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Form 990-EZ

Department of the Treasury  
Internal Revenue ServiceShort Form  
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No 1545-1150

2009

Open to Public  
Inspection

A For the 2009 calendar year, or tax year beginning JUL 1, 2009 and ending JUN 30, 2010

B Check if applicable: <input checked="" type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	Please use IRS label or print or type. See Specific Instructions.	C Name of organization		D Employer identification number
		SOROPTIMIST INTERNATIONAL OF WAIKIKI FOUNDATION INC		99-0245508
		Number and street (or P.O. box, if mail is not delivered to street address)		E Telephone number
		P O BOX 1615		(808) 592-2000
City or town, state or country, and ZIP + 4		F Group Exemption Number		
HONOLULU, HI 96806				

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting method: ☒ Cash ☐ Accrual  
Other (specify) ▶

I Website: ▶ N/A

J Tax-exempt status (check only one) — ☒ 501(c)(3) (insert no.) ☐ 4947(a)(1) or ☐ 527

H Check ☒ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

K Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts; if \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 81,870.

## Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.)

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	22,532.
	2	Program service revenue including government fees and contracts	2	140.
	3	Membership dues and assessments	3	7,538.
	4	Investment income	4	98.
	5a	Gross amount from sale of assets other than inventory	5a	16,379.
	5b	Less: cost or other basis and sales expenses	5b	24,230.
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	<7,851.>
	6	Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here <input type="checkbox"/>		
	6a	Gross revenue (not including \$ of contributions reported on line 1)	6a	22,477.
	6b	Less: direct expenses other than fundraising expenses	6b	16,951.
6c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c	5,526.	
7a	Gross sales of inventory, less returns and allowances	7a		
7b	Less: cost of goods sold	7b		
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe SEE STATEMENT 3)	8	12,706.	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	40,689.	
Expenses	10	Grants and similar amounts paid (attach schedule)	10	14,280.
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	1,543.
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	975.
	16	Other expenses (describe SEE STATEMENT 1)	16	12,880.
	17	Total expenses. Add lines 10 through 16	17	29,678.
	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	11,011.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	148,160.
20	Other changes in net assets or fund balances (attach explanation SEE STATEMENT 5)	20	19,264.	
21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	178,435.	

## Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ.

(See the instructions for Part II.)

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	148,160.	185,805.
23 Land and buildings		
24 Other assets (describe)		
25 Total assets	148,160.	185,805.
26 Total liabilities (describe SEE STATEMENT 2)	0.	7,370.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	148,160.	178,435.

932171 02-08-10 LHA For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions

Form 990-EZ (2009)

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(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others.)

28a

29a

30a

31a

32

15001019 791139 SOROPTFOUND 2009.03040 SOROPTIMIST INTERNATIONAL O SOROPT01

**SOROPTIMIST INTERNATIONAL OF WAIKIKI  
FOUNDATION INC**

99-0245508

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**Part V Other Information** (Note the statement requirements in the instructions for Part V)

	Yes	No
<b>33</b> Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity		<b>X</b>
<b>34</b> Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes	<b>X</b>	
<b>35</b> If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T.		
<b>a</b> Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?		<b>X</b>
<b>b</b> If "Yes," has it filed a tax return on Form 990-T for this year?	<b>N/A</b>	
<b>36</b> Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Sch. N		<b>X</b>
<b>37a</b> Enter amount of political expenditures, direct or indirect, as described in the instructions. <span style="float: right;">0.</span>		
<b>b</b> Did the organization file Form 1120-POL for this year?		<b>X</b>
<b>38a</b> Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?		<b>X</b>
<b>b</b> If "Yes," complete Schedule L, Part II and enter the total amount involved <span style="float: right;">N/A</span>		
<b>39</b> Section 501(c)(7) organizations. Enter:		
<b>a</b> Initiation fees and capital contributions included on line 9 <span style="float: right;">N/A</span>		
<b>b</b> Gross receipts, included on line 9, for public use of club facilities <span style="float: right;">N/A</span>		
<b>40a</b> Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under:		
section 4911 <span style="float: right;">0.</span> ; section 4912 <span style="float: right;">0.</span> ; section 4955 <span style="float: right;">0.</span>		
<b>b</b> Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		<b>X</b>
<b>c</b> Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 <span style="float: right;">0.</span>		
<b>d</b> Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization <span style="float: right;">0.</span>		
<b>e</b> All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		<b>X</b>
<b>41</b> List the states with which a copy of this return is filed. <span style="float: right;">HI</span>		
<b>42a</b> The organization's books are in care of <span style="float: right;">JEAN ITO</span> Telephone no. <span style="float: right;">808-373-3440</span>		
Located at <span style="float: right;">1850 LAUKAHI ST., HONOLULU, HI</span> ZIP + 4 <span style="float: right;">96821</span>		
<b>b</b> At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		<b>X</b>
If "Yes," enter the name of the foreign country: <span style="float: right;">See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.</span>		
<b>c</b> At any time during the calendar year, did the organization maintain an office outside of the U.S.?		<b>X</b>
If "Yes," enter the name of the foreign country: <span style="float: right;">See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.</span>		
<b>43</b> Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here <span style="float: right;">N/A</span>		
and enter the amount of tax-exempt interest received or accrued during the tax year <span style="float: right;">43</span>		
<b>44</b> Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ		<b>X</b>
<b>45</b> Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ		<b>X</b>

Form 990-EZ (2009)

**SOROPTIMIST INTERNATIONAL OF WAIKIKI  
FOUNDATION INC**

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**Part VI** Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51.

- |   |     | Yes | No |
|---|-----|-----|----|
| 46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | 46  |     | X  |
| 47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II   | 47  |     | X  |
| 48 Is the organization a school as described in section 170(b)(1)(A)(iii)? If "Yes," complete Schedule E  | 48  |     | X  |
| 49a Did the organization make any transfers to an exempt non-charitable related organization?   | 49a |     | X  |
| b If "Yes," was the related organization a section 527 organization?  | 49b |     |    |
- 50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
NONE				

- f Total number of other employees paid over \$100,000 ▶ \_\_\_\_\_
- 51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation

- d Total number of other independent contractors each receiving over \$100,000 ▶ \_\_\_\_\_

<b>Sign Here</b>	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.		
	<div style="display: flex; justify-content: space-between;"> <div>             Signature of officer            Jean C. Ito, Treasurer            Type or print name and title         </div> <div style="border-top: 1px solid black; width: 150px; text-align: center;">             10-20-10 Date           </div> </div>		
<b>Paid Preparer's Use Only</b>	Preparer's signature: Firm's name (or yours if self-employed), address, and ZIP + 4: <b>TUDOR WILSON &amp; ASSOC. CPAS, LLC</b> <b>1150 S. KING ST. STE 203</b> <b>HONOLULU, HI 96814</b>	Date: <b>10/20/10</b>	Check if self-employed: <input type="checkbox"/> Preparer's identifying number (See instr): <b>000184556</b> EIN: <b>26-2897230</b> Phone no.: <b>(808) 592-2000</b>

May the IRS discuss this return with the preparer shown above? See instructions ▶ ☒ Yes ☐ No

Form 990-EZ (2009)

Department of the Treasury  
Internal Revenue Service

**Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.**

OMB No 1545-0047

# 2009

**Open to Public Inspection**

**Employer identification number**  
**99-0245508**

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- |          | Yes | No |
|----------|-----|----|
| 11g(i)   |     |    |
| 11g(ii)  |     |    |
| 11g(iii) |     |    |

[illegible]

Schedule A (Form 990 or 990-EZ) 2009

**SOROPTIMIST INTERNATIONAL OF WAIKIKI**

Schedule A (Form 990 or 990-EZ) 2009 **FOUNDATION INC**

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**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")	24,500.	16,374.	7,334.	23,352.	30,070.	101,630.
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge						
<b>4 Total.</b> Add lines 1 through 3	24,500.	16,374.	7,334.	23,352.	30,070.	101,630.
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
<b>6 Public support.</b> Subtract line 5 from line 4						101,630.

