

# **Bylaws of Fort Worth Transgender**

## **(A Texas Nonprofit Corporation)**

These bylaws govern the affairs of Fort Worth Transgender, a Texas nonprofit corporation. In the event of any conflict between the provisions of these bylaws and the articles of incorporation, the provisions of the articles shall govern.

The corporation is a nonprofit corporation as defined by the Texas Nonprofit Corporation Act. When it dissolves, all of its assets will be distributed to the State of Texas or an organization exempt from taxes under Internal Revenue Code Section 501(c)(3) for one or more purposes exempt under the Texas franchise tax.

The corporation is organized exclusively to support the common interest of gender variant persons within the meaning of Internal Revenue Code Section 501(c)(3) and Texas Tax Code sections 11.12 and 171.063(a)(1). The corporation will not engage in regular business of a kind ordinarily carried on for profit. Specifically, the corporation is organized to improve the lives of Tarrant County Gender Variant individuals through community support and outreach.

The corporation may not take any action that would be inconsistent with the requirements for a tax exemption under Internal Revenue Code Section 501(c)(3) and related regulations, rulings, and procedures. Nor may the corporation take any action that would be inconsistent with the Texas Nonprofit Corporation Act.

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## Article I: Offices

### Section 1: Principal Office and Name

The principal office of the corporation is located in Tarrant County, State of Texas.

The name of this corporation is  
“Fort Worth Transgender ”

### Section 2: Change of Address

The designation of the county or state of the corporation's principal office may be changed by amendment of these bylaws. The Board of Directors may change the principal office from one location to

another within the named county by noting the change of address and effective date below, and such changes of address shall not be deemed, nor require, an amendment of these bylaws.

New address \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

New address \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

New address \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

New address \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

### Section 3: Other Offices

The corporation may also have offices at such other places, within or without its state of incorporation, where it is qualified to do business, as its business.

and activities may require, and as the Board of Directors may, fromtime to time, designate.

## Article II: Nonprofit Purposes

### Section 1: Internal Revenue Code Section 501(c)(3) Purposes

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distribution to

organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

### Section 2: Purpose, Mission, and Goals

#### (a) Purpose

Fort Worth Transgender was formed and incorporated in 2012 in order to provide social and human services support specifically focusing on the needs of the gender variant community.

The term "Gender Variant" pertains to people who transcend the conventional definitions of man and woman, anyone who acts or thinks in a manner not socially approved for the gender assigned him/her at birth. Transgendered people include pre-operative and post-operative transsexuals, transgenderists, transvestites, cross-dressers, female and male impersonators, drag queens/kings, intersexuals, gender dysphorics, gender outlaws, transnaturals, variant expressives, butch lesbians, boss girls, drag queens, sissies, tomboys, transitions, and everyone in between.

Wishing to secure for ourselves equal access to social and human services, and to enhance the lives of gender variant persons through charitable, educational, literary, and scientific contributions to and for the benefit of the gender variant community. Fort Worth Transgender Support has enacted this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation between all gender variant persons, supporters, and service providers; to promote knowledge, collaboration, and support among these same groups; and to so conduct programs and activities of the corporation as to advance the general interest and welfare of trans persons.

#### (b) Mission

Fort Worth Transgender Support helps improve the lives of Tarrant County Gender Variant Individuals through education, community support and outreach.

#### (c) Goals

The following list broadly enumerates the goals that Fort Worth Transgender Support will strive to accomplish.

**General Support:** Provide a supportive network for all gender variant persons to better themselves.

**Education:** To improve the knowledge of both the gender variant individuals as well as the public the medical and emotional affects of living as a gender variant person. To improve quality of life through education.

**Employment:** Improve employment opportunities for gender variant individuals by working with local employers to establish training and hiring programs, and by providing training and empowerment opportunities to help gender variant individuals prepare for and find employment that is equitably compensated and meaningful.

**Housing and Accommodations:** Reduce homelessness and discrimination in housing for gender variant persons. Reduce discrimination in access to public accommodations for gender variant persons.

**Health care:** Improve access to adequate health care by identifying and monitoring "safe care" health care locations and by working with health care providers to address specific health care needs of these gender variant persons.

## Article III: Board of Directors

### Section 1: Number of Directors

The number of Directors shall be a number determined by the Board of Directors that is not less than three, and these shall be collectively known as

the Board of Directors. Directors need not be Tarrant County, Texas Residents.

