preamble and controlling-authority clause

We, the Sisterhood Members of Pretty Girls Who Serve at [INSTITUTION], establish this Constitution to help women find their beauty in Christ and use it to love, lead, and serve through faith, purpose, sisterhood, leadership, and meaningful service. We understand PGWS as **The Beauty in Christ Service Sisterhood**, an institutional descriptor that does not create a sorority, church, charity, or separate legal entity.

This Chapter is an authorized local operating chapter of Pretty Girls Who Serve LLC (“PGWS”), not a separate company, nonprofit, tax-exempt charity, sorority, partnership, or independent legal entity

unless PGWS expressly approves otherwise in writing after professional review. Esther Funds Foundation (“EFF”) is legally and financially separate from PGWS and this Chapter.

This Constitution is subordinate to applicable law; binding institution rules; PGWS formation and operating documents; the signed Chapter Affiliation & Trademark License Agreement; the PGWS National Governance Charter; and the Ruby & Pearl National Code. If a conflict is identified, the Chapter must pause the affected action and obtain a written resolution from the appropriate PGWS and institution authorities.

Article I — Name, affiliation, and identity

Section 1. Official name

The organization’s official name is **Pretty Girls Who Serve at [INSTITUTION]**. The Chapter may use only the short name and social handle approved by PGWS and the institution.

Section 2. Affiliation

The Chapter operates under a current PGWS charter and annual Chapter Affiliation & Trademark License Agreement. The Chapter’s authority and brand license expire, suspend, or terminate according to those documents.

Section 3. Legal and charitable identity

The Chapter may not:

- represent itself as an independent LLC, nonprofit, 501(c)(3), EFF chapter, church, counseling provider, or scholarship provider;
- issue tax-deductible receipts;
- open an EIN, bank/merchant account, store, crowdfunding page, or contract without written National authority; or
- use EFF’s name, EIN, checkout, logo, or charitable status except for a specifically approved EFF-owned activity.

Section 4. Membership terminology

A Chapter participant is a **Sisterhood Member** of PGWS. She does not become a legal **Company Member**, owner, manager, profit participant, employee, agent, or authorized signer of PGWS LLC merely because she joins, votes, or holds office.

Article II — Mission, vision, motto, and foundations

Section 1. Mission

Pretty Girls Who Serve exists to help women find and embrace their beauty in Christ, become rooted in their God-given identity and purpose, grow through genuine sisterhood, develop as servant leaders, and make the love of Jesus visible through meaningful service.

Section 2. Vision

We envision a world where women are no longer defined by culture, comparison, appearance, popularity, or perfection, but know they are beautiful, worthy, and called in Christ. Through a global sisterhood of faith-filled women, PGWS will transform campuses, communities, and generations through grace, leadership, sisterhood, and service.

Section 3. Chapter purpose

At [INSTITUTION], this Chapter will: [INSERT 2–4 SENTENCES DESCRIBING CAMPUS NEEDS, MEMBER DEVELOPMENT, PRIMARY SERVICE LANE, AND HOW THE CHAPTER WILL ADVANCE THE NATIONAL MISSION].

Section 4. Center and expressions

Beauty in Christ is the center. Faith, Purpose, Sisterhood, and Service are the four expressions. Leadership is woven throughout all four.

Section 5. Motto and Scriptures

Official motto: **Beautiful in Christ. Grace like pearls. Worth beyond rubies. Called to serve.**

Primary Scriptures include Song of Solomon 4:7 (affirmation), Proverbs 31:10 (worth), Proverbs 31:25 (strength and dignity), Ephesians 2:10 (purpose), Esther 4:14 (calling), 1 Peter 4:10 (service), Ecclesiastes 4:9–10 (sisterhood), Luke 22:26 (servant leadership), and Colossians 3:12–14 (love and character).

Section 6. Spiritual safety

The Chapter will not create additional doctrine, rank women spiritually, force prayer/testimony/fasting/confession, pressure trauma disclosure, replace licensed care, or use Scripture or authority to shame, manipulate, silence, or keep someone in danger. General members acknowledge and respect the Christ-centered environment; designated spiritual teachers follow the separate national Statement of Faith standard.

Section 7. Distinctive identity and non-sorority boundaries

The Chapter is not a sorority, imitation sorority, or Greek-letter organization. It will not create, use, promote, or require Greek letters; line names or line numbers; pledge-line, crossing, probate, or neophyte terminology; stepping or strolling as an official PGWS tradition; paddles; secret calls or hand

signs; copied crests; big/little systems; copied songs, prayers, ceremonies, initiation features, or apparel; secret status classes; or any representation that PGWS is “like a sorority” or a route into one.

The Chapter's identity is built through PGWS's Beauty in Christ curriculum, sound governance, secure technology, consistent member experience, personal transformation, and measurable service.

Article III — Membership

Section 1. Eligibility

Membership is available to persons meeting the national eligibility policy and binding institution requirements. The Chapter will use published, consistently applied criteria and will not screen by body type, complexion, hairstyle, clothing, money, popularity, followers, relationship status, or appearance.

Section 2. Admission pathway

A prospective member must:

1. receive accurate information about PGWS and this Chapter’s current status;
2. create/maintain her official P31 record;
3. complete the approved application or interest process;
4. pay the disclosed \$20 national Sisterhood Membership fee through P31 or receive a documented authorized waiver;
5. accept the Sisterhood Membership Agreement, Covenant, and Code;
6. complete the required PGWS P31 Becoming Academy foundation, including Pearl Orientation and safety instruction; and
7. receive official status confirmation.

No officer may treat a screenshot, cash handoff, group-chat addition, friendship, event attendance, or verbal promise as membership verification.

The Chapter implements the National Member Journey without local substitution:

1. **Seen** through fall Pretty Girl Week;
2. **Welcomed** through a PGWS Pink Brunch;
3. **Rooted** through the PGWS P31 Becoming Academy and required assessments;
4. **Belongs** through the voluntary Ruby & Pearl Becoming Ceremony after all gates are verified;
5. **Grows** through Chapter life;
6. **Sent** through approved, dignity-first, measurable service and properly separated EFF impact; and
7. **Legacy** through an approved alumna pathway.

The journey is not a pledge or line process and does not determine a woman's God-given worth. No Chapter vote, officer, committee, or informal group may add secret tasks, a “process,” ranking, financial pressure, endurance, forced disclosure, or a local initiation.

Section 3. Membership rights

Members possess the rights stated in the national Membership Agreement, including dignity; freedom from hazing/coercion/retaliation; accommodation; accurate fee disclosures; voluntary prayer and testimony; reporting; notice and response in discipline; appeal; consent/privacy choices; resignation; and access to their own membership record within lawful limits.

Section 4. Membership responsibilities

Members follow the PRETTY Standard, Member Covenant, safety requirements, confidentiality, brand rules, approved financial systems, service ethics, and institution rules. They communicate honestly, protect consent, complete required orientation, and report serious concerns.

Section 5. Status

Statuses may include Pending, Active, Good Standing, Inactive, Leave of Absence, Graduate/Alumna, Resigned, Suspended, Terminated, and Reinstated. Status is maintained in the authorized system; group-chat access alone does not determine status.

Section 6. Chapter participation standard

The Chapter may adopt a transparent participation standard approved by Nationals and the institution. It must:

- measure multiple forms of contribution, including accommodations and accessible alternatives;
- avoid pay-to-participate or popularity systems;
- be published before the term;
- permit correction of attendance errors;
- never be used as hazing or retaliation; and
- distinguish membership status from eligibility for optional recognition.

Approved local participation standard: [INSERT OR “NONE”].

Article IV — Executive Board

Section 1. Core offices

The Executive Board consists of:

1. President
2. Vice President
3. Secretary

4. Treasurer**5. Faith & Spiritual Life Chair****6. Service & Outreach Chair****7. Membership & Sisterhood Chair****8. Communications & Historian Chair**

For a provisional Chapter, Nationals may approve combined roles in writing. President and Treasurer should not ordinarily be combined.

Section 2. Common officer duties

Every officer must:

- maintain active Sisterhood Membership and institutional eligibility;
- complete role-specific training, pass assessments, sign agreements, and enable required security before receiving access;
- understand her authority, limits, deadlines, records, and transition duties;
- attend board and National meetings or use the approved absence process;
- disclose conflicts of interest and recuse when required;
- protect members, funds, data, accounts, property, and the PGWS brand;
- respond to official communication within [THREE] business days unless a shorter safety deadline applies; and
- return access and records at transition or immediately upon restriction.

Section 3. Role duties

President: chairs meetings; maintains mission and accountability; serves as primary National/institution liaison; monitors the annual plan; delegates; and ensures decisions are documented. The President may not independently sign contracts, approve her own reimbursement, remove members, create accounts, or commit material funds.

Vice President: manages execution and officer follow-through; leads internal project tracking; assumes duties during temporary presidential absence; and coordinates committees.

Secretary: prepares notices and agendas; records minutes, motions, recusals, votes, owners, and deadlines; maintains governing records and rosters; and manages official correspondence/archives.

Treasurer: prepares budgets; maintains ledgers and evidence; verifies dues status through authorized records; coordinates approved payments; completes reconciliations and reports; and immediately reports discrepancies. The Treasurer never holds Chapter money personally.

Faith & Spiritual Life Chair: plans sound, voluntary, Christ-centered formation; follows the Statement of Faith; protects spiritual boundaries; uses approved speakers/materials; and escalates care beyond the Chapter's role.

Service & Outreach Chair: leads dignity-first service planning; confirms credible partners and needs; documents risk, consent, participation, hours, outcomes, and partner feedback; and avoids exploitative storytelling.

Membership & Sisterhood Chair: manages fair recruitment, onboarding, P31 roster verification, member communications, retention, feedback, belonging, and appropriate referrals while protecting applicant/member information.

Communications & Historian Chair: uses approved branding; obtains consent; maintains content/calendar and archival records; avoids prohibited announcements; and protects official accounts and access.

Section 4. Optional offices

After [25] members, the Chapter may request Professional Development, Academic Success, Wellness, Events/Pink Brunch, Fundraising, Parliamentarian, Community Partnerships, or Technology Coordinator roles. Written job descriptions and National approval are required before granting title or access.

Section 5. Advisor

The Advisor supports institution compliance, selected meetings, major safety/conduct awareness, and leadership transition. The Advisor is not automatically a voting member, Company Member, employee, personal guarantor, only bank signer, 24-hour monitor, investigator, or substitute for Nationals.

Advisor duties required by the institution: [INSERT].

Article V — Officer eligibility, selection, terms, and vacancies

Section 1. Eligibility

An officer must be active and in good standing; meet the institution's academic/conduct standard; complete training and agreements; demonstrate reliability, capacity, and mission alignment; disclose conflicts; and have no unresolved restriction incompatible with the role.

Section 2. Fair selection

The Chapter will publish roles, duties, eligibility, term, expected hours, decision criteria, application, interview questions, and appeal/contact process. Candidates receive substantially consistent core questions and are scored by at least [TWO] authorized reviewers. Appearance, popularity, friendship, follower count, or ability to purchase items are not criteria.

Section 3. Elections

Elections ordinarily occur in April. Nominations open [14] days before the vote. Eligible active members receive candidate information and vote by secure secret ballot. Quorum is [INSERT PERCENTAGE, RECOMMENDED 50%] of eligible voting members; election requires a simple majority. If no candidate receives a majority, the top two proceed to a runoff.

National review is required before results become operational authority. The Chapter will preserve the ballot report without exposing individual votes.

Section 4. Terms and limits

Terms run from [DATE] through [DATE], normally one academic year. An officer may serve no more than two consecutive terms in the same office without a written National exception.

Section 5. Vacancies and succession

The President reports a vacancy to the Advisor and Nationals within two business days. Nationals may remove access immediately. Vice President serves as interim President; if unavailable, Secretary; then an interim selected by the Board, Advisor, and Nationals. Other vacancies are filled through a published application/appointment or special election within [30] days.

Section 6. Transition

Outgoing and incoming officers complete a documented handoff within [14] days of certification, including official email/social/platform access, minutes, rosters, budgets, receipts, contracts, programs, open concerns, institution deadlines, property, and next-semester plan. Outgoing access expires after verification.

Article VI — Meetings, quorum, and records

Section 1. General body meetings

The Chapter meets at least [TWICE MONTHLY / INSERT]. Notice is provided at least [SEVEN] days in advance for regular meetings. Meetings include voluntary prayer/reflection, attendance, prior-minutes review, officer/finance updates, decisions, action items, and safety/accessibility checks.

Section 2. Executive Board meetings

The Board meets at least [TWICE MONTHLY / INSERT]. Quorum is a majority of filled voting offices, provided President or Vice President and at least one of Secretary or Treasurer are present for material decisions.

Section 3. Special/emergency meetings

President or a majority of the Board may call a special meeting with [48] hours' notice. An emergency meeting may use shorter notice only to address immediate safety, legal, financial, account, or institution risk. The minutes state why emergency notice was necessary.

Section 4. Parliamentary standard

The Chapter uses a simplified agenda and fair deliberation. Robert's Rules may guide questions not answered by governing documents, but technical procedure may not be used to silence reports, block safety action, defeat member rights, or override National/institution rules.

Section 5. Minutes

The Secretary distributes draft minutes within [THREE] business days and preserves approved minutes. Minutes include date, location, participants, quorum, conflicts/recusals, motions, vote totals, decisions, owners, due dates, attachments, and next meeting. Sensitive incident details are stored in a restricted case record, not ordinary minutes.

Article VII — Decisions, authority, and conflicts

Section 1. Routine decisions

Routine authorized decisions require a simple majority with quorum. Material actions require Board vote plus National/institution approval as applicable.

Section 2. Supermajority

A two-thirds vote of the full filled Board is required for a proposed constitutional amendment, recommendation to remove an officer after ordinary correction, or local annual plan materially outside prior approval. National authority and due process still apply.

Section 3. No unauthorized action

No officer may unilaterally enter partnerships; cancel/launch major programs; discipline a member; sign a contract; collect money; create accounts; promise funding; publish a crisis/legal statement; or spend outside her delegated threshold.

Section 4. Conflicts of interest

Any person with a financial, family, romantic, business, supervisory, or close personal interest in a decision discloses it before discussion and recuses when required. The minutes record the disclosure and recusal without unnecessary private detail. Related-party vendors require written National review.

Section 5. Emergency protective action

An authorized officer may take the minimum temporary action necessary to protect a person, evidence, funds, or account; she must notify Nationals/Advisor immediately and document the action. An emergency action is not a final disciplinary finding.

Article VIII — Required national programming

Section 1. Semester minimums

Each term, the Chapter completes:

- two faith/spiritual-development gatherings;
- two documented service projects;
- one leadership-development workshop;
- one academic, career, or financial-stewardship program;
- one wellness, identity, or sister-support program;
- one PGWS Pink Brunch;
- one recruitment and orientation cycle;
- one member feedback survey;
- one financial reconciliation; and
- one semester report.

Section 2. Fall Pretty Girl Week

The Chapter participates during the third full week of September, using National dates and framework: Pretty Redefined; Pretty Girls Pray; Pretty Girls Prepare; Pretty Girls Pour Into Sisters; Pretty Girls Serve; Pretty Girls Support EFF only through an approved campaign; and the fall Pink Brunch.

Section 3. Spring P31 Month and P31 Week

March is P31 Month. March 25–31 is P31 Week: Rooted in Christ; Worth Beyond Rubies; Strength and Dignity; Wisdom and Stewardship; Sisterhood With Substance; Hands That Serve; and P31 Day. The spring Pink Brunch and Becoming Ceremony may occur on P31 Day if approved.

Section 4. Pink Brunch

Each brunch includes Scripture/prayer, Beauty in Christ teaching, guided conversation, sisterhood voice, purpose/leadership activation, service commitment, approved EFF moment when applicable, fellowship, and next steps. Attire guidance is inclusive and never an unaffordable mandate. Collegiate brunches are alcohol-free.

Section 5. Service lanes

The Chapter selects one primary and one secondary annual lane: college women/student success; basic needs/dignity; girls/literacy/mentorship; or community care/faith in action. Direct EFF fundraising follows separate approval and accounting.

Article IX — Finance and stewardship

Section 1. Approved systems only

All funds use a National-controlled ledger/subaccount or institution-controlled account approved by Nationals. Personal payment apps/accounts, cash boxes, unauthorized crowdfunding, and independent merchant accounts are prohibited.

Section 2. National membership fee

The current \$20 national Sisterhood Membership fee is paid directly to PGWS through P31. It is not local dues, an EFF donation, or tax-deductible charitable contribution. The Chapter may not retain or redirect it.

Section 3. Budget and approvals

Before collection/spending, the Board adopts a budget and Nationals/institution approve required items. Proposed internal thresholds are: up to \$100 Treasurer plus President; \$101–\$500 documented Board approval; over \$500 Board plus Nationals; any contract only through an authorized PGWS signer. Final thresholds are set by the National financial policy.

Section 4. Documentation and separation of duties

Every transaction records purpose, amount, budget category, requester, approver, payment account, date, Chapter, vendor/payer, evidence, and reconciliation status. No one person requests, approves, pays, and reconciles the same transaction. Treasurer reports monthly and reconciles each term.

Section 5. EFF separation

PGWS/Chapter funds and EFF charitable funds may not be commingled. An approved EFF campaign routes gifts directly to EFF. The Chapter receives a tracking/impact report, not custody of EFF money.

Article X — Brand, media, accounts, and data

Section 1. Brand license

The Chapter uses only current approved names, marks, templates, colors, and fonts within its signed license. It may not combine PGWS marks with institution marks without separate permission or create merchandise/stores without National approval.