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
<b>7</b> Amounts from line 4	24,500.	16,374.	7,334.	23,352.	30,070.	101,630.
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	12,115.	3,427.	13,402.	6,413.	238.	35,595.
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)		4,960.	<959.>	<8,753.>	18,232.	13,480.
<b>11 Total support.</b> Add lines 7 through 10						150,705.
<b>12</b> Gross receipts from related activities, etc (see instructions)					12	10,091.
<b>13 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f))	<b>14</b>	67.44 %
<b>15</b> Public support percentage from 2008 Schedule A, Part II, line 14	<b>15</b>	72.97 %
<b>16a 33 1/3% support test - 2009.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input checked="" type="checkbox"/>		
<b>b 33 1/3% support test - 2008.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
<b>17a 10% -facts-and-circumstances test - 2009.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization <input type="checkbox"/>		
<b>b 10% -facts-and-circumstances test - 2008.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization <input type="checkbox"/>		
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

Schedule A (Form 990 or 990-EZ) 2009

**Part III Support Schedule for Organizations Described in Section 509(a)(2)** (Complete only if you checked the box on line 9 of Part I.)**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge						
<b>6 Total.</b> Add lines 1 through 5						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
<b>c</b> Add lines 7a and 7b						
<b>8 Public support</b> (Subtract line 7c from line 6)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
<b>9</b> Amounts from line 6						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
<b>c</b> Add lines 10a and 10b						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
<b>13 Total support</b> (Add lines 9, 10c, 11, and 12)						

**14 First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f))	<b>15</b>	%
<b>16</b> Public support percentage from 2008 Schedule A, Part III, line 15	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	<b>17</b>	%
<b>18</b> Investment income percentage from 2008 Schedule A, Part III, line 17	<b>18</b>	%

**19a 33 1/3% support tests - 2009.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

**b 33 1/3% support tests - 2008.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Schedule A (Form 990 or 990-EZ) 2009



Fiscal Report 129-70256 SOROPTIMIST INTERNATIONAL OF WAIKIKI FOUNDATION, INC. Login

Office 129 Account 70256 Available Accounts Fiscal year ending June, 2010 Go

MORGAN STANLEY SMITH BARNEY 129-070256-683

Security Name	Quantity	Date Acquired	Date Sold	Total Cost	Adjusted Cost	Proceeds	G/L Amount	Holding Period
<b>Short-Term Gain/Loss</b>								
ALLIANZ NFJ DIVIDEND VALUE A								
DIVIDEND REINVESTMENT	21 568	3/19/09	2/24/10	161 76	161 76	220 86	59 10	Short
DIVIDEND REINVESTMENT	15 226	6/18/09	2/24/10	132 62	132 62	155 91	23.29	Short
DIVIDEND REINVESTMENT	10 025	9/17/09	2/24/10	98 45	98 45	102 66	4 21	Short
DIVIDEND REINVESTMENT	16 047	12/17/09	2/24/10	163 68	163 68	164 32	0 64	Short
<b>Sub Total</b>				<b>556.51</b>	<b>556 51</b>	<b>643 75</b>	<b>87.24</b>	
<b>Long-Term Gain/Loss</b>								
	1,232 700	8/1/06	2/24/10	19,451 99	19,451 99	12,622 84	(6,829 15)	Long
DIVIDEND REINVESTMENT	5 067	9/21/06	2/24/10	81 07	81 07	51 89	(29 18)	Long
DIVIDEND REINVESTMENT	7 242	12/14/06	2/24/10	124 28	124 28	74 16	(50.12)	Long
DIVIDEND REINVESTMENT	13 494	12/14/06	2/24/10	231 56	231 56	138 18	(93 38)	Long
DIVIDEND REINVESTMENT	6 651	12/21/06	2/24/10	112 86	112 86	68 11	(44 75)	Long
DIVIDEND REINVESTMENT	6 795	3/22/07	2/24/10	118 17	118 17	69 58	(48 59)	Long
DIVIDEND REINVESTMENT	5 836	6/21/07	2/24/10	108 15	108 15	59 76	(48 39)	Long
DIVIDEND REINVESTMENT	7 311	9/20/07	2/24/10	132 98	132 98	74 86	(58 12)	Long
DIVIDEND REINVESTMENT	43 634	12/13/07	2/24/10	739 60	739 60	446 81	(292 79)	Long
DIVIDEND REINVESTMENT	25 474	12/13/07	2/24/10	431 78	431 78	260 85	(170 93)	Long
DIVIDEND REINVESTMENT	7 695	12/20/07	2/24/10	126 35	126 35	78 80	(47 55)	Long
DIVIDEND REINVESTMENT	33 794	1/9/08	2/24/10	539 36	539 36	346 05	(193 31)	Long
DIVIDEND REINVESTMENT	10 131	3/20/08	2/24/10	153 58	153 58	103 74	(49 84)	Long
DIVIDEND REINVESTMENT	9 540	6/19/08	2/24/10	145 01	145 01	97 69	(47 32)	Long
DIVIDEND REINVESTMENT	11 121	9/18/08	2/24/10	156 47	156 47	113 88	(42 59)	Long
DIVIDEND REINVESTMENT	43 134	12/11/08	2/24/10	398 99	398 99	441 69	42 70	Long
DIVIDEND REINVESTMENT	54 041	12/11/08	2/24/10	499 88	499 88	553 38	53 50	Long
DIVIDEND REINVESTMENT	12 981	12/18/08	2/24/10	121 37	121 37	132 93	11 56	Long
<b>Sub Total</b>				<b>23,673.45</b>	<b>23,673 45</b>	<b>15,735 20</b>	<b>(7,938.25)</b>	
<b>GRAND TOTAL</b>				<b>24,229.96</b>	<b>24,229.96</b>	<b>16,378 95</b>	<b>(7,851.01)</b>	

Statement A

FORM 990-EZ	OTHER EXPENSES	STATEMENT	1
DESCRIPTION		AMOUNT	
ACCOUNTING SOFTWARE FEES		316.	
BANK AND INVESTMENT ACCOUNT FEES		190.	
POST OFFICE BOX RENTAL AND KEYS		123.	
DUES		3,916.	
ANNUAL FILING FEES		2.	
STATIONERY & SUPPLIES		711.	
REGIONAL CONFERENCE EXPENSES		5,818.	
SERVICE PROJECT EXPENSES		1,085.	
PROGRAM EXPENSES, HONORARIA AND GIFTS		456.	
MISCELLANEOUS EXPENSES		263.	
TOTAL TO FORM 990-EZ, LINE 16		12,880.	

FORM 990-EZ	OTHER LIABILITIES	STATEMENT	2
DESCRIPTION	BEG. OF YEAR	END OF YEAR	
DEPOSITS RECEIVED IN ADVANCE	0.	7,370.	
TOTAL TO FORM 990-EZ, LINE 26	0.	7,370.	

FORM 990-EZ	OTHER REVENUE	STATEMENT	3
DESCRIPTION		AMOUNT	
SEE SCHEDULE R-FUNDS TRANSFERED FROM SISTER ORGANISATION		12,690.	
NET MISCELLANEOUS INCOME		16.	
TOTAL TO FORM 990-EZ, LINE 8		12,706.	

FORM 990-EZ	GAIN (LOSS) FROM PUBLICLY TRADED SECURITIES			STATEMENT	4
DESCRIPTION	GROSS SALES PRICE	COST OR OTHER BASIS	EXPENSE OF SALE	NET GAIN OR (LOSS)	
SHORT TERM SALES-STMT ATTACHED	644.	557.	0.	87.	
LONG TERM SALES-STMT ATTACHED	15,735.	23,673.	0.	<7,938.>	
TO FORM 990-EZ, LINE 5	16,379.	24,230.	0.	<7,851.>	

FORM 990-EZ	OTHER CHANGES IN NET ASSETS OR FUND BALANCES			STATEMENT	5
DESCRIPTION	AMOUNT				
UNREALIZED GAIN ON INVESTMENTS	19,264.				
TOTAL TO FORM 990-EZ, LINE 20	19,264.				