### Section 2: Qualifications for the Election of Directors

Directors shall be of the age of majority in the State of Texas. Other qualifications for directors of this corporation shall be as follows.

A minimum of twenty-five percent of the Board of Directors shall be members of the Gender Variant Community.

A person who meets the qualifications for director and who has been duly nominated may be elected as a Director. Directors will be elected by the vote of the Board. Each director will hold office for a period of one year, and the same director may be elected multiple times in succession.

### Section 3: Powers of the Directors

Subject to the provisions of the laws of the State of Texas and any limitations in the articles of incorporation and these bylaws relating to action required or permitted to be taken or approved by the

members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

### Section 4: Duties of the Directors

It shall be the duty of the Directors to:

- (a) Perform any and all duties imposed on them collectively or individually by law, by the articles of incorporating, or by these bylaws.
- (b) Appoint and remove, employ and discharge, and, except as otherwise provided in these bylaws, prescribed the duties and fix the compensation, if any, or all officers, agents, and employees of the corporation.

- (c) Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly.
- (d) Meet at such times and places as required by these bylaws.
- (e) Register their addresses with the Secretary of the corporation, and notices of meetings mailed or telegraphed to them at such addresses shall be valid Notices thereof.

### Section 5: Compensation

Directors shall serve without compensation except that a reasonable fee may be paid to directors for attending regular and special meetings of the Board. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred

in the performance of their duties. Any payments to directors shall be approved in advance in accordance with this corporation's conflict of interest policy, as set forth in Article IX of these bylaws.

## Section 6: Place of Meetings

Meetings shall be held at the principal office of the corporation unless otherwise provided by the Board,

or at such other place as may be designated from time to time by resolution of the Board of Directors.

## Section 7: Regular Meetings

The Board may provide for the regular meetings by resolution stating the time and place of such meetings. The meetings may be held inside or outside Tarrant County, Texas., and will be held at the corporation's principal office in Tarrant County, Texas if the resolution does not specify the location of the meetings. No notice or regular Board meetings is required other than Board resolution stating the time and place of the meetings. In absence of such resolution, the Secretary will give notice of the time and place in accordance to Article III, Section 9, below.

If this corporation makes no provision for members, then at the regular meeting of Directors held in February, directors shall be elected by the Board of Directors. Voting for the election of director's shall be written by ballot. Each director shall cast one vote per candidate, and may vote for as many candidates as the number of candidates to be elected to the Board. The candidates receiving the highest number of votes up to the number of directors to be elected shall be elected to serve on the Board.

## Section 8: Special Meetings

Special meetings of the Board of Directors may be called by the chairperson of the Board, the President, the Vice President, the Secretary, by any two directors, or, if different, by the persons specifically authorized under the laws of this state to call special

meetings of the Board. Such meetings shall be held at the principal office of the corporation or, if different, at the place designated by the person or persons calling the special meeting.

## Section 9: Notice of Meetings

Unless otherwise provided by the articles of incorporation, these bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors.

at the meeting. In the case of email notification, the director to be contacted shall acknowledge personal receipt of the email notice by a return message or telephone call within twenty-four hours of the first email transmission.

**(a) Regular Meetings** No notice need to be given of any regular meeting of the Board of Directors.

**(c) Waiver of Notice:** Whenever any notice of a meeting is required to be given to any director of this corporation under provisions of the articles of incorporation, these bylaws, or the law of this state, a waiver of notice in writing signed by the director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

**(b) Special Meetings** At least one week prior notice shall be given by the Secretary of the corporation to each director of each special meeting of the Board. Such notice may be oral or written, may be given personally, by first class mail, by telephone, or by email, and shall state the place, date, and time of the meeting and the matters proposed to be acted upon

## Section 10: Quorum for Meetings

A quorum shall consist of a majority of the members of the Board of Directors. A director present by proxy at a meeting may not be counted toward a quorum. The directors present at a duly called or

held meeting at which a quorum is present may continue to transact business even if enough directors leave the meeting that a quorum is no longer present. However, no action may be approved

without the vote of at least a majority of the number of directors required for a quorum. If a quorum is

never present at a meeting, a majority of the directors present may vote to adjourn the meeting.

### **Section 11: Majority Action as Board Action**

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the articles of incorporation, these bylaws, or provisions of law require a greater

percentage or different voting rules for approval of a matter by the Board. A director who is present at a meeting and abstains from a vote is considered to be present and voting for the purpose of determining Board action.

