

# Form 1023 Checklist

(Revised December 2013)

## Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code

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**Note.** Retain a copy of the completed Form 1023 in your permanent records. Refer to the General Instructions regarding Public Inspection of approved applications.

**Check each box to finish your application (Form 1023). Send this completed Checklist with your filled-in application. If you have not answered all the items below, your application may be returned to you as incomplete.**

- ☐ Assemble the application and materials in this order:
- Form 1023 Checklist
  - Form 2848, *Power of Attorney and Declaration of Representative* (if filing)
  - Form 8821, *Tax Information Authorization* (if filing)
  - Expedite request (if requesting)
  - Application (Form 1023 and Schedules A through H, as required)
  - Articles of organization
  - Amendments to articles of organization in chronological order
  - Bylaws or other rules of operation and amendments
  - Documentation of nondiscriminatory policy for schools, as required by Schedule B
  - Form 5768, *Election/Revocation of Election by an Eligible Section 501(c)(3) Organization To Make Expenditures To Influence Legislation* (if filing)
  - All other attachments, including explanations, financial data, and printed materials or publications. Label each page with name and EIN.
- ☐ User fee payment placed in envelope on top of checklist. DO NOT STAPLE or otherwise attach your check or money order to your application. Instead, just place it in the envelope.
- ☐ Employer Identification Number (EIN)
- ☐ Completed Parts I through XI of the application, including any requested information and any required Schedules A through H.
- You must provide specific details about your past, present, and planned activities.
  - Generalizations or failure to answer questions in the Form 1023 application will prevent us from recognizing you as tax exempt.
  - Describe your purposes and proposed activities in specific easily understood terms.
  - Financial information should correspond with proposed activities.
- ☐ Schedules. Submit only those schedules that apply to you and check either "Yes" or "No" below.
- |            |                  |            |                  |
|------------|------------------|------------|------------------|
| Schedule A | Yes ____ No ____ | Schedule E | Yes ____ No ____ |
| Schedule B | Yes ____ No ____ | Schedule F | Yes ____ No ____ |
| Schedule C | Yes ____ No ____ | Schedule G | Yes ____ No ____ |
| Schedule D | Yes ____ No ____ | Schedule H | Yes ____ No ____ |

- ☐ An exact copy of your complete articles of organization (creating document). Absence of the proper purpose and dissolution clauses is the number one reason for delays in the issuance of determination letters.
- Location of Purpose Clause from Part III, line 1 (Page, Article and Paragraph Number) \_\_\_\_\_
  - Location of Dissolution Clause from Part III, line 2b or 2c (Page, Article and Paragraph Number) or by operation of state law \_\_\_\_\_
- ☐ Signature of an officer, director, trustee, or other official who is authorized to sign the application.
- Signature at Part XI of Form 1023.
- ☐ Your name on the application must be the same as your legal name as it appears in your articles of organization.

Send completed Form 1023, user fee payment, and all other required information, to:

Internal Revenue Service  
P.O. Box 192  
Covington, KY 41012-0192

If you are using express mail or a delivery service, send Form 1023, user fee payment, and attachments to:

Internal Revenue Service  
201 West Rivercenter Blvd.  
Attn: Extracting Stop 312  
Covington, KY 41011

**Application for Recognition of Exemption**  
**Under Section 501(c)(3) of the Internal Revenue Code**

(00)

OMB No. 1545-0056

**Note:** If exempt status is approved, this application will be open for public inspection.

Use the instructions to complete this application and for a definition of all **bold** items. For additional help, call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. Visit our website at **www.irs.gov** for forms and publications. If the required information and documents are not submitted with payment of the appropriate user fee, the application may be returned to you.

Attach additional sheets to this application if you need more space to answer fully. Put your name and EIN on each sheet and identify each answer by Part and line number. Complete Parts I - XI of Form 1023 and submit only those Schedules (A through H) that apply to you.

**Part I Identification of Applicant**

<b>1</b> Full name of organization (exactly as it appears in your <b>organizing document</b> )		<b>2</b> c/o Name (if applicable)	
<b>3</b> <b>Mailing address</b> (Number and street) (see instructions)	Room/Suite	<b>4</b> Employer Identification Number (EIN)	
City or town, state or country, and ZIP + 4		<b>5</b> Month the annual accounting period ends (01 - 12)	
<b>6</b> Primary contact (officer, director, trustee, or <b>authorized representative</b> ) <b>a</b> Name:		<b>b</b> Phone:	
		<b>c</b> Fax: (optional)	
<b>7</b> Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>8</b> Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role.		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>9a</b> Organization's website:			
<b>b</b> Organization's email: (optional)			
<b>10</b> Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>11</b> Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY)		/ /	
<b>12</b> Were you formed under the laws of a <b>foreign country</b> ? If "Yes," state the country.		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	

**Part II Organizational Structure**

You must be a corporation (including a limited liability company), an unincorporated association, or a trust to be tax exempt. (See instructions.) **DO NOT file this form unless you can check "Yes" on lines 1, 2, 3, or 4.**

- 1** Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing **certification of filing** with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification. ☐ **Yes** ☐ **No**
- 2** Are you a **limited liability company (LLC)**? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application. ☐ **Yes** ☐ **No**
- 3** Are you an **unincorporated association**? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments. ☐ **Yes** ☐ **No**
- 4a** Are you a **trust**? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments. ☐ **Yes** ☐ **No**
- b** Have you been funded? If "No," explain how you are formed without anything of value placed in trust. ☐ **Yes** ☐ **No**
- 5** Have you adopted **bylaws**? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected. ☐ **Yes** ☐ **No**

**Part III Required Provisions in Your Organizing Document**

The following questions are designed to ensure that when you file this application, your organizing document contains the required provisions to meet the organizational test under section 501(c)(3). Unless you can check the boxes in both lines 1 and 2, your organizing document does not meet the organizational test. **DO NOT file this application until you have amended your organizing document.** Submit your original and amended organizing documents (showing state filing certification if you are a corporation or an LLC) with your application.

- 1** Section 501(c)(3) requires that your organizing document state your exempt purpose(s), such as charitable, religious, educational, and/or scientific purposes. Check the box to confirm that your organizing document meets this requirement. Describe specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document. Refer to the instructions for exempt purpose language. Location of Purpose Clause (Page, Article, and Paragraph): ☐
- 2a** Section 501(c)(3) requires that upon dissolution of your organization, your remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Check the box on line 2a to confirm that your organizing document meets this requirement by express provision for the distribution of assets upon dissolution. If you rely on state law for your dissolution provision, do not check the box on line 2a and go to line 2c. ☐
- 2b** If you checked the box on line 2a, specify the location of your dissolution clause (Page, Article, and Paragraph). Do not complete line 2c if you checked box 2a. \_\_\_\_\_
- 2c** See the instructions for information about the operation of state law in your particular state. Check this box if you rely on operation of state law for your dissolution provision and indicate the state: ☐

**Part IV Narrative Description of Your Activities**

Using an attachment, describe your *past*, *present*, and *planned* activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors**

- 1a** List the names, titles, and mailing addresses of all of your officers, directors, and trustees. For each person listed, state their total annual **compensation**, or proposed compensation, for all services to the organization, whether as an officer, employee, or other position. Use actual figures, if available. Enter "none" if no compensation is or will be paid. If additional space is needed, attach a separate sheet. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
		.....	
		.....	
		.....	
		.....	
		.....	

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- b** List the names, titles, and mailing addresses of each of your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation. Do not include officers, directors, or trustees listed in line 1a.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)

- c** List the names, names of businesses, and mailing addresses of your five highest compensated **independent contractors** that receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)

The following "Yes" or "No" questions relate to *past, present, or planned* relationships, transactions, or agreements with your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, and 1c.

- 2a** Are any of your officers, directors, or trustees **related** to each other through **family or business relationships**? If "Yes," identify the individuals and explain the relationship. ☐ **Yes** ☐ **No**

- b** Do you have a business relationship with any of your officers, directors, or trustees other than through their position as an officer, director, or trustee? If "Yes," identify the individuals and describe the business relationship with each of your officers, directors, or trustees. ☐ **Yes** ☐ **No**

- c** Are any of your officers, directors, or trustees related to your highest compensated employees or highest compensated independent contractors listed on lines 1b or 1c through family or business relationships? If "Yes," identify the individuals and explain the relationship. ☐ **Yes** ☐ **No**

- 3a** For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties.

- b** Do any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c receive compensation from any other organizations, whether tax exempt or taxable, that are related to you through **common control**? If "Yes," identify the individuals, explain the relationship between you and the other organization, and describe the compensation arrangement. ☐ **Yes** ☐ **No**

- 4** In establishing the compensation for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, and 1c, the following practices are recommended, although they are not required to obtain exemption. Answer "Yes" to all the practices you use.

- a** Do you or will the individuals that approve compensation arrangements follow a conflict of interest policy? ☐ **Yes** ☐ **No**
- b** Do you or will you approve compensation arrangements in advance of paying compensation? ☐ **Yes** ☐ **No**
- c** Do you or will you document in writing the date and terms of approved compensation arrangements? ☐ **Yes** ☐ **No**

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- d** Do you or will you record in writing the decision made by each individual who decided or voted on compensation arrangements? ☐ **Yes** ☐ **No**
- e** Do you or will you approve compensation arrangements based on information about compensation paid by **similarly situated** taxable or tax-exempt organizations for similar services, current compensation surveys compiled by independent firms, or actual written offers from similarly situated organizations? Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☐ **Yes** ☐ **No**
- f** Do you or will you record in writing both the information on which you relied to base your decision and its source? ☐ **Yes** ☐ **No**
- g** If you answered "No" to any item on lines 4a through 4f, describe how you set compensation that is **reasonable** for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c.
- 
- 5a** Have you adopted a **conflict of interest policy** consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c. ☐ **Yes** ☐ **No**
- b** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you for setting their own compensation?
- c** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you regarding business deals with themselves?
- Note:** A conflict of interest policy is recommended though it is not required to obtain exemption. Hospitals, see Schedule C, Section I, line 14.
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- 6a** Do you or will you compensate any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, or 1c through **non-fixed payments**, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are determined, who is eligible for such arrangements, whether you place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☐ **Yes** ☐ **No**
- b** Do you or will you compensate any of your employees, other than your officers, directors, trustees, or your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year, through non-fixed payments, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are or will be determined, who is or will be eligible for such arrangements, whether you place or will place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☐ **Yes** ☐ **No**
- 
- 7a** Do you or will you purchase any goods, services, or assets from any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such purchase that you made or intend to make, from whom you make or will make such purchases, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine that you pay no more than **fair market value**. Attach copies of any written contracts or other agreements relating to such purchases. ☐ **Yes** ☐ **No**
- b** Do you or will you sell any goods, services, or assets to any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such sales that you made or intend to make, to whom you make or will make such sales, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine you are or will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such sales. ☐ **Yes** ☐ **No**
- 
- 8a** Do you or will you have any leases, contracts, loans, or other agreements with your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," provide the information requested in lines 8b through 8f. ☐ **Yes** ☐ **No**
- b** Describe any written or oral arrangements that you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at **arm's length**.
- e** Explain how you determine you pay no more than fair market value or you are paid at least fair market value.
- f** Attach copies of any signed leases, contracts, loans, or other agreements relating to such arrangements.
- 
- 9a** Do you or will you have any leases, contracts, loans, or other agreements with any organization in which any of your officers, directors, or trustees are also officers, directors, or trustees, or in which any individual officer, director, or trustee owns more than a 35% interest? If "Yes," provide the information requested in lines 9b through 9f. ☐ **Yes** ☐ **No**



**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- b** Describe any written or oral arrangements you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at arm's length.
- e** Explain how you determine or will determine you pay no more than fair market value or that you are paid at least fair market value.
- f** Attach a copy of any signed leases, contracts, loans, or other agreements relating to such arrangements.

**Part VI Your Members and Other Individuals and Organizations That Receive Benefits From You**

The following "Yes" or "No" questions relate to goods, services, and funds you provide to individuals and organizations as part of your activities. Your answers should pertain to *past*, *present*, and *planned* activities. (See instructions.)

- 1a** In carrying out your exempt purposes, do you provide goods, services, or funds to individuals? If "Yes," describe each program that provides goods, services, or funds to individuals. ☐ **Yes** ☐ **No**
- b** In carrying out your exempt purposes, do you provide goods, services, or funds to organizations? If "Yes," describe each program that provides goods, services, or funds to organizations. ☐ **Yes** ☐ **No**
- 2** Do any of your programs limit the provision of goods, services, or funds to a specific individual or group of specific individuals? For example, answer "Yes," if goods, services, or funds are provided only for a particular individual, your members, individuals who work for a particular employer, or graduates of a particular school. If "Yes," explain the limitation and how recipients are selected for each program. ☐ **Yes** ☐ **No**
- 3** Do any individuals who receive goods, services, or funds through your programs have a family or business relationship with any officer, director, trustee, or with any of your highest compensated employees or highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c? If "Yes," explain how these related individuals are eligible for goods, services, or funds. ☐ **Yes** ☐ **No**

**Part VII Your History**

The following "Yes" or "No" questions relate to your history. (See instructions.)

- 1** Are you a **successor** to another organization? Answer "Yes," if you have taken or will take over the activities of another organization; you took over 25% or more of the fair market value of the net assets of another organization; or you were established upon the conversion of an organization from for-profit to non-profit status. If "Yes," complete Schedule G. ☐ **Yes** ☐ **No**
- 2** Are you submitting this application more than 27 months after the end of the month in which you were legally formed? If "Yes," complete Schedule E. ☐ **Yes** ☐ **No**

**Part VIII Your Specific Activities**

The following "Yes" or "No" questions relate to specific activities that you may conduct. Check the appropriate box. Your answers should pertain to *past*, *present*, and *planned* activities. (See instructions.)

- 1** Do you support or oppose candidates in **political campaigns** in any way? If "Yes," explain. ☐ **Yes** ☐ **No**
- 2a** Do you attempt to **influence legislation**? If "Yes," explain how you attempt to influence legislation and complete line 2b. If "No," go to line 3a. ☐ **Yes** ☐ **No**
- b** Have you made or are you making an **election** to have your legislative activities measured by expenditures by filing Form 5768? If "Yes," attach a copy of the Form 5768 that was already filed or attach a completed Form 5768 that you are filing with this application. If "No," describe whether your attempts to influence legislation are a substantial part of your activities. Include the time and money spent on your attempts to influence legislation as compared to your total activities. ☐ **Yes** ☐ **No**
- 3a** Do you or will you operate bingo or **gaming** activities? If "Yes," describe who conducts them, and list all revenue received or expected to be received and expenses paid or expected to be paid in operating these activities. **Revenue and expenses** should be provided for the time periods specified in Part IX, Financial Data. ☐ **Yes** ☐ **No**
- b** Do you or will you enter into contracts or other agreements with individuals or organizations to conduct bingo or gaming for you? If "Yes," describe any written or oral arrangements that you made or intend to make, identify with whom you have or will have such arrangements, explain how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you pay no more than fair market value or you will be paid at least fair market value. Attach copies or any written contracts or other agreements relating to such arrangements. ☐ **Yes** ☐ **No**
- c** List the states and local jurisdictions, including Indian Reservations, in which you conduct or will conduct gaming or bingo.