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FORM 990-EZ	CASH GRANTS AND ALLOCATIONS	STATEMENT	6
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CLASS OF ACTIVITY/GRANTEE'S NAME AND ADDRESS	GRANTEE'S RELATIONSHIP	AMOUNT
SERVICE FOUNDER REGION FELLOWSHIP	NONE	2,000.
EDUCATIONAL SACRED HEARTS ACADEMY	NONE	1,000.
CHARITABLE THE SAFEZONE FOUNDATION	NONE	1,000.
SERVICE SROPTIMIST INTERNATIONAL OF THE AMERICAS	NONE	880.
VIOLET RICHARDSON VOLUNTEER AWARD GERALDINE ANNE AGAG	NONE	500.
WOMEN OPPORTUNITY AWARDS KRYSTAL VAN PUTTEN	NONE	3,000.
YOUTH CITIZENSHIP AWARD KANYA GAGARIN	NONE	500.
SERVICE DOMESTIC VIOLENCE ACTION CENTER	NONE	1,700.
DAYCARE ASSIST PROGRAM WAIKIKI COMMUNITY CENTER	NONE	3,000.

' SOROPTIMIST INTERNATIONAL OF WAIKIKI FOU

99-0245508

YOUTH CITIZENSHIP AWARD

NONE

500.

OTHER AWARDS

NONE

200.

TOTAL INCLUDED ON FORM 990-EZ, LINE 10

14,280.

FORM 990-EZ

INFORMATION REGARDING TRANSFERS  
ASSOCIATED WITH PERSONAL BENEFIT CONTRACTS

STATEMENT 7

- A) DID THE ORGANIZATION, DURING THE YEAR, RECEIVE ANY FUNDS,  
DIRECTLY OR INDIRECTLY, TO PAY PREMIUMS ON A PERSONAL  
BENEFIT CONTRACT? . . . . . [ ] YES [X] NO
- B) DID THE ORGANIZATION, DURING THE YEAR, PAY PREMIUMS,  
DIRECTLY OR INDIRECTLY, ON A PERSONAL BENEFIT CONTRACT? . . [ ] YES [X] NO

990-EZ PG 2

STATEMENT 8

SCHOLARSHIP AND SOCIAL WELFARE - SEE ATTACHED STATEMENT THAT EXPANDS ON THE  
PURPOSE AND ACTIVITIES OF THIS ORGANIZATION

FORM 990-EZ	OTHER PROGRAM SERVICES	STATEMENT	9
DESCRIPTION	GRANTS	EXPENSES	
FOUNDER REGION FELLOWSHIP AWARD AND DONATIONS TO AFFILIATED ORGANIZATIONS	2,880.	0.	
DONATION TO DOMESTIC VIOLENCE ACTION CENTER	1,700.	0.	
DAY CARE ASSISTANCE PROGRAM DONATION TO WAIKIKI COMMUNITY CENTER	3,000.	0.	
TASTE OF THE ARTS FUND RAISER THAT NETTED A PROFIT OF \$4288 FOR THE ORGANIZATION	0.	17,783.	
TOTAL TO FORM 990-EZ, LINE 31	7,580.	17,783.	



Soroptimist International of Waikiki Foundation Inc.  
EIN :99-0245508  
Tax Year: FYE 6/30/10

Attachment to Form 990EZ Statement 8 , Statement of Organization's Primary Exempt Purpose  
Explanation of how the Foundation determines that recipients qualify to receive payments

The Foundation makes various awards to deserving participants by inviting applications from eligible persons in the community and the winners of the awards are decided by a committee appointed by the President.

Ruby Award (formerly known as Making a Difference for Women Award)

This award is given to women who through their personal or professional activities, are working to improve the lives of other women and girls. Examples of the type of work honored include: spearheading an effort to open a domestic violence shelter, starting a mentoring program for at-risk girls, or lobbying companies to provide on-site childcare.

Women's Opportunity Award

Recipients of this award are women seeking to improve their economic status by gaining additional skills, training and education. These women, who, as primary wage earners for their families, face severe hardships that prevent them from pursuing and achieving their educational and professional goals. Most are single mothers and/or reliant on public assistance as their source of income. Many are domestic abuse survivors. The recipients may use the cash awards to offset any costs associated with their efforts to attain higher education, including tuition, books, supplies, childcare and car care.

Violet Richardson Award

This award honors young women between the ages of 14 and 17 for their service to the community. These volunteer efforts include helping other disadvantaged girls, fighting drugs, crime and violence, cleaning up the environment and working to end discrimination and poverty.



SOROPTIMIST

Best for Women

**SOROPTIMIST INTERNATIONAL OF  
WAIKIKI FOUNDATION, INC.**

**BY-LAWS**

effective

July 1, 2009

**AMENDED AND RESTATED BYLAWS  
OF  
SOROPTIMIST INTERNATIONAL OF WAIKIKI FOUNDATION, INC.**

**April 2009**

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**AMENDED AND RESTATED BYLAWS**  
**OF**  
**SOROPTIMIST INTERNATIONAL OF WAIKIKI FOUNDATION, INC.**

**ARTICLE I**

**Name and Territorial Limits**

**Section 1.** The name of this organization shall be SOROPTIMIST INTERNATIONAL OF WAIKIKI FOUNDATION, INC., hereinafter referred to as the "organization."

**Section 2.** The territorial limits the organization shall be those of Founder Region, Soroptimist International of the Americas.

**Section 3.** The organization is a part of District VI, which includes the State of Hawaii, the United States Territory of Guam and the Commonwealth of the Northern Mariana Islands.

**Section 4.** The principal office of the organization shall be in the City and County of Honolulu, State of Hawaii. The specific mailing address is Post Office Box 1615, Honolulu, Hawaii 96806.

**ARTICLE II**

**Purposes and Objectives**

**Section 1.** The specific and primary purposes and objectives for which the organization has been formed and for which it shall be administered and operated are to receive, administer and expend funds for charitable and educational purposes in connection with the following:

- a. to promote the objectives and fulfill the purposes of Soroptimist as defined in the Constitution of Soroptimist International;
- b. to educate and develop an interest among the membership of the organization for the promotion of service projects in the areas of economic and social development, education, environment, health, human rights/status of women, and international goodwill and understanding, particularly, but not limited to the improvement of the lives of women and girls;
- c. to promote the ideals of good citizenship among the youth of Hawaii;
- d. to recognize the school and community efforts and achievements of our high school seniors;
- e. to encourage high concepts of patriotism and effective cooperation in home, community, national and international affairs;

- f. to provide financial assistance to mature women who must enter or return to the job market;
- g. to assist mature women in furthering their skills and training in order to upgrade their employment status;
- h. to provide an arena wherein outstanding young people in this community may study and discuss current events, thereby promoting better understanding of those questions which affect their lives;
- i. to provide financial assistance for charitable, educational, social welfare, medical or disaster relief purposes on a state, national or international level;
- j. to engage in any and all lawful activities incidental to the foregoing purposes, except that no part of the activities of the organization shall be or consist of participating in or intervening in any political campaign on behalf of or in opposition to any candidate for public office nor shall it in any way engage in any activities prohibited under the Internal Revenue Code of the United States and, specifically, by Section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws; and
- k. to receive and maintain a fund or funds of real or personal property, or both, and, subject to the restrictions and limitations hereinafter set forth, to use and apply the whole or any part of the income therefrom and the principal thereof for charitable, educational, social welfare, medical or disaster relief purposes either directly or by contributions to other organizations or groups or individuals including, but not limited to those that qualify for exemption under Section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

**Section 2.** The organization is not incorporated for profit, it will not issue any stock and no part of its assets, income or earnings shall be distributed to its members, officers or directors except for services actually rendered to the organization, or in furtherance of the purposes set forth in Section 1.a., hereinabove.

