

April 20, 2020

Resolution to establish and administer the Beacon Hill Families Relief Fund

The recent and ongoing coronavirus pandemic (and the COVID-19 disease) has devastated the lives of Americans and our global neighbors.

The pandemic has caused serious personal health and economic damage to the students and families that are part of the Beacon Hill International School Community and will continue to cause damage for an unforeseeable period of time.

The PTA will create the “**Beacon Hill Families Relief Fund**” (the “Relief Fund”) to provide immediate financial disaster assistance to individuals during this unprecedented time of emergency to meet their basic needs.

BEACON HILL PTA is a Washington not-for-profit organization and is qualified as a tax-exempt charitable organization under Section 501(c)(3) of the Internal Revenue Code. Internal Revenue Code allows that charitable organizations may pivot from their normal charitable operations to provide financial assistance in times of disaster and emergency such as the pandemic currently plaguing the globe.

The Beacon Hill PTA desires to add the Relief Fund as a charitable activity and to raise, manage and distribute funds through the Relief Fund. Beacon Hill PTA has the capacity and ability to administer the Relief Fund. The Relief Fund should be managed and administered by the Beacon Hill PTA in accordance with policies and procedures established by the board of directors of the PTA that comply with its tax-exempt status and the stated intentions and goals of the Relief Fund.

Therefore, the board of directors of the Beacon Hill PTA resolve:

Section 1. The **Beacon Hill Families Relief Fund** (“Relief Fund”) shall be immediately established as a discrete fund within Beacon Hill PTA;

Section 2. The Relief Fund shall be administered by a Relief Fund Committee (“Committee”) in accordance with policies and procedures adopted by, and subject to review and amendment from time to time by, the PTA board of directors. The policies and procedures shall guide the work of the Relief Fund and the Committee in compliance with the tax-exempt requirements of Section 501(c)(3) of the Code.

Section 3. The Committee shall be composed of six (6) committee members appointed by the PTA board, consisting of Committee chair and five (5) voting Committee members. The committee chair shall be charged with the duty of executive management of the Committee’s activities and ensuring its compliance with its policies and procedures. The Chair shall not vote on selection of Relief Fund recipients.

Section 4. The Relief Fund shall continue to exist and to raise and distribute emergency relief funds until the board of directors shall, in its sole discretion, determines that emergency relief is no longer needed, at which time all remaining funds in the Relief Fund may be

distributed to other charitable organizations who agree to use the remaining funds to support low-income families in Southeast Seattle. To this end, all campaign invitations to donate shall include a notice that if the PTA elects to terminate the Relief Fund all remaining funds in the Relief Fund may be distributed in this manner.

PASSED by a vote of ___9___ to ___0___ this _20_th day of April, 2020.

BOARD OF DIRECTORS
Beacon Hill PTA

_____ Carolyn Feng _____
Carolyn Feng, President

ATTEST: _____ Karla Sugitani _____, Secretary of the Board