

HOUSTON HISPANIC FORUM
Bylaws As Of June 4, 1998

ARTICLE VI. CODE OF ETHICS

(Approved by Board of Directors on June 4, 1998)

- 6.01 The following code of ethics shall be in force for the Board of Directors.
- 6.02 Personal Conduct. Board members shall conduct themselves in such a way as not to convey the impression to any person that they can be influenced into giving favors related to their HHHF duties.
- 6.03 Personal Gain.
- 6.03.01 Board members of the HHHF shall not get direct or indirect economic benefit as a result of a contract with the organization. Board members must recuse themselves from voting on any matters which may present a conflict of interest.
- 6.03.02 Board members shall publicly disclose any of the following interests that they may have with a company doing business with, or proposing to do business with the HHHF:
- a) Employment with said company
 - b) A financial interest with said company
 - c) A business relationship with said company
 - d) Being related to any of the owners or employees of said company
- Public disclosure of any such business dealings shall be made to the other board of directors at a regular meeting within the time the board member learns of any of the preceding interests. Included in the public disclosure shall be the name of the company intending to contract business with the HHHF and the interest in the company that the board member currently has. This disclosure is a matter of public record.
- 6.04 Other Censurable Activities. The following activities by board members are also censurable by this code of ethics:
- 6.04.01 Being part of any board transaction in which they have a direct or indirect financial interest.
- 6.04.02 Entering into relationships with vendors for pay in matters that are currently being considered by the board of directors.
- 6.04.03 Participating in legal negotiations with any firms that are doing business with the HHHF without the knowledge and authorization of the board.
- 6.04.04 Use of a member's position on the board to obtain employment in the HHHF for their friends or family members.
- 6.04.05 Acceptance of any gift under any circumstances in which people might construe that the gift was intended to influence or reward the officer.
- 6.04.06 Disclosure of confidential information about the workings of the HHHF and/or use of any privileged or confidential information in such a way that causes harm to other members or volunteers of the HHHF to advance their personal interest.