### **ARTICLE III**

#### **Members**

##### **Section 1. Admission to Membership**

a. Any member may propose an individual considered eligible for membership in the organization. Such proposal shall be submitted to the membership committee, which shall verify the individual's eligibility, determine the individual's classification and assign a classification code for regular members. The membership committee shall then present eligible candidates to the board of directors for approval.

b. With the approval of the board of directors, a written invitation to membership shall be sent to the proposed candidate within thirty (30) days.

c. Invitations to membership shall remain open for ninety (90) days unless an extension is granted by the board of directors.

d. An individual shall be enrolled as a new member upon the organization's receipt of the individual's written acceptance of the invitation to membership, the individual's payment of all fees and dues, and the organization's transmittal of the individual's federation new member fees and dues with a Form 5008 to federation headquarters.

## **Section 2. Categories of Membership, Privileges and Responsibilities**

a. Membership in the organization shall be represented by the following categories:

(1) Regular – actively engaged in a business or profession, in a management or executive position or in an occupation of comparable status or responsibilities.

(2) Retired/Unemployed – recently retired or temporarily/permanently unemployed from a position comparable to a regular member status.

(3) Embarking – beginning a career comparable to regular member status, to be so categorized for a period not to exceed two (2) years from the date of admission to membership.

(4) Life – members designated and described in the 1999 Federation Bylaws. "Active Life" members, eligible for regular membership, having opted for life category after 25 years' membership; "Retired Life" members, no longer employed, having opted for life membership after 15 years' membership. This category was assigned only to those members eligible on or before July 1, 2001.

b. Regular, retired/unemployed, embarking and life members whose participation meets the requirements set by these Bylaws may speak, make motions and vote.

c. All members whose participation meets the requirements set by these Bylaws may be elected to or retain office and serve as a member of the board of directors.

d. All members in good standing may serve on one or more committees.

e. No member shall hold more than one elected office within the organization except as a delegate or alternate delegate to a federation convention, regional conference or district meeting.

f. Any member in good standing of another Soroptimist club may transfer membership to the organization, provided written verification has been received from the former club and that all financial obligations of the member have been satisfied.



### **Section 3. Attendance Requirements**

a. **Number of Meetings:** To be a member in good standing, hold office and vote, a member is expected to participate in the organization's activities and to attend a minimum of twelve (12) of its meetings per year, which may include but not be limited to attendance at any of the following: (i) business meetings, (ii) program meetings, (iii) special meetings, (iv) board of directors meetings, (v) committee meetings, (vi) federation conventions, (vii) region conferences, (viii) district or leadership training meetings, (ix) other Soroptimist meetings, or (x) any other meeting or function designated by the board of directors.

b. **Leave of Absence**

(1) Any member desiring to take a leave of absence from the organization must submit a request to the board of directors in writing, stating the reasons and the period for which said leave is being requested. If the board of directors determines that just cause, such as a member's illness, travels or temporary removal from the community exists for the member's request, the board of directors may grant a leave of absence to the member for a period of not more than twelve (12) months.

(2) All mandatory fees and dues must be paid by a member taking a leave of absence.

c. **Termination of Membership**

(1) The following shall be reasons for termination of membership from the organization: (i) resignation, (ii) nonparticipation in the organization's activities, (iii) failure to fulfill financial obligations within thirty (30) days of the due date, (iv) failure to maintain the requirements for membership, and (v) conduct that adversely reflects upon the Soroptimist organization.

(2) No membership may be terminated for reasons other than resignation without giving the member an opportunity for a hearing before the board of directors after a thirty (30) day written notice of termination to the member. A two-thirds (2/3) vote of the total number of voting members of the board of directors is required for termination of membership when grounds for termination have been determined to exist. The decision of the board of directors shall be final.

(3) The board of directors shall have authority to remove from office any elected officer, board member or committee chair for failure to perform the duties of office or duties required of such officer, board member or committee chair. Before action is taken by the board of directors, notice shall be given to such officer, board member or committee chair of the specific failure and opportunity shall be given to such person to appear and answer at a hearing before the board of directors. A two-thirds (2/3) vote of the total number of voting members of the board of directors shall

be required for removal. The decision of the board of directors shall be final.

d. Should an elected member of the board of directors need to take a leave of absence during their term of office, the office shall be declared vacant.

e. If an elected member of the board of directors misses more than three consecutive board meetings without cause, that person shall resign from office.

## **ARTICLE IV**

### **Officers**

#### **Section 1. Elected Officers**

a. Elected officers of this organization shall be:

- (1) President
- (2) President-Elect
- (3) Vice-President
- (4) Secretary
- (5) Treasurer
- (6) Assistant Treasurer
- (7) Two (2) Directors – (one (1) director elected each year to serve a 2-year term)
- (8) Two (2) Endowment Directors - (one (1) endowment director elected each year to serve a 2-year term)
- (9) One (1) Region/District Delegate and two (2) Alternate Delegates. (The alternate delegates may be chosen by the board of directors at such time necessary.)

#### **Section 2. Eligibility for Office**

a. All members in good standing shall be eligible to serve in an elective position of the organization.

b. To be eligible for the office of president or president-elect, the member shall have previously served on the organization's board of directors.

#### **Section 3. Duties of Officers and Directors**

a. The President shall:

- (1) direct the conduct of the business of the organization;
- (2) preside at meetings of the organization and the board of directors;
- (3) chair the Meeting Planning Committee (see Article IX, Section 2.;
- (4) appoint a parliamentarian;
- (5) serve ex officio as a member of all committees except the nominating committee;

(6) serve as the organization's delegate to federation conventions and as one of the delegates to region conferences and district meetings;

(7) retrieve the organization's mail from the post office box, copy the bank statements before sending them to the treasurer, and circulate that copy at the board of directors' meeting with said copy to become part of the secretary's records;

(8) assist the secretary in the preparation of the annual report and retain a copy of said report in the president's permanent file; (see ARTICLE VI, Section 3.)

(9) handle all correspondence relating to the duties of this position; and

(10) perform such other duties as pertain to the office.

b. The President-Elect shall:

(1) become familiar with all areas of Soroptimist;

(2) prepare for assuming the presidency;

(3) appoint the chairs, coordinate the activities of and serve as ex officio member of the technical committees except as provided in ARTICLE IX, Sections 1.b. Finance Committee, 1.d. Laws and Resolution Committee, and 1.g. Soroptimist Orientation and Leadership Training (SOLT) Committee;

(4) serve as a delegate to region conferences and district meetings;

(5) serve as the alternate delegate for the federation convention;

(6) handle all correspondence relating to the duties of this position; and

(7) have such other duties and powers as arise from membership on the board of directors or as assigned by the president.

c. The Vice-President shall:

(1) appoint the chair, coordinate the activities and serve ex officio as a member of all service projects and awards committees;

(2) receive, review and present to the board of directors for approval and payment, budgeted requests;

(3) receive, review and present to the board of directors requests for financial assistance from groups and/or individuals presented to the organization throughout the year, giving preference to non-503(c)(3) organizations (groups and/or individuals seeking such financial assistance shall indicate the specific purpose for such request and provide a copy of their most recent tax return, if deemed necessary); (see ARTICLE IX, Section 3.c. hereinbelow)

(4) serve as one of the authorized signators on checks issued by the organization;

(5) handle all correspondence relating to the duties of this position; and

(6) have such other duties and powers as arise from membership on the board of directors or as assigned by the president.

d. The Secretary shall:

(1) keep the minutes of the meetings of the organization and board of directors;

(2) maintain a roll of membership;

(3) be custodian of the permanent records of the organization;

(4) submit to the organization the minutes of the business meetings and policy recommendations of the board of directors;

(5) send out notices of special meetings of the organization and board of directors;

(6) arrange for another member to take minutes at any meeting which the secretary is unable to attend;

(7) serve as one of the authorized signators on checks issued by the organization;

(8) assist the president in the preparation of the annual report and retain a copy of said report in the president's permanent file. (see ARTICLE VI, Section 3.)