### **Section 12: Conduct of Meetings**

Meetings of the Board of Directors shall be presided over by the chairperson of the Board, or if no such person has been so designated, or in the chairperson's absence, the President of the corporation, or in the President's absence, by the Vice President of the corporation, or in the absence of each of these persons, by a chairperson chosen by a majority of the directors present at the meeting. The secretary of the corporation shall act as

Secretary of all meetings of the Board, provided that, in the Secretary's absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

Meetings shall be governed by such procedures as may be approved from time to time by the Board of Directors insofar as such rules are not inconsistent with or in conflict with the articles of incorporation, these bylaws, or with provisions of law.

### **Section 13: Vacancies**

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

Directors may be removed from office, with or without cause, as permitted by and in accordance with the laws of this state.

Any director may resign effectively upon giving written notice to the chairperson of the Board, the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs, except upon notice to the Office if the Attorney General or other appropriate agency of this state.

Unless otherwise prohibited by the articles of vacancies on the Board may be filled by approval of the Board of Directors. If the number of directors then in office is less than a quorum, a vacancy on the Board may be filled by approval of a majority of the directors then in office or by a sole remaining director. A person elected to fill a vacancy on the Board shall hold office until the next election of the Board of Directors or until that persons death. resignation, or removal from office.

### **Section 14: Non-liability of Directors**

The directors shall not be personally liable for the debts, liabilities, or other obligations of the

corporation.

### **Section 15: Indemnification by Corporation of Directors and Officers**

The directors and officers of the corporation shall be

indemnified by the corporation to the fullest extent permissible under the laws of this state.



### **Section 16: Insurance for Corporate Agents**

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee, or other agent of the corporation) against

liabilities asserted or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the articles of incorporation, these bylaws, or provisions of law.

## **Article IV: Officers**

### **Section 1: Designation of Officers**

The officers of this corporation shall be a President, a Vice President, a Secretary, and a Treasurer. The corporation may also have a chairperson of the Board if that position is filled by the President,

and may also designate one or more vice presidents, assistant secretaries, assistant treasurers, and other such officers with such titles as may be determined from time to time by the Board of Directors.

### **Section 2: Qualifications**

Any person may serve as an officer of this corporation.

### **Section 3: Election and Term of Office**

Officers shall be elected by the Board of Directors every two years at the annual meeting of the Board. If officers are not elected at that time, they will be elected as soon thereafter as possible.

Each officer will hold office until a successor is duly selected and qualifies. An officer may be elected to the same office multiple times in succession.

### **Section 4: Removal and Resignation**

Any officer may be removed, either with or without cause. By the Board of Directors, at anytime. Any officer may resign at anytime by giving written notice to the Board of Directors or to the President or Secretary of the corporation. Any such resignation shall take effect on the date of receipt of such notice or at any later date specified therein, unless

otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of the section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the Board of Directors relating to the employment of any officer of the corporation.

### **Section 5: Vacancies**

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by

appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the Board may or may not be filled as the Board shall determine.

## Section 6: Duties of the President

The President shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. The President shall perform all duties incident to the office and such duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed as chairperson of the Board of Directors, the President

shall preside at all meetings of the Board of Directors and, if this corporation has members, at all meetings of the members. Except as otherwise expressly provided by law, by the articles of incorporation, or by these bylaws, the President shall, in the name of the corporation, execute such deeds, mortgages, bonds, contract, checks, or other instruments which may from time to time be authorized by the Board of Directors.

The President shall serve as any other officer while serving as President.

## Section 7: Duties of the Vice President

In the absence of the President, or in the event of inability or refusal of the President to act, the Vice President shall perform all duties of the President and when so acting shall have all the powers of, and be subject to all the restrictions on,

the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the articles of the incorporation, or by these bylaws, or as may be prescribed by the Board of Directors.

## Section 8: Duties of the Secretary

The Secretary will:

Keep at the principal office of the corporation or at such other places as the Board may determine, the original, or a copy, of these bylaws as amended or otherwise altered to date.

Keep at the principal office of the corporation or at such other places as the Board may determine, a book of minutes of all meetings of the directors, and if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.

See that all notices are duly given in accordance with the provisions of these bylaws or as required by law.

Be custodian of the records and of the seal of the corporation and affix the seal, as authorized by law or the provisions of the bylaws, to duly executed documents of the corporation.

Keep at the principal office of the corporation or at such other places as the Board may determine, a record of the name, address, and date of the election of each and every director and officer, and, in the case where any director or officer has been removed, the Secretary shall record such facts in the record together with the date on which such service ceased.

