

SAMMONS CENTER FOR THE ARTS

The Sammons Center for the Arts (“SCA”) receives requests from time to time from its tenant organizations and others for sample governance documents for an arts-oriented, non-profit organization. In response to such requests, SCA has posted on its website samples of the types of documents used by non-profit arts organizations. It should be noted that there are many variations of these documents and the specific documents for one organization may differ from another organization. The sample documents posted are:

1. Sample Bylaws (annotated with notes)
2. Sample Conflict of Interest Policy
3. Sample Whistleblower Policy
4. Sample Retention Policy
5. Sample Code of Ethics
6. Sample Resolutions

Each sample document includes an introductory description relating to use of the document.

These sample forms are provided as a guide to existing tax exempt Texas non-profit corporations. The use of these samples by any organization constitutes the acknowledgement of such organization that:

(a) SCA is providing these samples solely as information for interested organizations working with SCA. These samples are necessarily incomplete and must be reviewed and completed by the applicable organization. The attached samples may include certain sections that may or may not be applicable to a specific organization.

(b) These samples assume that the organization is a Texas non-profit corporation. It should be noted that specific provisions in these samples may need to be conformed to existing charter documents of a specific organization to avoid any conflict between an organization’s various documents. SCA does not review any existing charter documents of any other organization.

(c) SCA does not provide legal advice. Nothing provided herein shall be construed to constitute legal advice. An organization must consult with its own legal advisors regarding the use of any sample documents and the applicability of specific provisions in a document.

(d) Any final document prepared to be adopted by an organization is subject to the approval of the organization’s governing body. The specific terms and provisions adopted in a final document may vary by organization.

(e) Changes in applicable laws, regulations or best practices may occur from time to time and require conforming changes to these samples documents. SCA expressly disclaims any obligation to change, modify or update these samples at any time for any reason.

(f) Any organization that uses these samples documents shall hold SCA harmless for the use of this document by such organization.