**Part VIII Your Specific Activities (Continued)**

**4a** Do you or will you undertake **fundraising**? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.) ☐ **Yes** ☐ **No**

- |   |  |
|---|--|
| <input type="checkbox"/> mail solicitations                         | <input type="checkbox"/> phone solicitations                                   |
| <input type="checkbox"/> email solicitations                        | <input type="checkbox"/> accept donations on your website                      |
| <input type="checkbox"/> personal solicitations                     | <input type="checkbox"/> receive donations from another organization's website |
| <input type="checkbox"/> vehicle, boat, plane, or similar donations | <input type="checkbox"/> government grant solicitations                        |
| <input type="checkbox"/> foundation grant solicitations             | <input type="checkbox"/> Other   |

Attach a description of each fundraising program.

**b** Do you or will you have written or oral contracts with any individuals or organizations to raise funds for you? If "Yes," describe these activities. Include all revenue and expenses from these activities and state who conducts them. Revenue and expenses should be provided for the time periods specified in Part IX, Financial Data. Also, attach a copy of any contracts or agreements. ☐ **Yes** ☐ **No**

**c** Do you or will you engage in fundraising activities for other organizations? If "Yes," describe these arrangements. Include a description of the organizations for which you raise funds and attach copies of all contracts or agreements. ☐ **Yes** ☐ **No**

**d** List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you.

**e** Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds? Answer "Yes" if the donor may provide advice on the types of investments, distributions from the types of investments, or the distribution from the donor's contribution account. If "Yes," describe this program, including the type of advice that may be provided and submit copies of any written materials provided to donors. ☐ **Yes** ☐ **No**

**5** Are you **affiliated** with a governmental unit? If "Yes," explain. ☐ **Yes** ☐ **No**

**6a** Do you or will you engage in **economic development**? If "Yes," describe your program. ☐ **Yes** ☐ **No**

**b** Describe in full who benefits from your economic development activities and how the activities promote exempt purposes.

**7a** Do or will persons other than your employees or volunteers **develop** your facilities? If "Yes," describe each facility, the role of the developer, and any business or family relationship(s) between the developer and your officers, directors, or trustees. ☐ **Yes** ☐ **No**

**b** Do or will persons other than your employees or volunteers **manage** your activities or facilities? If "Yes," describe each activity and facility, the role of the manager, and any business or family relationship(s) between the manager and your officers, directors, or trustees. ☐ **Yes** ☐ **No**

**c** If there is a business or family relationship between any manager or developer and your officers, directors, or trustees, identify the individuals, explain the relationship, describe how contracts are negotiated at arm's length so that you pay no more than fair market value, and submit a copy of any contracts or other agreements.

**8** Do you or will you enter into **joint ventures**, including partnerships or **limited liability companies** treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If "Yes," describe the activities of these joint ventures in which you participate. ☐ **Yes** ☐ **No**

**9a** Are you applying for exemption as a childcare organization under section 501(k)? If "Yes," answer lines 9b through 9d. If "No," go to line 10. ☐ **Yes** ☐ **No**

**b** Do you provide child care so that parents or caretakers of children you care for can be **gainfully employed** (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**

**c** Of the children for whom you provide child care, are 85% or more of them cared for by you to enable their parents or caretakers to be gainfully employed (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**

**d** Are your services available to the general public? If "No," describe the specific group of people for whom your activities are available. Also, see the instructions and explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**

**10** Do you or will you publish, own, or have rights in music, literature, tapes, artworks, choreography, scientific discoveries, or other **intellectual property**? If "Yes," explain. Describe who owns or will own any copyrights, patents, or trademarks, whether fees are or will be charged, how the fees are determined, and how any items are or will be produced, distributed, and marketed. ☐ **Yes** ☐ **No**



**Part VIII Your Specific Activities** (Continued)

- 11** Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type? If "Yes," describe each type of contribution, any conditions imposed by the donor on the contribution, and any agreements with the donor regarding the contribution. ☐ **Yes** ☐ **No**
- 
- 12a** Do you or will you operate in a **foreign country or countries**? If "Yes," answer lines 12b through 12d. If "No," go to line 13a. ☐ **Yes** ☐ **No**
- b** Name the foreign countries and regions within the countries in which you operate.
- c** Describe your operations in each country and region in which you operate.
- d** Describe how your operations in each country and region further your exempt purposes.
- 
- 13a** Do you or will you make grants, loans, or other distributions to organization(s)? If "Yes," answer lines 13b through 13g. If "No," go to line 14a. ☐ **Yes** ☐ **No**
- b** Describe how your grants, loans, or other distributions to organizations further your exempt purposes.
- c** Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract. ☐ **Yes** ☐ **No**
- d** Identify each recipient organization and any **relationship** between you and the recipient organization.
- e** Describe the records you keep with respect to the grants, loans, or other distributions you make.
- f** Describe your selection process, including whether you do any of the following:
- (i)** Do you require an application form? If "Yes," attach a copy of the form. ☐ **Yes** ☐ **No**
- (ii)** Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused. ☐ **Yes** ☐ **No**
- g** Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.
- 
- 14a** Do you or will you make grants, loans, or other distributions to foreign organizations? If "Yes," answer lines 14b through 14f. If "No," go to line 15. ☐ **Yes** ☐ **No**
- b** Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.
- c** Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization? If "Yes," list all earmarked organizations or countries. ☐ **Yes** ☐ **No**
- d** Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes? If "Yes," describe how you relay this information to contributors. ☐ **Yes** ☐ **No**
- e** Do you or will you make pre-grant inquiries about the recipient organization? If "Yes," describe these inquiries, including whether you inquire about the recipient's financial status, its tax-exempt status under the Internal Revenue Code, its ability to accomplish the purpose for which the resources are provided, and other relevant information. ☐ **Yes** ☐ **No**
- f** Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes? If "Yes," describe these procedures, including site visits by your employees or compliance checks by impartial experts, to verify that grant funds are being used appropriately. ☐ **Yes** ☐ **No**

**Part VIII Your Specific Activities** *(Continued)*

- |           |  |                                     |                                    |
|-----------|--|-------------------------------------|------------------------------------|
| <b>15</b> | Do you have a <b>close connection</b> with any organizations? If "Yes," explain.   | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| <b>16</b> | Are you applying for exemption as a <b>cooperative hospital service organization</b> under section 501(e)? If "Yes," explain.  | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| <b>17</b> | Are you applying for exemption as a <b>cooperative service organization of operating educational organizations</b> under section 501(f)? If "Yes," explain.  | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| <b>18</b> | Are you applying for exemption as a <b>charitable risk pool</b> under section 501(n)? If "Yes," explain.   | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| <b>19</b> | Do you or will you operate a <b>school</b> ? If "Yes," complete Schedule B. Answer "Yes," whether you operate a school as your main function or as a secondary activity.   | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| <b>20</b> | Is your main function to provide <b>hospital or medical care</b> ? If "Yes," complete Schedule C.  | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| <b>21</b> | Do you or will you provide <b>low-income housing</b> or housing for the <b>elderly</b> or <b>handicapped</b> ? If "Yes," complete Schedule F.  | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| <b>22</b> | Do you or will you provide scholarships, fellowships, educational loans, or other educational grants to individuals, including grants for travel, study, or other similar purposes? If "Yes," complete Schedule H. | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |

**Note:** **Private foundations** may use Schedule H to request advance approval of individual grant procedures.

**Part IX Financial Data**

For purposes of this schedule, years in existence refer to completed tax years. If in existence 4 or more years, complete the schedule for the most recent 4 tax years. If in existence more than 1 year but less than 4 years, complete the statements for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. If in existence less than 1 year, provide projections of your likely revenues and expenses for the current year and the 2 following years, based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. (See instructions.)

**A. Statement of Revenues and Expenses**

	Type of revenue or expense	Current tax year	3 prior tax years or 2 succeeding tax years				(e) Provide Total for (a) through (d)
		(a) From ..... To .....	(b) From ..... To .....	(c) From ..... To .....	(d) From ..... To .....		
<b>Revenues</b>	<b>1</b> Gifts, grants, and contributions received (do not include unusual grants)						
	<b>2</b> Membership fees received						
	<b>3</b> Gross investment income						
	<b>4</b> Net unrelated business income						
	<b>5</b> Taxes levied for your benefit						
	<b>6</b> Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)						
	<b>7</b> Any revenue not otherwise listed above or in lines 9–12 below (attach an itemized list)						
	<b>8</b> Total of lines 1 through 7						
	<b>9</b> Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)						
	<b>10</b> Total of lines 8 and 9						
	<b>11</b> Net gain or loss on sale of capital assets (attach schedule and see instructions)						
	<b>12</b> Unusual grants						
<b>Expenses</b>	<b>13</b> Total Revenue Add lines 10 through 12						
	<b>14</b> Fundraising expenses						
	<b>15</b> Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)						
	<b>16</b> Disbursements to or for the benefit of members (attach an itemized list)						
	<b>17</b> Compensation of officers, directors, and trustees						
	<b>18</b> Other salaries and wages						
	<b>19</b> Interest expense						
	<b>20</b> Occupancy (rent, utilities, etc.)						
	<b>21</b> Depreciation and depletion						
	<b>22</b> Professional fees						
	<b>23</b> Any expense not otherwise classified, such as program services (attach itemized list)						
	<b>24</b> Total Expenses Add lines 14 through 23						

**Part IX Financial Data (Continued)****B. Balance Sheet (for your most recently completed tax year)**

Year End:

(Whole dollars)

Assets		
1	Cash . . . . .	1
2	Accounts receivable, net . . . . .	2
3	Inventories . . . . .	3
4	Bonds and notes receivable (attach an itemized list) . . . . .	4
5	Corporate stocks (attach an itemized list) . . . . .	5
6	Loans receivable (attach an itemized list) . . . . .	6
7	Other investments (attach an itemized list) . . . . .	7
8	Depreciable and depletable assets (attach an itemized list) . . . . .	8
9	Land . . . . .	9
10	Other assets (attach an itemized list) . . . . .	10
11	Total Assets (add lines 1 through 10) . . . . .	11
Liabilities		
12	Accounts payable . . . . .	12
13	Contributions, gifts, grants, etc. payable . . . . .	13
14	Mortgages and notes payable (attach an itemized list) . . . . .	14
15	Other liabilities (attach an itemized list) . . . . .	15
16	Total Liabilities (add lines 12 through 15) . . . . .	16
Fund Balances or Net Assets		
17	Total fund balances or net assets . . . . .	17
18	Total Liabilities and Fund Balances or Net Assets (add lines 16 and 17) . . . . .	18
19	Have there been any substantial changes in your assets or liabilities since the end of the period shown above? If "Yes," explain. <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Part X Public Charity Status**

Part X is designed to classify you as an organization that is either a **private foundation** or a **public charity**. Public charity status is a more favorable tax status than private foundation status. If you are a private foundation, Part X is designed to further determine whether you are a **private operating foundation**. (See instructions.)

1a	Are you a private foundation? If "Yes," go to line 1b. If "No," go to line 5 and proceed as instructed. If you are unsure, see the instructions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
b	As a private foundation, section 508(e) requires special provisions in your organizing document in addition to those that apply to all organizations described in section 501(c)(3). Check the box to confirm that your organizing document meets this requirement, whether by express provision or by reliance on operation of state law. Attach a statement that describes specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document or by operation of state law. See the instructions, including Appendix B, for information about the special provisions that need to be contained in your organizing document. Go to line 2.	<input type="checkbox"/>
2	Are you a private operating foundation? To be a private operating foundation you must engage directly in the active conduct of charitable, religious, educational, and similar activities, as opposed to indirectly carrying out these activities by providing grants to individuals or other organizations. If "Yes," go to line 3. If "No," go to the signature section of Part XI.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Have you existed for one or more years? If "Yes," attach financial information showing that you are a private operating foundation; go to the signature section of Part XI. If "No," continue to line 4.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Have you attached either (1) an affidavit or opinion of counsel, (including a written affidavit or opinion from a certified public accountant or accounting firm with expertise regarding this tax law matter), that sets forth facts concerning your operations and support to demonstrate that you are likely to satisfy the requirements to be classified as a private operating foundation; or (2) a statement describing your proposed operations as a private operating foundation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	If you answered "No" to line 1a, indicate the type of public charity status you are requesting by checking one of the choices below. You may check only one box.	
	The organization is not a private foundation because it is:	
a	509(a)(1) and 170(b)(1)(A)(i)—a church or a convention or association of churches. Complete and attach Schedule A.	<input type="checkbox"/>
b	509(a)(1) and 170(b)(1)(A)(ii)—a <b>school</b> . Complete and attach Schedule B.	<input type="checkbox"/>
c	509(a)(1) and 170(b)(1)(A)(iii)—a <b>hospital</b> , a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital. Complete and attach Schedule C.	<input type="checkbox"/>
d	509(a)(3)—an organization supporting either one or more organizations described in line 5a through c, f, g, or h or a publicly supported section 501(c)(4), (5), or (6) organization. Complete and attach Schedule D.	<input type="checkbox"/>

**Part X Public Charity Status (Continued)**

- e** 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐
- f** 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐
- g** 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☐
- h** 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☐
- i** A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☐

**6** If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at [www.irs.gov](http://www.irs.gov) or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling. ☐

**Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code**

For Organization

.....  
(Signature of Officer, Director, Trustee, or other  
authorized official)

.....  
(Type or print name of signer)

.....  
(Date)

.....  
(Type or print title or authority of signer)

For IRS Use Only

.....  
IRS Director, Exempt Organizations

.....  
(Date)

- b Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐
- (i) (a)** Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. \_\_\_\_\_
- (b)** Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐
- (ii) (a)** For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box. ☐
- (b)** For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box. ☐

- 7** Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☐ **Yes** ☐ **No**

**Part XI User Fee Information**

You must include a user fee payment with this application. It will not be processed without your paid user fee. If your average annual gross receipts have exceeded or will exceed \$10,000 annually over a 4-year period, you must submit payment of \$850. If your gross receipts have not exceeded or will not exceed \$10,000 annually over a 4-year period, the required user fee payment is \$400. See instructions for Part XI, for a definition of **gross receipts** over a 4-year period. Your check or money order must be made payable to the United States Treasury. *User fees are subject to change. Check our website at [www.irs.gov](http://www.irs.gov) and type "User Fee" in the keyword box, or call Customer Account Services at 1-877-829-5500 for current information.*

- 1** Have your annual gross receipts averaged or are they expected to average not more than \$10,000? ☐ **Yes** ☐ **No**  
 If "Yes," check the box on line 2 and enclose a user fee payment of \$400 (Subject to change—see above).  
 If "No," check the box on line 3 and enclose a user fee payment of \$850 (Subject to change—see above).
- 2** Check the box if you have enclosed the reduced user fee payment of \$400 (Subject to change). ☐
- 3** Check the box if you have enclosed the user fee payment of \$850 (Subject to change). ☐

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

**Please  
Sign  
Here**

\_\_\_\_\_  
 (Signature of Officer, Director, Trustee, or other  
 authorized official)

\_\_\_\_\_  
 (Type or print name of signer)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Type or print title or authority of signer)

**Reminder:** Send the completed Form 1023 Checklist with your filled-in-application.

Form **1023** (Rev. 6-2006)



**PEACE THROUGH ACTION USA**  
*Peaceful People, Peaceful Practices, Peaceful Places*

**EXPLANATIONS OF REPONSES PROVIDED ON  
APPLICATION FOR RECOGNITION OF EXEMPTION  
TO THE  
UNITED STATES INTERNAL REVENUE SERVICE**

## Part II – Organizational Structure

### Line 1

Articles of Incorporation of Peace Through Action USA, Inc., declaration of authenticity, and certification by the District of Columbia government are provided at Attachment 1.