Exhibit at all reasonable times to any director of the corporation, or to any directors agents or attorney, on request thereof, the bylaws, the records of directors and officers, and the minutes of the proceedings of the directors of the corporation.

In general, perform all duties incident to the officer of Secretary and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be assigned to the Secretary from time to time by the Board of Directors.

The Secretary shall not serve as any other officer while serving as Secretary.

## Section 9: Duties of the Treasure

The Treasure shall:

Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.

Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.

Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.

Exhibit at all reasonable times the book of account and financial records to any director of the corporation, or to the Treasurer's agent or attorney, on request therefor.

Render to the President and directors, whenever requested, an account of any or all of the transactions as Treasure and of the financial condition of the corporation.

Prepare, or cause to be prepared, certify, or cause to be certified, the financial statements to be included in any required reports.

In general, perform, all duties incident to the office of Treasure and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to the Treasure from time to time by the Board of Directors.

## Section 10: Compensation

The salaries of the officers, if any, shall be fixed from time to time by resolution of the Board of Directors. In all cases, any salaries received by officers of this corporation shall be reasonable and given in return for services actually rendered to or for the

corporation. All officers salaries shall be approved in advance in accordance with this corporation's conflict of interest policy, as set forth in Article I of these bylaws.

## Article V: Committees

### Section 1: Committees

The corporation shall have such committees as may from time to time be designated by resolution of the Board of Directors. These committees may consist

of persons who are not also members of the Board and shall act in an advisory capacity to the Board.

### Section 2: Meetings and Action Committees

Meetings and actions of the committees shall be governed by, noticed, held, and take in accordance with the provisions of these bylaws concerning meetings of the Board of Directors, with such changes in the context of such bylaw provisions as are necessary to substitute the committee and its members.

members, except that the time for regular and special meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not to inconsistent with the provisions of these bylaws.

## Article VI: Execution of Instruments, Deposits, and Funds

### Section 1: Execution of Instruments

The Board of Directors, except as otherwise provided in these bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or

confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to the pledge its credit to render it liable monetarily for any purpose or in amount.

### Section 2: Checks and Notes

Except as otherwise specifically determined by resolution of the Board of Director, or otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other

evidence of indebtedness of the corporation shall be signed by the Treasurer and countersigned by the President of the Corporation.

### Section 3: Deposits

All funds of the Corporation shall be deposited from time to time to the credit of the corporation in such

banks, trust companies, or other depositories as the Board of Directors may select.

### Section 4: Gifts

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

contributions not prohibited by these bylaws, the articles of incorporation, state law, and provisions set Out in federal tax law that must complied with to maintain the Corporation's federal and state tax status.

The Board may make gifts and give charitable

## Article VII: Corporate Records, Reports, and Seal

### Section 1: Maintenance of Corporate Records

The corporation shall keep at its principal office or at another location designated by the Board.

transactions and accounts of its assets, liabilities, Receipts, distributions, gains, and loses.

(a) Minutes of all meetings of directors, committees of the Board, and, if this corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof.

(c) A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership.

(b) Adequate and correct books and records of account, including accounts of its properties and business.

(d) A copy of the corporation's articles of incorporation and bylaws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

## Section 2: Corporate Seal

The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix

the seal to corporate instruments, however, shall not affect the validity of any such instrument.

## Section 3: Director's Inspection Rights

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the corporation, and shall

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

## Section 4: Members' Inspection Rights

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

- (a) To inspect and copy the record of all members' names, addresses, and voting rights, at reasonable times, upon written demand on the Secretary of the corporation, which demand shall state the purpose for which the inspection rights are requested.
- (b) To obtain from the Secretary of the corporation, upon written demand on, and payment of a reasonable charge, to, the Secretary of the corporation, a list of the names, addresses, and voting rights of those members entitled to vote for the election of directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The

demand shall state the purpose for which the list is requested. The membership list shall be made available within a reasonable time after the demand is received by the Secretary of the corporation or after the date specified therein as of which the list is to be compiled.

- (c) To inspect at any reasonable time the books, records, or minutes of the proceedings of the members or of the Board or committees of the Board, upon written demand on the Secretary of the corporation by the member, for the purpose reasonably related to such person's interests as a member.

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

## Section 5: Rights to Copy or Make Extracts

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

and make extracts. The Board may establish reasonable copying fees, which may cover the cost of materials and labor.