Section 2. Official accounts

Official accounts require National recovery, multi-factor authentication, at least two approved admins where possible, an access log, and transition removal. Credentials may not be placed in GroupMe or shared documents.

Section 3. Public statements

Without approval, the Chapter may not announce scholarships, funding, national appointments, sponsors, partnerships, EFF campaigns, chapter acceptance, merchandise, political endorsements, legal disputes, crisis statements, or discipline.

Section 4. Privacy and consent

Access is role-based. Directory and media participation are opt-in. The Chapter does not collect Social Security numbers, passwords, one-time codes, therapy notes, full medical records, private journal entries, or unnecessary hardship stories. Prayer requests and member difficulties may not be posted without informed consent.

Article XI — Anti-hazing and sister safety

The national Anti-Hazing, Sister Safety & Incident Response Policy is incorporated by reference. Hazing, coercion, forced prayer/fasting/confession, secret initiation, isolation, threats, stalking, harassment, sexual misconduct, discrimination, retaliation, public humiliation, appearance-based exclusion, doxxing, impersonation, and financial coercion are prohibited.

Immediate danger is reported to 911/campus emergency resources. Suicide/mental-health crisis uses 988 and qualified campus/local resources. Members may report directly to the university or authorities and do not have to confront someone first.

Article XII — Complaints, accountability, and due process

Section 1. Ordinary conflict

When safe and appropriate, members use the SISTER pathway: Slow down; Identify facts; Seek safety; Talk directly; Establish repair; Record and refer. Hazing, harassment, sexual misconduct, financial concerns, retaliation, or danger bypass informal confrontation.

Section 2. Formal process

Formal matters follow intake; safety/conflict assessment; interim measures; notice; evidence collection; response; neutral review; written findings; proportionate decision; appeal; retention; and anti-retaliation monitoring.

Section 3. Outcomes

Outcomes include no violation, education, warning, restorative agreement when safe/voluntary, training, access restriction, probation, suspension, office removal, membership termination, Chapter correction, or referral.

Section 4. Officer performance/removal

Ordinary performance issues generally receive written concern, coaching, improvement plan, follow-up, decision, and transition. Serious safety, financial, harassment, hazing, retaliation, or security concerns may result in immediate interim access removal.

Section 5. Protection of voice

Respectful disagreement, good-faith complaint, contacting the institution/authorities, declining a voluntary activity, asking financial questions, or requesting accommodation is not “disrespect” and may not be punished.

Article XIII — Good standing and reporting

The Chapter submits officer roster/training; P31 member roster; Advisor/institution confirmation; attendance; calendar; service records; financial ledger/receipts/reconciliation; incident disclosures; member feedback; program outcomes; and transition plan each semester.

The proposed 100-point Chapter Health Score is incorporated from the National Governance Charter. Emergency danger or serious misconduct triggers review regardless of score.

Article XIV — Records retention and continuity

Final governance, roster, financial, program, consent, incident, and transition records are stored in authorized systems according to the National schedule. Sensitive cases are restricted. No officer may delete, withhold, export for personal use, or keep the only copy of official records.

At transition or closure, all accounts, property, files, funds, obligations, vendor/event commitments, and access are inventoried and transferred through Nationals.

Article XV — Amendments and exceptions

A proposed local amendment requires written distribution [SEVEN] days in advance, two-thirds Board approval with quorum, Advisor review, institution approval when required, and written National approval before it takes effect. Protected national language may not be amended locally.

An exception request identifies the exact rule, reason, institution requirement, scope, duration, safeguards, and requested authority. Silence or an informal message is not approval.

Article XVI — Suspension, closure, and dissolution

The Chapter may be coached, restricted, placed on probation, suspended, or closed under the Affiliation Agreement and due-process rules. Immediate interim action may protect safety, funds, data, evidence, or legal compliance.

On closure, the Chapter stops brand use; transfers accounts, records, funds, and property; cancels/reassigns activities; notifies the institution and participants using approved language; preserves records; and removes former access. Local members may not distribute remaining assets or continue under a confusingly similar name.

Article XVII — Ratification

This Constitution becomes effective only after all required Chapter, PGWS, and institution approvals are recorded.

Approval	Name/title	Signature	Date
Chapter President			
Chapter Secretary			
Chapter Treasurer			
Campus Advisor			
Institution representative if required			
Authorized PGWS National representative			

Vote record: Eligible voters: ____; present: ____; yes: ____; no: ____; abstain/recused: ____ **National approval reference:** _____ **Institution approval reference:** _____

Appendix A — Officer roster and authority matrix

Role	Name	Term	Training	System/data access	Spending/decision limit	Transition complete
President						
Vice President						
Secretary						
Treasurer						
Faith & Spiritual Life						
Service & Outreach						
Membership & Sisterhood						
Communications & Historian						

Appendix B — Annual local settings

- General body meeting day/time/location: _____
 - Board meeting day/time/location: _____
 - Voting quorum: _____
 - Officer eligibility/GPA under institution rules: _____
 - Election dates: _____
 - Transition deadline: _____
 - Primary/secondary service lanes: _____
 - Institution-required language/attachments: _____
 - Approved local participation standard: _____
 - Approved local fees (if any): _____
 - National exception references: _____
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PGWS National Chapter Leadership Manual

CONTROLLED SOURCE | 05-national-chapter-leadership-manual.md

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ADOPTED Use: This manual explains how approved Chapter leaders perform the work. It does not create legal authority, replace signed agreements, or override law, institution rules, safety requirements, or National decisions.

1. The leadership promise

PGWS leaders build places where women find their beauty in Christ, experience genuine sisterhood, develop as servant leaders, and turn love into service. Leadership is not a title, image, or private platform. It is dependable stewardship of people, time, money, records, faith, safety, and follow-through.

Every leader should be able to answer:

1. Who has authority for this decision?
2. Which policy and approval apply?
3. Who could be affected or excluded?
4. How will we protect consent, dignity, safety, money, data, and the PGWS brand?

5. What record proves what happened?

6. What happens if the plan fails?

2. Identity every leader must communicate accurately

Public mission line

Helping women find their beauty in Christ and use it to love, lead, and serve.

Institutional descriptor

The Beauty in Christ Service Sisterhood. Leaders may use this approved descriptor only alongside an accurate explanation that PGWS is a Christ-centered membership, leadership, and service organization organized as an LLC—not a sorority, charity, church, or separate campus entity.

Center and four expressions

Beauty in Christ is the center. Faith, Purpose, Sisterhood, and Service are the four expressions. Leadership is woven throughout them.

Official motto

Beautiful in Christ. Grace like pearls. Worth beyond rubies. Called to serve.

Legal truth

- PGWS is a Christ-centered women’s membership, leadership, and service organization organized as an LLC.
- PGWS is not a sorority, charity, church, counseling provider, or scholarship guarantee.
- A Sisterhood Member is not a legal Company Member/owner of PGWS LLC.
- Campus Chapters ordinarily operate within PGWS LLC and are not separate legal entities or charities.
- EFF is legally and financially separate. PGWS may support EFF only through written, approved pathways; EFF does not finance PGWS operations under the proposed affiliation.
- PGWS fees and Chapter payments are not tax-deductible EFF donations.

If a leader cannot explain those six lines clearly, she is not ready to represent PGWS publicly.

The seven-stage member journey

Every Chapter uses the same pathway and evidence gates:

Stage	National experience	Leadership responsibility	Required evidence
Seen	Fall Pretty Girl Week	Introduce Beauty in Christ publicly, welcome questions, and avoid pressure or secret selection	Approved program plan, attendance/interest capture with consent, feedback

Stage	National experience	Leadership responsibility	Required evidence
Welcomed	PGWS Pink Brunch	Offer dignity, hospitality, mission clarity, sisterhood voice, service invitation, and transparent next steps	Approved run of show, budget, access/consent plan, follow-up record
Rooted	PGWS P31 Becoming Academy	Enroll the participant, protect self-paced/accessibility needs, and verify required lessons and assessments	Completion record, assessment results, safety acknowledgment
Belongs	Ruby & Pearl Becoming	Verify membership agreement, payment/waiver, training, consent, Chapter status, and ceremony authorization; protect voluntariness	Eligibility roster, participant choices, ceremony plan, completion record
Grows	Chapter life	Deliver consistent faith, purpose, sisterhood, leadership, and service experiences; monitor belonging and health	Participation record, member check-ins, feedback, development evidence
Sent	Measurable service and approved EFF impact	Plan dignity-first service, preserve the entity/financial wall, and record outputs and outcomes	Partner approval, risk plan, service ledger, impact report, EFF campaign record if applicable
Legacy	Alumna life	Complete transition, invite approved mentorship/service/giving pathways, and remove operational access unless separately authorized	Alumna transition record, access return, directory choice, mentorship agreement if used

No stage is a pledge line, popularity gate, spiritual ranking, secret process, or test of worth. Leaders may not invent tasks, accelerate eligibility without evidence, or withhold ordinary dignity from someone who needs more time or an accommodation.

What PGWS will not copy

Leaders will not establish Greek letters; line names or line numbers; pledge-line, crossing, probate, or neophyte terminology; stepping or strolling as an official PGWS tradition; paddles; secret calls or hand signs; copied crests; big/little systems; copied songs, prayers, ceremonies, initiation features, or apparel; or marketing that frames PGWS as a sorority substitute.

The **PGWS brand moat** is its own Beauty in Christ curriculum, governance, secure technology, consistent chapter delivery, documented member transformation, and measurable service. Leaders build those assets and do not use unverified competitor statistics or borrowed claims to establish credibility.

3. Chapter lifecycle and authority gates

Stage	What leaders may do	What remains prohibited
Interest	Ask questions; privately identify potential co-founders; research institution rules	Public brand use, accounts, recruitment, money, events, acceptance claims

Stage	What leaders may do	What remains prohibited
Conditional Founder	Private board recruitment; advisor conversations; training; paperwork; draft plans	Public launch, dues, merchandise, contracts, official pages unless specifically authorized
Provisional Chapter	Complete training, institution recognition, roster, agreements, budget, systems	Induction, public fundraising, official store, unsupervised events without approval
Chartered Chapter	Conduct Authorized Activities within current charter and approvals	Any activity outside delegated authority
Accredited Chapter	Operate with renewal, evidence, and successful annual review	Permanent independence from National standards
Restricted/Suspended	Only actions identified in written notice	Brand use, collection, events, access, or representation outside notice

No leader may infer authority from silence, a group-chat message, a draft logo, or the fact that another Chapter “did it before.”

4. Chain of support and escalation

Routine operating path

Committee/Officer → Vice President or President → Executive Board → Advisor for institution matters → National Chapter Success/Regional support → Chief Chapter Officer/authorized National leader.

Immediate escalation path

Safety, hazing, harassment, sexual misconduct, retaliation, missing money, unauthorized accounts, legal demands, media inquiries, institutional conduct notices, data breaches, doxxing, or suspected crime bypass routine conflict resolution and go immediately to the appropriate emergency/institution/National response.

The Founder’s role

The Founder protects mission and reserved institutional decisions under PGWS’s legal governance. Routine emails, records, reimbursements, training checks, and support cases should flow through defined systems so PGWS does not depend on the Founder answering every message.

5. Core board roles and weekly operating responsibilities

President

Owens: mission alignment, Board effectiveness, institution/National liaison, annual priorities, delegation, accountability, and documented decisions.

Every week: review dashboard and deadlines; hold officer check-ins; route approvals; unblock work; review risks; ensure decisions and owners are recorded.

May not: sign contracts without authority; approve her own expense; remove a Member alone; create accounts; promise funds; conceal a report; or take over every officer's work.

Vice President

Owens: execution system, project tracking, committees, officer follow-through, and continuity.

Every week: update action log; check overdue work; coach officers; coordinate cross-team timelines; prepare status for President.

Secretary

Owens: agendas, notices, minutes, motions, decisions, roster records, official correspondence, document control, and archive.

Every week: publish agenda; update calendar; issue minutes within three business days; file approved records; flag missing documentation.

Treasurer

Owens: budget, ledger, requests, evidence, approved payments, reconciliations, financial reporting, and discrepancy escalation.

Every week: post transactions; match receipts; review pending requests; check balance against ledger; update restricted purpose; preserve approvals.

Faith & Spiritual Life Chair

Owens: Beauty in Christ formation, approved Scriptures/devotionals, spiritual-life calendar, voluntary prayer, speaker review, and care boundaries.

Every week: prepare content; confirm theology/consent/accessibility; maintain referral resources; never store private prayer details in general records.

Service & Outreach Chair

Owens: partner relationships, dignity-first plans, service lane, volunteer roles/training, safety, hours, partner feedback, and impact records.

Every week: confirm partner needs; track approvals; assign roles; capture outputs/outcomes; send thanks and reports.

Membership & Sisterhood Chair

Owens: fair recruitment, P31 verification, orientation, active roster, belonging, retention, feedback, member-care routing, and privacy.

Every week: reconcile roster; welcome new members; track onboarding; identify disengagement; share approved resources; escalate concerns beyond role.

Communications & Historian Chair

Owens: approved content, brand compliance, account security, consent, editorial calendar, archives, and impact storytelling.

Every week: verify post approvals; check consent; schedule mission-aligned content; archive source files; monitor account access.

6. 30/60/90-day plan for a new board

Days 1–30 — Learn and secure

- Complete certification and role practicals.
- Sign officer/data/financial agreements.
- Confirm P31 roster and institution registration.
- Inventory accounts, recovery methods, files, property, contracts, and open obligations.
- Review the National Governance Charter, Constitution, Chapter Agreement, safety, finance, and brand policies.
- Build one official calendar and action log.
- Identify immediate safety, finance, access, and deadline risks.

Evidence: training records; signed agreements; access inventory; risk log; approved calendar; current roster.

Days 31–60 — Execute and document

- Hold reliable Board/general meetings.
- Publish member expectations and support pathways.
- Deliver one member-development program and one dignity-first service activation.
- Prepare the semester Pink Brunch and the applicable fall/spring national week.
- Reconcile the budget and financial ledger.
- Gather member feedback and correct early gaps.

Evidence: minutes; program canvas; service record; brunch brief; budget; feedback themes; corrective actions.

Days 61–90 — Measure and strengthen

- Review Chapter Health Score.
- Coach underperforming officers and reset owners/deadlines.
- Analyze recruitment, attendance, retention, service outcomes, finances, and member experience.
- Submit required reports.

- Identify succession and capacity needs early.

Evidence: health dashboard; 90-day report; updated plan; coaching records; National support requests.

7. Annual operating calendar

Month	National/Chapter focus	Required leadership output
July	Budget, policy, insurance, National planning	Draft budget; calendar; conflict disclosures; risk review
August	Officer certification and Chapter activation	Agreements; training; roster; institution/Advisor; accounts
September	Recruitment and fall Pretty Girl Week	Orientation cycle; seven-day activation; fall Pink Brunch
October	Leadership development and service	Workshop; service project; member check-in
November	Community care and finance	Second service/faith gathering; midterm reconciliation
December	Semester closeout	Report; feedback; final reconciliation; recognition
January	Midyear summit and reset	Revised calendar; corrective plans; training refresh
February	Mentorship, identity, history, sisterhood	Member development; spring service plan
March	P31 Month and P31 Week	Seven-day formation; P31 Day; spring Pink Brunch/ceremony
April	Elections, awards, succession	Fair election; access plan; transition schedule
May	Handoff, graduation, alumna pathway	Transition certificate; records/property transfer
June	Annual review and renewal	Charter renewal packet; impact review; archive

Nationals publishes exact deadlines annually. Leaders add host-institution deadlines and exam/holiday capacity before announcing programs.

8. Monthly and weekly chapter rhythm

Monthly rhythm

- 1. Week 1 — Board planning:** agenda, owner/deadline, risk, budget, approvals.
- 2. Week 2 — Member development:** faith, leadership, identity, academic/career/finance, or wellness.
- 3. Week 3 — Service/community:** dignity-first project with partner and documentation.
- 4. Week 4 — Follow-through:** minutes, thank-yous, storytelling, ledger, dashboard, feedback.

Standard Board agenda

1. Voluntary prayer/reflection.
2. Attendance, quorum, conflicts/recusals.
3. Prior minutes and action log.
4. Member/sisterhood update (no unnecessary case details).
5. Treasurer report and approvals.
6. Program/service status.
7. Institution/National deadlines.
8. Safety, consent, accessibility, data, and brand check.
9. Motions/decisions with vote totals.
10. Owners, deadlines, evidence, and next meeting.

Decision record minimum

Date; question; authority; options; conflict/recusal; vote/decision-maker; rationale; budget; risk; owner; due date; notice; review date; attachments.

9. Recruitment and onboarding

Recruitment promise

Tell prospective members what PGWS is, current Chapter stage, time expectations, applicable \$20 national fee, what is included, local costs if any, safety rights, and what is not guaranteed. Never recruit through urgency, spiritual guilt, popularity, promises of aid, or pressure to “prove” interest.

Fair selection/onboarding controls

- Use approved application and published criteria.
- Limit application access to authorized reviewers.
- Use consistent core questions and scoring.
- Record decisions and conflict recusals.
- Send accurate acceptance, correction, waitlist, or decline communication.
- Verify P31 status/payment through National records.
- Complete the required PGWS P31 Becoming Academy foundation, including Pearl Orientation, before active-member responsibility or sensitive access.

Post-Pink Brunch welcome/onboarding meeting outline

This meeting supports the **Welcomed** stage after a Pink Brunch; it does not replace the Pink Brunch, Academy, eligibility verification, or Becoming Ceremony.