(9) handle all correspondence relating to the duties of this position; and

(10) have such other duties and powers as arise from membership on the board of directors or as assigned by the president.

e. The Treasurer shall:

(1) record all financial transactions (including receipts and disbursements) on the organization's accounting system;

(2) serve as one of the authorized signators on checks issued by the organization;

(3) pay bills for expenses and service awards authorized by the organization's budget(s);

(4) collect and deposit all donations made to the organization and issue receipts to said donors;

(5) review the attendance sheets, related deposit slips and compare these to the actual deposits made to the bank once a month;

(6) reconcile all of the organization's bank statements monthly and verify that all vouchers and receipts have been properly submitted;

(7) annually obtain a credit card for use by the Treasurer for the payment of duly authorized disbursements, not to exceed \$6,000.00;

(8) prepare monthly financial statements and comparative budget reports including a report of the current valuation of the organization's restricted/endowment fund;

(9) file the annual corporate exhibit with the Department of Commerce and Consumer Affairs on or before September 29 of each year;

(10) on or before October 15 of each year, provide to the organization's CPA the information required for filing the annual Form 990 (EZ) with the Internal Revenue Service due on November 15;

(11) serve as a member of the finance committee;

(12) handle all correspondence relating to the duties of this position; and

(13) have such other duties and powers as arise from membership on the board of directors or as assigned by the president.

f. The Assistant Treasurer shall:

(1) serve as one of the authorized signators on checks issued by the organization;

(2) act in the absence of the treasurer as required;

(3) be responsible for collecting, itemizing and depositing meal payments from meetings, paying meeting venue, and providing data to the treasurer for recording;

(4) issue dues bills, collect dues, deposit in proper account and provide data to the treasurer for recording;

(5) be responsible for all receipts and disbursements in connection with fundraising activities of the organization, provided, however, that this particular activity may be performed in connection with one or more members of the event's committee;

(6) order supplies and other materials as needed by the organization from federation headquarters;

(7) serve as a member of the finance committee;

(8) work closely with the treasurer during the last three months of the fiscal year to become familiar with all financial matters pertaining to the organization in anticipation of assuming the office of treasurer;

(9) handle all correspondence relating to the duties of this position; and

(10) have such other duties and powers as arise from membership on the board of directors or as assigned by the president.

g. The Directors shall:

(1) serve as advisors in all matters pertaining to the organization;

(2) serve as chair of the Laws and Resolutions Committee during the first year of a 2-year term, and as chair of the SOLT Committee during the second year of said term;

(3) handle all correspondence relating to the duties of this position; and

(4) have such other duties and powers as arise from membership on the board of directors or as assigned by the president.

h. The Endowment Directors shall:

(1) monitor the organization's investments, with the assistance of professional advisors as necessary, to ensure an optimum level of growth for the service fund(s). (see ARTICLE II, Section 1.k.);

(2) advise the board of directors on investment recommendations along with the assistance of professional advisors for approval by a majority vote of the board of any investment and policy changes relating to the organization's funds;

(3) serve as members of the finance committee during the first year of a 2-year term, and as chair of the finance committee during the second year of said term;

(4) conduct or arrange for the fiscal year-end review of the financial books of the organization before turning them over to the organization's professional CPA;

(5) handle all correspondence relating to the duties of this position; and

(6) have such other duties and powers as arise from membership on the board of directors or as assigned by the president.

i. The Delegate(s) shall:

(1) have voting rights and represent the organization as follows:

(a) the president shall serve as the voting delegate at a federation convention. The president and president-elect shall serve as two (2) voting delegates at a region conference and district meeting. The elected delegate shall serve as the third voting delegate at a region conference and district meeting.

(b) the delegate(s) shall give a written and/or oral report to the membership at the first meeting of the organization held after the convention, conference or district meeting attended by said delegate(s).

(2) attend events described hereinabove for educational purposes and share the information so gained with the membership to further the purposes and objectives of the organization as outlined in ARTICLE II.

(a) the organization shall defray the expenses of a delegate to a federation convention and the three (3) delegates to a region conference and district meeting in amounts authorized in the annual budget approved by the membership.

(3) collect donations from the membership for any federation or region fundraising efforts and transmit same to the treasurer for deposit and distribution;

(4) handle all correspondence relating to the duties of this position; and

(5) have such other duties and powers as arise from membership on the board of directors or as assigned by the president.

#### **Section 4. Term of Office; Removal from Office**

a. All officers and delegates, with the exception of directors and endowment directors, shall hold office for one (1) year, for a term beginning on July 1 and ending on June 30.

b. Directors and endowment directors shall hold office for staggered 2-year terms beginning on July 1 and ending on June 30, with one (1) director and one (1) endowment director elected in an even-numbered year and the other director and endowment director elected in an odd-numbered year.

c. Officers, directors and endowment directors shall not be eligible for more than two (2) consecutive terms in the same position.

d. Should an officer, director, endowment director or delegate need to take a leave of absence during their term of office, the office shall be declared vacant.

e. If a board member misses more than three (3) consecutive board meetings without cause, said board member shall resign from office.

#### **Section 5. Vacancies**

a. In the event of a vacancy in the office of president, the president-elect shall become president.

b. Should any delegate be unable to perform the duties of the delegate, the president shall with the approval of the board of directors, appoint an alternate delegate.

c. Any other vacancy shall be filled for the unexpired term by the board of directors, with the appointment to be ratified by the membership at the next following business meeting.

## **ARTICLE V**

### **Nominations and Elections**

#### **Section 1. Nominating Committee**

a. The nominating committee shall be formed in February. It shall be comprised of three (3) members as follows:

(1) The president-elect shall chair the nominating committee.

(2) The board of directors shall select a second member who may be but need not be a member of the board.

(3) The membership shall elect the third member.

b. Nomination Procedures

(1) The committee shall place a notice in the organization's March newsletter, inviting each member to suggest names for consideration and providing a form for this purpose. Nominations shall be solicited for the following positions:

(a) each officer and delegate. (see ARTICLE IV, Section 1.a.)

(b) one-half of the directors and endowment directors. (see ARTICLE IV, Section 1.a.)

(2) Nominating forms shall be returned to the nominating committee no later than March 15.

(3) The nominating committee shall contact all nominees to obtain their consent to stand for election to the office for which they were nominated. For any positions for which no nominations are received, the committee shall seek candidates either from nominees for other positions or from other eligible members.

(4) The report of the nominating committee shall be published in the organization's May newsletter.

#### **Section 2. Elections and Installation of Officers**

a. The election shall be held at the May business meeting. The report of the nominating committee shall be read again at this meeting and additional nominations may be made from the floor, provided the prior consent of the nominee has been obtained.

b. Election shall be by ballot for any office for which there is more than one nominee. For any office for which there is only one nominee, said nominee shall be deemed to have been elected by acclamation. Members shall not hold more than one elected office except for the position of delegate or alternate delegate.

c. New officers, directors, endowment directors and delegates shall be installed at the program meeting in June.