### Line 5

Bylaws of Peace Through Action USA, Inc. are provided at Attachment 2.

## Part IV – Narrative Description of Your Activities

### Peace Through Action USA Purpose

Peace Through Action USA, Inc. is organized exclusively for religious, charitable, scientific, literary or educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended or corresponding section of any future tax code, and regulations thereunder. Specifically, Peace Through Action USA plans to utilize volunteers and service contributors to activate Americans to choose peaceful action and equip them with practical solutions for overcoming interpersonal aggression and violence.

[Note: While the Corporation utilizes the word “action” in its name, it is NOT an “action organization” as that term is given meaning in 26 CFR §1.501(c)(3)-1(c)(3)(ii) and 26 CFR §1.501(c)(3)-1(c)(3)(iii).]

### Peace Through Action USA Mission and Vision

Peace Through Action USA is missioned to achieve peace between people and within communities in the United States of America by promoting caring action. The impact of our mission activities will be a nation abundant with peaceful people, applying peaceful practices, and creating peaceful places.

### Key Terms

- **Volunteer** – An individual who renders service to one’s community or cause willingly, for any duration, and without pay.
- **Service Contributor** – An individual who renders service to one’s country, community, or cause through a formal program, over a long-term period, and with a modest stipend so that the individual may give their primary attention to serving.
- **Peaceful Action/Peaceful Practice** – A program, intervention, or activity that fosters tranquility, harmony and order within, among, or between people. Examples of peaceful practices include

community trust-building dialogues, compassion cultivation training, conflict resolution, cooperative volunteering, mediation, meditation, neighborhood watch groups, non-violent communication training, peace education, prayer groups, restorative circles, social and emotional skills training, spoken word coaching and presentation, team sports, and youth problem-solving courts.

- **Interpersonal Aggression and Violence** – Behavior toward people or groups of people that is intended to harm the other(s). Examples of interpersonal aggression and violence include: abuse, assault, bullying, discrimination, maltreatment, murder, neglect, racism, rape, sexual assault, stalking, robbery, and trafficking. The behavior occurs in all settings, including homes, neighborhoods, schools, workplaces, and on the streets.

## Needs Addressed by Peace Through Action USA

Peace Through Action USA confronts interpersonal aggression and violence in the United States of America. Peace is in short supply for too few people and too many places in the United States. We are a nation with too many hurting people. A quick glance at the television news or social media feeds provides ample evidence. Then there is the litany of statistical information documenting the absence of peace for many Americans, including the approximately 702,000 U.S. children who are victims of maltreatment<sup>i</sup>, the 20 percent of U.S. high school students who experience bullying<sup>ii</sup>, the nearly four in 10 U.S. adults who do not feel safe walking alone at night within a mile of their homes<sup>iii</sup>, the family members of nearly 11,000 Americans who are killed by another with guns<sup>iv</sup>, and the approximately 1,000 U.S. victims of hate crimes motivated by religious bias<sup>v</sup>. These are examples of the many forms of interpersonal aggression and violence that Americans experience.

Aggression and violence inflict a heavy toll on their victims, perpetrators, and society overall. People who experience aggression and violence may be battered physically and/or damaged emotionally, socially, and spiritually, sometimes permanently. Those who commit aggression and violence ultimately suffer too, including from perpetual shame, separation from families and communities, and the long tail of a criminal record. And then there are the great burdens that aggression and violence place on the nation as a whole, such as public costs associated with child and elder protection, survivor assistance, justice administration, loss of contributors to the economy, and heightened anxiety among the general population and fear among specific subpopulations that experience aggression and violence disproportionately.

The good news is that aggression and violence are preventable behaviors. Also, there is a wide array of practical solutions available for people to resist aggression and violence and instead choose peace.

Implementation of peaceful practices require approaches that are practical, precise, and personal. In other words, they require people. And that is what is missing the most when it comes to domestic U.S. peace promotion. It is not the absence of peaceful practices, but rather the dearth of people activated and equipped to put peaceful practices into practice. That's where Peace Through Action USA enters.

## Primary Activities

Peace Through Action USA plans to deliver human capital – in the form of volunteers and service contributors – to overcome the peaceful practices deficit within the United States. We will identify and support citizens who wish to volunteer and serve others by activating and equipping them to choose

peaceful actions. Our volunteers and service contributors will conduct peaceful practices program start-up assistance, training, implementation and monitoring technical assistance, direct service, and public awareness activities in U.S. geographic locations (geographic communities) and among population groups (population communities) in which their members are desirous of greater interpersonal peace.

#### Peaceful Practices Training, Technical Assistance, and Direct Service

Peace Through Action USA plans to provide peaceful practices start-up assistance, training and implementation and monitoring technical assistance; and violence prevention and interruption direct services, to individuals and organizations that are seeking solutions to one or more forms of interpersonal aggression and violence within their communities.

Service contributors and volunteers recruited by Peace Through Action USA and assigned to organizations able to host the contributor will deliver a combination of capacity-building services and direct services to the community they are serving. Capacity-building activities include developing and introducing new peaceful practices into the community, identifying trainers for teaching the practices, recruiting community members to learn the practices, and building the funding, promotion, and performance management infrastructures to sustain the practices.

Direct service activities include training community members in social and emotional skills, convening and supporting restorative circles and mediation sessions in which community members resolve differences, organizing neighborhood volunteering opportunities, and serving as neighborhood watch coordinators, home visitors, and youth courts leaders.

- **Who conducts the activity?** We will recruit, train, and support volunteers and service contributors for conducting this activity. We will draw broadly from the U.S. general population in our recruitment.
- **When is the activity conducted?** We will conduct this activity on an ongoing basis and year-round.
- **Where is the activity conducted?** We will conduct this activity in communities that welcome our support. We will serve communities throughout the United States.
- **How does the activity further the organization's exempt purposes?** This activity furthers the Corporation's exclusive charitable and educational purposes, as those terms are introduced in Section 501(c)(3) of the Internal Revenue Code of 1986 and given meaning in 26 Code of Federal Regulations §1.501(c)(3-1(d)(2) and 26 CFR §1.501(c)(3-1(d)(3)(i). Specifically, this activity will further several charitable purposes explicitly stated in the CFR, including the "advancement of religion," "advancement of education or science," "to lessen neighborhood tensions," "to eliminate prejudice and discrimination," "to defend human and civil rights by law," and "to combat community deterioration and juvenile delinquency"; and educational purposes explicitly stated in the CFR, including "the instruction or training of the individual for the purpose of improving or developing his capabilities."
- **What percentage of the organization's total time is allocated to the activity?** 85 percent
- **How is the activity funded?** We will generate revenues to support this activity through individual contributions, corporate grants, foundation grants, and government grants and contracts.

## Peaceful Practices Public Awareness

Peace Through Action USA plans to raise public awareness of the human and economic costs of interpersonal aggression and violence and the practical solutions available for individuals and organizations to resist aggression and violence and instead choose peaceful action.

Volunteers recruited and trained by Peace Through Action USA will deliver presentations and/or prepare written communications about interpersonal violence and interpersonal peace. We will assign some volunteers to a “speakers bureau” that community organizations may tap for presentations and guided discussions. Other volunteers will enter a “writers bureau” to post thoughtful messages on interpersonal violence and peace through social media, blogs, and other communications channels.

- **Who conducts the activity?** We will recruit, train, and support volunteers for this activity. We will draw broadly from the U.S. general population in our recruitment.
- **When is the activity conducted?** We will conduct this activity on an ongoing basis and year-round.
- **Where is the activity conducted?** We will conduct presentation activities in communities that welcome our support. Written communications generated by volunteers will reach a broader audience up to and including national and international readers.
- **How does the activity further the organization's exempt purposes?** This activity furthers the Corporation’s exclusive charitable and educational purposes, as those terms are introduced in Section 501(c)(3) of the Internal Revenue Code of 1986 and given meaning in 26 Code of Federal Regulations §1.501(c)(3-1(d)(2) and 26 CFR §1.501(c)(3-1(d)(3)(i). Specifically, this activity furthers several charitable purposes explicitly stated in the CFR, including the “advancement of religion,” “advancement of education or science,” “to lessen neighborhood tensions,” “to eliminate prejudice and discrimination,” “to defend human and civil rights by law,” and “to combat community deterioration and juvenile delinquency”; and educational purposes explicitly stated in the CFR, including “the instruction of the public on subjects useful to the individual and beneficial to the community.”
- **What percentage of the organization's total time is allocated to the activity?** 15 percent
- **How is the activity funded?** We will generate revenues to support this activity through individual contributions, corporate grants, and foundation grants.

Charts illustrating our organization theory of change and organization design are provided at Attachment 3.

## Part V – Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors

### Line 1a (continued)

Name	Title	Address	Compensation
Ariel Jackson Barreto	Board of Directors Member	PO Box 73466 Washington DC 20056-3466	None
Theresa Long	Board of Directors Member	PO Box 73466 Washington DC 20056-3466	None
Delores Morton	Board of Directors Member	PO Box 73466 Washington DC 20056-3466	None

Jerome Tennille	Board of Directors Member	PO Box 73466 Washington DC 20056-3466	None
Pamela Zeutenhorst	Board of Directors Member	PO Box 73466 Washington DC 20056-3466	None

Note: The Peace Through Action USA bylaws includes the chief executive officer as a member of the board of directors. Therefore, this position and position holder are included in the report of officers and directors on Line 1a. The board of directors has elected Robert K. Reeg to serve as the board of directors secretary. The board of directors has also appointed Mr. Reeg to serve as chief executive officer. Projected compensation reported for Robert K. Reeg on Line 1a applies solely to his position as chief executive officer. There is NO compensation associated with the position of board of directors secretary, pursuant to the Corporation's bylaws.

#### Line 2a

Board of Directors Member Janaia DeShields and Board of Directors Member Delores Morton have a business relationship in that Ms. DeShields is a direct report to Ms. Morton. Ms. DeShields and Ms. Morton each serve on the board of directors in their individual capacities. Neither hold seats on the board due to their employer or as representatives of their employer.

#### Line 3a

Name and Title	Qualifications	Average Hours/Month	Duties
Tracy Doyle Board of Directors Chair	Experience in large systems management, returned lay missionary, theologian	8	Leads board of directors
Adam Gaeddert Board of Directors Treasurer	Certified Public Accountant, auditor, faith-based service corps alum	6	Leads the financial management activities of the board of directors
Robert Reeg Board of Directors Secretary, Chief Executive Officer	Social purpose leader, peace ambassador, experience in program development, volunteer administration & public policy	6 (Secretary)  140 (CEO)	Maintains the records of the activities of the board of directors and board committees  Shares leadership of Corporation and ensures and oversees management
Mary Buckler Board of Directors Member	Nonprofit organization executive, experience in publishing, public finance, and justice administration	4	Contributes to the direction, promotion, resourcing, and oversight of the organization
Janaia DeShields Board of Directors Member	National service director, experience in human resources and operations	4	Contributes to the direction, promotion, resourcing, and

	management, U.S. veteran		oversight of the organization
Ariel Jackson Barreto Board of Directors Member	Peer educator, social media specialist, college student	4	Contributes to the direction, promotion, resourcing, and oversight of the organization
Theresa Long Board of Directors Member	National service program officer, experience in nonprofit organization governance and management	4	Contributes to the direction, promotion, resourcing, and oversight of the organization
Delores Morton Board of Directors Member	National service leader, experience in adult learning, AmeriCorps alum	4	Contributes to the direction, promotion, resourcing, and oversight of the organization
Jerome Tennille Board of Directors Member	Volunteer administrator, experience in operations management, U.S. veteran	4	Contributes to the direction, promotion, resourcing, and oversight of the organization
Pamela Zeutenhorst Board of Directors Member	Small business owner, volunteer administrator, project manager, and service enterprise trainer	4	Contributes to the direction, promotion, resourcing, and oversight of the organization

Attachment 4a provides biographies (qualifications) of Peace Through Action USA board of directors officers, members, and the chief executive officer. Attachments 4b-f provide position descriptions (average hours and duties) of the board of directors chair, board of directors treasurer, board of directors secretary, board of directors member, and chief executive officer.

#### Line 5a

The Peace Through Action USA Board of Directors approved a conflict of interest policy for the Corporation on 04/17/2016. The conflict of interest policy is provided at Attachment 5.

## Part VI – Your Members and Other Individuals and Organizations That Receive Benefits From You

#### Line 1a

As described in our response to Part IV, Peace Through Action USA plans to provide training and direct support services to individuals within those communities where our service contributors and volunteers are serving. Services may include training on social and emotional skills, convening and support of



restorative circles, mediation sessions, and prayer groups, provision of neighborhood volunteering opportunities, and direct interactions with community members in their neighborhoods and at their homes. Pursuant to our board-approved policy on equal opportunity (provided at Attachment 5) we shall welcome all people into the services we offer in those communities where we will have operations. The specific individuals we will serve are neither selected ahead of time nor known at the time we prepared this application.

#### Line 1b

As described in our response to Part IV, Peace Through Action USA plans to provide training, technical assistance, and capacity-building services to organizations within those communities where our service contributors are serving. Services may include training on how to deliver a peaceful practice, technical assistance on developing and delivering peaceful practices, assistance in recruiting volunteers and program participants, raising program funds, promoting community-based peaceful practices programs, and monitoring activities and performance. These organizations are not known at the time of preparing this application.

#### Line 3

Some individuals who volunteer for or benefit from the services provided by Peace Through Action USA may have a family or business relationship with an officer, director, employee, or independent contractor of the Corporation. The presence of the family or business relationship would not warrant any special preference for or treatment of the benefitting individual. Furthermore, we would apply our conflict of interest policy to specific cases to remove the Corporation party having the family or business relationship from any decision-making about the service. There are no such family or business relationships at the time of preparing this application.