## Section 6: Periodic Report

The Board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state or to the members, if any, of

this corporation, to be so prepared and delivered within the time limits set by law.

## Article VIII: Internal Revenue Code 501(c)(3)

### Section 1: Limitations on Activities

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

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

### Section 2: Prohibition Against Private Inurement

Not part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors, or trustees, officers, or other private persons, except that the corporation shall be

authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

### Section 3: Distribution of Assets

Upon the dissolution of this corporation, its assets remaining after payment, provision for payment, of all debts and liabilities of this corporation, shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal

Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

### Section 4: Private Foundation Requirements and Restrictions

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

excess business holdings as defined in Section 4943(c) of the Internal Revenue Code; (4) shall not make any investments in such manner as to subject the corporation to tax under Section 4944 of the Internal Revenue Code; and (5) shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

# Article IX: Conflict of Interest and Compensation Approval Policies

## Section 1: Purpose of Conflict of Interest Policy

The purpose of this conflict of interest policy is to protect this tax-exempt corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or an " disqualified person " as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the Internal Revenue Service

Regulations and which might result in a possible " excess benefit transaction " as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the Internal Revenue Service Regulations. This policy is intended to supplement but not to replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## Section 2: Definitions

**(a) Interested Person** Any director, principal officer, member of a committee with governing Board delegated powers, or any other person who is a " disqualified person " as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the Internal Revenue Service Regulations, who has direct or indirect financial interest, as defined below is an interested person.

which the corporation has a transaction or arrangement.

- (3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

**(b) Financial Interest. A person has a financial interest if** the person has, directly or indirectly, through business, investment or family.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

- (1) An ownership or investment interest in any Entity with which the corporation has a Transaction or arrangement;

A financial interest is not necessarily a conflict of interest. Under Section 3, paragraph b, a person who has financial interest may have a conflict of interest only if the appropriate governing Board or Committee decides that a conflict of interest exists.

- (2) A compensation arrangement with the Corporation or with any entity or individual with

## Section 3: Conflict of Interest Avoidance Procedures

**(a) Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing Board delegated powers considering the proposed transactions or arrangements.

- (c) Procedures for Addressing the Conflict of Interest. An interested person may make a presentation at the governing Board or committee meeting, but after the presentation, the interested person shall leave the meeting during the discussion of, and to vote on, the transaction or arrangement involving the possible conflict of interest.

**(b) Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the person shall leave the governing Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

The chairperson of the governing Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing Board shall determine whether the corporation Can obtain with reasonable efforts a more advantages transaction or arrangement from a

person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

governing Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

(d) Violations of the Conflicts of Interest Policy If the

#### **Section 4: Records of Board and Board Committee Proceedings**

The minutes of the meetings of the governing Board and all committees with Board delegated powers shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present,

and the governing Board's committee's decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Section 5: Compensation Approval Policies**

A voting member of the governing Board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the governing Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

When approving compensation for directors, officers and employees, contractors, and any other compensation contract or arrangement, in addition to complying with the conflict of interest

requirements and policies contained in the preceding and following sections of this article as well as the preceding paragraphs of this section of this article, the Board or a duly constituted compensation committee of the Board shall also comply with the following additional requirements and procedures.

- (a) The terms of compensation shall be approved by the Board or compensation committee prior to the first payment of compensation.
- (b) All members of the Board or compensation committee who approve compensation arrangements must not have a conflict of interest with respect to the compensation arrangement as specified in Internal Revenue Service Regulation Section 53.4958-6(c)(iii), which generally requires that each Board member or committee member approving a compensation arrangement between this organization and a "disqualified person" (as defined in Section 4958(f)(1) of the Internal Revenue Code as amplified by Section 53.4958-3 of the Internal Revenue Service Regulations):
  - (1) Is not the person who is subject of the compensation arrangement, or a family member of such person;