1. Welcome and voluntary prayer/reflection.
2. Beauty in Christ, mission, motto, Scriptures, PRETTY Standard.
3. PGWS LLC/Sisterhood Member/EFF separation.
4. Member rights, responsibilities, safety, and reporting.
5. Participation, calendar, communication, costs, and consent.
6. P31, Chapter House, Academy, and support.
7. Connection activity with no forced disclosure.
8. First service/program next step and questions.

Roster record

Name; personal/school email; institution; P31 ID/status; Chapter; membership category; agreement version; orientation; safety acknowledgment; directory/media choices; accommodation contact (not diagnosis); role; effective/exit date.

10. Pretty Girl Week — fall public activation

Pretty Girl Week occurs the third full week of September. Nationals sets dates and campaign assets.

Day	Purpose	Required Chapter output
Pretty Redefined	Beauty in Christ and public introduction	Clear educational activation/interest meeting
Pretty Girls Pray	Voluntary prayer, devotion, worship, or prayer board	Spiritual-safety plan and alternative participation
Pretty Girls Prepare	Career, academics, finances, leadership, or life skill	Qualified facilitator and practical resource
Pretty Girls Pour Into Sisters	Mentorship, encouragement, wellness, appreciation	Consent-based connection activity
Pretty Girls Serve	Community need and service	Approved partner, safety, hours, outcomes
Pretty Girls Support EFF	Approved EFF awareness/fundraiser/service	Written campaign authorization and direct EFF processing
The Pink Brunch	Beauty in Christ, sisterhood, purpose, service	Full National brunch standard and reconciliation

Each day requires owner, purpose, run of show, approval, budget, consent, accessibility, safety, communications, attendance, and reflection.

11. P31 Month and P31 Week — spring formation

March is P31 Month. March 25–31 is P31 Week.

Date	Formation focus	Example substantive outcome
Mar 25	Rooted in Christ	Identity practice and Scripture reflection
Mar 26	Worth Beyond Rubies	Comparison/beauty media literacy and affirmation
Mar 27	Strength and Dignity	Boundaries, resilience, wellness, safety plan
Mar 28	Wisdom and Stewardship	Budget/time/academic/relationship decision tool
Mar 29	Sisterhood With Substance	SISTER conflict practice and accountability
Mar 30	Hands That Serve	Partner-defined service activation
Mar 31	P31 Day	Brunch, approved ceremony, recognition, impact

P31 teaching presents Proverbs 31 as wisdom, strength, stewardship, generosity, character, and reverence—not a perfection checklist.

12. PGWS Pink Brunch standard

Signature line

Beauty in Christ. Sisterhood at the table. Service beyond it.

Required program elements

1. Scripture and voluntary prayer.
2. Beauty in Christ teaching.
3. Guided table conversation.
4. Sisterhood testimony or member voice with consent.
5. Purpose/leadership activation.
6. Service commitment.
7. EFF impact/giving moment only if approved.
8. Meal and fellowship.
9. Next steps and feedback.

Approval file

Theme; Scripture; learning outcome; venue; accessibility; capacity; food/allergens; attire guidance; speaker; run of show; itemized budget; ticket/refund terms; contracts; transport/security; media consent; EFF component; emergency plan; reconciliation; feedback; report.

Standards

- one fall and one spring brunch per chartered Chapter;
- collegiate brunches are alcohol-free;

- attire is welcomed in Pretty Pink, Pearl Cream, Deep Ruby, or polished neutral but not a costly requirement;
- no beauty competition, status table, pay-to-belong, or humiliating recognition;
- no unauthorized fundraiser or vague claim that proceeds “support scholarships”; and
- measure spiritual substance, accessibility, stewardship, conversation, service activation, retention, and feedback—not décor alone.

13. Dignity-first service operations

Service test

- The community/partner identified the need.
- A credible partner is involved when expertise is required.
- Participants understand and freely choose participation.
- Photos/names/stories are optional and consent-based.
- The plan makes no promise the Chapter cannot keep.
- Accessibility, transport, weather, minors, supplies, and role limits are addressed.
- Outcomes reflect change/partner feedback, not only attendance or photos.

Service project canvas

Need; partner; goal; service lane; activities; roles; safety; consent/privacy; accessibility; resources/budget; approval; attendance/hours; outputs; partner feedback; outcomes; story permission; follow-through.

Story formula

Need + action + evidence + dignity + next step. Never use identifiable hardship, poverty imagery, prayer requests, or trauma to manufacture engagement.

14. Financial operations for leaders

The Financial Stewardship and \$20 National Dues Policy controls. Daily practices:

- No money moves before purpose, budget, method, disclosure, and approval are documented.
- The \$20 national fee goes directly through P31 and is verified server-side.
- Personal accounts/apps are never used.
- No one person requests, approves, pays, and reconciles.
- Receipts/invoices are attached promptly.
- Restricted purposes remain restricted unless authorized and communicated.
- Treasurer reports monthly; President/second reviewer signs reconciliation.

- Contracts are signed only by an authorized PGWS signer.
- An EFF campaign routes donations directly to EFF and uses EFF receipts.

Transaction record minimum

Date; type; payer/vendor; description; purpose; Chapter; budget category; amount; payment method; requester; approver(s); contract/approval reference; receipt/invoice; restriction; refund/chargeback; reconciled date; running balance.

15. Communications, social media, and brand

Content pillars

Beauty in Christ; member formation; sisterhood; leadership/purpose; service/impact; approved Chapter updates; approved EFF support.

Pre-publish check

- Is the claim true, current, and within Chapter authority?
- Is the correct mark/template used without unlicensed institution assets?
- Does each identifiable person have appropriate consent?
- Does the post expose a hardship, complaint, prayer request, discipline, or private record?
- Does it imply PGWS is a charity, promise aid, or announce an unapproved partner/funder?
- Is accessibility present (alt text/captions/contrast/readable copy)?
- Is the owner/source file archived?

Accounts

Official account name, owner, URL, recovery email, approved admins, MFA, device/session review, creation/approval date, transition date, and closure instructions remain in the access inventory. Passwords never go in GroupMe.

16. Sister support and leader boundaries

Leaders may listen; express care; pray when welcomed; share approved resources; help contact emergency/campus support; document; and escalate.

Leaders may not diagnose; provide therapy; investigate crimes; promise confidential secrecy; promise emergency money; personally collect for a Member; tell a Member not to contact authorities; or manage suicide risk alone.

Immediate actions

- Immediate physical danger: 911/campus emergency response.

- **Suicide/mental-health crisis:** 988 plus campus/local professionals; remain with the person when immediate risk is present if safe.
- **Sexual misconduct/harassment:** prioritize safety and choices; follow required reporting; preserve options/evidence.
- **Financial emergency:** share verified EFF/campus/community resources; do not promise approval or collect money.
- **Internal conflict:** use SISTER only when safe; escalate safety, discrimination, money, retaliation, or privacy immediately.

17. SISTER conflict pathway

- 1. Slow down:** pause public replies and prevent escalation.
- 2. Identify facts:** separate direct knowledge from assumptions and retellings.
- 3. Seek safety:** screen for harm, coercion, harassment, discrimination, money, retaliation, privacy, or power imbalance.
- 4. Talk directly:** only when safe and appropriate, privately and specifically.
- 5. Establish repair:** name action, owner, boundary, and follow-up date.
- 6. Record and refer:** document material agreements and escalate where required.

Never use “Matthew 18” or direct conversation to force a survivor/reporter to face an alleged harasser, hazer, retaliator, or unsafe person.

18. Chapter Health Score and semester review

Scorecard

Area	Points	Core evidence
Governance/compliance	25	Charter, institution, agreements, minutes, reports, corrections
Membership/retention	20	Verified roster, onboarding, attendance, feedback, retention
Programs/service	20	Required programs, service, outcomes, partner/participant evidence
Financial stewardship	15	Budget, ledger, receipts, approvals, reconciliations
Leadership/training	10	Roles, academy completion, coaching, transition
Brand/safety/data	10	Account/access log, consents, incidents, brand/accessibility review

Status and response

- 85–100: Healthy; recognize and sustain.
- 70–84: Needs Monitoring; targeted coaching.
- 50–69: Corrective Action; written plan and close review.
- Below 50: Suspension Review.
- Immediate danger/serious misconduct: emergency review regardless of score.

Semester report

Institution and charter status; leaders/Advisor/training; verified roster; recruitment/retention; programs/attendance/outcomes; service/hours/partner feedback; opening/income/expense/ending balance and reconciliation; safety/incidents/corrective actions; accounts/brand; member feedback; next-term calendar; transition/support needs.

19. Officer accountability and removal

Ordinary performance pathway

1. Specific written concern tied to role/policy.
2. Coaching conversation and member perspective.
3. Improvement plan with actions, support, evidence, and date.
4. Checkpoint(s).
5. Decision: resolved, extend, restrict, or recommend removal.
6. Written transition and access return.

Serious concerns

Temporary access removal may occur immediately for safety, harassment, hazing, retaliation, financial misconduct, credential risk, evidence destruction, or legal process. Temporary action is not a final finding. The Officer receives notice, opportunity to respond, neutral review, written outcome, and appeal where applicable.

20. Transition and continuity

Required handoff

- current charter, institution registration, Advisor, roster, and contacts;
- minutes, decision/action logs, calendar, reports, open obligations;
- budget, ledger, receipts, refunds, chargebacks, vendors, contracts;
- program briefs, service partner records, consented media, impact archive;
- accounts, recovery methods, MFA, devices, passwords via secure National method;

- property, inventory, merchandise, banners, pins, supplies;
- incidents/corrective matters transferred only through restricted case channels; and
- incoming 30-day plan and National support needs.

Transition certificate

Outgoing officer; incoming officer; role; items transferred; exceptions/open items; account sessions removed; property verified; Secretary/President/Advisor/National acknowledgments; effective date.

Withholding or deleting official access/records is a serious violation even after a term ends.

Appendix A — Weekly leadership dashboard

Question	Response
What moved this week?	
What is due in the next 14 days?	
What is blocked and by whom?	
Which Member/officer needs appropriate support?	
What safety, finance, access, or institution risk exists?	
What decision/approval does Nationals need?	
What must not be announced yet?	
What evidence was filed?	

Appendix B — Event approval checklist

- ☐ Mission/purpose and measurable outcome.
- ☐ Audience, capacity, date, venue, accessibility.
- ☐ Institution and National approvals.
- ☐ Itemized budget, approved payment, refund terms.
- ☐ Contract routed to authorized PGWS signer.
- ☐ Partner/speaker/vendor vetted.
- ☐ Food/allergen, minors, travel, weather, security, substance controls.
- ☐ Consent, privacy, photography, storytelling.
- ☐ Emergency plan, contacts, incident lead.
- ☐ Brand copy/assets and accessibility reviewed.

☐ Attendance, feedback, reconciliation, report owners assigned.

Appendix C — Required National contact map

The final published manual must list current, role-based contacts for ordinary Chapter support; urgent safety; finance/payment; brand/media; data/privacy/security; legal process; and EFF campaign requests. Emergency services and host-institution resources are used first when appropriate.

PGWS Anti-Hazing, Sister Safety & Incident Response Policy

CONTROLLED SOURCE | 06-anti-hazing-sister-safety-and-incident-response-policy.md

Version: 0.9.0-draft **Version date:** August 30, 2026 **Document owner:** Pretty Girls Who Serve LLC — National Safety, Ethics & Chapter Operations **Approval status:** **DRAFT FOR ATTORNEY REVIEW — ALSO REQUIRES INSURANCE, CAMPUS-RISK, TITLE IX/SAFETY, AND SAFEGUARDING REVIEW — NOT ADOPTED** **Emergency notice:** This policy is not an emergency service. Call 911 or the appropriate local/campus emergency service for immediate danger. In the United States, call or text 988 for suicide or mental-health crisis support.

1. Purpose and commitment

PGWS is **The Beauty in Christ Service Sisterhood**, a Christ-centered membership, leadership, and service organization organized as an LLC—not a sorority or secret society. A person’s worth may never be tested through suffering, secrecy, obedience, humiliation, money, physical endurance, spiritual performance, appearance, or loyalty to a leader.

PGWS prohibits hazing and establishes clear prevention, reporting, interim protection, fair review, anti-retaliation, escalation, and recordkeeping standards. No Chapter tradition, officer vote, Advisor instruction, religious language, member consent, or claim that conduct was “just a joke” overrides this policy.

2. Scope

This policy applies to Company leaders, employees/contractors where applicable, National member leaders, Sisterhood Members, applicants, Chapter founders/officers, Advisors, volunteers, guests, vendors, speakers, and participants in PGWS-sponsored or PGWS-connected activity.

It applies in person and online; on or off campus; during recruitment, orientation, ceremonies, travel, service, meetings, events, private gatherings presented as PGWS, group chats, social media, and conduct intended to affect PGWS membership or standing.

PGWS will also follow applicable law and binding host-institution policies. A person may report directly to an institution or authority; PGWS does not require internal reporting first.

For Florida postsecondary activity, counsel must review Florida Statutes § 1006.63. For all U.S. campus Chapters, Nationals and the Chapter must cooperate with the host institution's current obligations under the Stop Campus Hazing Act/Jeanne Clery Campus Safety Act and related rules. An institution may need to collect hazing statistics, investigate, impose sanctions, provide prevention education, or publish organizational findings in a Campus Hazing Transparency Report. No PGWS leader may conceal, reclassify, delay, or privately settle a report to prevent institution reporting or public disclosure required by law or policy.

3. Definitions

- **Company Member** means a legal owner of an equity interest in Pretty Girls Who Serve LLC under the Operating Agreement.
- **Sisterhood Member** means a PGWS participant. Sisterhood Membership, Chapter participation, or office does not make a person a Company Member, owner, employee, agent, investigator, emergency responder, or person authorized to bind PGWS.
- **Hazing** means any intentional, knowing, reckless, or pressured act connected to recruitment, membership, affiliation, leadership, status, or belonging that endangers physical or mental health; causes humiliation, intimidation, coercion, severe stress, or degradation; requires unlawful or unsafe conduct; or would reasonably cause a person to fear consequences for refusing. Applicable law/institution definitions may be broader and also apply.
- **Coercion** means pressure, threat, manipulation, deception, abuse of authority, spiritual guilt, financial leverage, social isolation, or consequences that impair voluntary choice.
- **Retaliation** means adverse action because a person reported, participated in a review, sought support/accommodation, refused prohibited conduct, or contacted an institution/authority.
- **Sexual misconduct** includes sexual harassment, sexual exploitation, nonconsensual contact, coercive sexual conduct, stalking, dating/relationship violence, or other conduct defined by law/institution policy.
- **Spiritual abuse** means using Scripture, prophecy, prayer, doctrine, divine authority, confession, church status, or a leadership title to control, shame, threaten, isolate, exploit, or silence.
- **Incident** means a reported or observed event involving possible safety, hazing, harassment, discrimination, retaliation, sexual misconduct, violence, crisis, missing person, substance, travel, minor, data, financial, or legal concern.
- **Interim measure** means a temporary protective step pending review; it is not a final finding.
- **Reporter** means a person who shares a concern; **Respondent** means a person whose conduct is under review; **Affected person** means a person who may have experienced harm. They may be the same or different.
- **Confidentiality** means limiting information to those with a legitimate need to know. PGWS cannot promise absolute secrecy when safety, law, insurance, or institutional duties require disclosure.

4. Absolute anti-hazing prohibitions

PGWS forbids, whether allegedly voluntary or not:

- blindfolding, kidnapping, abandonment, confinement, or preventing someone from leaving;
- midnight or surprise summons, secret locations, removal of phones, or isolation from support;
- forced exercise, sleep deprivation, exposure, dangerous travel, or physical endurance;
- forced or pressured eating, drinking, fasting, substance use, alcohol, medication, or ingestion;
- hitting, paddling, branding, restraint, dangerous physical contact, body inspection, or clothing inspection;
- yelling, insults, degrading names, public embarrassment, “roasting,” threats, or ridicule;
- servitude, personal errands, cleaning a leader’s space, purchasing gifts, fundraising quotas, or financial tests;
- forced prayer, testimony, speaking, worship, confession, Scripture recitation, fasting, or spiritual-performance ranking;
- required disclosure of trauma, relationships, mental health, finances, sexual history, family history, prayer requests, or private messages;
- loyalty tests, secrecy oaths, “what happens here stays here,” secret punishments, or retaliation for leaving;
- Greek letters; line names, line numbers, or line hierarchy; pledge-line, crossing, probate, neophyte, or underground-initiation terminology/processes; stepping or strolling as an official PGWS tradition or membership marker; paddles; secret calls or hand signs; copied crests, big/little systems, songs, prayers, ceremonies, initiation features, or apparel; or any other sorority/fraternity imitation;
- appearance standards tied to belonging, including body, skin tone, hair, makeup, clothing cost, femininity, or photo readiness;
- assignments designed to cause failure, stress, humiliation, fear, or leader dependence;
- conduct by alumni, former officers, advisors, friends, or unofficial groups acting “off the record”; and
- planning, encouraging, observing without reporting, concealing, recording for entertainment, or retaliating in connection with prohibited conduct.

Consent is not a defense to hazing. An officer may not rename hazing as bonding, accountability, correction, becoming, tradition, preparation, or spiritual discipline. The national stages—Seen, Welcomed, Rooted, Belongs, Grows, Sent, and Legacy—are not a pledge process and never authorize hidden tasks or unofficial status systems.