### Part VIII – Your Specific Activities

#### Line 2a

Currently Peace Through Action USA has no program in place to influence legislation. In the future any activity that Peace Through Action USA would undertake to influence legislation will always be insubstantial in relation to our overall time and expenses. Ways we may influence legislation include adding the organization to joint organization/coalition communications recommending positions on legislation, making visits to elected officials and staff to recommend positions on legislation, and allowing the organization's employees, service contributors, and volunteers to participate in meetings or events at the state or local level at which discussions of influencing legislation may occur.

#### Line 3a

Currently Peace Through Action USA has no plan to operate bingo or gaming activities. In the future, we may operate games of chance at Corporation events or on the Corporation's website, such as holding a raffle at a fundraising event or incentivizing individuals to take an action, such as completing a survey, by offering a prize to a randomly-selected person who completes the action. We will document revenues and expenses from these activities as they occur.

#### Line 3c

Currently Peace Through Action USA has no plan to operate bingo or gaming activities. If we did so, the activity could take place in any one of the 50 states or online through our website. If we do so, we will observe and comply with all applicable Federal and State laws in carrying out bingo or gaming activities.

#### Line 4a

For all fund solicitation methods, once the Internal Revenue Service recognizes the income tax-exemption status of Peace Through Action USA, we shall disclose in a conspicuous and easily recognizable format that contributions or gifts to the Corporation are deductible as charitable contributions for federal income taxes.

The specific individuals and organizations we will solicit are not known or selected at the time we prepared this application.

- **Mail solicitations** – We plan to send fundraising letters by postal mail to individuals and request that they make contributions or gifts to support the Corporation.
- **Email solicitations** – We plan to send fundraising appeals by email and social media posts to individuals and request that they make contributions or gifts to support the Corporation. We anticipate including a link to a donation section on the Corporation website.
- **Personal solicitations** – Officers, directors, employees, service contributors, and volunteers of the Corporation will approach individuals in person and appeal for contributions or gifts to support the Corporation.
- **Foundation grant solicitations** – We plan to apply for grants from private and public foundations whose interests align with our charitable and educational purposes. We will seek grant support from foundations with nationwide, regional, and locality-specific geographic areas of alignment to where we are providing services.
- **Phone solicitations** – We may make telephone calls to individuals to request that they make contributions or gifts to support the Corporation.
- **Accept donations on your website** – We plan to include a donate button on our website. The button will direct donors to an online payment service provider to be determined. The service provider will process transactions and direct the payments to the Corporation's bank account.
- **Receive donations from another organization's website** – We plan to solicit funds through one or more online fundraising service providers to be determined. These services will enable us to crowdfund for our charitable and educational purposes. These service providers will process the transactions and direct the payments to the Corporation's bank account.
- **Government grant solicitations** – We plan to apply for grants from Federal, State, and local government entities with funding opportunities that align with our charitable purposes.
- **Other** – We may sell merchandise imprinted with our service marks through postal mail, email, telephone, personal solicitation, and our website. The revenue from this activity is anticipated to be insubstantial. We may make arrangements with commercial organizations for donations based on sales referrals. We may hold fundraising events such as awards dinners financed through sponsorships.

#### Line 4b

Currently we do not have any contracts with individuals or organizations for fundraising. In the future we plan to enter into contracts with individuals and organizations outside the Corporation to assist us in our fundraising activities. We may contract with writers to prepare foundation and government grant proposals. We may contract with a direct marketing organization for making postal mail, email, and telephone phone solicitations.

#### Line 4d

We will engage in fundraising in all States of the United States, minimally because donations through our website and other organization's websites may come from individuals throughout the country. We will register as a charity in all States that require registration in order to engage in fundraising in their state. We will not raise funds for other organizations. Other organizations may raise funds for us, and if so, Peace Through Action USA and those contracted organizations shall maintain compliance with Federal and State laws pertaining to fundraising.

#### Line 4e

Peace Through Action USA, Inc. may solicit contributions where the donor has the right to advise how to use or distribute the funds. Also, we will comply with and recognize special requests, notes, terms and conditions which are specified by contributors and will maintain a separate account for that specific donation. An example of this circumstance is foundation grants. There may be situations whereby we solicit a foundation grant for a specific purpose and in those cases the grant, if awarded, may have restrictions on the activities it can support. Honoring those terms is inherent to the award.

#### Line 10

Peace Through Action USA, Inc. will seek trademark protection of its intellectual property by registering our property with the U.S. Patent and Trademark Office. Specific forms of intellectual property for which we intend to establish rights include our trade name, service mark, and symbols. Further, we will assert copyright protection of our written print and online products and publications.

We will produce our intellectual property through efforts of employees, independent contractors, service contributors, and volunteers. We do not plan to sell our intellectual property for commercial benefit. We will distribute our intellectual property through its display on print and online informational materials and on promotional items.

#### Line 11

We do not plan to operate programs for soliciting contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type. If a prospective donor offers us one of these items, we will consult with a tax advisor to determine whether and under what conditions we would accept, value, and distribute the contribution. Further we would ensure the contribution is handled according to Federal and State laws.

## Part IX – Financial Data

#### Line 9a

Revenues and expenses budgets for fiscal years 2016, 2017, and 2018 are provided at Attachment 6.

#### Line 9b

At the time of this application, Peace Through Action USA had not completed its first tax year, was less than eight months into its current tax year, and does not yet hold assets or liabilities. Accordingly, we have marked the balance sheet line as not yet applicable.

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<sup>i</sup> U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children's Bureau. (2016). Child maltreatment 2014. Available from <http://www.acf.hhs.gov/programs/cb/research-data-technology/statistics-research/child-maltreatment>.

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<sup>ii</sup> Laura Kann, Steve Kinchen, Shari L. Shanklin, et al. Youth risk behavior surveillance — United States, 2013. MMWR 2014;63 (No. 4):1-172. Available from <http://www.cdc.gov/mmwr/pdf/ss/ss6304.pdf>.

<sup>iii</sup> Gallup News Service. (2014). Gallup poll social series: crime. final topline. Timberline: 937008, IS: 140, Princeton Job #: 14-10-012. Available from <http://www.gallup.com/poll/179558/not-feel-safe-walking-night-near-home.aspx>.

<sup>iv</sup> U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Injury Prevention and Control. Fatal injury reports, national and regional, 1999-2014". Accessed March 8, 2016, <http://1.usa.gov/1pIXBux>.

<sup>v</sup> U.S. Department of Justice, Federal Bureau of Investigation. (2015.) Uniform crime report, hate crimes statistics (2014). Available from [https://www.fbi.gov/about-us/cjis/ucr/hate-crime/2014/topic-pages/incidents-and-offenses/incidentsandoffenses\\_final.pdf](https://www.fbi.gov/about-us/cjis/ucr/hate-crime/2014/topic-pages/incidents-and-offenses/incidentsandoffenses_final.pdf).

**PEACE THROUGH ACTION USA**  
*Peaceful People, Peaceful Practices, Peaceful Places*

**ATTACHMENTS TO  
APPLICATION FOR RECOGNITION OF EXEMPTION  
TO THE  
UNITED STATES INTERNAL REVENUE SERVICE**

**Attachment 1 – Corporate Document**

- Attachment 1a – Articles of Incorporation of Peace Through Action USA, Inc.
- Attachment 1b – Declaration of Accuracy of Articles of Incorporation
- Attachment 1c – Certification of Filing in the District of Columbia

**Attachment 2 – Bylaws**

**Attachment 3 – Organization Descriptive Materials**

- Attachment 3a – Peace Through Action USA Theory of Change
- Attachment 3b – Peace Through Action USA Organization Design

**Attachment 4 – Qualifications, Average Hours Worked, and Duties of Officers, Directors, and Highly Compensated Employees**

- Attachment 4a – Peace Through Action USA Board of Directors Member Biographies
- Attachment 4b – Peace Through Action USA Position Description-Board of Directors Chair
- Attachment 4c – Peace Through Action USA Position Description-Board of Directors Treasurer
- Attachment 4d – Peace Through Action USA Position Description-Board of Directors Secretary
- Attachment 4e – Peace Through Action USA Position Description-Board of Directors Member
- Attachment 4f – Peace Through Action USA Position Description-Chief Executive Officer

**Attachment 5 – Policies**

- Attachment 5a – Alcohol, Tobacco and Other Drugs
- Attachment 5b – Conflict of Interest
- Attachment 5c – Disability Inclusion
- Attachment 5d – Equal Opportunity
- Attachment 5e – Ethics
- Attachment 5f – Freedom from Harassment
- Attachment 5g – Recordkeeping
- Attachment 5h – Safety
- Attachment 5i – Whistleblower Protection

**Attachment 6 – Revenues and Expenses Budgets of Peace Through Action USA**

**ARTICLES OF INCORPORATION  
OF  
PEACE THROUGH ACTION USA, INC.**

Peace Through Action USA (the “Corporation”) is incorporated as a nonprofit corporation under the District of Columbia Nonprofit Corporation Act of 2010 (the “Nonprofit Act”), Title 29, Ch. 4.

- FIRST: The name of the Corporation is Peace Through Action USA, Inc.
- SECOND: The period of the Corporation’s duration is perpetual.
- THIRD: The Corporation is organized exclusively for religious, charitable, scientific, literary or educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (the “Code”), as amended or corresponding section of any future tax code, and regulations thereunder.
- FOURTH: The Corporation shall not have the authority to issue capital stock.
- FIFTH: The Corporation shall not have any members.
- FIFTH: The number, term and selection of the Board of Directors shall be provided for in the Bylaws of the Corporation, but the number of directors shall not be less than three (3).
- SIXTH: The internal affairs of the Corporation shall be regulated by the Bylaws, and the Board of Directors shall supervise the management of the business and affairs of the Corporation in accordance with the Bylaws. The initial Bylaws shall be adopted by the Board of Directors, and the power to amend or repeal the Bylaws shall be provided for in the Bylaws and shall be subject to the following:
- A. The Corporation shall not directly or indirectly engage in any activity:
    - 1. That will prevent the Corporation from qualifying (and continuing to qualify) as a corporation described in Section 501(c)(3) of the Code and regulations thereunder, or
    - 2. That is prohibited by an organization that contributions to which are deductible under Section 170(c)(2) of the Code and regulations thereunder.
  - B. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article THIRD hereof.
  - C. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation



shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

- D. At no time shall the Corporation engage in any activities that are unlawful under the laws of the United States, the District of Columbia, or any other jurisdiction where its activities are carried on.
  - E. In furtherance of the foregoing, and subject to the limitations otherwise set forth in these Articles of Incorporation, the Corporation shall have and may exercise all the powers conferred by the laws of the District of Columbia, including all powers necessary and convenient to effect any or all of the aforesaid purposes, and shall have and may exercise additional powers which may be conferred by the Nonprofit Act to an organization organized and operated for religious, charitable, scientific, literary or educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code"), as amended or corresponding section of any future tax code, and regulations thereunder, including, but not limited to, the authority to:
    - 1. Accept donations of money or property, whether real or personal, or any interest therein, wherever situated,
    - 2. Maintain control and discretion over the use of funds received by the Corporation,
    - 3. Monitor the use of funds made available by the Corporation to assure that the funds are used in conformity with the intended purposes, and
    - 4. Enter into contracts with public and private entities.
  - F. If at any time or times the Corporation is a private foundation within the meaning of Section 509 of the Code, then during such time or times the Corporation shall (1) distribute its income for each taxable year at such time and in such manner as not to subject the Corporation to tax under Section 4942 of the Code; (2) not engage in any act of self-dealing, as defined in Section 4941(d) of the Code; (3) not retain any excess business holdings, as defined in Section 4943(c) of the Code; (4) not make any investments in such a manner as to subject the Corporation to tax under Section 4944 of the Code; and (5) not make any taxable expenditures as defined in Section 4945(d) of the Code.
- SEVENTH: The manner of the dissolution or final liquidation of the Corporation in which remaining assets of the corporation shall be distributed shall be as follows:
- A. Upon the dissolution or winding up of the Corporation, any assets remaining after payment of, or provision for payment of, all debts and liabilities shall be distributed to a governmental entity described in Section 170(b)(1) (A)(v) of the Internal Revenue Code, or to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for business league purposes, which has established its tax exempt status under Section 501(c)(6) of the Internal Revenue Code, and which is qualified to receive "qualified conservation contributions"

within the meaning of Section 170(h) of said Code, or the corresponding provisions of any future statute of the United States.

- B. In the event of a liquidation of the Corporation, all corporate assets shall be disposed of in such a manner as may be directed by decree of the Superior Court for the District of Columbia, in which the Corporation has its principal office, on petition therefore by the Attorney General, by any person concerned in the dissolution, in a proceeding to which the Attorney General is a party.

EIGHTH: Except as required by law, the incorporators, directors and officers of the Corporation shall not be liable for any debt, liability or obligation of the Corporation. All persons or other entities extending credit to, contracting with, or having a claim against, the Corporation may only look to the funds and property of the Corporation for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or for any money that may otherwise become due or payable to them from the Corporation.

NINTH: The Corporation reserves the right to amend, change or repeal any provision contained in these Articles of Incorporation or to merge or consolidate the Corporation with any other nonprofit corporation in the manner now or hereafter prescribed by statute, provided that any such action shall be undertaken exclusively to carry out the purposes for which the Corporation is formed, and is carried out in a manner consistent with the requirements of Section 501(c)(3) of the Code.

TENTH: The name of the Corporation's initial registered agent is Robert Kenneth Reeg and the registered agent's address is 2219 12<sup>th</sup> PL NW Washington DC 20009-4405.

IN WITNESS WHEREOF, the incorporator has signed these Articles of Incorporation as of this sixteenth (16<sup>th</sup>) day of November in the year 2015.

Robert Kenneth Reeg  
Name of Incorporator

2219 12<sup>th</sup> PL NW  
Washington DC 20009-4405  
Address

  
\_\_\_\_\_  
Signature of Incorporator

**PEACE THROUGH ACTION USA**  
*Peaceful People, Peaceful Practices, Peaceful Places*

July 27, 2016

To Whom It May Concern:

This letter serves to declare that the Articles of Incorporation of Peace Through Action USA, Inc. to which this letter is attached is an exact copy of the Articles of Incorporation on file with the District of Columbia, Department of Consumer and Regulatory Affairs. Furthermore, the document contains all the powers, principles, purposes, functions, and other provisions by which Peace Through Action USA, Inc. governs itself.

Signed,

A handwritten signature in dark ink, appearing to read "Robert K. Reeg", written in a cursive style.