## **ARTICLE VI**

### **Meetings and Special Meetings**

#### **Section 1. Regular Meeting Day**

a. Unless otherwise ordered by a two-thirds (2/3) vote of the members, the organization shall hold at least two (2) meetings each month.

b. The normal meeting time shall be at 12:00 noon on the second and fourth Tuesday of each month. The board shall determine which Tuesday meeting will be the business meeting and which will be the program meeting.

c. The place of the regular meetings of this organization shall be determined by the board of directors.

d. If the regular meeting date of the organization falls on a holiday, the meeting may be rescheduled by the board of directors to an alternate date, with notice of said change to be given in the organization's newsletter.

e. No program meetings shall be held during the months of December, February (the joint awards presentation) and June.

f. Attendance at business meetings shall be limited to the organization's members and prospective members. Other guests may attend with the prior consent of the president.

#### **Section 2. Special Meetings**

a. Special meetings of the organization may be called by the president or shall be called upon the written request of at least three (3) regular members. The business to be transacted at any special meeting shall be limited to that specified in the notice of the meeting.

b. Special meetings except for those pertaining to bylaws amendments (see ARTICLE XVI, hereinbelow), shall require forty-eight (48) hours' notice to each member, provided either personally, in writing, by telephone, by facsimile transmission or by electronic mail.

#### **Section 3. Annual Meeting/Joint Board Meeting**

The first meeting in June shall be the annual meeting to receive reports of the outgoing officers and committees, to receive the annual report of the president and secretary which shall consist of a one-page summary containing the following information:

i) the names of all members of the board of directors and committee chairs;

ii) the names of all new members inducted and their categories/classification;

iii) the names of all members terminated and the reasons for their terminations;

- iv) awards and service projects and the amounts expended for each;
- v) fundraising events and the gross and net amounts received; and
- vi) information pertaining to other significant events throughout the year.

A copy of their annual report shall be provided to the Historical Committee for retention in its permanent file. New officers, directors, endowment directors and delegates shall be installed at this annual meeting.

The second meeting in June shall be a joint meeting of the outgoing and incoming boards of directors.

#### **Section 4. Quorum; Proxies**

Fifteen (15) voting members of this organization shall constitute a quorum for any duly called regular or special meeting. The lack of a quorum at any regularly scheduled business meeting, however, shall not preclude the conduct of business, as absent voting members shall be deemed to have given their proxies to the secretary in order to establish a quorum for the meeting to be called to order. A majority vote of those voting members present shall be necessary for any action of the organization.

### **ARTICLE VII**

#### **Board of Directors**

##### **Section 1. Members of the Board of Directors**

The board of directors shall be comprised of:

- a. elected officers, who for the purpose of reports to the regulatory agencies shall be reported as "directors";
- b. two (2) directors, two (2) endowment directors and one (1) delegate;
- c. immediate past-president with non-voting status; and
- d. parliamentarian, appointed by the president, with non-voting status.

##### **Section 2. Duties of the Board of Directors**

The board of directors shall:

- a. have administrative control over the affairs, funds and properties of the organization;
- b. authorize payments from the organization's funds for expenses within the organization's budget;
- c. act upon invitations to membership, resignations, terminations and disciplinary matters;
- d. receive reports of committees;
- e. implement conflict of interest procedures as outlined in ARTICLE XIII, Conflict of Interest;
- f. submit policy recommendations to the membership; and

g. perform such other duties as the organization, federation or region may require.

### **Section 3. Board Meetings**

Unless otherwise ordered by the organization or the board of directors, regular meetings of the board shall be held once a month at a place and time designated by the president. From time to time, or in an emergency situation, teleconferencing or a similar means may be considered as an alternative method of holding board meetings.

### **Section 4. Quorum; Proxies**

A majority of the board of directors shall constitute a quorum. The lack of a quorum at any regularly scheduled meeting of the board of directors shall not preclude the conduct of business. Absent board members shall be deemed to have given their proxies to the secretary in order to establish a quorum for the meeting to be called to order. A majority vote of those board members present shall be necessary for any board action.

### **Section 5. Special Board Meetings**

a. At least twenty-four (24) hours notice, written, personal, by telephone, by facsimile transmission or by electronic mail, shall be given each board member for special board meetings called by the president or any two (2) voting board members; the notice of said meeting shall include the purpose for which it is being called.

b. An Executive Committee may act in lieu of a meeting of the entire board of directors in an emergency situation and is comprised of the following:

- |                    |              |
|--------------------|--------------|
| 1. President       | 4. Secretary |
| 2. President-Elect | 5. Treasurer |
| 3. Vice-President  |              |

When action is necessitated due to an emergency situation, approval by any three (3) of the five (5) members of the Executive Committee shall be required to authorize such action. The Executive Committee may confer in person, by telephone conference, by facsimile transmission or by electronic mail, and shall immediately notify the other board members of any actions taken by their committee.

## **ARTICLE VIII**

### **Limitation of Personal Liability**

#### **Section 1. Limitation of Personal Liability of Board Members**

A board member shall not be personally liable for monetary damages for any action taken, or failure to take any action in the performance of their duties unless the board member or members shall have engaged in self-dealing, willful misconduct or recklessness in the performance of their duties.

## **ARTICLE IX**

### **Committees**

#### **Section 1. Technical Committees**

The technical committees of the organization shall be as listed below. The president-elect shall appoint the chairs, serve ex officio as a member and coordinate the activities of these committees except as provided in ARTICLE IX, Sections 1.b. Finance Committee, 1.d. Laws and Resolution Committee and 1.g. Soroptimist Orientation and Leadership Training Committee.

a. Advocacy Committee. This committee shall:

(1) study the need for and/or plan for a legislative workshop or seminar each year during the State's legislative session, or at some other time deemed to be more suitable, and not in conflict with ARTICLE II, Section 1.j. hereinabove; and

(2) perform such other duties as directed by the president or the board of directors.

b. Finance Committee. The second year endowment director shall chair this Committee. The treasurer, assistant treasurer and the first-year endowment director shall serve as the remaining members of this committee. This committee shall:

(1) prepare and distribute by June 1 of each year, the administrative and service budgets for the next fiscal year, reflecting the purposes, objectives and financial condition/requirements of the organization for adoption by the membership at the June business meeting;

(2) in conjunction with the preparation of proposed administrative and service budgets for the next fiscal year, prepare a comparative budget with the prior and current years' income and expenditures;

(3) arrange for and ensure that the review of the treasurers' books is completed within seventy-five (75) days of the end of the fiscal year (see ARTICLE X, Section 5. hereinbelow);

(4) assist the treasurer and assistant treasurer in establishing effective financial control systems for the organization's funds; and

(5) perform such other duties as directed by the president or the board of directors.

c. Historical Committee. This committee shall:

(1) maintain the organization's archives, scrapbooks, newsletters and mementos for display at appropriate meetings;

(2) maintain a copy of the annual report (see ARTICLE VI) in the committee's permanent file;

(3) provide a photographer at meetings and other gatherings; and

(4) perform such other duties as directed by the president or the board of directors.

d. Laws and Resolutions Committee. This committee shall be chaired by the first-year endowment director and shall:

(1) review annually the organization's Bylaws and Standing Rules to determine the need for amendments or revisions;

(2) review mailings and instructions from the federation and region to ensure that the organization's Bylaws are in conformance;

(3) draft or arrange for the drafting of required amendments to the organization's Bylaws and Standing Rules for adoption by the membership;

(4) prepare and forward any amendments proposed by the organization to the federation and/or region bylaws committee in time for consideration at conventions or conferences; and

(5) perform such other duties as directed by the president or the board of directors.

e. Membership Committee. This committee shall:

(1) perform such duties as outlined in ARTICLE III, hereinabove;

(2) act to ensure that the organization's regular membership maintains the optimum number suggested by the board of directors;

(3) monitor membership terminations in order to reinstate terminated members or recruit other regular members as needed;

(4) maintain an attendance record for all members and periodically contact absent members to ascertain the reasons for absences;

(5) maintain a record of leaves of absence and contact the member urging resumption of attendance when the leave expires;

(6) welcome visitors and issue make-up cards to visiting Soroptimists;

(7) contact members to make reservations for meetings;