5. Authorized ceremony and sisterhood activities

The only authorized member ceremony is the current **Ruby & Pearl Becoming Ceremony**. It is public-explainable, voluntary, accessible, affordable, and non-secretive. Chapters may select approved

readings, music, speakers, and decorations but may not add pre-ceremony tasks, hidden segments, forced dress purchases, darkness/blindfolds, isolation, physical tests, confessions, punishment, or threats.

Bonding activities must have a clear purpose, allow members to decline without consequence, avoid pressure to disclose, use accessible alternatives, publish expected time/cost/attire, and be appropriate for a professional campus organization.

6. Additional prohibited safety conduct

PGWS prohibits:

- violence, threats, weapons misuse, stalking, bullying, harassment, sexual misconduct, retaliation, or doxxing;
- discrimination inconsistent with law and institution policy;
- spiritual abuse, forced prayer, and leaders presenting themselves as therapists or divine gatekeepers;
- public humiliation, malicious gossip, targeted exclusion, impersonation, account takeover, or release of private information;
- alcohol, illegal drugs, marijuana, or impairment at official collegiate meetings, service activities, inductions, travel, or PGWS events; and
- financial coercion, unauthorized collection, theft, falsified receipts, or conditioning dignity/leadership on spending.

Respectful disagreement, good-faith questions, reporting, declining a voluntary activity, requesting accommodation, or contacting authorities is not disrespect or insubordination.

7. Prevention responsibilities

7.1 Nationals

Nationals will maintain this policy; provide reporting pathways; train leaders; control ceremony and brand standards; screen high-risk event plans; assign conflicts-free reviewers; record incidents and outcomes; monitor retaliation; and review trends.

7.2 Chapter President

The President sets a no-hazing tone, ensures training, stops unsafe conduct, preserves records, contacts emergency/institution/National resources, and does not privately “handle” a serious concern.

7.3 All officers

Officers intervene when safe, report immediately, do not investigate independently, preserve evidence, maintain need-to-know privacy, and do not contact or pressure a reporter/witness outside authorized steps.

7.4 Advisor

The Advisor supports institution reporting and safety requirements and informs appropriate offices. The Advisor does not replace emergency services, Title IX/student conduct, law enforcement, clinicians, or National review.

7.5 Members and bystanders

Members should leave unsafe situations, call emergency help, support affected persons without pressuring disclosure, preserve what they already lawfully possess, and report. A bystander should not put herself in physical danger or secretly undertake an investigation.

8. Required training and acknowledgment

Before recruitment or member activity:

- every officer completes anti-hazing, consent, retaliation, spiritual-safety, event, and reporting training and passes the required assessment;
- every prospective/new member receives plain-language rights and reporting information before orientation;
- the anti-hazing statement is read at the first Board and member meeting each term;
- leaders sign an annual acknowledgment; and
- the Chapter confirms host-institution hazing/Title IX/student-conduct contacts.

Training completion expires annually and after a material policy change.

9. Event and travel safety

9.1 Event risk review

Before an event, document purpose; venue; capacity; accessibility; food/allergens; transport; weather; minors; speakers/vendors; security; alcohol/substance controls; medical/emergency contacts; consent/media; budget/contracts; and incident lead.

High-risk activities—including overnight travel, minors, physical activity, large crowds, off-campus residences, water activities, vehicles, food service, or public controversy—require additional written review and insurance confirmation.

9.2 Travel

Use approved drivers/vehicles; seatbelts; itineraries; lodging and rooming standards; emergency contact; check-in; no impaired driving; no unsafe carpool pressure; no requirement that a Member share a bed; and accessible alternatives. Drivers must meet applicable license/insurance/institution requirements.

9.3 Alcohol and substances

Official collegiate PGWS programming and Pink Brunches are alcohol-free. No participant may distribute illegal drugs or attend in a condition that creates risk. A response prioritizes medical safety over punishment; call emergency services for suspected overdose or serious impairment.

9.4 Minors

Activities involving minors require a separately approved safeguarding plan, appropriate consent, supervision ratios, background checks where applicable, two-adult practices, restricted communications, transport rules, and mandatory-reporting review. Chapters may not improvise mentorship with minors.

10. Mental-health, medical, and pastoral boundaries

Leaders may listen, care, pray when welcomed, share approved resources, help contact qualified support, document a safety concern, and escalate.

Leaders may not diagnose; treat; prescribe; provide therapy; promise absolute confidentiality; keep suicidal risk secret; discourage medication, therapy, medical care, or police/university reporting; promise emergency funds; personally collect money; or investigate an alleged crime.

If a person may harm herself or others, call 911/988/campus crisis resources and do not leave her alone when immediate risk is present if it is safe to remain. Follow qualified responder directions.

11. How to report

11.1 Reporting options

A report may be submitted through the official P31/Chapter House form, National safety contact, Chapter Advisor, institution office, emergency services, law enforcement, regulator, or another lawful channel. PGWS will publish current contacts in the controlled version.

Anonymous reports may be accepted, but anonymity can limit follow-up. PGWS will not require a reporter to confront a respondent or use informal mediation for hazing, sexual misconduct, violence, retaliation, financial misconduct, or significant power imbalance.

11.2 Report contents

Share what is known:

- names/roles/Chapter and safe contact method;
- what happened, when, where, and how it relates to PGWS;
- immediate danger, medical need, minor involvement, weapons, substances, retaliation, or evidence risk;
- witnesses and records already available;
- institution/authority reports and case numbers; and
- requested support or interim measure.

Do not trespass, access another person’s account, impersonate, secretly record where unlawful, or gather evidence in an unsafe way.

11.3 No gatekeeping

A Chapter leader receiving a serious report must forward it promptly to the designated National/institution channel and may not demand “proof,” insist on private resolution, delay until a meeting, or condition reporting on prayer or Advisor permission.

12. Response triage and timelines

Proposed targets, subject to safety and professional review:

Priority	Examples	Initial action target
Emergency	Immediate danger, serious injury, suicide risk, weapon, missing person	Emergency services now; National/institution notice as soon as safe
Critical	Alleged hazing, sexual misconduct, credible threat, retaliation, theft, major data exposure	Safety assessment and case assignment within 4 hours
Urgent	Harassment pattern, stalking concern, financial irregularity, account takeover, discriminatory exclusion	Acknowledge within 1 business day; protective plan within 2 business days
Standard	Ordinary conduct/conflict or policy gap without immediate risk	Acknowledge within 2 business days; triage within 5 business days

These are service targets, not promises that every investigation will finish within a fixed time. PGWS communicates material delays when appropriate.

13. Immediate response protocol

- 1. Protect life and health:** call emergency/medical/campus resources.
- 2. Separate immediate risk:** stop the event, provide safe exit, move to staffed/public space, issue no-contact or remove access when authorized.
- 3. Preserve options:** do not pressure a person to report, forgive, confront, or participate in mediation.

4. **Preserve records:** save existing messages, rosters, approvals, account logs, financial records, and event details without altering them.
5. **Notify required authorities:** follow law, institution, insurance, and PGWS duties.
6. **Limit disclosure:** share only with those who need to respond.
7. **Assign an authorized reviewer:** check conflicts and qualifications.
8. **Document action:** who, what, when, authority, reason, and next review.

14. Interim measures

PGWS or the institution may impose proportionate temporary measures including:

- no-contact direction;
- event, travel, or ceremony restriction;
- temporary leadership leave or membership suspension;
- removal of social, data, finance, or facility access;
- preservation hold on records/accounts;
- alternative meeting/communication arrangement;
- Chapter activity/fundraising pause;
- safety escort or institution support request; and
- reassignment of supervision or reviewer.

Interim measures are not final findings, are reviewed periodically, and should be no broader/longer than reasonably necessary.

15. Review and investigation standards

15.1 Jurisdiction and referral

PGWS determines which internal policy/Agreement applies and coordinates with the host institution or authorities. PGWS does not investigate crimes or interfere with external processes. It may conduct an internal membership/Chapter review within its competence while respecting external instructions.

15.2 Conflicts and neutrality

The reviewer must disclose relationships or interests. A Founder, President, Advisor, or staff member materially involved in the allegation may not serve as sole investigator, decision-maker, or appeal reviewer.

15.3 Notice and participation

When safety/law permits, the respondent receives understandable notice of relevant allegations and policies, a fair chance to respond and identify information, and notice of material outcome. The affected person receives appropriate process information and supportive options.

15.4 Evidence and standard

The final policy should specify the evidentiary standard (proposed: preponderance of the evidence for internal administrative findings unless law/institution requires otherwise). Reviewers assess reliability, corroboration, contemporaneous records, motive/bias, consistency, access, and context without using stereotypes about trauma, faith, race, gender expression, disability, popularity, or leadership status.

15.5 Support persons

Parties may have a support person/advisor consistent with the final procedure. The support person may not harass, coach false testimony, obstruct, or publicly disclose restricted information.

16. Findings, outcomes, and appeal

16.1 Written finding

The decision record identifies scope, policies, material facts, evidence considered, credibility reasoning when necessary, standard applied, finding for each allegation, outcome, effective date, restrictions, appeal method, and retention. Private information is limited in copies.

16.2 Outcomes

Possible outcomes include no violation; education; warning; restorative option where safe and voluntary; training; behavioral agreement; leadership or access restriction; probation; suspension; removal from office; membership termination; Chapter correction/suspension/closure; and referral to institution/authorities.

Hazing organizers, persons who retaliate, or leaders who conceal serious harm may be permanently ineligible for leadership or membership after fair process.

16.3 Appeal

The proposed appeal period is ten calendar days. Grounds should be limited to material procedural error, significant new information unavailable earlier, conflict/bias, or outcome clearly disproportionate to the finding. The appeal reviewer must be independent of the original decision. An appeal does not automatically stay safety measures.

17. Anti-retaliation and supportive follow-up

Prohibited retaliation includes threats, intimidation, gossip campaigns, removal from ordinary opportunities, negative references, grade/work interference, online attacks, account changes, selective

rule enforcement, pressure to withdraw, spiritual shaming, or isolation because of protected participation.

PGWS will conduct proportionate follow-up at approximately 7, 30, and 60 days after a critical matter, or as the safety plan requires. Retaliation is reviewed as a separate allegation.

Good-faith reporting does not require the concern to be substantiated. Knowingly fabricated information may be addressed through the same fair process; inability to prove a concern is not fabrication.

18. Privacy, communications, and media

Incident information is shared on a legitimate need-to-know basis. PGWS may need to disclose information to emergency services, institutions, insurers, counsel, vendors, guardians where lawful/appropriate, or government authorities.

No Chapter or officer may post about an incident, confirm discipline, solicit online opinions, contact press, publish screenshots, or use a person's hardship/prayer request for engagement. Media/legal inquiries go to the authorized National contact.

The final outcome notice should protect privacy while providing each party the process/outcome information required by law, institution policy, and fairness.

19. Evidence preservation and record retention

Once a serious concern is known, Nationals may issue a legal/records hold. Relevant emails, messages, forms, rosters, attendance, approvals, footage, financial records, system logs, and social content must not be deleted, edited, backdated, or transferred outside authorized storage.

Case files are separate from general Chapter folders and ordinary minutes. Access is logged and restricted. Counsel must approve retention periods and destruction holds.

20. Noncompliance by a Chapter or leader

Failure to train, report, preserve records, cooperate honestly, protect against retaliation, or follow interim measures may result in corrective action independent of the underlying incident. A Chapter that creates or tolerates an unofficial initiation may face immediate suspension and charter-closure review.

Appendix A — Incident intake form

Reporter and contact

- Reporter name (optional where permitted): _____
- Safe method/time to contact: _____
- Relationship to PGWS/Chapter: _____

- Anonymous/confidentiality concern: _____

Incident

- Chapter/event/location/platform: _____
- Date/time range: _____
- Person(s) affected: _____
- Person(s) whose conduct is reported: _____
- Factual description (include exact words/actions when known): _____
- Witnesses: _____
- Existing records: _____

Immediate screen

- ☐ Immediate danger/injury/medical need
- ☐ Suicide/self-harm/harm-to-others concern
- ☐ Minor involved
- ☐ Weapon/violence/threat/stalking
- ☐ Sexual misconduct/harassment
- ☐ Hazing/coercion/forced spiritual practice
- ☐ Retaliation
- ☐ Missing money/financial misconduct
- ☐ Account/data/privacy exposure
- ☐ University, 911, 988, police, or other authority contacted

Requested support/interim measure: _____

Intake administration

Received by/date/time; priority; emergency actions; required reports; conflict check; reviewer; notices; interim measures; evidence hold; follow-up dates; outcome; appeal; closure/retention reference.

Appendix B — Anti-hazing event certification

Before recruitment, orientation, Becoming Ceremony, travel, retreat, or bonding event, the President, activity owner, Advisor where required, and National reviewer certify:

- ☐ Complete agenda, location, participants, start/end, transport, and cost are disclosed.
- ☐ Participation and prayer/testimony are voluntary; an equivalent alternative exists.

- ☐ No secret segment, pre-task, line culture, forced dress purchase, physical test, fasting, confession, isolation, or device removal exists.
- ☐ Participants may leave and have contact/transport access.
- ☐ Accessibility, food/allergens, medical/emergency, media consent, and minors are addressed.
- ☐ All facilitators are trained and know how to report.
- ☐ The current National ceremony/material is used without unauthorized additions.
- ☐ An authorized adult/National contact has the plan and emergency information.

Signatures/date/approval reference: _____

Appendix C — Decision and appeal log

Field	Entry
Case ID / classification	
Reviewer / conflict check	
Notice dates	
Interim measures and review dates	
Information considered	
Finding by allegation	
Outcome / effective date	
Parties notified	
Appeal filed / grounds	
Appeal reviewer / decision	
Retaliation follow-up	
Retention / legal hold	

The Ruby & Pearl Becoming Ceremony Book

CONTROLLED SOURCE | 07-ruby-and-pearl-becoming-ceremony-book.md

Version: 0.9.0-draft **Version date:** August 30, 2026 **Document owner:** Pretty Girls Who Serve LLC — Member Experience, Spiritual Life & National Chapter Operations **Approval status:** **WORKING DRAFT — NOT YET AUTHORIZED FOR CEREMONY USE** **Review gate:** Theological advisor, attorney/safety

reviewer, accessibility lead, brand lead, and National Chapter Operations must approve the controlled ceremony edition. Chapters may not conduct a ceremony from this draft.

1. Purpose

The Ruby & Pearl Becoming Ceremony is PGWS's official welcome/induction into active Sisterhood Membership within **The Beauty in Christ Service Sisterhood**. It celebrates—not creates—a woman's God-given worth. It marks a freely chosen covenant to grow in faith, purpose, sisterhood, leadership, and service. The descriptor does not create a sorority, church, charity, or separate legal entity.

Within the national Member Journey, this ceremony is the **Belongs** stage. It follows **Seen** through Pretty Girl Week, **Welcomed** through Pink Brunch, and **Rooted** through the PGWS P31 Becoming Academy. It precedes **Grows** through Chapter life, **Sent** through measurable service and approved EFF impact, and **Legacy** through alumna life. A ceremony leader may not reorder, rename, or replace these stages without written National authorization.

The ceremony is:

- Christ-centered and grounded in Scripture;
- elegant, joyful, and publicly explainable;
- voluntary and non-secretive;
- safe, affordable, and accessible;
- consistent across Chapters; and
- free from hazing, pressure, humiliation, or sorority imitation.

The ceremony is not an initiation into an elite class; a spiritual test; a guarantee of perfection; an LLC ownership act; a legal marriage/oath; a fundraising requirement; or a substitute for the Sisterhood Membership Agreement.

Within the PGWS member journey, the ceremony is the **Belongs** stage: after a woman is Seen through Pretty Girl Week, Welcomed at the Pink Brunch, and Rooted through the PGWS P31 Becoming Academy, she is welcomed into active sisterhood. She then Grows through Chapter life, is Sent through measurable service and approved EFF impact, and builds Legacy through alumna life.

2. Institutional meaning

Beauty in Christ

PGWS teaches that a woman's worth comes from God. Her beauty is not controlled by body type, complexion, hair, clothing, money, popularity, relationship status, title, productivity, or perfection. Beauty becomes visible through the fruit of Christ-centered character, courage, wisdom, grace, love, leadership, and service.

The ruby

Primary Scripture: Proverbs 31:10. The ruby represents God-given worth, bold faith, courage, conviction, resilience, leadership, and purpose. A woman does not earn ruby-level worth; she receives and lives from the dignity God has given her.

The pearl

The pearl represents grace, wisdom, growth, maturity, refinement, discernment, and beauty formed over time. Members are P31 women in progress: becoming, not performing; growing, not pretending; stewarding, not burning out.

Affirmation Scripture

Song of Solomon 4:7 supports the institutional affirmation:

IMPORTANT We refuse to build a sisterhood that searches women for defects. We choose to see one another through dignity, grace, compassion, and God-given worth.

It is not a physical-beauty standard, body requirement, complexion standard, claim of moral perfection, or reason to avoid accountability.