Robert K. Reeg  
Chief Executive Officer

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
CORPORATIONS DIVISION



**C E R T I F I C A T E**

**THIS IS TO CERTIFY** that all applicable provisions of the District of Columbia Business Organizations Code have been complied with and accordingly, this ***CERTIFICATE OF INCORPORATION*** is hereby issued to:

Peace Through Action USA

**Effective Date:** 11/16/2015

**IN WITNESS WHEREOF I** have hereunto set my hand and caused the seal of this office to be affixed as of 11/23/2015 8:53 AM



Business and Professional Licensing Administration

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PATRICIA E. GRAYS  
Superintendent of Corporations  
Corporations Division

Muriel Bowser  
Mayor

Tracking #: t8kag7HL

**BYLAWS  
OF  
PEACE THROUGH ACTION USA**

**ARTICLE 1 – NAME**

**SECTION 1.01. – Name.** The name of the Corporation is Peace Through Action USA (the “Corporation”).

**ARTICLE 2 – PURPOSES OF THE CORPORATION**

**SECTION 2.01. – Purposes.** The Corporation has been organized to operate exclusively for religious, charitable, scientific, literary or educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (the “Code”), as amended or corresponding section of any future tax code, and regulations thereunder.

**ARTICLE 3 – OFFICES AND REGISTERED AGENT**

**SECTION 3.01. – Offices.** The principal office of the Corporation shall be located within or without the District of Columbia at such place as the Board of Directors from time to time shall designate. The Corporation may maintain additional offices at such other places within or without the District of Columbia as the Board of Directors may designate.

**SECTION 3.02. – Registered Agent.** The Corporation shall designate a person to serve as the registered agent for the District of Columbia. The Board of Directors from time to time may change the person designated as the registered agent.

**ARTICLE 4 – MEMBERS**

**SECTION 4.01. – No Members of the Corporation.** The Corporation shall not have any members. Accordingly, the Board of Directors shall exercise the rights and powers of members as provided in the District of Columbia Nonprofit Corporation Act of 2010 (the “Nonprofit Act”), Title 29, Ch. 4.

**ARTICLE 5 -- BOARD OF DIRECTORS**

**SECTION 5.01. – Function of Board of Directors.** The business and affairs of the Corporation shall be conducted under the direction of its Board of Directors, which shall determine matters of policy. All powers of the Corporation may be exercised by or under authority of the Board of Directors.

**SECTION 5.02. – Number of Directors.** The Board of Directors shall consist of not less than three (3) directors.

**SECTION 5.03. – Qualifications of Directors.** Directors need not be residents of the District of Columbia.

**SECTION 5.04. – Election of Directors.** The Board of Directors shall elect directors by the affirmative vote of a majority of the directors in office at the time of the meeting of the Board of Directors during which such directors are being considered for election.

**SECTION 5.05. – Terms of Directors.** Each director shall hold office commencing the date of his or her election as a director and ending on the seven-hundred twenty-ninth (729th) day following the date of his or her election. The Board of Directors shall have the power to amend the length of any director's term if a majority of directors in office at the time of the meeting during which such term extensions are being considered deems such change necessary.

**SECTION 5.06. – Re-Election of Directors.** The Board of Directors may re-elect any director for no more than two terms additional to his or her initial term.

**SECTION 5.07. – Removal of Directors.** Unless the Nonprofit Act provides otherwise, the Board of Directors may remove any director, with or without cause, by the affirmative vote of a majority of the directors in office at the time of the meeting of the Board of Directors during which the director is being considered for removal.

**SECTION 5.08. – Resignation of Directors.**

**Subsection 5.08.01. – Voluntary Resignation of Director.** Unless the Nonprofit Act provides otherwise, a director may resign at any time upon written notice to the secretary. Such resignation shall take effect on the date the notice is delivered to the secretary unless a later date is specified. Unless otherwise specified in the notice of resignation, no acceptance of such resignation shall be necessary to make it effective.

**Subsection 5.08.02. – Absences from Meetings.** In the event that any director has two or more unexcused absences from regular meetings in any twelve (12) month period, the Board of Directors shall deem such absences to constitute a resignation from the Board of Directors by such director.

**SECTION 5.09. – Regular Meetings.** The Corporation shall hold regular meetings of its Board of Directors for the election of directors and officers and the transaction of such other business as may properly come before the Board of Directors. The Corporation may hold regular meetings at such dates, times, and means as are determined by the Board of Directors. Unless the Nonprofit Act, Articles of Incorporation, or Bylaws provide otherwise, any business may be considered at any regular meeting without such business having been specified in the notice for such meeting. Failure to hold any regular meeting does not invalidate the Corporation's existence or affect any otherwise valid corporate acts.

**SECTION 5.10. – Special Meetings.** The Board of Directors chair, or twenty (20) percent of directors, may call special meetings of the Board of Directors. Unless the Nonprofit Act, Articles of Incorporation, or Bylaws provide otherwise, any business may be considered at any special meeting without such business having been specified in the notice for such



meeting. Special meetings of the Board of Directors shall be held on such dates, times, and means as shall be designated by the chair.

**SECTION 5.11. – Meeting Means.** The Board of Directors may hold meetings in person or by conference telephone, audioconference over internet, videoconference over internet or similar electronic communications equipment if all persons participating in the meeting can hear one another. Any director may participate in any meeting by electronic means if he or she can hear all other directors. Participation in a meeting by electronic means constitutes presence in person at a meeting.

**SECTION 5.12. – Notice of Meetings.** The secretary or secretary's designee shall give notice to each director of each meeting of the Board of Directors. The notice shall state the date, time, and means of the meeting. Notice is given to a director when it is delivered personally to the director, left at the director's address as it shall appear on the records of the Corporation, or sent by facsimile or e-mail, at least forty-eight (48) hours before the time of the meeting or, in the alternative, by U.S. mail to the director's address as it shall appear on the records of the Corporation, at least five (5) days before the date and time of the meeting. No notice of any meeting of the Board of Directors need be given to any director who attends, or to any director who, in writing executed and filed with the records of the meeting either before or after the holding thereof, waives such notice. Any meeting of the Board of Directors may adjourn from time to time to reconvene at the same or some other means, and no notice need be given of any such adjourned meeting other than by general announcement.

**SECTION 5.13. – Action by Directors.**

**Subsection 5.13.01. – Action by Quorum.** Unless the Nonprofit Act, Articles of Incorporation, or Bylaws require a greater proportion, the action of a majority of the directors present at a meeting at which a quorum is present shall constitute action of the Board of Directors. A majority of the directors in office at the time of the meeting shall constitute a quorum for the transaction of business. The directors present at a duly organized meeting may continue to do business until adjournment, notwithstanding the withdrawal of enough directors to leave less than a quorum. If a meeting cannot be organized because a quorum has not attended, those present may adjourn the meeting from time to time until a quorum is present, when any business may be transacted that may have been transacted at the meeting as originally called.

**Subsection 5.13.02. – Action by Unanimous Consent.** Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting, if a unanimous written consent which sets forth the action to be taken, sets forth that the action requires unanimous consent, is signed by each director, and is filed with the minutes of proceedings of the Board of Directors.

**Subsection 5.13.03 – Director Conflict of Interest.** Whenever a director has a financial or personal interest in any matter coming before the board of directors, such director shall (a) fully disclose the nature of the interest and (b) withdraw from discussion, lobbying, and

voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determines that it is in the best interest of the Corporation to do so. The minutes of the meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

**SECTION 5.14. – Compensation.** The Corporation shall not pay any compensation to any director for services rendered to the Corporation as a director, except that a director may be reimbursed for expenses incurred in the performance of his or her duties to the Corporation, in reasonable amounts as approved by a majority of directors in office. A director who serves the Corporation in any other capacity may receive compensation for such other services, pursuant to a resolution of the Board of Directors.

## **ARTICLE 6 – COMMITTEES**

### **SECTION 6.01. – Board Committees.**

**Subsection 6.01.01. – Establishment of Committees.** The Board of Directors, by a vote of a majority of directors in office, may establish one or more committees of the Board of Directors comprised of one or more directors.

**Subsection 6.01.02. – Committee Powers.** The Board of Directors may delegate to a board committee any of the powers of the Board of Directors, except the power to (1) elect or remove directors or committee members, (2) approve the dissolution, merger, or reorganization of the Corporation, (3) approve the distribution of the Corporation's assets, (4) amend of the Articles of Incorporation or Bylaws, or (5) such other matters as the Board may determine by a majority vote of directors.

**Subsection 6.01.03. – Committee Member Approval and Term.** The Board of Directors chair shall appoint the members and chair of each committee. A majority of directors in office shall approve the members and chair of each committee. Each committee member shall serve from the date of his or her approval until the end of his or her board of directors term unless (a) the Board of Directors terminates the committee, (b) such member shall cease to be a director or resign from such committee, or (c) such member shall be removed from such committee, with or without cause, by a vote of a majority of directors in office.

**Subsection 6.01.04. – Committee Business and Affairs.** Each committee shall adopt rules of procedure for its business and affairs that are consistent with Article 5 of the Bylaws. A majority of members of a committee shall constitute a quorum for the transaction of business. The majority of those present at a meeting at which a quorum is present shall be the act of the committee. Any action required or permitted to be taken at a meeting of a committee may be taken without a meeting, if a unanimous written consent which sets forth the action to be taken, sets forth that the action requires unanimous consent, is signed by each committee member, and is filed with the minutes of proceedings of the committee. Whenever a committee member has a financial or personal interest in any matter coming before the committee, the committee member shall (a) fully disclose the nature of the interest and (b) withdraw from discussion, lobbying, and voting on the matter in

accordance with the provisions of Section 5.13.03. of the Bylaws. The committee may conduct any meeting thereof by communications equipment in accordance with the provisions of Section 5.11. of the Bylaws.

**SECTION 6.02. – Special Committess of the Board.** The Board of Directors may establish one or more special committess for special tasks as circumstances warrant. The Board of Directors chair shall appoint the members and chair of each committee. A majority of directors in office shall approve the members and chair of each committee. Such special committees shall limit their activities to the accomplishment of the task for which they are created and appointed and shall have no power to act except such as is specifically conferred by action of the Board of Directors.

**SECTION 6.03. – Advisory Committees.**

**Subsection 6.03.01. – Establishment of Committees.** The Board of Directors, by a vote of a majority of directors then in office, may establish one or more advisory committees.

**Subsection 6.03.02. – Committee Powers.** Advisory committees shall have such functions and responsibilities specified by the Board of Directors; provided, however, that the Board of Directors may not delegate any of its power, authority, or functions to the advisory committee.

**Subection 6.03.03. – Committee Member Approval and Term.** The Board of Directors may appoint individuals who may or may not be directors of the Corporation to serve as a member of an advisory committee to the Board. The chair of the Board of Directors shall appoint the members and the chair of each committee. A majority of directors in office shall approve the members and chair of each committee. Each member of a committee shall serve from the date of his or her approval until the end of his or her committee term unless (a) the Board of Direcors terminates the committee, (b) such member shall cease to be a director or resign from such committee, or (c) such member shall be removed from such committee, with or without cause, by a vote of a majority of the directors then in office.

**Subsection 6.03.04. – Committee Business and Affairs.** Each committee shall adopt rules of procedure for its business and affairs that are consistent with Article 5 of the Bylaws. A majority of the members of a committee shall constitute a quorum for the transaction of business. The act of a majority of those present at a meeting at which a quorum is present shall be the act of the committee. Any action required or permitted to be taken at a meeting of a committee may be taken without a meeting, if a unanimous written consent which sets forth the action to be taken, sets forth that the action requires unanimous consent, is signed by each committee member, and is filed with the minutes of proceedings of the committee. Whenever a committee member has a financial or personal interest in any matter coming before the committee, the affected person shall (a) fully disclose the nature of the interest and (b) withdraw from discussion, lobbying, and voting on the matter in accordance with the provisions of Section 5.13.03. of the Bylaws. The committee may

conduct any meeting thereof by communications equipment in accordance with the provisions of Section 5.11. of the Bylaws.

**Subsection 6.03.05. – Compensation.** The Corporation shall not pay any compensation to any member of an advisory committee for services rendered to the Corporation as a committee member, except that a committee member may be reimbursed for expenses incurred in the performance of his or her duties to the Corporation, in reasonable amounts as approved by a majority of directors. A committee member who serves the Corporation in any other capacity may receive compensation for such other services pursuant to a resolution of the Board of Directors.

## **ARTICLE 7 – OFFICERS OF THE BOARD**

**SECTION 7.01. – Officers of the Board.** The Corporation shall have a chair, treasurer, and secretary, who shall be the officers of the Board of Directors. The Board of Directors shall duly elect officers of the board from within the directors in office. A person may hold more than one office in the Corporation but may not serve concurrently as both chair and treasurer or secretary of the Corporation. The Board of Directors may elect or appoint such other officers as may be deemed necessary or appropriate.

**SECTION 7.02. – Chair.** In general, the chair shall perform all such duties as assigned to the chair by these Bylaws and by the Board of Directors. The chair shall preside at all meetings of the Board of Directors at which the chair shall be present.

**SECTION 7.03. – Treasurer.** In general, the treasurer shall perform all such duties as assigned to the treasurer by these Bylaws and by the Board of Directors. The treasurer shall have charge of and be responsible for all funds, securities, receipts and disbursements of the Corporation, and shall deposit, or cause to be deposited, in the name of the Corporation, all moneys or other valuable effects in such banks, trust companies or other depositories as shall, from time to time, be selected by the Board of Directors. The treasurer shall render to the chair and to the board of directors, whenever requested, an account of the financial condition of the Corporation. The treasurer, in the absence of the chair, shall preside at all meetings of the Board of Directors at which the treasurer shall be present.

**SECTION 7.04. – Secretary.** In general, the secretary shall perform all duties as assigned to the secretary by these Bylaws and by the Board of Directors. The secretary shall keep the minutes of the meetings of the Board of Directors and of any committees, in documents provided for the purpose. The secretary shall see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law. The Secretary shall be custodian of the records of the Corporation, as required by the Nonprofit Act.

**SECTION 7.05. – Election of Officers.** The Board of Directors shall elect officers by the affirmative vote of a majority of directors in office at the time of the meeting of the Board of Directors during which such officers are being elected.

**SECTION 7.06. – Terms of Officers.** Each officer shall hold office commencing the date of his/her election as an officer and ending on the seven-hundred twenty-ninth (729th) day after his or election as an officer. The Board of Directors shall have the power to amend the length of any officer's term if the Board of Directors deems such change necessary.

**SECTION 7.07. – Re-Election of Officers.** The Board of Directors may may re-elect officers for no more than two terms additional to their initial terms as officers.

**SECTION 7.08. – Removal of Officers.** The Board of Directors may remove any officer, with or without cause, by the affirmative vote of a majority of directors in office at the time of the meeting of the Board of Directors during which the officer is being considered for removal.

**SECTION 7.09. – Resignation of Officer.** An officer may resign at any time upon written notice to the secretary, or in the case of the secretary upon written notice to the chair. Such resignation shall take effect on the date the notice was delivered to the secretary or chair unless a later date is specified. Unless otherwise specified in the notice of resignation, no acceptance of such resignation shall be necessary to make it effective.

**SECTION 7.10. – Vacancies.** Vacancies in any officer role arising from any cause may be filled by the Board of Directors at any regular or special meeting of the Board of Directors or by unanimous written consent of directors.