- (2) Is not in an employment relationship subject to the direction or control of the person who is the subject of the compensation arrangement;
  - (3) Does not receive compensation or other payments subject to approval by the person who is subject of the compensation arrangement;
  - (4) Has no material financial interest affected by Compensation arrangements; and
  - (5) Does not approve a transaction providing economic benefits to the person who is the subject of the compensation arrangement, who in turn has approved or will approve a transaction providing benefits to the Board or committee member.
- (c) The Board or compensation committee shall obtain and rely upon appropriate data as to comparability prior to approving the terms of compensation. Appropriate data may include the following:
- (1) Compensation levels paid by similarly situated organizations, both taxable and tax exempt, for functionally comparable positions. "Similarly situated" organizations are those of a similar size, purpose, and with similar resources.
  - (2) The availability of similar services in the geographic area of this organization.
  - (3) Current compensation surveys compiled by independent firms.
  - (4) Actual written offers from similar institutions competing for the services of the person who is the subject of the compensation arrangement.
- As allowed by the Internal Revenue Service Regulation 4958-6, if this organization has an average annual gross Receipts (including contributions) for its three prior Years less than \$1 million, the Board or Compensation committee will have obtained and relied Upon appropriate data as to comparability if it contains And replies upon data on compensation in the same or similar Communities for similar services.
- (d) The terms of compensation and the basis for Approving them shall be recorded in written minutes Of the meeting of the Board or compensation Committee that approved the compensation. Such Documentation shall include:
    - (1) The terms of the compensation arrangement and The date it was approved.
- (2) The members of the Board or compensation committee who were present during the debate on the transaction, those who voted on it, and the votes cast by each Board or committee member.
  - (3) The comparability data obtained and relied upon and how the data was obtained.
  - (4) If the Board or compensation committee determines that reasonable compensation for a specific position in this organization or for providing services under any other compensation arrangement with this organization is higher or lower than the range of comparability data obtained, the Board or committee shall record in the minutes of the meeting the basis for its determination.
  - (5) If the Board or Committee makes adjustments to comparability data due to geographic area or other specific conditions, these adjustments and the reasons for them shall be recorded in the minutes of the Board or committee meeting.
  - (6) Any actions taken with respect to determining if a Board or committee member had a conflict of interest with respect to the compensation arrangement, and if so, actions taken to make sure the member with the conflict of interest did not affect or participate in the approval of the transaction (for example, a notation in the records that after finding of conflict of interest by a member, the member with the conflict of interest was asked to, and did, leave the meeting prior to a discussion of the compensation arrangement and a taking of the votes to approve the arrangement).
  - (7) The minutes of Board or committee meetings at which compensation arrangements are approved must be prepared before the later of the date of the next Board or committee meeting or 60 days after the final actions of the Board or committee are taken with respect to the approval of the compensation arrangements. The minutes must be reviewed and approved by the Board and committee as reasonable, accurate, and complete within a reasonable period thereafter, normally prior to or at the next Board or committee meeting following final action on the arrangement by the Board or committee.

**Section 6: Annual Statements**

Each director, principal officer and member of a committee with governing Board delegated powers shall annually sign a statement which affirms such person:

- (a) Has received a copy of the interest policy;
- (b) Has read and understand the policy;

- (c) Has agreed to comply with the policy; and
- (d) Understands the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Section 7: Periodic Reviews**

To ensure the corporation operated in a manner Consistent with charitable purposes and does not Engage in activities that could jeopardize its tax-Exempt status, periodic reviews shall be conducted. The periodic reviews shall, at minimum, include The following subjects:

- (a) Whether compensation arrangements and benefits are Reasonable, based on competent survey information,

- and the results of arm’s length bargaining.
- (b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable, purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

**Section 8: Use of Outside Experts**

When conducting the periodic reviews as provided for in Section 7, the corporation may, but need not, use outside advisors. If outside experts are used,

their use shall not relieve the governing Board of its responsibilities for ensuring periodic reviews are conducted.

**Article X: Amendment of Bylaws**

Subject to the power of the members, if any of this Corporation to adopt, amend, or repeal, the bylaws of This corporation and except as may be specified Under the provisions of law, these bylaws, or any of

them, may be altered, amended, or repealed, and new bylaw adopted by approval of the Board of Directors.

**Article XI: Construction and Terms**

If there is any conflict between the provisions of these bylaws and the articles of incorporation of this corporation, the provisions of the articles of incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any Reason, the remaining provisions and portions of These bylaws shall be unaffected by such holding.

All references in these bylaws to the articles of Incorporation shall be to the articles of

incorporation, articles of organization, certificate of incorporation, organizational charter, corporate charter, or other founding documents of this corporation filed with an office of this state and used to establish the legal existence of this corporation.

All references in these bylaws to a section or sections of the Internal Revenue shall be to such Sections of the Internal Revenue Code of 1986 as Amended from time to time, or to corresponding provisions of any future federal tax cod.

## **Adoption of Bylaws**

We, the undersigned, are all of the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing bylaws, of 18 preceding pages, as the bylaws of this corporation.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_