3. Non-negotiable safety rules

No Chapter or person may add:

- blindfolds, darkness used to disorient, surprise transportation, secret locations, or removal of phones;
- midnight summons, isolation, confinement, threats, yelling, insults, degrading names, or public embarrassment;
- forced exercise, fasting, food/drink/substances, sleep loss, body or clothing inspection, or physical endurance;
- forced prayer, testimony, confession, speaking, touch, kneeling, worship response, or disclosure of trauma/private information;
- loyalty tests, “what happens here stays here,” secret punishments, pre-ceremony challenges, line names or numbers, pledge-line/crossing/probate/neophyte terminology, paddles, secret calls or hand signs, or Greek-letter imitation;
- stepping or strolling as an official PGWS tradition or membership marker; copied crests, big/little systems, songs, prayers, ceremonies, initiation features, apparel, or any presentation that imitates or is likely to be confused with a sorority or fraternity;
- crossing, pledge-line, probate, or “made” language; stepping/strolling as an official PGWS tradition; copied crests; compulsory big/little systems; or copied songs, calls, prayers, ceremonies, vows, and initiation structures;

- required expensive attire, gifts, fundraising, service, personal errands, or purchases as a condition of participation;
- photography or publication without informed choice;
- any claim that leaving or declining an element forfeits dignity or membership; or
- any unapproved ritual, oath, symbol, pin, sash, or certificate.

A participant may pause, leave, decline a voluntary element, request accommodation, or choose the alternative acknowledgment without penalty or public explanation.

4. Eligibility and authorization gates

Before a participant appears in the final ceremony roster:

- ☐ P31 Sisterhood Membership is verified.
- ☐ The correct \$20 national fee or authorized waiver is verified in the official record.
- ☐ Sisterhood Membership Agreement and Covenant are accepted.
- ☐ The required PGWS P31 Becoming Academy pre-ceremony curriculum, including Pearl Orientation and the safety acknowledgment, is complete.
- ☐ Chapter affiliation/chapter is active.
- ☐ Participant's chosen name/pronunciation is confirmed.
- ☐ Media and directory choices are recorded separately.
- ☐ Accessibility, dietary, sensory, mobility, communication, and faith-participation choices are addressed confidentially.
- ☐ Ceremony plan, venue, leader roster, run of show, budget, and National/institution approvals are recorded.

An officer may not add someone based on a screenshot, cash payment, friendship, or last-minute pressure. A person who is not ready may be welcomed at a future ceremony without shame.

5. Ceremony roles

Presiding Leader

Uses the controlled script; protects timing, dignity, and voluntary participation; stops unauthorized additions; and confirms emergency/accessibility plans.

Scripture Readers

Read only approved passages, rehearse names/pronunciation, and avoid improvising doctrine or personal corrections.

Membership & Sisterhood Chair

Verifies the roster, names, pronunciation, certificate/pin/ribbon inventory, choices, and attendance. She does not announce payment, hardship, or accommodation information.

Faith & Spiritual Life Chair/Chaplain

Provides approved opening/closing prayer and optional pastoral tone without forced response, touching, disclosure, or individual prophecy.

Accessibility/Safety Lead

Confirms accessible route/seating, sensory plan, emergency contacts, exit freedom, interpreter/caption needs, food/allergen information, and incident response.

Advisor/National Observer

Observes compliance where required, documents approval, and intervenes in prohibited conduct. Presence does not shift operational responsibility from the Chapter or Nationals.

Photographer/Historian

Uses the consent roster, honors no-photo zones and withdrawal, avoids posting prayer/private moments without specific consent, and transfers files to the controlled archive.

6. Setting and design standard

Official colors

- Pretty Pink #E88FB3
- Deep Ruby #9F2852
- Pearl Cream #FFF8F1
- Cocoa #2D2025
- Gold #C4A26A

Rubies and pearls may appear as décor motifs. They should communicate worth and grace—not luxury, ranking, or financial status. Decorations must not block accessible routes, exits, or readable contrast.

Attire

Suggested: pearl, cream, blush/pretty pink, deep ruby, or a polished neutral. The Chapter must clearly say this palette is welcomed, not required. Members may wear an accessible, faith-consistent, culturally appropriate alternative and may not be shamed for cost, body, disability, modesty, or expression.

Symbols

Only approved PGWS ruby, pearl, cross, heart, monogram, seal, and ceremony items may be used. The crown belongs to Miss Pretty Girls Who Serve programming and does not belong in ordinary member induction.

7. Recommended 60-minute order of ceremony

Time	Segment	Lead
0:00	Welcome, access/safety note, and purpose	Presiding Leader
0:05	Opening prayer (participation welcomed, not forced)	Faith & Spiritual Life Chair
0:09	PGWS history and legal/organizational truth	President/National representative
0:15	Beauty in Christ teaching	Approved speaker
0:23	Scripture: Song of Solomon 4:7 and Proverbs 31:10	Readers
0:27	Meaning of the ruby and pearl	Two members/leaders
0:33	Four expressions and PRETTY Standard	Presiding Leader
0:39	PGWS Creed	All who choose to join
0:42	Voluntary Member Covenant	New Sisterhood Members
0:47	Name-by-name recognition and approved item	Membership Chair/President
0:54	Leader charge and public call/response	Presiding Leader
0:57	Sisterhood prayer and closing	Faith leader/President
1:00	Celebration and consent-based photographs	All

The Chapter may shorten transitions but may not remove identity, legal truth, safety, Covenant choice, or name-by-name dignity. Music/poetry/testimony may be added only within the approved plan and time, with consent and accessibility.

8. Controlled ceremony script

8.1 Welcome and safety note

Presiding Leader:

IMPORTANT Welcome to the Ruby & Pearl Becoming Ceremony of Pretty Girls Who Serve at [INSTITUTION]. Tonight we celebrate women who have freely chosen to join a Christ-centered sisterhood of faith, purpose, sisterhood, leadership, and service. This ceremony is not secret and contains no test of worth. Every participant may sit, stand, pause, decline a voluntary response, or leave without shame. Emergency exits and

accessibility support are [IDENTIFY]. Photography will follow each person's recorded choice.

8.2 Opening prayer invitation

Faith Leader:

IMPORTANT We invite you to join us in prayer in whatever respectful posture is comfortable. Participation is welcomed, not forced.

Approved short prayer:

IMPORTANT God, thank You for every woman gathered here and for the beauty, worth, gifts, and purpose You have placed within her. Root us in Christ, refine us with grace, strengthen our sisterhood, teach us to lead humbly, and send us to serve faithfully. Help this community protect dignity, speak truth in love, and become what You have called us to be. Amen.

8.3 PGWS history and legal truth

President or National Representative:

IMPORTANT Pretty Girls Who Serve was founded by Shayna Vincent to help women stop searching the world for beauty and worth and begin seeing themselves through Christ. PGWS is a national Christ-centered women's leadership, service, and sisterhood organization organized as Pretty Girls Who Serve LLC. It is not a sorority, secret society, church, counseling provider, scholarship guarantee, or tax-exempt charity. Esther Funds Foundation is a separate nonprofit mission partner under written controls. A Sisterhood Member participates in PGWS but does not become an owner or legal Company Member of the LLC.

8.4 Beauty in Christ teaching outline

The approved speaker teaches for no more than eight minutes:

1. Identity is received in Christ, not awarded by culture.
2. Beauty is not body, popularity, status, performance, or perfection.
3. Beauty in Christ becomes visible through character, wisdom, grace, courage, love, leadership, and service.
4. Accountability and grace belong together; dignity does not erase responsibility.
5. PGWS is a place for becoming, not pretending.

The speaker may not single out bodies, relationships, trauma, clothing, or private struggles; solicit public confession; diagnose; or promise prophecy, healing, marriage, money, or success.

8.5 Scripture readings

Reader One — Song of Solomon 4:7: reads the approved translation, then says:

IMPORTANT Our institutional affirmation is this: we refuse to build a sisterhood that searches women for defects. We choose to see one another through dignity, grace, compassion, and God-given worth.

Reader Two — Proverbs 31:10: reads the approved translation, then says:

IMPORTANT Worth beyond rubies is not earned by productivity, appearance, marriage, money, grades, titles, or perfection. The ruby reminds us to live courageously from the worth God has already given.

8.6 Meaning of the pearl

Pearl Reader:

IMPORTANT The pearl represents grace, wisdom, growth, maturity, refinement, discernment, and beauty formed over time. We do not arrive finished. We are P31 women in progress—growing, not pretending; becoming, not performing; walking in grace, not perfectionism.

8.7 Four expressions and PRETTY Standard

Presiding Leader:

IMPORTANT Beauty in Christ is our center. Faith roots us in Christ. Purpose calls forth our gifts. Sisterhood teaches us honest, safe, grace-filled connection. Service makes the love of Jesus visible. Leadership runs through all four.

Then the leader reads the PRETTY Standard with brief member responses:

- Purpose before popularity — **We choose mission over attention.**
- Rooted in Christ — **We lead from faith and humility.**
- Excellence with integrity — **We prepare, document, and follow through.**
- Truth spoken in love — **We reject gossip and public shame.**
- Teachable in spirit — **We accept correction and keep growing.**
- Yielded to service — **We use our gifts for others.**

8.8 PGWS Creed

Leader: “All who freely choose may recite the PGWS Creed with us.”

IMPORTANT I am a woman of God, worth beyond rubies and continually refined by grace. I choose purpose over popularity, integrity over image, sisterhood over competition, and service over self. I will love boldly, lead humbly, steward wisely, speak truthfully, and serve faithfully. I am not becoming perfect; I am becoming who God called me to be.

Silence, alternate communication, or listening is permitted.

8.9 Voluntary Member Covenant

Leader:

IMPORTANT This Covenant is a freely chosen statement of responsibility. It does not erase your rights, create LLC ownership, require secrecy, or prevent you from reporting harm. If you choose, please respond, “I freely accept.” You may also receive your recognition without speaking publicly.

Covenant:

IMPORTANT I freely join Pretty Girls Who Serve and accept the responsibility of sisterhood. I will seek Christ, walk in purpose, lead with integrity, protect the dignity of others, steward what is entrusted to me, and turn love into service. I will not use faith, friendship, leadership, or the PGWS name to shame, manipulate, exclude, or harm. I am a P31 woman in progress—beautiful in Christ, worth beyond rubies, refined by grace, and called to serve.

Optional response: “I freely accept.”

8.10 Recognition

The Membership Chair announces each chosen name correctly. The Member comes forward, remains seated, uses an accessible route, or designates another method according to her preference. The approved item may be a certificate, membership card, pin, ribbon, or pearl/ruby keepsake whose cost and symbolism were disclosed.

President says to each Member:

IMPORTANT [NAME], we welcome you as a Sisterhood Member of Pretty Girls Who Serve. Your worth was never ours to give; your commitment is ours to honor. May you remain beautiful in Christ, walk with grace, remember your worth beyond rubies, and serve with courage.

There is no ranking, “best new member,” line order status, surprise task, or differential item.

8.11 Leader charge

Presiding Leader:

IMPORTANT Sisters, protect one another’s dignity without protecting harm. Tell the truth without public shame. Pray without pressure. Lead without control. Serve without exploiting those you serve. Steward money, access, and trust with integrity. Ask for help before a burden becomes a crisis. Remember that no title places anyone above the Code.

8.12 Public call and response

Leader: Where is our beauty? Sisters: In Christ.

Leader: What is our worth? Sisters: Beyond rubies.

Leader: How do we walk? Sisters: With grace, like pearls.

Leader: What are we called to do? Sisters: Serve.

8.13 Closing prayer

IMPORTANT God, keep these women rooted in Christ and secure in the worth You have given. Give them courage like rubies, wisdom and grace like pearls, friendships with truth and safety, and hands ready to serve. Protect this sisterhood from pride, secrecy, comparison, coercion, and harm. Teach us to love boldly, lead humbly, and walk faithfully. Amen.

8.14 Closing

President:

IMPORTANT Welcome, Pretty Girls Who Serve. This is a beginning, not a performance. Our next faithful steps are [ORIENTATION/PROGRAM/SERVICE DATE]. Please honor each sister’s photo and communication preferences as we celebrate.

9. Accessibility and participation choices

Before the ceremony, invite confidential requests without asking for a diagnosis. Options include:

- step-free route and accessible seating;
- seated participation and alternative to standing/walking;
- ASL/interpreter, captions, large print, plain-language script;
- low-sensory seating, lighting/noise adjustment, quiet room, early venue access;
- alternative to public speaking, recitation, touch, pinning, prayer posture, or photographs;
- religious/cultural attire accommodation;
- allergy/food information for reception; and

- remote or private recognition when necessary.

The host explains what will happen in advance. Surprise is not an institutional value.

10. Media and storytelling

Use a separate consent roster with choices: no images; group images only; individual images; name/caption; testimony; livestream; future marketing. Consent may be changed for future use where feasible. Do not film private prayer, tears, accommodation support, a person who declined, or a conversation about hardship without specific consent.

The official record may list attendance and membership recognition even if a Member declines public media, subject to the privacy policy.

11. Budget and affordability

The Chapter prepares an itemized budget for venue, accessibility, food, approved membership item, printing, décor, photography, and security/insurance. No Member may be required to purchase a dress, heels, makeup, hair service, gift, ticket, or premium item to be recognized.

If an item is required, PGWS/Chapter must disclose it before enrollment and provide a hardship/accessibility pathway. Ceremony payments are not EFF donations.

12. Rehearsal and day-of controls

Rehearsal

- read the script exactly and time each segment;
- verify names/pronunciation and consent markers;
- walk accessible route, seating, exits, restrooms, and emergency plan;
- inspect slides/captions/audio and remove unapproved copy;
- confirm items and no differential ranking;
- remind every leader that improvising initiation content is prohibited; and
- identify the person authorized to stop the ceremony.

Day-of stop rule

Any leader or participant may say, “Pause the program.” The Presiding/Safety Lead immediately stops when there is illness, distress, unsafe conduct, unauthorized ritual, blocked exit, consent problem, severe weather/security concern, or missing approval. Resuming requires the safety issue to be resolved; image or schedule pressure is never a reason to continue.

13. Post-ceremony record

Within two business days, file:

- final roster and membership IDs;
- signed/recorded agreement and orientation verification;
- attendance and ceremony approval reference;
- incident/stop report if any;
- item inventory/distribution;
- media files and consent controls;
- final budget, receipts, reconciliation, and refund status;
- participant feedback; and
- certificate register.

14. Eligibility concerns, due process, and anti-retaliation

A ceremony roster decision must be based on a published gate and verified record, not popularity, appearance, friendship, spiritual ranking, rumor, or an officer's personal preference. If a participant is held from the ceremony for an ordinary correctable item, the authorized leader provides a private written notice identifying the missing gate, the record relied upon, a reasonable correction opportunity, and the person who can verify completion. Deferral from one ceremony is not, by itself, termination of Sisterhood Membership or a finding of misconduct.

If the issue involves alleged misconduct, safety, or a restriction, the applicable Membership Agreement and Sister Safety process controls: notice of the material concern, an opportunity to respond when safety permits, a neutral decision-maker, a written outcome, and the available appeal. Temporary protective measures are not final findings.

No person may retaliate because a participant declined a voluntary element, requested an accommodation, questioned a roster record, left an event, reported prohibited conduct, cooperated in a review, or contacted the host institution or lawful authority. Retaliation, secrecy pressure, and public discussion of a member's eligibility or report must be escalated immediately.

Appendix A — Ceremony plan and approval form

Chapter; date/time; venue; host; presiding leader; Scripture readers; faith leader; accessibility/safety lead; Advisor/National observer; photographer; participants; capacity; agenda; music/readings; approved items; attire disclosure; budget; accessibility; emergency; consent; institution approval; National approval; rehearsal date; file owner.

Certification: “No secret segment, pre-task, hazing, forced spiritual practice, line culture, expensive requirement, or unapproved ritual exists.”

Signatures: President; Membership Chair; Safety Lead; Advisor if required; National reviewer.

Appendix B — Participant choice form

- Chosen name/pronunciation: _____
- Participation format: standard / seated / remote / private / other approved
- Recitation: speak / listen / alternative communication
- Recognition item: pinning okay / self-pin / hand item / no touch / other
- Prayer posture: participant choice; no response required
- Media: none / group / individual / livestream / name/caption / future use
- Accessibility/contact: _____
- Emergency contact voluntarily provided under event policy: _____

Appendix C — Certificate language

IMPORTANT This certifies that **[NAME]** completed the required PGWS P31 Becoming Academy foundation and was welcomed as a Sisterhood Member of **Pretty Girls Who Serve at [INSTITUTION]** through the Ruby & Pearl Becoming Ceremony on **[DATE]**. Beautiful in Christ. Grace like pearls. Worth beyond rubies. Called to serve.

Certificate ID; P31 Member ID; Chapter ID; version; authorized National/Chapter signatures. The certificate does not confer LLC ownership, professional credential, academic credit, or tax-exempt status.

Appendix D — Ceremony incident/variance report

Planned program; variance; who authorized; reason; participant impact; safety/consent response; emergency/institution contacts; evidence; corrective action; whether ceremony/certificate remains valid; National review; prevention for next time.

PGWS Officer Code, Confidentiality & Data Access Agreement

CONTROLLED SOURCE | 08-officer-code-confidentiality-and-data-access-agreement.md

Version: 0.9.0-draft **Version date:** August 30, 2026 **Document owner:** Pretty Girls Who Serve LLC — National Chapter Operations, Privacy & Security **Approval status: DRAFT FOR ATTORNEY REVIEW — ALSO REQUIRES PRIVACY/SECURITY REVIEW — NOT READY FOR SIGNATURE Use:** The final agreement should be signed annually and whenever an officer's role or access materially changes.

Officer and role record

This proposed agreement is between Pretty Girls Who Serve LLC (“PGWS” or “Nationals”) and the Sisterhood Member identified below (“Officer”). The Officer receives only the limited chapter-leadership and system authority documented here.