## **ARTICLE 8 – ADMINISTRATIVE OFFICERS**

### **SECTION 8.01 – Chief Executive Officer.**

**Subsection 8.01.01. – Appointment of Chief Executive Officer.** The Board of Directors shall appoint a chief executive officer by the affirmative vote of a majority of directors in office at the time of the meeting at which the chief executive officer is being considered for appointment.

**Subsection 8.01.02. – Board Position for Chief Executive Officer.** The chief executive officer shall be a director by virtue of the holding the office of chief executive officer. Whenever the chief executive officer has a financial or personal interest in any matter coming before the Board of Directors, the chief executive officer shall (a) fully disclose the nature of the interest and (b) withdraw from discussion, lobbying, and voting on the matter in accordance with the provisions of Section 5.13.03. of the Bylaws.

**Subsection 8.01.03. – Term of Chief Executive Officer.** The chief executive officer shall serve at the will of the Board of Directors.

**Subsection 8.01.04 – Report of Chief Executive Officer.** The chief executive officer of the Corporation shall report to the Board of Directors, and between Board of Director meetings to the chair.

**Subsection 8.01.05 – Functions of Chief Executive Officer.** The chief executive officer shall, subject to the direction of the Board of Directors, (1) be responsible for general supervision of the business and affairs of the Corporation, (2) be responsible for providing broad leadership and direction to the Corporation, (3) establish and maintain management systems needed to ensure and report on the implementation of policies established by the Board of Directors, (4) sign any deeds, mortgages, bonds, contracts, or other instruments which the directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Bylaws or the Board of Directors to some other officer or agent of the Corporation, or shall be required by the law to be otherwise signed or executed, (5) perform or assist in the performance of all duties incident to the office of the secretary including such ministerial acts as the attestation, execution, and sealing of documents and instruments of the Corporation, and (6) perform or assist in the performance of all duties incident to the office of the treasurer including maintaining the financial records of the Corporation; providing for the safekeeping of the funds and securities of the Corporation; receiving monies due and payable to the Corporation; depositing all such monies in the name of the Corporation in such banks, trust companies, and other depositories as selected by the Corporation; disbursing designated gifts in accordance with the donor's designation and with the policies of the Corporation; and distributing funds authorized to be paid by the Corporation.

**Subsection 8.01.06 – Resignation of Chief Executive Officer.** The chief executive officer may resign at any time upon written notice to the chair. Such resignation shall take effect on the date the notice was delivered to the chair unless a later date is specified. Unless otherwise specified in the notice of resignation, no acceptance of such resignation shall be necessary to make it effective.

**Subsection 8.01.07. – Removal of Chief Executive Officer.** The Board of Directors may remove the chief executive officer, with or without cause, by the affirmative vote of a majority of directors in office at the time of the meeting of the Board of Directors during which the director is being considered for removal.

**SECTION 8.02. – Subordinate Officers.** Subordinate officers of the Corporation are all administrative officers below the office of chief executive officer. The chief executive officer shall designate those individuals who shall serve as subordinate officers. Subordinate officers shall have such duties as are from time to time assigned to them by the chief executive officer.

## **ARTICLE 9 – FINANCE**

**SECTION 9.01. – Payments.** All checks, drafts and orders for the payment of money, notes, and other evidences of indebtedness, issued in the name of the Corporation, shall, unless otherwise provided by resolution of the Board of Directors, including any banking resolution, be signed by the chief executive officer or chair, or by the designees of either the chief executive officer or chair; provided, however, that each designee shall be approved in advance by the Board of Directors, which may impose additional limitations on such re-delegated authority.

**SECTION 9.02. – Fiscal Year.** The fiscal year of the Corporation shall be the twelve calendar month period ending December in each year, unless otherwise provided by the Board of Directors.

## **ARTICLE 10 -- INDEMNIFICATION**

### **SECTION 10.01. – Indemnification of Directors and Officers.**

**Subsection 10.01.01. – Causes for Indemnification.** The Corporation shall indemnify any officer or director to the extent the officer or director was successful, on the merits or otherwise, in the defense of any proceeding to which the officer or director was a party because the officer or director was an officer or director of the Corporation against reasonable expenses incurred by the officer or director in connection with the proceeding. Except as otherwise provided in these Bylaws, the Corporation shall also indemnify an officer or director who is a party to a proceeding because he or she is or was an officer or director against liability incurred in the proceeding if the individual:

- (1) Acted in good faith;
- (2) Reasonably believed:
  - (A) In the case of conduct in an official capacity, that the conduct was in the best interests of the Corporation; and
  - (B) In all other cases, that the individual's conduct was at least not opposed to the best interests of the Corporation;
- (3) In the case of any criminal proceeding, had no reasonable cause to believe his or her conduct was unlawful; and
- (4) In the case of an employee benefit plan, reasonably believed such actions to be in the interests of the participants in and the beneficiaries of the plan.

**Subsection 10.01.02. – Provision of Legal Services.** The Corporation shall have the right to select attorneys and to approve any legal expenses incurred in connection with any suit, action or proceeding to which indemnification available through Section 10.01 of these Bylaws applies.

**Subsection 10.01.03. – Interpretation of Termination of Proceedings.** The termination of a proceeding by judgment, order, settlement, or conviction or upon a plea of nolo contendere or its equivalent, is not, in itself, determinative that the officer or director did not meet the standard of conduct contained in subsection 10.01.01 of the Bylaws.

**Subsection 10.01.04. – Exclusions from Indemnification.** Unless ordered by a court of competent jurisdiction, the Corporation may not indemnify an officer or director:

- (1) In connection with a proceeding by or in the right of the Corporation, except that the Corporation may indemnify the officer or director for reasonable expenses incurred in connection with the proceeding if it is determined that the officer or director met the relevant standard of conduct under Section 10.01.01; or
- (2) In connection with any proceeding with respect to conduct for which the officer or director was adjudged liable on the basis that the officer or director received a



financial benefit to which the officer or director was not entitled, whether or not it involved any action in the individual's official capacity.

## **SECTION 10.02. – Advance for Expenses.**

**Subsection 10.02.01 – Conditions for Advance for Expenses.** The Corporation shall, before final disposition of a proceeding, advance funds to pay for or reimburse the reasonable expenses incurred by an individual who is a party to a proceeding because he or she was an officer or director, if the individual delivers to the Corporation (1) a written statement signed by the individual setting forth his or her good faith belief that he or she has met the relevant standard of conduct described in the Nonprofit Act and Section 10.01.01 of these Bylaws and (2) an undertaking in the form of an unlimited general obligation to repay any funds advanced if the individual is not entitled to indemnification under these Bylaws or mandatory indemnification under the Nonprofit Act.

**Subsection 10.02.02 – Board Authorization of Advance for Expenses.** The Board of Directors must make the authorization of expenses under this section,

- (1) If there are two or more disinterested directors, by a majority vote of all the disinterested directors, a majority of whom will constitute a quorum for that purpose, or by a majority of the members of a committee of two or more disinterested directors appointed by such a vote; or
- (2) If there are fewer than two disinterested directors, by the vote necessary for action by the Board of Directors in which selection directors who do not qualify as disinterested directors may participate.

## **SECTION 10.03. -- Determination and Authorization of Indemnification.**

**Subsection 10.03.01 – Authorization of Indemnification.** The Corporation may not indemnify an officer or director under Section 10.01 of these Bylaws unless specifically authorized by a vote of the Board of Directors after it previously determines, in accordance with subsection 10.03.02 of the Bylaws that indemnification of the officer or director is permissible because he or she has met the relevant standard of conduct in the Bylaws and the Nonprofit Act.

**Subsection 10.03.02 – Determination of Indemnification.** The determination and authorization may be made,

- (1) If there are two or more disinterested directors, by a majority vote of all the disinterested directors, a majority of whom will constitute a quorum for that purpose, or by a majority of the members of a committee of two or more disinterested directors appointed by such a vote; or
- (2) By special legal counsel:
  - (A) Selected in the manner prescribed in paragraph (1); or
  - (B) If there are fewer than two disinterested directors, selected by the Board of Directors, in which selection directors who do not qualify as disinterested directors may participate.

**Subsection 10.03.03 – Approval of Settlements.** With respect to any matter disposed of by a settlement or compromise payment by such person, pursuant to a consent decree or otherwise, no indemnification either for said payment or for any other expenses shall be provided unless such settlement or compromise payment is approved by (a) a majority vote of the disinterested directors, a majority of whom will constitute a quorum for that purpose, (b) by a majority of the members of a committee of two or more disinterested directors appointed by such a vote, (c) if there are no disinterested directors, by special legal counsel selected in the manner prescribed in Subsection 10.03.02(2), above; provided that the special legal counsel determines that indemnification is permissible because the officer or director has met the relevant standard of conduct in the Bylaws and the Nonprofit Act, or (d) by a court of competent jurisdiction.

**SECTION 10.04. – Severability.** Every provision of this Article 10 is intended to be severable. If any term or provision is invalid for any reason whatsoever, such invalidity shall not affect the validity of the remainder of this Article 10.

## **ARTICLE 11 – MISCELLANEOUS**

**SECTION 11.01. – Maintenance of Tax Exempt Status.** The Corporation shall not carry out any activities not permitted to be carried out: (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue Code), or (b) by a corporation, contributions to which are deductible under Sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Code). Upon the termination, dissolution or final liquidation of the Corporation in any manner or for any reason, its assets, if any, remaining after payment (or provision for payment) of all liabilities of the Corporation shall be distributed to, and only to, one or more organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code as the Board of Directors shall determine by majority vote. Such distribution of assets shall be calculated to carry out the objectives and purposes stated in the Articles of Incorporation. In no event shall any of such assets or property be distributed to any member, director or officer, or any private individual.

**SECTION 11.02. – Books and Records.** The Corporation shall keep correct and complete books of its accounts and transactions and records of minutes of the proceedings of the Board of Directors and of any committees when exercising any of the powers of the Board of Directors. The books and records of the Corporation may be in written form or in any other form that can be converted within a reasonable time into written form for visual inspection. Minutes shall be recorded in written form but may be maintained in the form of a reproduction. The original or a certified copy of the Articles of Incorporation, Bylaws, and committee charters shall be kept at the principal office of the Corporation. All books and records of the Corporation may be inspected for any proper purpose at any reasonable time.

**SECTION 11.03. – Corporate Seal.** The Board of Directors shall provide a suitable seal, bearing the name of the Corporation, which shall be in the charge of the secretary or chief executive officer. The Board of Directors may authorize one or more duplicate seals and provide for the custody thereof. If the Corporation is required to place its corporate seal to a document, it is sufficient to meet the requirement of any law, rule or regulation relating to a corporate seal to place the word "Seal" adjacent to the signature of the person authorized to sign the document on behalf of the Corporation.

**SECTION 11.04. – Bonds.** The Board of Directors may require any officer, director, agent, or employee of the Corporation to give a bond to the Corporation, conditioned upon the faithful discharge of the officer's, director's, agent's or employee's duties, with one or more sureties and in such amount as may be satisfactory to the Board of Directors.

**SECTION 11.05. – Voting Upon Shares in Other Corporations.** Stock of other corporations or associations, registered in the name of the Corporation, may be voted by the chair, chief executive officer, or a proxy appointed by any of them. The Board of Directors, however, may by resolution appoint some other person to vote such shares, in which case such person shall be entitled to vote such shares upon the production of a certified copy of such resolution.

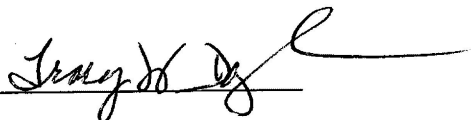
**SECTION 11.06. – Execution of Documents.** A person who holds more than one office in the Corporation may not act in more than one capacity to execute, acknowledge, or verify an instrument required by law to be executed, acknowledged, or verified by more than one officer.

**SECTION 11.07. Amendments.** The Board of Directors shall have the power to amend the Bylaws by the affirmative vote of two-thirds of all directors provided that written notice of such action shall have been given with the notice of the meeting of the Board of Directors at least 10 days prior to such vote.

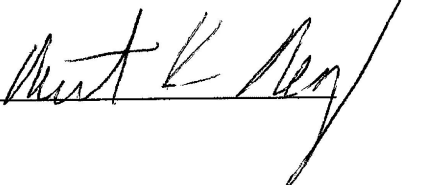
## APPROVAL AND CERTIFICATIONS

These Bylaws were approved by the Board of Directors on February 6, 2016

These Bylaws were certified by the Board of Directors Chair on 2/9/2016

Tracy Doyle Signature 

These Bylaws were placed in the custody of the Corporation by the Board of Directors  
Secretary on 2/22/2016