(8) help the assistant treasurer, if necessary, in the collection of meal and other payments at meetings of the organization and provide appropriate data to the treasurer for deposit and recordation;

(9) arrange for lei, flowers or gifts for guest speakers or others as appropriate or as directed by the board of directors;

(10) review annually the potential for extension into other areas for establishment of new clubs;

(11) complete the Form 5008 (membership transaction report) for each new member for transmittal by the treasurer to the federation, region and district director;

(12) complete the Form 5010 (membership information or termination form) documenting changes in name, address, classification, member status or officer and forward same to the federation, region and district director;

(13) maintain a current roster of all member information, and provide any information changes to the officers and the chair of the newsletter committee, respectively;

(14) provide the assistant treasurer with information to order name badges, member pins, etc.;

(15) store the organization's banners and other items and deliver same to the organization's meeting venue;

(16) maintain contact as appropriate with the organization's friendship links; and

(17) perform such other duties as directed by the president or the board of directors.

f. Public Relations Committee. This committee shall:

(1) be responsible for preparing and sending to all members, on or before the first day of each month, a newsletter notifying them of regular meetings and other activities to be held during that month and such other information about the organization and its members as necessary and appropriate;

(2) send the newsletter to the organization's friendship links, other Soroptimist clubs in District VI, federation, region and district officers as determined by the board of directors;

(3) prepare news releases pertaining to the organization's activities to promote and enhance its image and the image of Soroptimist in order to educate the public about its purposes and objectives;

(4) if feasible, publish notices of the organization's meetings in daily or weekly newspapers; and

(5) perform such other duties as directed by the president or the board of directors.

g. Soroptimist Orientation and Leadership Training (SOLT) Committee. This committee shall be chaired by the second-year director and shall:

(1) have the general responsibility for educating the members as to the heritage, purposes, objectives, policies and programs of the organization;

(2) be responsible for encouraging and preparing the members to assume leadership roles within the organization and the community as a whole; and

(3) perform such other duties as directed by the president or the board of directors.

h. Ways and Means Committee. The assistant treasurer shall be a member of this committee. This committee shall:

(1) be responsible for planning an annual event to raise funds to support the organization's service activities, handle or assist with the accounting for said event, which responsibility may, within the president's approval, be assigned to an ad hoc committee established for this purpose;

(2) submit, for membership approval, methods of raising funds for the organization's service projects, specifying the investment of time, resources required and the estimated net profit to be realized from such fundraising;

(3) direct fundraising projects as have been approved by the membership; and

(4) perform such other duties as directed by the president or the board of directors.

i. Additional Technical Committees.

Additional Technical Committees may be appointed by the president as required.

## **Section 2. Meeting Planning Committee**

The president shall chair this committee, which shall:

a. meet during the first month of the fiscal year to plan a calendar of programs for the entire year, noting special days of importance to the organization, the federation and Soroptimist International;

b. arrange topics, programs and activities for meetings throughout the year, including but not limited to economic and social development, education, environment, health, human rights/status of women and international goodwill and understanding; and

c. encourage and invite all members to participate in meeting activities by introducing and/or thanking speakers, leading seminars, etc.

### **Section 3. Service Projects and Awards Committees**

The vice-president shall appoint chairs as needed and coordinate the activities of the organization's service projects and awards committees and serve ex officio as a member of these committees.

a. Service Projects.

Special service projects may be selected from time to time by the membership and any additions or changes thereto shall require approval by the board of directors and the membership.

(1) Sponsored Organizations ("S" Clubs).

This committee shall oversee the organization's sponsorship of one or more "S" club(s) for high school students. The committee shall select a member to serve as advisor and liaison to each "S" Club who shall take responsibility for monitoring the activities and programs thereof.

(2) Youth Forum Committee.

This committee shall coordinate any Youth Forum that the organization shall choose to sponsor from time to time.

b. Awards Committees.

(1) Joint Awards Committee.

This committee shall serve as the organization's liaison to the Joint Awards Committee involving other Soroptimist clubs on Oahu, rotating duties in the selection process and presentation of the following three awards (which are designated as the organization's identifying projects). at an awards ceremony:

- (a) Women's Opportunity Awards (WOA)
- (b) Violet Richardson Awards (VRA)
- (c) Youth Citizenship Awards (YCA)

This joint awards committee is also responsible for submitting the names of the winners of the above awards for district, region and federation competition levels.

(2) Naming A Fellow Committee

This committee shall coordinate the selection process of naming a Fellow from among the organization's membership whenever a \$1,000 donation is made by the organization to the Founder Region Fellowship program.

(3) Ruby Award (fka MADWA)

This committee shall:

- (a) select from the community at large, recipients nominated for this award. This award honors individuals, groups or businesses who strive to improve the lives of or advance the status of women and girls;
- (b) arrange for recognition of the recipient at a meeting of the organization; and
- (c) submit the information on the organization's awardees for consideration at region and federation competition levels.



c. Additional Service Projects and Awards Committees.

The vice-president may establish one or more additional special projects and awards committees from time to time upon approval of the board of directors and the organization's membership and appoint the chairs thereof. Criteria for such awards shall include, but not be limited to, the prospective recipient's ability to obtain funds from other sources and/or the use of such funds for its own administrative or overhead expenses. (see ARTICLE IV Section 3.c.(3) hereinabove.)

## **ARTICLE X**

### **Fiscal Matters**

#### **Section 1. Fiscal Year**

The fiscal year shall be July 1 through June 30.

#### **Section 2. Dues, Fees and Assessments**

a. Annual dues are payable not later than June 1 of each year, and are delinquent if not paid by June 30 of that year.

b. The board of directors shall review the organization's financial condition by March of each year and, if justified, recommend a dues increase for the subsequent year. Notice of such proposed increase shall be given in the organization's April newsletter and the members shall vote on the board's recommendation at the April business meeting.

c. Dues shall not be increased more than once each year.

d. Dues amounts for the various member categories for each current fiscal year shall be included in the organization's Standing Rules.

e. Members may have the option of paying dues in two (2) semi-annual installments of fifty percent (50%) of the total amount on or before June 1 and December 1.

f. Annual dues shall include an amount sufficient to cover all mandatory dues, fees and assessments payable to the international, federation and region, but shall exclude any assessments or donations which may be allocated as service funds.

g. Members admitted after August 1 shall pay pro-rated dues.

h. There shall be a new member fee in an amount to be determined annually by the board of directors.

i. A regular member in good standing with another Soroptimist club who transfers to this organization shall pay no new member fee, but shall pay dues for the current billing period, unless dues for said period were paid to the former club.

j. A former member of this organization who was in good standing when membership was terminated shall pay no new member fee if reinstated within one (1) year of the date of termination. Annual dues shall be paid at the time of reinstatement. If any amounts were owed the

organization at the time of the previous termination, they shall be paid in full prior to reinstatement.

k. Any subsequent increases in international, federation and/or region dues, fees and/or assessments may result in an identical increase in this organization's annual dues, upon approval by the board of directors.

### **Section 3. Budgets**

a. The finance committee shall prepare and distribute by June 1 of each year, the operating and service budgets for the next fiscal year, reflecting the purposes, objectives and financial condition/requirements of the organization for adoption by the membership no later than the June business meeting.

b. Budget items in the operating budget as adopted may be shifted from one line designation to another by action of the board of directors.

c. Disbursements from service fund(s) shall be made in accordance with the duly adopted service budget.

### **Section 4. Funds**

a. The organization shall establish a minimum of two (2) fund accounts.

(1) The first account shall be referred to as the "restricted/endowment fund" which shall consist of the "principal" investment portfolio. This fund shall receive deposits from restricted donations, revenue from the sale of investments, interest/dividends from the account's investments and transfers from the operating account. The board of directors shall annually review and approve an amount to be transferred to the operating account for service projects and awards based on the established formula. No other disbursements from this restricted/endowment fund shall be made without the approval of the board of directors. A professional financial advisor may be engaged on behalf of the organization to assist the endowment directors in the development of investment guidelines to be approved by the board of directors and membership.