Field	Entry
Officer legal / preferred name	_____
P31 Member ID	_____
Chapter / Chapter ID	_____
Role	_____
Term start / end	_____
Supervisor/support lead	_____
Required training/certification ID	_____
Approved systems/data	_____
Spending/decision authority	_____
Agreement accepted	_____

1. Legal and membership status

PGWS is an LLC and separate from Esther Funds Foundation (“EFF”). The Officer is a Sisterhood Member and member leader, not a legal Company Member/owner, manager, employee, contractor, agent, bank signer, or authorized contract signer unless a separate written instrument explicitly establishes that relationship.

Chapter office does not grant authority to bind PGWS, promise funding/scholarships, issue tax receipts, use EFF’s EIN, create accounts, collect money, sign agreements, hire vendors, speak for PGWS in legal/crisis matters, or access any record beyond the approved role.

2. Conditions before authority

The Officer receives no operational permission until Nationals verifies:

- active Sisterhood Membership and Chapter status;
- institutional eligibility where applicable;
- current role appointment/election confirmation;
- required Academy modules, assessment score of at least 80%, and practical task;
- this Agreement and any financial/brand/safety agreement;

- multi-factor authentication and secure recovery method;
- role-based access approval and least-privilege review; and
- absence of an unresolved restriction incompatible with the role.

Access begins only when the authorized system records an effective date. A title announcement or group-chat addition does not grant access.

3. Officer commitments

The Officer will:

1. center Beauty in Christ and uphold Faith, Purpose, Sisterhood, and Service;
2. model the PRETTY Standard;
3. know her job description, authority, decision/spending limit, supervisor, training, and records;
4. attend required meetings and communicate capacity before a missed commitment becomes a crisis;
5. follow governing documents, institution rules, and written National directions;
6. use fair, consistent criteria and avoid favoritism, appearance standards, and popularity decisions;
7. protect member dignity, consent, safety, privacy, funds, and PGWS intellectual property;
8. document decisions, conflicts/recusals, actions, approvals, and handoffs;
9. report serious safety, hazing, harassment, retaliation, financial, legal, data, or account concerns immediately;
10. accept correction and cooperate honestly with authorized reviews;
11. avoid unilateral material decisions;
12. deliver the Seen–Welcomed–Rooted–Belongs–Grows–Sent–Legacy member journey only through approved stages and evidence gates;
13. protect PGWS's non-sorority identity and avoid copied Greek-letter, line, pledge/crossing/probate, step/stroll, paddle, secret sign/call, crest, big/little, song, prayer, ceremony, initiation, or apparel practices; and
14. return access, property, records, funds, and open-work status at the end of authority.

4. Authority and prohibited commitments

4.1 Delegated authority

The Officer may perform only tasks in her current written job description and authority matrix. If uncertain, she pauses and requests written clarification.

4.2 Matters requiring approval

The Officer may not independently:

- open or change an official account, password recovery, domain, store, bank/merchant profile, or platform integration;
- collect, spend, refund, transfer, or reconcile money outside her assigned workflow;
- sign a contract, MOU, sponsorship, venue agreement, waiver, grant, vendor order, loan, or employment document;
- launch/cancel a major event, fundraiser, campaign, partnership, scholarship, merchandise line, or program;
- admit/remove a Member, impose discipline, announce allegations, or contact a respondent/witness outside procedure;
- disclose member/applicant/incident/financial information;
- speak to press, counsel, police, regulators, university conduct staff, or a crisis audience as PGWS spokesperson unless assigned;
- promise EFF funding, PGWS assistance, tax deductibility, refunds, jobs, scholarships, or membership outcomes; or
- create derivative PGWS curriculum, marks, websites, code, templates, or merchandise for personal use.

4.3 Emergency action

When immediate action is reasonably necessary to protect life, safety, evidence, money, or accounts, the Officer may take only the minimum action within her training, contact emergency/institution/National resources, document the basis, and submit for prompt review. Emergency action is not authority to conduct a private investigation or make a final finding.

5. Conflicts of interest and gifts

The Officer discloses any financial, family, romantic, supervisory, close personal, vendor, campaign, or outside-organization interest that could affect judgment. She recuses from related access, discussion, scoring, approval, payment, discipline, or selection when required.

The Officer may not:

- steer Chapter purchases to herself, family, or a leader-owned business without written related-party review;
- accept money, gifts, discounts, travel, jobs, commissions, or personal benefits intended to influence a PGWS decision;
- use confidential information for trading, fundraising, recruitment, business, politics, relationships, or retaliation; or

- approve her own reimbursement, contract, selection, complaint outcome, compensation, or exception.

Annual conflict disclosure

List current outside roles/businesses, relatives in PGWS/EFF/vendor relationships, financial interests, Chapter vendors, and any other potential conflict: _____

6. Confidential Information

6.1 Covered information

Confidential Information includes nonpublic:

- applications, references, rosters, contact information, membership/payment status, accommodations, and consent choices;
- complaints, incidents, safety plans, witness information, findings, discipline, appeals, and legal holds;
- budgets, ledgers, transactions, donor/customer information, receipts, contracts, pricing, payroll/compensation, and account data;
- passwords, recovery methods, API keys, tokens, verification codes, security logs, vulnerabilities, source code, and architecture;
- unreleased programs, strategy, sponsors, media, curriculum, ceremony, templates, and intellectual property;
- institution communications, personnel decisions, legal advice, insurance claims, and privileged material; and
- any information reasonably understood as private or restricted.

6.2 Exclusions

Confidential Information does not include information the Officer can document was lawfully public without breach; lawfully known without confidentiality duty; received lawfully from an authorized source; or independently developed without using restricted information.

6.3 Authorized use

The Officer uses Confidential Information only for assigned PGWS work, shares it only with authorized persons who need it, and accesses the minimum necessary. She does not download, screenshot, print, copy, forward, upload to personal cloud/AI tools, or retain it unless the approved workflow requires it.

6.4 Protected reporting

Nothing in this Agreement prohibits lawful reports to the host institution, law enforcement, regulators, emergency services, legal counsel, or another protected channel; participation in a lawful investigation;

or discussion of conduct that law protects. The Officer should use safe, lawful methods and avoid unnecessary disclosure.

7. Data access and privacy rules

7.1 Least privilege

Access is role-, Chapter-, and time-limited. Examples:

- President: Chapter dashboard and approved summaries, not another Chapter's cases or private journals.
- Membership Chair: Chapter roster/onboarding status, not full banking or unrelated incident files.
- Treasurer: Chapter ledger/payment evidence, not private applications or prayer requests.
- Communications Chair: approved media/consent fields, not membership essays, financial hardship, or conduct cases.
- Faith Chair: approved spiritual-program records, not therapy/medical records or private journal text.

7.2 Prohibited collection

The Officer must not request or store Social Security numbers, passwords, one-time codes, full medical records, therapy notes, detailed diagnoses, private journal entries, unnecessary financial-hardship narratives, or full bank-account information in Chapter systems.

7.3 Consent and media

Directory and media permissions are separate, purpose-specific, and revocable for future use where feasible. The Officer checks consent before publication and does not pressure a Member to trade privacy for inclusion, recognition, support, or leadership.

7.4 Case information

Complaint/safety information is stored in the restricted case system, not general minutes, GroupMe, ordinary email chains, or personal notes. The Officer does not investigate or contact parties unless assigned.

8. Security requirements

The Officer will:

- use a unique password in the approved password manager;
- enable multi-factor authentication and never share codes;
- use National recovery methods and not replace them with personal-only recovery;
- keep devices updated, screen-locked, encrypted where supported, and protected from shared access;

- avoid public/shared computers for sensitive work unless specifically secured;
- verify recipients before sending restricted information;
- avoid passwords, screenshots, finance, cases, or member data in GroupMe;
- report suspicious login, phishing, lost device, accidental disclosure, doxxing, impersonation, or account takeover immediately;
- preserve evidence and follow incident instructions; and
- sign out/remove downloads and sessions at transition.

Security incident first response

1. Stop further disclosure if safe (disconnect/logout without deleting evidence).
2. Contact the National security/privacy channel immediately.
3. Record time, system, account, data involved, actions, recipients, and screenshots already lawfully available.
4. Do not reset everything, message an attacker, announce publicly, or investigate unless directed.
5. Follow containment, notice, credential, and evidence instructions.

9. Financial and payment information

Financial access does not authorize personal custody. The Officer uses only approved PGWS/university systems; maintains purpose, approval, evidence, and reconciliation; never stores full card/bank data; never sends payment credentials; and reports discrepancy or suspected fraud immediately.

The \$20 national Sisterhood Membership fee is verified through P31. The Officer may not mark payment based on a screenshot or route national fees into a Chapter account. EFF charitable funds remain in EFF systems.

10. Communications and social media

Official accounts belong to or are controlled by PGWS under the Chapter Agreement. The Officer follows the approved name, bio, visual identity, content calendar, consent, accessibility, and review system.

Without approval, she will not post scholarships, funding, sponsors, partnerships, merchandise, EFF campaigns, acceptance/chapter status, legal disputes, crisis statements, political endorsements, member discipline, complaints, or private hardship/prayer content.

The Officer will not argue through official accounts, subtweet Chapter conflict, impersonate others, remove National admin access, withhold credentials at transition, or present PGWS as a sorority, Greek-letter organization, sorority alternative, or route into one. The approved descriptor is **The Beauty in Christ Service Sisterhood** and must be paired with accurate LLC/non-sorority identity when context requires clarity.

11. Safety, reporting, and anti-retaliation

The Officer must stop prohibited conduct when safe, contact emergency resources for immediate danger, forward serious concerns promptly, preserve records, and avoid private resolution where there is hazing, sexual misconduct, harassment, retaliation, financial misconduct, or danger.

The Officer may not retaliate, ask others to retaliate, remove ordinary opportunities, spread information, threaten standing, change access, spiritually shame, or pressure withdrawal because someone reported, participated, refused prohibited conduct, sought accommodation, or contacted authorities.

12. Work product and intellectual property

Subject to attorney review and any separate employment/contract terms, work created within authorized PGWS officer duties using PGWS resources or Confidential Information—including minutes, calendars, templates, training, graphics, copy, photos, videos, spreadsheets, data, programs, and account content—must be delivered to PGWS and may not be withheld or repurposed as a competing/confusing product.

The Officer receives no ownership in PGWS names, marks, programs, code, curriculum, or accounts. She may retain a reasonable personal portfolio reference only with written permission and without Confidential Information, member images without consent, or source assets.

13. Records and retention

The Officer files final records in the authorized location according to the document schedule. She does not keep the only copy on a personal device; delete material after a complaint, audit, transition, or legal hold; backdate or alter minutes/receipts; or move files to avoid oversight.

14. Performance, restriction, and removal

Ordinary performance concerns generally follow written concern, coaching, improvement plan, checkpoint, decision, and transition. PGWS may immediately restrict access on a temporary basis for safety, financial, data, account, retaliation, evidence, or legal risk.

Interim restriction is not a final finding. A final material action follows notice, opportunity to respond when safety permits, neutral review, written decision, and available appeal under governing policy.

Possible role outcomes include coaching, training, written warning, access change, probation, removal from a task, removal from office, suspension, membership action, and referral to the institution/authorities.

15. End of term or authority

On expiration, resignation, removal, suspension, leave, or role change, the Officer must immediately:

- stop representing the former authority;

- transfer all records, files, accounts, property, money, inventory, and open obligations;
- provide a truthful transition report;
- return devices/keys/cards/items;
- permit authorized session/credential removal;
- delete approved local copies only after transfer and according to instructions; and
- maintain surviving confidentiality, intellectual-property, evidence-preservation, and non-retaliation duties.

No Officer may withhold access because of disagreement, unpaid personal expenses, friendship, election results, or a belief that she “built” the account.

16. Agreement administration

Counsel must finalize governing law, dispute process, injunctive relief for credential/data/brand misuse, severability, assignment, notices, electronic signature, amendment, survival, and entire-agreement language. Nothing here waives nonwaivable labor, whistleblower, reporting, discrimination, consumer, or other legal rights.

Officer acknowledgments

- ____ I understand I am a Sisterhood Member/officer, not a Company Member or owner of PGWS LLC.
- ____ I understand my exact role, term, supervisor, decision authority, spending limit, and approved systems.
- ____ I will use Confidential Information only for assigned PGWS work.
- ____ I will not place passwords, codes, finance, cases, or member records in GroupMe/personal tools.
- ____ I will report safety, hazing, retaliation, money, legal, and security concerns immediately.
- ____ I will not use personal accounts for Chapter money or independently sign contracts.
- ____ I will disclose conflicts and recuse when required.
- ____ I will return all access, records, property, and funds when authority ends.
- ____ I understand respectful reporting and lawful external reporting are protected.
- ____ I understand this draft is inactive until attorney approval and formal execution.

Signature block — inactive until attorney approval

Officer printed name/signature/date: _____ Chapter President
acknowledgment/date: _____ Advisor acknowledgment if required/date: _____
____ National approving official/title/date: _____
Agreement version/e-signature audit ID: _____

Appendix A — Role-based access authorization

System/data	Permission	Business purpose	Approver	Start	Expiry	MFA	Review date
P31 Chapter workspace							
Official email							
Social account(s)							
Chapter file repository							
Finance ledger							
Event/attendance system							
Training dashboard							

Explicitly denied/restricted data: _____

Appendix B — Officer 30/60/90 performance plan

Period	Required outcomes	Evidence	Support	Checkpoint/result
First 30 days	Learn, secure access, organize records			
By 60 days	Execute calendar and role work			
By 90 days	Demonstrate measurable Chapter progress			

Appendix C — Transition and access-return certificate

- ☐ Files/records current and transferred.
- ☐ Open decisions, vendors, events, risks, complaints, and deadlines disclosed through correct channels.
- ☐ Finance ledger, receipts, property, refunds, and obligations reconciled.
- ☐ Account owner/recovery/admin/MFA inventory verified.
- ☐ Personal sessions and downloads removed under instructions.
- ☐ Property/cards/keys/items returned.
- ☐ Confidentiality, anti-retaliation, and evidence obligations reviewed.

Outgoing Officer; Incoming Officer; President/Secretary; National verifier; effective time; exceptions/open items.

PGWS Chapter Financial Stewardship & \$20 National Dues Policy

CONTROLLED SOURCE | 09-financial-stewardship-and-national-dues-policy.md

Version: 0.9.0-draft **Version date:** August 30, 2026 **Document owner:** Pretty Girls Who Serve LLC — Finance & National Chapter Operations **Approval status:** **DRAFT FOR ATTORNEY REVIEW — ALSO REQUIRES CPA, TAX, BANKING, INSURANCE, AND CONSUMER-DISCLOSURE REVIEW — NOT ADOPTED** **Important:** PGWS is an LLC, not a 501(c)(3). PGWS dues, tickets, merchandise purchases, and ordinary Chapter payments are not charitable gifts to Esther Funds Foundation and must not be marketed as tax-deductible.

1. Purpose

PGWS describes its member experience as **The Beauty in Christ Service Sisterhood**, but that descriptor does not change its legal or tax status. Every dollar connected to PGWS must be traceable, authorized, separated by entity and purpose, supported by evidence, reviewed by more than one person, and reported in time to correct mistakes. This policy protects Sisterhood Members, student officers, campuses, PGWS, EFF, and the public.

2. Scope and definitions

This policy applies to PGWS Chapters, Sisterhood Members handling authorized activity, officers, Advisors, National member leaders, staff/contractors where applicable, Chapter events, merchandise, sponsors, and campaigns.

- **PGWS Funds:** money legally received by PGWS LLC or recorded in an approved Chapter ledger/subaccount for PGWS membership, programs, operations, merchandise, sponsorships, or events.
- **Chapter Funds:** PGWS Funds assigned to an internal Chapter ledger or funds held in an approved university-controlled account for authorized Chapter use. Chapter officers are custodians, not owners.
- **EFF Funds:** charitable assets legally received and controlled by Esther Funds Foundation.
- **National Dues/Fee:** the current \$20 national Sisterhood Membership fee paid to PGWS.
- **Local Charge:** any Chapter dues, assessment, ticket, registration, required item, or fee beyond the \$20 national fee.

- **Authorized Account:** a PGWS-controlled financial system/ledger or a university-controlled account approved by PGWS in writing.
- **Restricted Purpose:** a documented purpose limiting how funds may be used.
- **Requester, Approver, Payer, Reconciler:** separate financial roles used to reduce error and misuse.
- **Sisterhood Member:** a PGWS participant, not a legal Company Member/owner of PGWS LLC.

3. Entity and EIN rules

3.1 Default Chapter status

Campus Chapters ordinarily operate as authorized local chapters of PGWS LLC, not separate LLCs, nonprofits, partnerships, or charities. A Chapter ordinarily does not obtain its own EIN or independently open a bank or merchant account.

3.2 EIN use

Nationals—not a student officer—decides when PGWS’s EIN/documentation may be provided. EINs are not public group passwords and may be used only for the specifically approved entity and purpose.

EFF’s EIN may be used only for a specifically authorized EFF-owned or EFF-adopted charitable activity. It may not be used for PGWS membership, Chapter operations, Pink Brunch expenses, PGWS contracts, merchandise, payroll, tax-free purchases, or claims that PGWS is a 501(c)(3).

3.3 University separate-EIN requests

If an institution requires a separate EIN, the Chapter submits the exact form/rule to Nationals before acting. National attorney/CPA review determines whether one is necessary, who applies, legal classification, responsible party, filing/closure obligations, account controls, and record custody. A student does not independently apply.

4. Account architecture

4.1 Preferred model

PGWS should use a central National financial system with Chapter subledgers/subaccounts, or an institution-controlled account connected to National reporting. Each transaction carries Chapter ID and program/purpose coding.

