

HAWAI'I STATE FOUNDATION ON CULTURE AND THE ARTS

SAMPLE WORDING FOR YOUR ORGANIZATION'S BYLAWS

Your organization's bylaws and policies statement must include language to incorporate the following:

- The board serves without conflict of interest.
- Non-compensation of board members.
- Nepotism policy.
- Management of conflict of interest policy.
- Signature of authorization.
- Smoking policy
- Nondiscrimination.

It will be up to your organization to determine the best wording. We provide some samples as follows"

Conflict of Interest

Sample 1: Any issue relative to a conflict of interest or perception of a conflict of interest shall be determined by the Board of Trustees. Trustees shall have no financial interest in or be engaged in an official capacity in any business undertaken with the organization by which she or he may stand to benefit directly.

Sample 2: Any issue relative to a conflict of interest or perception of conflict of interest shall be determined by the Board of Directors. Directors shall have no substantial financial interest in or be engaged in an official capacity in any business undertaken by the non-profit organization by which she or he may stand to benefit directly.

Compensation

Sample 1: The Board of Directors shall serve without compensation.

Nepotism

Sample 1: Any persons employed under contract by this organization or serving on the Board of Trustees shall be chosen on the basis of merit and not on that of family relationship to a member or members of the Board of Trustees.

Non-Discrimination

Sample 1: there shall be no discrimination on the basis of race, color, religion, sex, national origin, marital status, age or handicap with regard to hiring, assignment, promotion, or other conditions of staff employment, use of volunteers, or delivery of other services. This policy shall apply to membership on the organization's governing body and its duly organized committees.

Non-Smoking

Sample 1: Smoking is hereby prohibited at all times in all interior spaces controlled by the *Hawaiian Islands Organization*.

Authorized Representative

Sample 1: The President or the Administrator are authorized to execute, from time to time, the activities of the *Hawaiian Islands Organization*. They are authorized to sign all documents, checks, applications and contracts required by the *Hawaiian Islands Organization* for financial support, purchase of services and all other requirements necessary for the organization.