Robert Reeg Signature 

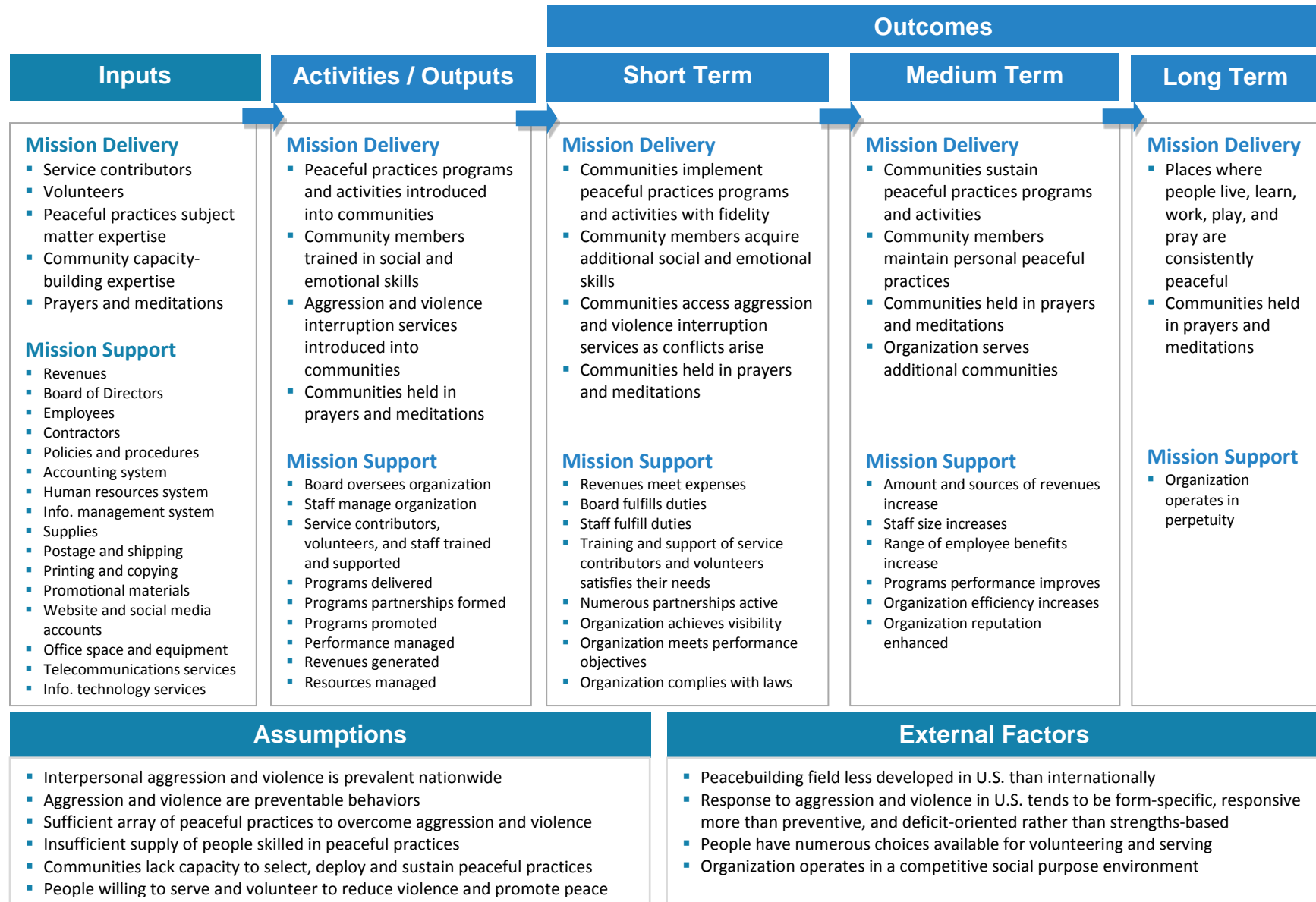
# PEACE THROUGH ACTION USA

*Peaceful People, Peaceful Practices, Peaceful Places*

## Organization Theory of Change

**Mission** – Achieve peace between people and communities in the United States of America by promoting caring action

**Vision** – A nation abundant with peaceful people, applying peaceful practices and creating peaceful places



# PEACE THROUGH ACTION USA

*Peaceful People, Peaceful Practices, Peaceful Places*

## Organization Design

Anchor Purpose				
Achieve peace between people and within communities in the United States of America by promoting caring action				
Key Partners	Key Activities	Value Propositions	Customer Relationships	Customers
<ul style="list-style-type: none"> <li>Community peace centers</li> <li>Community mediation centers</li> <li>Religious organizations</li> <li>Neighborhood groups</li> <li>Restorative organizations</li> <li>Service fraternities and sororities</li> <li>Youth support organizations</li> <li>Family support organizations</li> <li>Encore and elder support organizations</li> <li>Elementary and secondary schools</li> <li>Institutions of higher education</li> <li>Arts organizations</li> <li>Places of commerce</li> </ul>	<ul style="list-style-type: none"> <li>Introduction of peaceful practices into communities</li> <li>Training of community members in social and emotional skills</li> <li>Introduction of aggression and violence interruption services into communities</li> <li>Prayers and meditations</li> </ul>	<ul style="list-style-type: none"> <li>We identify and support citizens who wish to serve or volunteer toward the cause of interpersonal peace</li> <li>Service contributors and volunteers activate and equip their peers to choose peaceful action where and with whom we live, learn, work, play, and pray</li> <li>Community members apply newly-acquired social and emotional skills and implement newly-established peaceful practices programs</li> <li>Community members behave more peacefully</li> <li>Communities become safer and healthier</li> </ul>	<ul style="list-style-type: none"> <li>Opportunities to serve and volunteer</li> <li>Human capital</li> <li>Peaceful practices subject matter expertise</li> <li>Community capacity-building expertise</li> <li>Opportunities to donate to important social purpose</li> </ul>	<ul style="list-style-type: none"> <li>Individuals willing to serve and volunteer for the cause of interpersonal peace</li> <li>Geographic and population communities experiencing interpersonal aggression and violence and seeking peace</li> <li>Individuals and organizations willing to donate or invest in service contributors or the organization generally</li> </ul>
	Key Resources		Channels	
	<ul style="list-style-type: none"> <li>People willing to serve and volunteer regularly</li> <li>Cash for rewarding service contributors for time</li> <li>Mission support infrastructure</li> <li>Cash and in-kind revenues for mission delivery and support</li> </ul>		<ul style="list-style-type: none"> <li>Service and volunteering websites and social media</li> <li>Service and volunteer organizations</li> <li>Organizations serving people with active inner peace practices</li> </ul>	
Costs		Revenue Streams		
<ul style="list-style-type: none"> <li>Service contributor awards for service, training, ongoing support</li> <li>Employee salaries and benefits and contractor fees</li> <li>Accounting, human resources, information and fundraising systems</li> <li>Office space, supplies, equipment, and operations</li> <li>Organization and program promotion, including print materials and website</li> <li>Travel and transportation for staff supervision, staff development, representation</li> </ul>		<ul style="list-style-type: none"> <li>Individual and community sponsorships of service contributors and volunteers</li> <li>Foundation program and operating grants</li> <li>Corporation sponsorships of service contributors and volunteers</li> <li>Government grants and contracts</li> <li>Programs and services fees</li> <li>Sales of goods and services</li> </ul>		
Differentiation		Magnitude		
<ul style="list-style-type: none"> <li>Deploys peacebuilding in United States (field is more active internationally)</li> <li>Applies behavior change approach to peacebuilding</li> <li>Promotes lay- and peer-led solutions (compared to “medicalized” interventions)</li> <li>Offers an additional focus area within national service sector</li> </ul>		<ul style="list-style-type: none"> <li>Interpersonal aggression and violence in United States is common</li> <li>Interpersonal aggression and violence in United States is widespread</li> <li>Numerous geographic and population communities in United States lack sufficient capacity for promoting peaceful practices</li> </ul>		

# PEACE THROUGH ACTION USA

*Peaceful People, Peaceful Practices, Peaceful Places*

## BOARD OF DIRECTORS MEMBER BIOGRAPHIES

*\*Organization affiliations for identification purposes only*



Mary "Dubbie" Buckler

*\*American Legion Auxiliary*

*Nonprofit organization executive, experience in publishing, public finance, and justice administration*

Mary "Dubbie" Buckler, of Carmel, Indiana, is a board of directors member of Peace Through Action USA. Dubbie is an accomplished business and nonprofit organization executive with an impressive background in management, finance, and issue advocacy. Dubbie serves as executive director of the American Legion Auxiliary, the nation's largest women's patriotic service organization. Previous professional experience includes associate publisher of a woman's magazine, CEO of a breast cancer organization, and elected treasurer of Indianapolis/Marion County. Dubbie currently serves on the boards of directors of the Butler University College of Business Administration, Indiana Breast Cancer Awareness Trust, and American Legion Auxiliary. Dubbie holds a Master of Science in judicial administration from the Indiana University School of Law.

Dubbie is motivated to serve Peace Through Action as a board of directors member because "peace begins with respect for others, which should be learned at home, but when not, must be observed in the places closest to the person in the community where he/she lives. Resolution of conflicts can be taught and modeled by those with whom we interact."



Janaia DeShields

*\*Points of Light*

*National service director, experience in human resources and operations management, U.S. veteran*

Janaia DeShields, of Springfield, Virginia, is a board of directors member of Peace Through Action USA. Janaia is a versatile professional with strong leadership, human resources, and project management skills. Janaia serves as vice president of military and veterans programs, at Points of Light, the world's largest organization dedicated to volunteer service. Previous positions include fellowship program director of The Mission Continues, executive team leader at TGT Corporation, and human resources assignments in the U.S. Army. Janaia is an active member of Alpha Kappa Alpha Sorority Incorporated, a high school recruiter for the West Point Association of Graduates, an event coordinator for the West Point Society of DC, and community volunteer with the Travis Manion Foundation and The Mission Continues. Janaia is a U.S. army veteran and graduate of the United States Military Academy. Janaia holds a Master of Arts in human resources management from Webster University.

Janaia is motivated to serve Peace Through Action as a board of directors member because "I believe in the vision of the organization. Although we have made great strides as a country in ensuring a safe and equal society for all people, our communities are still facing incidents of racial discrimination, political discord, and sexual orientation bias that are fueled by violence, anger, and hate. As an American citizen,



a veteran, and a mother, I feel it is my personal responsibility to face this challenge with peace through action.”



Tracy Doyle

Independent Management Consultant

*Experience in large systems management, returned lay missionary, theologian*

Tracy Doyle, of Long Beach, California is the board of directors chair of Peace Through Action USA. Tracy brings to Peace Through Action a special combination of public sector leadership, theology scholarship, and faith-motivated service experience. Tracy is currently an independent management consultant to corporate and nonprofit clients. Previously she served as director of the Decennial Response Integration System (DRIS) contract at the U.S. Census Bureau, during which she was fully responsible for a \$1.05 billion budget and directly responsible for the management of over 40 staff members. The DRIS program was named in 2011 by the Government Accountability Office (GAO) as one of the top seven best-run IT programs in the federal government. Tracy served in Ethiopia for three years with Comboni Lay Missionaries. Tracy is an active volunteer with Autism Speaks and the U.S. Special Olympics. She holds a Master of Theological Studies from Washington Theological Union and a Master of Public Administration from The George Washington University. Tracy has completed professional development in the Leadership for a Democratic Society program of the Federal Executive Institute, Leadership for Public Policy Implementation program of American University, and a master's certificate in information technology project management from The George Washington University.

Tracy is motivated to serve Peace Through Action as a board of directors member because “we as individuals in our immediate community can make a difference in each other’s lives and the way in which we live among and with others. I believe that peace is possible through focused action in which we actively seek out local solutions that allow us to build supportive and mindful communities that value our differences and celebrate our common humanity.”



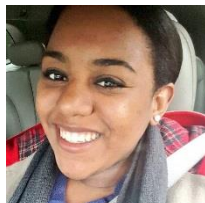
Adam Gaeddert

\*Grant Thornton LLP

*Certified Public Accountant, auditor, faith-based service corps alum*

Adam Gaeddert, of Decatur, Georgia, is the board of directors treasurer of Peace Through Action USA. Adam brings to Peace Through Action a unique mix of accounting skills and proficiency in national service and volunteering. Adam is an auditor with Grant Thornton LLP, the U.S. member firm of Grant Thornton International Ltd, one of the world’s leading organizations of independent audit, tax and advisory firms. Prior to joining Grant Thornton, Adam was employed as a coder with an educational software firm. Adam has served a term of national service through the Mennonite Voluntary Service, during which time he was assigned as a policy associate with the National Coalition for the Homeless. Adam holds a Master of Accountancy from North Carolina State University. He is a Certified Public Accountant and has passed Level I of the Chartered Financial Analyst examination.

Adam is motivated to serve Peace Through Action as a board of directors member because: “I am committed to peace as a practice, a discipline, and a personal responsibility, not just a mindset and not just a responsibility of institutions. I have also had positive experiences with volunteerism and would like to create positive opportunities for volunteerism for others.”



**Ariel Jackson Barreto**

*\*Frostburg State University*

*Peer educator, social media specialist, college student*

Ariel Jackson Barreto, of Bowie, Maryland, is a board of directors member of Peace Through Action USA. Ariel brings to Peace Through Action insight on issues in today's world through a young adult's stand point as well as passions for helping those with mental illnesses and LGBTQIA people. Ariel serves as a board member and social media coordinator for BURG Peer Education Network, a student group that believe in creating change among their peers and their community. The group promotes healthy choices on campus and provides recreational alternatives to drinking and drugging. Ariel has volunteered since childhood, including youth service at the Prince George's County Child Development Clinic. Ariel is pursuing a bachelor's degree at Frostburg State University. She is a certified peer educator. Ariel is also certified in the TIPS alcohol use prevention program.

Ariel is motivated to serve Peace Through Action as a board of directors member because “it provides me with opportunities to help the communities I have grown up in and give others the chance to do the same.”



**Theresa Long**

*\*Corporation for National and Community Service*

*National service program officer, experience in nonprofit organization governance and management*

Theresa Long, of Oklahoma City, Oklahoma, is a board of directors member of Peace Through Action USA. Theresa possesses 20 years of experience in nonprofit management and governance, as well as experience using service as solution to various community issues. Theresa is Oklahoma state director for the Corporation for National and Community Service, a federal agency that engages more than five million Americans in service. Previously she served as executive director of Arkansas Literacy Councils. Theresa has served as a board of directors chair of Florence Crittenton Services in Arkansas and board member of Arkansas Well Child Reads. She has volunteered with Junior League, Altrusa International, and her church. Theresa holds a Master of Nonprofit Management from the University of Arkansas at Little Rock.

Theresa is motivated to serve Peace Through Action as a board of directors member because “current and past personal experiences strongly align with the mission of Peace Through Action USA.”



## Delores Morton

*\*Points of Light*

*National service leader, experience in adult learning, AmeriCorps alum*

Delores Morton, of Atlanta, Georgia, is a board of directors member of Peace Through Action USA. Delores is an accomplished nonprofit executive with twenty years of experience designing and leading creative initiatives. Delores has specific expertise in: learning design, program development, fundraising, strategic planning, building organizational culture, and human resource management. Delores Morton is the president of Points of Light's Programs Division, where she is responsible for developing program initiatives and models to address the organization's core impact areas. Prior to joining Points of Light, Delores served as the director of the Center for Nonprofit Resources at Volunteer Baton Rouge, executive director of the Louisiana Association for Community Economic Development and chair of the Mid-South Collaborative for Nonprofit Development. Delores serves as a Board of Directors member of Atlas Corps, Inc. Delores completed a term of AmeriCorps service with the Louisiana Rural Development AmeriCorps Program. She has been recognized as a White House Champion of Change. Delores holds a Master of Business Administration with a concentration in human resources development.

Delores is motivated to serve as a board of directors member because "I am particularly interested in helping to mobilize AmeriCorps and other national service program resources to build peace in local communities."



## Bob Reeg

*Peace Through Action USA*

*Social purpose leader, peace ambassador, experience in program development, volunteer administration & public policy*

Bob Reeg, of Washington, District of Columbia, is the founder, chief executive officer, and board of directors secretary of Peace Through Action USA, a national volunteering and service organization missioned to achieve peace between people and within communities in the United States by promoting caring action. Bob is an accomplished nonprofit organization program director, certified volunteer administrator, emerging social purpose entrepreneur, and active community volunteer. Bob has held positions in public policy, program development, and national service project management with organizations such as the American Legion Auxiliary, National Coalition for Homeless Veterans, National Network for Youth, National Coalition for the Homeless, and American Public Human Services Association. Bob is a regular volunteer at his church, a community health center, and various theater arts organizations. He is the recipient of a Daily Point of Light Award in recognition for his service to military servicemembers, veterans, and their families. Bob holds a Master of Public Administration from The George Washington University. He is designated Certified in Volunteer Administration (CVA). He completed leadership development training and remains active as an alum in the American Express Leadership Academy. Bob has completed Peace Ambassador training through The Shift Network.