4.2 Prohibited accounts and collection methods

No Chapter officer, member, founder, Advisor, or committee may collect or hold PGWS/Chapter funds through:

- a personal bank account;
- personal Cash App, Venmo, Zelle, PayPal, Apple Cash, or similar app;

- an unauthorized Stripe, Square, Shopify, Eventbrite, GoFundMe, crowdfunding, ticketing, or merchant account;
- cash envelope/box outside a rare written cash-control plan;
- an independently formed entity/account using PGWS identity; or
- an EFF account for PGWS activity.

“We needed it quickly,” “the school account was slow,” “it is only \$20,” or “we planned to transfer it later” is not an exception.

4.3 Cash

The default is cashless. If a campus event genuinely requires cash, Nationals and the institution must approve a written plan with pre-numbered receipts, two-person count, secure custody, same/next-business-day deposit, reconciliation, variance report, and no spending from cash collected.

5. The \$20 national Sisterhood Membership fee

5.1 Current standard

Every active Chapter Sister must have verified PGWS/P31 membership. The current national fee is **\$20 per Sisterhood Member**, paid directly through the approved PGWS/P31 checkout unless an authorized waiver exists.

5.2 What the Chapter must say

Approved plain-language disclosure:

IMPORTANT The \$20 payment is a Pretty Girls Who Serve national Sisterhood Membership fee paid to Pretty Girls Who Serve LLC through P31. It is not a donation to Esther Funds Foundation and is not represented as tax-deductible. Membership does not create ownership in PGWS LLC or guarantee leadership, scholarships, financial assistance, employment, merchandise, or admission to every event.

The checkout must display fee, category, term, benefits, renewal status, cancellation/refund terms, separate costs, merchant descriptor, and support contact.

5.3 Verification

Payment status comes from the server-verified PGWS record. Chapter leaders may not accept screenshots, cash, forwarded receipts, or self-reported payment as proof; they send discrepancies to the official support workflow before asking someone to repay.

5.4 Founding Sisters and future pricing

Any documented lifetime digital-access promise made to Founding Sisters is honored according to its actual terms. A future recurring fee, annual Chapter activation, or price change requires written PGWS

approval, budget analysis, consumer/legal review, clear advance disclosure, and separate consent where required. This draft does not create automatic renewal.

5.5 Waivers and hardship

Only authorized PGWS personnel may approve a waiver, payment plan, or hardship accommodation under a written standard. A Chapter may not create secret waivers, require a hardship story in group spaces, personally pay in exchange for loyalty, or publicly identify recipients.

6. Local dues, tickets, and assessments

No Chapter may charge a local fee until it submits:

- purpose and itemized budget;
- amount, due date, term, and member population;
- included benefit and separate costs;
- collection/account method;
- refund/cancellation and hardship process;
- institution approval;
- accessibility/equity analysis; and
- communication copy.

Nationals issues written approval with a maximum, term, and reporting requirement. Local fees may not purchase leadership, ceremony dignity, votes, popularity, or ordinary access already included in national membership.

7. Annual/semester budget

Before any financial activity, the Board adopts an approved budget containing:

Income

Nationally authorized Chapter allocation; approved local dues; event tickets; merchandise revenue; sponsorship; approved fundraising; university allocations; and other approved income.

Expenses

Member/program development; two Pink Brunches; fall Pretty Girl Week; spring P31 Week; service; recruitment; printing/supplies; accessibility; insurance/security; platform/administration; approved recognition; and contingency.

Required fields

Projected/actual amount; entity; Chapter ID; purpose/restriction; responsible officer; approval; timing; fees/tax; refund exposure; and variance explanation.

Budget approval does not replace transaction approval or contract authority.

8. Separation of duties and spending authority

8.1 Four-role principle

Whenever practical, different people perform request, approval, payment, and reconciliation. At minimum, no one person may perform all four.

8.2 Proposed thresholds

Final thresholds require CPA/attorney approval:

- **Up to \$100:** documented request; Treasurer and President approval; neither approves her own reimbursement.
- **\$101–\$500:** Executive Board documented approval plus Treasurer processing.
- **Over \$500:** Board approval plus written Nationals approval.
- **Any contract/recurring obligation:** authorized PGWS signer regardless of amount.
- **Budget change greater than 10% or \$250, whichever is lower:** documented amendment and approval at original level.
- **Related-party transaction:** disclosure, recusal, competitive/fair-price documentation, and Nationals approval.

Institution-controlled accounts also follow university thresholds; conflicts are escalated before spending.

8.3 Prohibited splitting

Dividing one purchase into smaller payments to avoid an approval level is prohibited.

9. Purchasing and reimbursement

9.1 Purchase request

Before purchase, record requester, business purpose, event/program, vendor, amount, budget line, alternatives/quotes when required, conflict disclosure, approvers, contract/tax/shipping, and delivery owner.

9.2 Reimbursement

Personal spending should be exceptional and pre-approved. Reimbursement requires an itemized receipt, proof of payment, business purpose, approval, and submission within [30] days. No reimbursement for unapproved contracts, alcohol, personal gifts, upgrades, traffic/parking fines, missing receipts without a signed exception, or expenses outside the policy.

No one approves her own reimbursement. Reimbursement is paid through the approved system—not by taking cash from event proceeds.

9.3 Purchasing cards/accounts

If PGWS issues a card/account, it has an assigned custodian, per-transaction/monthly limit, approved merchant categories, no cash advance, receipts, real-time alerts, and immediate loss/termination reporting. The card is PGWS property and may not be shared.

10. Transaction record and ledger

Every transaction records:

- transaction ID, date, and posting date;
- entity and Chapter ID;
- payer/payee/vendor;
- description and business purpose;
- budget category and restriction;
- amount, fees, tax, shipping, and net;
- payment/account method;
- requester and approver(s);
- contract/event/fundraiser reference;
- invoice/receipt/proof;
- refund/chargeback status;
- reconciler/date; and
- running reconciled balance.

Ledgers are updated at least weekly during active periods and after every event/fundraiser.

11. Fundraising and sponsorships

11.1 PGWS fundraising

Before announcing, submit purpose, dates, audience, offer, platform, budget, money flow, seller/merchant, tax, refund, data, sponsor/partner, copy, and final accounting. Written National and institution approval are required.

PGWS fundraising must not use spiritual guilt, misleading urgency, hidden quotas, appearance pressure, MLMs, predatory lending, gambling/raffles without legal review, alcohol, or claims that PGWS is a charity.

11.2 Sponsorships

Only authorized PGWS signers accept sponsorships. The agreement states cash/in-kind value, deliverables, brand use, data, exclusivity, event safety, refund/cancellation, term, and approval. Chapters may not imply EFF endorsement or share member contact data.

11.3 Merchandise and Printful

PGWS LLC is the seller/merchant unless the final structure says otherwise. Products, marks, pricing, tax, shipping, returns, customer support, revenue coding, and vendor access are centrally controlled. Chapters may not open independent Printful/print-on-demand stores or upload PGWS marks.

12. PGWS–EFF financial wall

12.1 Entities remain separate

PGWS and EFF use separate EINs, bank/merchant accounts, bookkeeping, budgets, contracts, payroll allocations, reports, receipts, and approvals.

12.2 PGWS may support EFF

Under a written agreement, PGWS may donate unrestricted funds, sponsor an EFF scholarship/program, pay approved EFF project costs, run an authorized EFF campaign, donate a disclosed percentage of a product, license curriculum at no cost, provide trained volunteers, or underwrite an EFF event.

Once transferred/donated, money becomes an EFF charitable asset and may not be routed back to PGWS, a Chapter, Shayna Vincent personally, or a PGWS vendor.

12.3 EFF does not fund PGWS under the proposed wall

EFF may not grant, reimburse, lend, guarantee, pay, or subsidize PGWS payroll, platform, insurance, legal/accounting, Pink Brunches, travel, merchandise, vendors, cash-flow gaps, or general operations.

12.4 Approved EFF campaigns

An EFF campaign requires a written campaign agreement with name, dates, beneficiary, exact amount/percentage, expenses, checkout, acknowledgment, refund, data, brand, final accounting, and impact reporting. Contributions process directly into EFF's account. The Chapter receives tracking credit/impact reporting, not custody.

Approved disclosure example:

IMPORTANT This campaign is conducted by Pretty Girls Who Serve in support of Esther Funds Foundation. Charitable contributions are processed directly by Esther Funds Foundation. [State exact amount/percentage and dates.] PGWS and EFF are separate organizations.

Do not use vague language such as “proceeds support scholarships” without the exact approved terms.

13. Refunds, disputes, and chargebacks

The seller/payment owner follows the published refund/cancellation terms. Chapter officers do not promise refunds outside authority or ask a payer to withdraw a legitimate dispute as a condition of membership.

Maintain order/payment, disclosure, delivery/attendance, communication, refund, and dispute evidence. Suspected friendly fraud or error is reviewed factually; do not harass a payer online. Duplicate/incorrect charges receive prompt support.

14. Reconciliation and reporting

14.1 Monthly close

By [the 10th business day] after month-end:

- compare account/platform totals to ledger;
- match every transaction and receipt;
- review outstanding deposits, refunds, chargebacks, and obligations;
- verify restrictions and Chapter coding;
- investigate variance;
- Treasurer signs preparation; independent reviewer signs review; and
- store the reconciliation and statements securely.

14.2 Event/fundraiser close

Within [10] business days: gross collections; units/tickets; fees/tax/refunds; direct expenses; net; restriction/transfer; inventory; unpaid obligations; platform report; variance; and approvals.

14.3 Semester report

Opening balance; income by source; expenses by program/category; transfers; outstanding commitments; ending balance; platform/account reconciliation; missing evidence; budget variance; related-party transactions; disputes; tax/sales obligations; President/Treasurer/Advisor or National review.

15. Records retention and access

Financial records include budgets, approvals, contracts, invoices, receipts, ledgers, statements, reconciliations, payment reports, donor/customer data where lawful, refunds, chargebacks, tax documents, sponsorships, inventories, and audit/corrective actions.

Final retention periods require CPA/attorney input; records under investigation, dispute, audit, claim, or legal hold are preserved regardless of ordinary destruction dates. Financial access is role-based and expires at transition.

Do not place full card/bank credentials, passwords, security codes, or unnecessary personal financial data in Chapter files.

16. Suspected error, loss, theft, or fraud

Immediately:

1. stop further loss within authorized limits;
2. notify National finance/security and the institution where required;
3. preserve statements, logs, messages, receipts, accounts, devices, and approvals;
4. restrict access as an interim measure when authorized;
5. do not confront publicly, delete records, repay secretly, or conduct a private investigation;
6. contact bank/payment provider, insurer, attorney, law enforcement, or institution as directed; and
7. document recovery, notices, finding, corrective action, and anti-retaliation monitoring.

Good-faith reporting is protected. A variance is investigated before a conclusion is announced.

17. Noncompliance and due process

Ordinary gaps may result in correction, training, late/missing-record plan, spending restriction, enhanced review, probation, or role change. Serious misuse, theft, falsification, personal-account collection, evidence destruction, retaliation, or repeated noncompliance may result in immediate interim access removal and formal discipline/Chapter review.

Final action follows notice, opportunity to respond when safety/evidence permits, neutral review, written decision, and available appeal. Interim protection is not a final finding.

18. Financial training gate

Before finance access, Presidents and Treasurers must pass training in:

- PGWS LLC vs EFF separation and Sisterhood Member vs Company Member;
- entity/EIN/account rules;
- \$20 national fee verification;
- budget, transaction, and approval workflows;
- separation of duties and conflicts;
- contracts and signers;
- fundraising/sponsorship/merchandise;

- EFF campaign routing and receipts;
- refunds/chargebacks;
- reconciliation/reporting;
- fraud/error escalation; and
- secure data handling.

Access is renewed annually and after material policy change.

Appendix A — Semester budget template

Category	Entity/purpose	Projected	Actual	Variance	Owner	Approval
Starting balance	PGWS Chapter					
Approved income						
Member/program development						
Fall/spring Pink Brunch						
Pretty Girl Week / P31 Week						
Service						
Recruitment/communications						
Accessibility/safety						
Administration/supplies						
Contingency						
Ending balance						

Appendix B — Purchase/reimbursement request

Requester; Chapter; date; program/event; vendor; description; amount; budget line; restriction; contract; quotes; conflict disclosure; pre-approval; payment method; itemized receipt; proof of payment; delivery; approvers; reconciler; exception reason.

Appendix C — Fundraiser/EFF campaign request

Owner/entity; campaign; purpose/beneficiary; dates; audience; product/offer; platform/account; exact amount/percentage; expenses; tax; pricing; refunds; data; brand; EFF consent/checkout/receipt; institution approval; final accounting owner/deadline; impact report.

Appendix D — Monthly reconciliation certificate

- Statement/platform ending balance: \$_____
- Ledger ending balance: \$_____
- Difference: \$_____
- Outstanding deposits/payments/refunds/chargebacks: _____
- Missing evidence/corrective action: _____
- Restricted balances: _____
- Prepared by/date: _____
- Reviewed by/date: _____
- National/institution reference: _____

Appendix E — Financial access matrix

Role	View ledger	Request	Approve	Pay	Reconcile	Contract	Refund	EFF campaign
President	Chapter	Yes	Within limit	No/default	Review only	No	Request	Request only
Treasurer	Chapter	Yes	No own request	Approved workflow	Prepare	No	Process if delegated	Reporting only
Secretary	Decisions	No/default	Record vote	No	No	No	No	Record approvals
Advisor	Institution-defined	Review	Institution-defined	No/default	Review	No	No	Awareness
Nationals Finance	Authorized	Yes	As delegated	Yes	Review	No unless signer	Yes	Controls PGWS side
Authorized PGWS signer	Necessary	No/default	Contract authority	No/default	No	Yes	No/default	Approves written agreement

The final system matrix controls and may be narrower.

Proposed PGWS–EFF Separation, Mission Partnership & Program Adoption MOU

CONTROLLED SOURCE | 10-pgws-eff-separation-and-affiliation-mou-draft.md

Version: 0.9.0-draft **Version date:** August 30, 2026 **Document owner:** Jointly proposed — Pretty Girls Who Serve LLC and Esther Funds Foundation **Approval status:** **DRAFT FOR ATTORNEY REVIEW — ALSO REQUIRES INDEPENDENT EFF COUNSEL, CPA/TAX, CHARITABLE-SOLICITATION, INSURANCE, DATA, AND BOARD REVIEW — NOT EXECUTED OR EFFECTIVE** **Conflict notice:** Shayna Vincent is connected to both organizations. EFF’s disinterested directors must receive full disclosure, evaluate the arrangement using independent information, document deliberation and fair terms, and approve or reject it without Ms. Vincent voting on EFF’s decision. PGWS must separately approve through its authorized company process.

Memorandum parties

This proposed Memorandum of Understanding (“MOU”) is between:

- 1. Pretty Girls Who Serve LLC (“PGWS”),** an independent Florida limited liability company and Christ-centered women’s membership, leadership, service, and sisterhood organization; and
- 2. Esther Funds Foundation (“EFF”),** an independent tax-exempt charitable organization described under Internal Revenue Code section 501(c)(3), subject to confirmation of its legal/tax status by counsel.

The parties desire a mission partnership that expands Beauty in Christ programming, student success, service, and charitable impact while preserving separate governance, finances, property, records, legal responsibilities, and public disclosures.

1. Core relationship

1.1 Formal statement

IMPORTANT Pretty Girls Who Serve LLC is an independent Christ-centered women’s membership, leadership, and service organization affiliated with Esther Funds Foundation through a written mission partnership. EFF may formally adopt approved PGWS-created programs that advance EFF’s charitable and educational purposes. PGWS supports EFF through service, fundraising, programming, and financial contributions. EFF does not fund, subsidize, reimburse, lend to, guarantee, or pay the operating expenses of PGWS.

1.2 Short public statement

IMPORTANT Pretty Girls Who Serve is an independent organization and mission partner of Esther Funds

Foundation. PGWS develops Christ-centered programs that EFF may adopt to advance student success and community impact, while PGWS contributes service and financial support to EFF. EFF does not finance PGWS operations.

1.3 Relationship description

The relationship is **programmatically connected, legally separate, and financially one-directional from PGWS to EFF**, except that EFF may directly pay its own vendors and expenses for an EFF-controlled charitable edition without any payment, reimbursement, subsidy, or benefit flowing to PGWS.

1.4 No agency or control

Nothing in this MOU creates a parent/subsidiary relationship, partnership, joint venture, ownership, general agency, shared bank account, group exemption, Chapter relationship, or authority for either party to bind the other. Each party is responsible for its own people, obligations, taxes, insurance, compliance, and decisions.

2. Defined terms

- **Adopted Charitable Edition** means an EFF-controlled version of PGWS-created curriculum/programming approved for EFF's charitable mission under a written adoption schedule.
- **Campaign Agreement** means a separate written agreement governing one PGWS activity supporting EFF.
- **Charitable Funds** means donations and other assets legally controlled by EFF and subject to charitable restrictions.
- **Commercial Co-Venture/Charitable Sales Promotion** means a sale or promotion represented as benefiting EFF and subject to applicable written-consent, disclosure, registration, accounting, and other requirements.
- **Direct EFF Expense** means a cost EFF incurs directly to its vendor for its own EFF-controlled program and that does not pay, reimburse, subsidize, or satisfy an obligation of PGWS.
- **EFF Marks** means EFF names, logos, slogans, program marks, and protected materials.
- **PGWS Marks** means PGWS names, logos, monograms, slogans, P31/Pink Brunch/Pretty Girl Week/Ruby & Pearl or other protected materials as owned/controlled by PGWS.
- **Related Party** means a founder, director, officer, manager, family member, controlled business, or other person/entity whose interest requires conflict review.
- **Sisterhood Member** means a PGWS participant and not a legal Company Member/owner of PGWS LLC.