(2) A second account shall be referred to as the "operating account" which shall consist of deposits from fundraising activities, membership dues, members' non-restricted contributions and any other receipts, as well as disbursements for budgeted expenses, including but not limited to services, educational and other operating expenses for the current fiscal year. All interest/dividends earned in this account shall be retained in the account. At the end of each fiscal year, after retaining the amount derived from the current year's fundraising efforts and allocated for the following year's budget, the board of directors shall authorize

the transfer of a portion of the then remaining balance in said operating account to the restricted/endowment fund, with a recommended guideline for said transfer of cash to be fifty percent (50%) of the then balance.

b. No disbursements from either of the above accounts shall be made without an appropriate voucher with receipts or other supporting data attached. Said voucher requests shall be approved by an officer, director or endowment director.

c. Authorized signators on checks drawn on the above fund accounts shall be the Vice-President or Secretary in conjunction with the Treasurer or Assistant Treasurer.

#### **Section 5. Financial Review**

The endowment directors shall be responsible for arranging for and ensuring that a review of the books of the treasurer and assistant treasurer is completed within seventy-five (75) days of the end of the fiscal year. (see ARTICLE IX, Section 1.b.(3) hereinabove)

#### **Section 6. Bonding of the Treasurer(s)**

No surety bond shall be required for the treasurer or the assistant treasurer of the organization.

### **ARTICLE XI**

#### **Restricted/Endowment Fund**

##### **Section 1.**

This organization has been established as a 501(c)(3) corporation meeting the requirements of the United States Department of the Treasury, Internal Revenue Service, to provide continuous funding for the organization's annual recognition awards, the Women's Opportunity Awards, Violet Richardson Awards and Youth Citizenship Awards (i.e. identifying projects) and other awards and/or service projects approved by the membership. (see ARTICLE IX, Section 3.)

##### **Section 2.**

The organization's Restricted/Endowment Fund shall be administered by two (2) duly elected endowment directors. (see ARTICLE IV, Section 3.h.)

## **ARTICLE XII**

### **Lawful Activities**

#### **Section 1.**

The organization may engage in any and all lawful activities incidental to the purposes and objectives stated in ARTICLE II hereinabove, except that no part of the activities of the organization shall be or consist of participating in or intervening in any political campaign on behalf of or in opposition to any candidate for public office nor shall it in any way engage in any activities prohibited under the Internal Revenue Code of the United States and, specifically, by Section 501(c)(3) of the Internal Revenue Code of 1954 and any successor statute.

#### **Section 2.**

Notwithstanding any possible future amendments or repeat of any provisions of said Section 501(c)(3) of said Internal Revenue Code of 1954 pertaining to political campaigns, the organization shall not participate in any partisan political activities.

## **ARTICLE XIII**

### **Conflict of Interest**

In order to avoid any actual or perceived conflicts of interest by its officers, directors, endowment directors and/or members that might jeopardize the organization's designation as a 501(c)(3) corporation under the provisions of the Internal Revenue Code as herein defined, the following situations shall be identified as indicative of conflicts of interest:

- a. any transaction involving another entity, including a non-profit, in which a member of this organization has a financial interest or is a member, officer, director, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative;
- b. any member of the organization accepting gifts, entertainment or other favors from an individual or entity that does or seeks to do business with the organization; and
- c. any transaction involving a grant or donation to a spouse, parent, step-parent, child, brother or sister or a spouse of any of the foregoing, or a member.

To avoid conflicts of interest, the following procedures shall occur:

- a. Prior to board or committee action involving a potential conflict of interest, the member of the organization having such conflict of interest, and who is in attendance at said meeting, shall disclose all facts

material to the conflict of interest, such disclosure to be reflected in the minutes of said meeting.

b. Any member of the organization who has a conflict of interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such member shall not attempt to exercise any personal influence with respect to the matter, either at or outside the meeting.

c. The member having a conflict of interest shall not vote on the transaction or be present in the meeting room when the vote is taken.

d. In the event it is not entirely clear that a conflict of interest exists, the member with the potential conflict of interest shall disclose the circumstances to the presiding officer or committee chair, who shall determine whether there is a conflict of interest subject to this policy.

e. Each member shall be asked to review a copy of this policy annually, and each officer, director, endowment director or delegate will be requested to acknowledge in writing that such review has occurred.

## **ARTICLE XIV**

### **Standing Rules**

The organization's Standing Rules supplement these Bylaws but may be adopted and/or amended without affecting these Bylaws. Current Standing Rules are attached and made a part hereof.

## **ARTICLE XV**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall be in the parliamentary authority for all matters not specifically covered by these Bylaws or higher Soroptimist law. The president shall appoint the organization's parliamentarian.

## **ARTICLE XVI**

### **Amendments to Bylaws**

These Bylaws may be amended at any regular or duly called special meeting of the organization by a two-thirds (2/3) vote of the members present, provided that due notice of the proposed amendment(s) with copies thereof attached shall have been provided to the members at least ten (10) days prior to the meeting, by either the secretary or by the Laws and Resolutions Committee. (see also ARTICLE IX, Section 1.d.)

## **ARTICLE XVII**

### **Dedication and Dissolution**

#### **Section 1.**

The property of the organization is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any officer, director, or member thereof or to the benefit of any private persons.

#### **Section 2.**

Upon the dissolution of the organization as provided in Article VII of the Amended and Restated Articles of Incorporation dated March 7, 2009, all assets remaining after payment or provision for payment of all debts and liabilities of this organization shall be distributed to one or more entities organized and operated exclusively for social welfare purposes and which shall have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code, said receiving entity or entities to be selected and approved by the then membership of the organization at the time of dissolution.

Adopted April 14, 2009  
Effective July 1, 2009  
Amended June 8, 2010

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# **SOROPTIMIST INTERNATIONAL OF WAIKIKI FOUNDATION, INC.**

## **STANDING RULES**

1. Dues must be received by the assistant treasurer by June 1 for membership renewal.

Effective July 1, 2008 annual dues are:

\$160.00 Regular and retired/unemployed member dues

\$80.00 Life member dues

(dues for embarking members will be determined)

\$45.00 New member fee, plus prorated dues upon enrollment

2. Members are urged to attend all regularly scheduled meetings and to make reservations when contacted by the membership committee or by e-mail. The member may cancel before noon on the Friday preceding the meeting. If cancellations are not received, the member will be invoiced at the current meal cost, unless that meal has been purchased by another. Members are also encouraged to attend and participate in all special events of the organization.
3. The member's cost for each meal shall be the amount charged by the venue, rounded to the next dollar.
4. Members are encouraged to make a monetary donation to the organization (eg. "buy roses") in celebration of anniversaries of membership or for other significant occasions.
5. The pin worn by the organization's president consists of its charter president's pin, which has been mounted on a gold disc. At the end of each term, the president shall pass this pin on to the successor.
6. Membership pins are presented to members upon induction. In the event a member's pin is lost, the member is responsible for paying for a replacement pin.
7. The president's correspondence and other files shall be purged of extraneous materials before turning them over to the successor. With the exception of the permanent files required to be maintained by the treasurer and minutes to be retained by the secretary, all other files of members of the board of directors and committee chairs, shall likewise be purged of extraneous materials before turning them over to their successors.
8. Vouchers for reimbursable expenses must be submitted to the treasurer within 60 days, accompanied by all supporting data.
9. These Standing Rules may be amended by a majority vote of the members present at a regular or special meeting provided due notice of the proposed amendment has been given.
10. These Standing Rules may be suspended by a majority vote of the members present at a regular or special meeting of the organization provided the request to suspend states the specific purpose of such suspension.

Adopted as AMENDED: April 14, 2009

Effective: July 1, 2009