3. Independent legal and financial identity

The parties maintain separate:

- EINs and tax filings/classifications;
- bank, merchant, Stripe/payment, investment, and credit accounts;
- accounting ledgers, chart of accounts, budgets, financial statements, audits/reviews, and reserves;
- payroll, contractor, compensation, benefits, time allocation, and employment records;
- governing bodies, minutes, conflicts, resolutions, and signing authority;
- contracts, vendors, liabilities, insurance, claims, and legal counsel;
- websites, checkouts, merchant descriptors, invoices, receipts, and support channels;
- privacy notices, member/donor/customer consents, data permissions, and breach response;
- intellectual property, domains, repositories, accounts, and brand approvals; and
- program ownership, participant eligibility, outcome records, and restrictions.

Neither party may use the other's EIN, bank/merchant account, tax exemption, donation receipt, payment card, payroll, insurance, account credentials, or vendor profile except for a narrowly documented lawful purpose approved in writing.

4. PGWS identity and revenue

PGWS describes its distinctive member experience as **The Beauty in Christ Service Sisterhood**. That descriptor does not state or imply that PGWS is a sorority, church, charity, program of EFF, or separate charitable fund. PGWS alone controls its non-sorority identity and the Seen–Welcomed–Rooted–Belongs–Grows–Sent–Legacy member journey.

PGWS owns and operates PGWS Sisterhood Membership, Chapters, P31 Portal, the PGWS P31 Becoming Leadership Academy, Pink Brunches, fall Pretty Girl Week, spring P31 Month and its concentrated P31 Week, Ruby & Pearl Becoming Ceremony, PGWS merchandise, member programs, and PGWS events unless a separate schedule identifies an Adopted Charitable Edition. The Academy is an active production learning and tracking system that may use clearly identified provisional governance and operations references. Those references remain working drafts until formally adopted and professionally reviewed. An Academy certificate verifies only completion of the named training pathway and never creates or changes appointment, eligibility, interview scheduling, chapter status, campus recognition, access, membership standing, operating authority, or policy adoption.

PGWS membership fees, including the current \$20 national Sisterhood Membership fee, Chapter charges, PGWS tickets, sponsorships, merchandise, and program revenue are PGWS commercial/operating revenue—not EFF Charitable Funds and not tax-deductible contributions. A Sisterhood Member does not become a Company Member/owner of PGWS LLC.

5. EFF identity and charitable control

EFF exclusively controls EFF donations, scholarships, emergency assistance, student-support programs, beneficiary eligibility, charitable receipts/acknowledgments, restricted funds, grant compliance, and EFF-adopted charitable programming.

PGWS, its Chapters, officers, and Sisterhood Members may not promise or decide EFF scholarships, emergency aid, charitable eligibility, grant awards, donor restrictions, receipts, or distributions.

EFF will not use Charitable Funds for the private benefit of PGWS, Shayna Vincent, a PGWS Company Member, a PGWS Chapter, or PGWS vendors outside fair and independently approved arrangements allowed by law. Under this proposed one-direction wall, no EFF payment to PGWS is permitted.

6. Program classification and routing

Every connected activity must be classified in writing before announcement, collection, contracting, or launch.

Category A — PGWS-owned member program

PGWS controls participation, members, branding, operations, payment, expense, data, and outcomes. EFF does not fund it. Examples include PGWS Academy, Pink Brunches, Chapter development, member induction, Pretty Girl Week, and PGWS sisterhood programming.

Category B — EFF-Adopted Charitable Edition

EFF may adopt a PGWS-created program aligned with EFF's charitable purposes. A written adoption schedule must state:

- EFF board approval and charitable purpose;
- distinct EFF edition name and audience;
- no-cost license scope, duration, derivative/quality controls, attribution, and termination;
- EFF's exclusive control of beneficiary eligibility, charitable funds, vendors, content delivery, and outcomes;
- PGWS's retained ownership of original intellectual property;
- prohibition on using the edition primarily to sell PGWS membership;
- direct EFF expenses and confirmation none pays PGWS obligations;
- data controller/processor roles and consent;
- insurance, safeguarding, accessibility, and reporting; and
- final program/financial accounting.

Example naming: “P31 College Confidence Workshop — EFF Student Edition.” EFF may pay its own direct charitable expenses for that EFF edition. It may not pay PGWS, reimburse PGWS, pay a PGWS invoice, or create PGWS profit.

Category C — PGWS program/campaign supporting EFF

PGWS may pay campaign expenses, provide volunteers, or promote an approved EFF initiative. Donations go directly to EFF. EFF issues any appropriate acknowledgment. PGWS receives tracking/impact credit, not revenue or custody.

Entity router record

The parties should implement a required record:

1. PGWS Member Program
2. PGWS Chapter Event
3. EFF-Adopted Charitable Program
4. PGWS Campaign Supporting EFF

The classification determines the correct EIN, checkout, merchant descriptor, budget, approver, contract, receipt, consent, financial report, and disclosure. Chapters may not choose an EIN manually.

7. One-direction financial wall

7.1 Permitted PGWS support to EFF

Subject to PGWS solvency, approval, and a written record, PGWS may:

- make an unrestricted corporate donation;
- sponsor an EFF scholarship or program;
- pay an approved EFF project cost directly or donate funds to EFF;
- run an authorized fundraising campaign;
- donate a stated amount/percentage of an approved product/campaign;
- grant a no-cost curriculum license;
- provide trained volunteers;
- underwrite an EFF event; or
- donate approved supplies.

The record states amount/value, purpose/restriction, date, approving PGWS authority, EFF acceptance, conflict review, source, and acknowledgment. Once donated, funds/assets are EFF charitable property and may not be returned or routed to PGWS, a Chapter, Shayna Vincent, or a PGWS vendor.

7.2 Prohibited EFF support to PGWS

EFF may not:

- grant, donate, loan, advance, or transfer funds to PGWS;
- pay or reimburse PGWS membership platform, payroll/compensation, insurance, legal/accounting, travel, Pink Brunches, events, merchandise, vendors, taxes, refunds, or cash-flow shortages;
- guarantee PGWS debt or credit;
- share an EFF debit/credit card, bank access, payment key, or Stripe balance;
- allow PGWS charges to be placed on EFF accounts;
- purchase inventory for PGWS; or
- provide “general support” to PGWS.

Any proposed exception requires amendment of this MOU, independent legal/tax review, conflict procedures, fair-value analysis, disinterested EFF board approval, and PGWS approval before commitment; there is no implied exception.

7.3 Shared software, contractor, or facility

Where both parties use one vendor:

- the contract/invoice must identify each party’s scope or allocation method;
- PGWS pays 100% of the PGWS portion directly;
- EFF pays only its direct EFF portion;
- time, usage, seats, deliverables, and invoices support allocation;
- credentials/data remain role-separated; and
- PGWS may elect to cover EFF’s portion as a documented contribution, but EFF may not cover PGWS’s portion.

No expense is “shared” merely because Shayna Vincent uses it for both entities.

8. Charitable campaign agreement

No PGWS, Chapter, merchandise, ticket, vote, brunch, or sales campaign may say it benefits EFF without a separate signed Campaign Agreement addressing:

1. campaign name, purpose, dates, geography, and responsible personnel;
2. exact EFF beneficiary/program;
3. exact amount per sale, percentage, minimum/maximum, exclusions, and calculation base;
4. who pays every expense and fee;
5. EFF-controlled checkout, donation page, merchant descriptor, and acknowledgment;
6. consumer/donor disclosure and tax language;

7. refunds, disputes, cancellations, fulfillment, and customer support;
8. registrations, commercial co-venture/charitable sales promotion compliance, and solicitation disclosures;
9. brand/content approval and prohibited claims;
10. donor/customer/member data, consent, access, retention, and sharing;
11. accounting source records, reconciliation, final accounting, and audit access;
12. impact report and public reporting; and
13. termination, correction, and records preservation.

No Chapter may announce “a portion of proceeds,” “supports scholarships,” or similar language until the exact written terms are approved and configured.

9. Conflicts of interest and independent approval

9.1 Disclosure

Shayna Vincent and any other Related Party must annually and transactionally disclose positions, ownership, compensation, family/business relationships, and potential financial/nonfinancial benefits involving PGWS and EFF.

9.2 EFF process

For this MOU and each material related-party arrangement, EFF’s disinterested directors should:

1. receive full facts and proposed terms;
2. obtain independent legal/tax advice and comparable alternatives where appropriate;
3. determine whether the arrangement advances EFF’s charitable interests and is fair/reasonable;
4. deliberate without the conflicted person present except to answer factual questions;
5. record attendees, disclosure, recusal, alternatives, decision, and basis in minutes; and
6. monitor performance and renew or terminate independently.

Ms. Vincent does not vote on EFF’s approval and should not be the sole EFF signer, program verifier, invoice reviewer, or final dispute reviewer for the arrangement.

9.3 PGWS process

PGWS separately confirms company authority, available funds, business purpose, intellectual-property terms, and obligations through its Operating Agreement/resolutions. EFF board approval does not bind PGWS and vice versa.

10. Intellectual property and brand

Each party retains its preexisting and independently developed intellectual property. No general license is implied.

Any PGWS-to-EFF program license must identify the exact materials/version, use, audience, geography, channels, quality control, attribution, modification rights, data, term, sublicensing, termination, archive, and ownership of derivatives. Under the proposed model, the license to an Adopted Charitable Edition is no-cost unless this MOU is formally amended after independent review.

Neither party may combine marks, register confusing marks/domains, imply ownership/control, or use “by,” “powered by,” “a program of,” or similar language without the exact approved co-brand wording.

11. Data, privacy, and technology

11.1 Separate systems and purposes

PGWS member data and EFF beneficiary/donor data remain separate unless a written data-sharing schedule identifies lawful purpose, fields, controller/processor roles, consent/notice, security, access, retention, incident response, and deletion/return.

PGWS Chapters do not receive EFF donor details merely because they helped promote a campaign. EFF does not receive PGWS member profiles merely because it adopted a program.

11.2 Minimum necessary data

The parties avoid Social Security numbers, full medical records, therapy notes, passwords/codes, private journals, and unnecessary hardship narratives unless a separate lawful process requires them. Sensitive data uses role-based access, encryption, audit logs, and controlled retention.

11.3 Incidents

Each party promptly reports a security/privacy incident affecting shared data or the other’s systems, contains within authority, preserves evidence, coordinates counsel/insurance/vendor response, and does not make unilateral public statements for the other.

12. Programs, participants, and safety

Each party clearly tells participants which entity owns the activity, provides the service, controls eligibility, receives payment/donation, stores data, and handles complaints.

PGWS’s Sisterhood Membership Agreement and safety policies govern PGWS membership activities. EFF’s beneficiary, program, safeguarding, and charitable rules govern EFF-controlled editions. Joint-facing activity requires an agreed incident/escalation matrix and does not allow either party to avoid mandatory reporting or emergency action.

Each party will use its own applicable due-process and anti-retaliation rules when it considers restricting, removing, or disciplining a participant, member leader, volunteer, worker, vendor, or beneficiary within its authority. Ordinary final action should include notice of the material concern, an opportunity to respond, a conflicts-free decision-maker, a written outcome, and an available appeal when the governing policy provides one. Immediate protective measures may be used for safety, funds, data, evidence, or legal risk and are not final findings.

Neither party may request, reward, or assist retaliation because someone reported a concern, declined an activity, requested an accommodation, participated in a review, contacted the other party, or contacted a host institution or lawful authority. A cross-entity retaliation concern must be preserved and routed to conflicts-free contacts in both organizations without transferring the full case file unless lawful, necessary, and authorized.

Neither party represents the other as a counseling, medical, legal, emergency, scholarship-guarantee, or financial-aid provider.

13. Employees, contractors, and volunteers

Each party independently hires, classifies, supervises, pays, insures, evaluates, and terminates its own employees/contractors. Shared supervision, unpaid work for a for-profit entity, borrowed staff, and cost allocation require counsel/payroll review.

PGWS Sisterhood Member or Chapter officer status does not make someone an EFF volunteer. EFF volunteer service follows EFF's own acceptance, safeguarding, supervision, and record rules.

14. Communications and public representation

Public copy must accurately identify the entity and may not imply EFF finances PGWS, PGWS owns EFF, PGWS membership is charitable, or joining PGWS affects EFF eligibility.

Press, crisis, legal dispute, tax, fundraising, and outcome statements require both parties' designated approvers when both names are used. Each party may correct unauthorized/misleading use of its name immediately.

15. Accounting, reporting, and audit trail

For each connected activity, maintain:

- classification/entity router result;
- approvals/conflict records;
- contract/license/campaign schedule;
- budget, account, merchant, and expense owner;
- transactions, fees, refunds, chargebacks, and reconciliation;
- donor/customer disclosures and receipts;

- data and consent record;
- program/service outputs and outcomes;
- transfer/donation acknowledgment; and
- final financial/impact accounting.

Each party may inspect records directly relevant to verifying its rights/obligations, subject to privacy, privilege, security, and scope limits. Neither receives general access to the other's bank, payroll, donor, member, or incident systems.

16. Insurance, indemnification, liability, and claims

Counsel and brokers must define coverage, additional insureds where appropriate, notice, defense/cooperation, allocation for each entity's acts, participant claims, cyber/privacy, volunteers, events, travel, minors, product/merchandise, and professional services. No person should assume one party's policy covers the other.

Final indemnification and limitation terms must respect charitable-asset restrictions, nonwaivable law, insurance, and each party's separate control. This draft provides no coverage or waiver.

17. Term, review, termination, and wind-down

17.1 Term

Proposed term: one year from the effective date, with no automatic renewal unless counsel approves lawful renewal language. The parties conduct quarterly operational review and annual independent conflict/risk review.

17.2 Suspension

Either party may suspend a connected activity immediately for safety, financial diversion, unauthorized solicitation, data incident, misleading tax/charitable claim, brand misuse, legal process, or material compliance risk. Suspension is documented and narrowly tailored where feasible.

17.3 Termination

Either party may terminate for material uncured breach after written notice and a proposed [15]-business-day cure period, or immediately for fraud, intentional diversion, serious safety risk, illegal conduct, loss of legal status, repeated misleading fundraising, or threat to charitable assets.

17.4 Wind-down

The parties stop co-brand use; disable campaign pages; reconcile donations/refunds/expenses; preserve and return/delete shared data; fulfill or responsibly cancel participant obligations; notify Chapters/partners/donors accurately; and complete final accounting. EFF retains Charitable Funds; PGWS retains its own property; restricted obligations remain with the legal owner.

18. Dispute and interpretation

Operational concerns first go to designated relationship leads. Unresolved matters go to an independent EFF representative and authorized PGWS representative, then counsel/mediation if appropriate. A conflicted person does not serve as final decision-maker.

Final counsel must add governing law, venue, equitable relief, severability, assignment, notices, force majeure, amendment, entire agreement, no third-party beneficiaries, signature counterparts/electronic signature, and survival.

19. No reliance before execution

This draft does not authorize co-branding, fund transfers, campaign claims, program adoption, EIN use, data sharing, or expenses. Each activity requires the executed MOU and any required schedule/Campaign Agreement.

Proposed signatures — inactive until independent approval

Pretty Girls Who Serve LLC

Authorized signer/name/title: _____ Company resolution/reference: _____
 _____ Signature/date: _____

Esther Funds Foundation

Disinterested authorized signer/name/title: _____ Board resolution/minutes reference: _____
 Conflict disclosure and Shayna Vincent recusal recorded: Yes / No Signature/date: _____

Professional review record

PGWS counsel; independent EFF counsel; CPA/tax; charitable solicitation/co-venture; insurance; privacy/data; effective date; next review.

Schedule A — Program adoption record

Program/edition; owner; charitable purpose; beneficiary; board approval; PGWS no-cost license; exact materials/version; modifications; delivery; direct EFF vendors/expenses; no PGWS payment; eligibility; data; safety; accessibility; insurance; outcomes; attribution; term; termination; archive.

Schedule B — Charitable campaign agreement checklist

Campaign; dates; geography; EFF beneficiary; exact amount/percentage; calculation base/exclusions; expenses; EFF checkout/descriptor/receipt; PGWS promotional duties; registrations; consumer/donor copy; refund/dispute; data; brand; final accounting; impact; approval; wind-down.

Schedule C — Shared vendor allocation

Vendor; contract owner; PGWS scope/percentage/cost; EFF scope/percentage/cost; allocation basis; direct invoices/payment; data/access segregation; deliverables; time records; security; renewal/termination; reviewer; confirmation EFF does not pay PGWS portion.

Schedule D — Quarterly compliance certification

- ☐ No EFF funds paid, reimbursed, lent, guaranteed, or used for PGWS obligations.
- ☐ All EFF campaigns used written consent, exact disclosure, direct EFF checkout, and final accounting.
- ☐ PGWS fees/revenue were not described as charitable donations.
- ☐ EINs, banking, Stripe/payment, bookkeeping, payroll, and merchant descriptors remained separate.
- ☐ Related-party disclosures, recusals, and approvals were recorded.
- ☐ Shared data/vendors followed written schedules.
- ☐ Program ownership, beneficiary control, and expenses matched classification.
- ☐ Brand language was accurate and unauthorized copy corrected.
- ☐ Incidents, disputes, refunds, restrictions, and corrective actions were reported.

PGWS certifier/date: _____ Disinterested EFF certifier/date:

_____ Exceptions/corrective actions: _____