Bob is motivated to serve as the Peace Through Action chief executive and a board of directors member because "God's spirit within me is calling me to take action to promote peace among people in 'my own

backyard.’ I find myself no longer satisfied to say a brief prayer or comment on a sad news story and then quickly move about my daily affairs as my response to acts of interpersonal violence all around us. I need to do more. Peace Through Action USA provides me that vehicle to contribute to moving our nation from one with too many hurting people to one with so many loving people.”



**Jerome Tennille**

*\*Tragedy Assistance Program for Survivors*

*Volunteer administrator, experience in operations management, U.S. veteran*

Jerome Tennille, of Falls Church, Virginia, is a board of directors member of Peace Through Action USA. Jerome brings to Peace Through Action a passion in nonprofit management generally and volunteer program management specifically. Jerome serves as volunteer services manager for Tragedy Assistance Program for Survivors (TAPS), a national organization that offers help, hope, and healing to all those grieving the death of a loved one serving in America's armed forces. Prior to joining TAPS, Jerome served for eight years in the U.S. Navy as an intelligence specialist, during which he made two deployments in support of Operation Iraqi Freedom, Operation Enduring Freedom and the Global War on Terrorism. Jerome is a community volunteer with Ronald McDonald House Charities of Greater Washington DC. Jerome holds a Bachelor of Applied Science in operations management from Arizona State University and is pursuing a Master of Sustainability Leadership from Arizona State University. He is trained in the ASIST suicide first aid procedure. Jerome is designated Certified in Volunteer Administration (CVA).

Jerome is motivated to serve Peace Through Action as a board of directors member because “I believe in the mission of Peace Through Action USA. We're in a day and age of what I believe is a division in a nation that believes in being ‘united.’ It feels that we're at a pivotal time in society where great change is needed to heal the wounds this nation has sustained, and much can be done to bridge that divide (social, racial, economic, religious and political) that's causing so much strain and hatred.”



**Pam Zeutenhorst**

*\*Envision Prosperity, LLC*

*Small business owner, volunteer administrator, project manager, and service enterprise trainer*

Pam Zeutenhorst, of Litchfield, Maine, is a board of directors member of Peace Through Action USA. Pam offers Peace Through Action more than 20 years of experience as a project manager, volunteer administrator, and trainer. Pam is co-founder of and senior consultant to Envision Prosperity, LLC, which seeks to leverage personal passion and human capital to do good. Pam has over 15 years of experience in national service program management including with the Maine Commission for Community Service and Volunteer Center of the Redwoods. Pam is a Service Enterprise Certified Trainer through Points of Light, a Master Project Manager through the American Academy of Project Management, and Certified in Volunteer Administration (CVA).

Pam is motivated to serve Peace Through Action as a board of directors member because “I believe in the power of volunteering and its capacity to transform us and our communities.”

# PEACE THROUGH ACTION USA

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## ALCOHOL, TOBACCO, AND OTHER DRUG POLICY

Approved by the Board of Directors on 07/17/2016

### Policy Purpose

To protect the safety, health and well-being of individuals with interest in Peace Through Action USA (the "Corporation") by proscribing the manufacture, distribution, dispensation, possession, or use of alcoholic beverages, controlled substances, and tobacco or nicotine products in workplaces of the Corporation.

### Definitions

1. Alcoholic Beverage – Any beverage in liquid form which contains not less than one-half of one percent of alcohol by volume and is intended for human consumption.
2. ATOD – Alcohol, tobacco, and other drugs; alcoholic beverages, tobacco and nicotine products, and controlled substances.
3. Controlled Substance – A drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V of 21 U.S.C. Section 812 or 21 CFR Part 1308.
4. Conviction – A finding of guilt, including a plea of nolo contendere (no contest), or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of criminal drug statutes.
5. Criminal Drug Statute – A criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance.
6. Interested Person – Any director, officer, employee, contractor, or volunteer of the Corporation.
7. Tobacco and Nicotine Product – Any product made or derived from tobacco or that contains nicotine that is intended for human consumption, including any component, part, or accessory of a tobacco or nicotine product.
8. Workplace – The site(s) where an interested person works, serves, or volunteers.

### Policy

1. Peace Through Action USA (the "Corporation") aspires to achieve and maintain an organization culture and practice free of alcoholic beverages, tobacco and nicotine products, and controlled substances.
2. The Corporation shall comply with all applicable laws regarding the manufacture, distribution, dispensation, possession, or use in workplaces of alcoholic beverages, controlled substances, and tobacco and nicotine products.
3. The Corporation encourages interested persons to voluntarily seek treatment and care for ATOD use and abuse concerns.
4. The Corporation expects interested persons to report for employment, service, or volunteering free of alcohol and controlled substances and their post-use effects.
5. The Corporation prohibits interested persons from manufacturing, distributing, dispensing, possessing, or using alcoholic beverages, controlled substances, and tobacco and nicotine products at any time within the workplaces from which they are working, serving, or volunteering, or during any time that they are performing their positions with the Corporation regardless of location.
6. The Corporation shall not prohibit any interested person from possessing or using in the prescribed manner any controlled substance which has been legally prescribed to the interested person.

7. The Corporation reserves the right to exercise the full range of available options for investigating and responding to an interested person's alleged or actual non-compliance with the ATOD policy, including termination, suspension, conditional or probationary employment, service, or volunteering, search of the person's personal property at the workplace, search of Corporation property assigned to the person, reasonable suspicion testing for ATOD, post-accident testing for ATOD, return to duty testing for ATOD, and referral to ATOD treatment and care.
8. The Corporation shall report to an appropriate law enforcement authority an interested person's suspected or confirmed manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.
9. The Corporation requires interested persons to report to the Corporation any conviction for a criminal drug violation in the workplace within five days of the person's conviction.
10. The Corporation shall notify any party to which it is required by law to make such notification of an interested person's conviction for a criminal drug violation in the workplace.
11. The Corporation maintains confidentiality of all information related to interested persons' manufacture, distribution, dispensation, possession, or use of ATOD.
12. The Corporation maintains an awareness program to educate interested persons about the dangers of ATOD use and abuse and the Corporation's ATOD policy.
13. The Corporation instructs interested persons of the Corporation's ATOD policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy and procedures.



# PEACE THROUGH ACTION USA

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## CONFLICT OF INTEREST POLICY

Approved by the Board of Directors on 04/17/2016

### Policy Purpose

To protect the interest of Peace Through Action USA (the "Corporation") when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, officer, or key employee of the Corporation or might result in a possible excess benefit transaction.

### Definitions

1. Interested Person – Any director, officer, member of a committee with Board of Directors delegated powers, chief executive officer, subordinate officer, key employee, or family member thereof who has a covered interest.
2. Compensation – Direct and indirect remuneration as well as gifts or favors that are not insubstantial.
3. Covered Interest – Any situation in which a person has or had, directly or indirectly, through business, investment, or family any commitment, ownership, investment, relationship, obligation, or involvement, financial or otherwise, that may influence a person's judgment, including (a) an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, (b) a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, and (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.
4. Key Employee – An employee of the Corporation who meets all three of the following tests applied in the following order: (a) (\$150,000 Test) receives reportable compensation from the Corporation and all related organizations in excess of \$150,000 for the calendar year ending with or within the organization's tax year; (b) (Responsibility Test) (1) has responsibilities, powers or influence over the organization as a whole similar to those of officers, directors, or trustees, (2) manages a discrete segment or activity of the organization that represents 10 percent or more of the activities, assets, income, or expenses of the organization, as compared to the organization as a whole, or (3) has or shares authority to control or determine 10 percent or more of the organization's capital expenditures, operating budget, or compensation for employees, and (c) (Top 20 Test) is one of the 20 employees (that satisfy the \$150,000 Test and Responsibility Test) with the highest reportable compensation from the organization and related organizations for the calendar year ending with or within the organization's tax year.

### Policy

1. Peace Through Action USA (the "Corporation") shall comply with all applicable laws governing conflict of interest within nonprofit corporations and charitable organizations.
2. The Corporation expects that interested persons shall disclose the existence of an alleged, potential, actual, or prior covered interest in connection with any transaction or arrangement currently or previously before the Corporation.
3. The Corporation shall give an interested person the opportunity to disclose to the Board of Directors or committee with Board of Directors delegated powers all material facts pertaining to the transaction or arrangement and to discuss the covered interest with the Board of Directors or committee.

4. The Board of Directors or committee with Board of Directors delegated powers shall discuss and decide if a conflict of interest exists or existed, during which discussion and decision the interested person shall not be present.
5. The Board of Directors or committee with Board of Directors delegated powers, if it determines the presence of a conflict of interest, shall give the interested person the opportunity to make a presentation to the Board of Directors or committee.
6. The Board of Directors or committee with Board of Directors delegated powers shall discuss and act on the transaction or arrangement, during which discussion and action the interested person shall not be present.
7. The Board of Directors chair or committee chair may appoint a disinterested person or committee to investigate alternatives to a potential transaction or arrangement.
8. The Board of Directors or committee with Board of Directors delegated powers, after exercising due diligence, shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
9. The Board of Directors or committee with Board of Directors delegated powers, if a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and is fair and reasonable.
10. The Board of Directors or committee with Board of Directors delegated powers, in conformity with the above determination, shall decide whether or not to enter into the transaction or arrangement.
11. The Board of Directors or committee with Board of Directors delegated powers, if it has reasonable cause to believe an interested person has failed to disclose potential, actual, or prior conflicts of interest, shall inform the person of the basis for such belief and shall give the person the opportunity to explain the alleged failure to disclose.
12. The Board of Directors or committee with Board of Directors delegated powers, if, after hearing or reading the interested person's response, and after making further investigation, if appropriate, of the circumstances, determines the person has failed to disclose a potential, actual, or prior conflict of interest, shall take appropriate disciplinary and corrective action.
13. The Board of Directors shall give an interested person who has been found by a committee with Board of Directors delegated powers to have failed to disclose a potential, actual, or prior conflict of interest an opportunity to appeal the decision of the committee to the Board of Directors.
14. The Board of Directors shall serve as the ultimate body for deciding disciplinary and corrective actions against an interested person who has failed to disclose a potential, actual, or prior conflict of interest.
15. The Board of Directors secretary shall ensure that minutes of the Board of Directors and committees with Board of Directors delegated powers contain the names of interested persons who disclosed or otherwise were found to have a covered interest in a transaction or arrangement, the nature of the covered interest, the action taken by the Board of Directors or committee to determine the presence of a conflict of interest, and the Board of Directors' or committee's decision as to whether a conflict of interest existed.
16. The Board of Directors secretary shall ensure that minutes of the Board of Directors and committees with Board of Directors delegated powers contain the names of persons who were present for discussions and actions relating to the transaction or arrangement, the alternatives



to the transaction or arrangement considered, and the record of any votes taken in connection with the transaction or arrangement.

17. A director of the Board of Directors, and member of any committee that has compensation matters within its jurisdiction, who receives compensation for services, directly or indirectly, from the Corporation is precluded from voting on matters pertaining to that director's or member's compensation.
18. The Corporation shall not prohibit any director of the Board of Directors or any member of any committee that has compensation matters within its jurisdiction, who receives compensation for services, directly or indirectly, from the Corporation from providing information to the Board of Directors or any committee regarding compensation.
19. Each director of the Board of Directors, officer, member of a committee with Board of Directors delegated powers, chief executive officer, subordinate officer, and key employee shall annually sign a statement that affirms the individual (a) has received a copy of the conflict of interest policy, (b) has read and understands the policy, (c) has agreed to comply with the policy, (d) discloses information regarding their covered interests and those of their family members that could give rise to conflicts of interest, and (e) understands that the Corporation is charitable and in order to maintain its federal and state tax exemptions must engage in activities that are exclusively for religious, charitable, scientific, literary or educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code"), as amended or corresponding section of any future tax code, and regulations thereunder.
20. The Corporation shall conduct periodic reviews to ensure that the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its federal and state tax exemptions. The Corporation shall include in its periodic reviews, at a minimum, the following subjects: (a) whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining, and (b) whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.
21. The Corporation may use outside advisors for conducting periodic reviews. The Corporation is not relieved of its responsibility for ensuring periodic reviews if it uses outside advisors.
22. The Corporation instructs directors, officers, committee members, and key employees of the Corporation's conflict of interest policy by an annual policy agreement form, an orientation, notices in print and online media, and the distribution of policy and procedures.

# PEACE THROUGH ACTION USA

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## DISABILITY INCLUSION POLICY

Approved by the Board of Directors on 07/17/2016

### Policy Purpose

To ensure opportunity for individuals with disabilities to participate fully in the governance, management, operations, and programs and services of Peace Through Action USA (the "Corporation").

### Definitions

1. Accommodation – Any change to a position assignment or position environment that enables an interested person with a disability to apply for or fill a position. The term also encompasses alterations to ensure an interested person with a disability has rights and privileges equal to those of interested persons without disabilities.
2. Disability – (A) a physical or mental impairment that substantially limits one or more major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment.
3. Interactive Process – A process by which the Corporation and interested person with disabilities who requests accommodations work together to determine reasonable accommodations.
4. Interested Person – Any director, officer, employee, contractor, volunteer, beneficiary of the Corporation's programs and services, or other individual with a specific interest in the Corporation.
5. Mental Impairment – Any mental or psychological disorder, such as intellectual disabilities, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
6. Physical Impairment – Any physiological disorder or condition, cosmetic adjustment, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitor-urinary, hemic and lymphatic, skin, and endocrine.
7. Reasonable – Practical and feasible.
8. Substantially Limits -- Unable to perform or significantly restricted as to the manner or duration under which an individual can perform that same major life activity.
9. Major Life Activity -- Activity such as breathing, moving, seeing, hearing, speaking, touching, smelling, caring for oneself, learning, or working.
10. Undue Hardship – Unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the Corporation.
11. Unreasonable – Impose undue hardship on the Corporation.
12. Workplace – The site(s) where an interested person works, serves, or volunteers.

### Policy

1. Peace Through Action USA (the "Corporation") aspires to achieve and maintain an organization culture and practice of disability inclusion, in which all individuals with disabilities are welcomed to participate fully in the Corporation's governance, management, operations, and programs & services.
2. The Corporation shall comply with all applicable laws establishing rights, opportunities, and protections for individuals with disabilities.
3. The Corporation proactively anticipates and prepares for the needs of interested persons with disabilities and reacts to accommodations requests of interested persons with disabilities.

4. The Corporation assesses the accommodations capabilities of workplaces and positions of interested persons in advance of their employment, service, or volunteering and makes a good faith effort to establishing accommodating workplaces and positions.
5. The Corporation shall not inquire about the medical condition or disability status of applicants or selectees for employment, service, or volunteering.
6. The Corporation encourages individuals with disabilities, through print and verbal recruitment communications, to apply for employment, service, and volunteering positions.
7. The Corporation provides reasonable accommodation to interested persons with disabilities.
8. The Corporation encourages interested persons with disabilities to request accommodations at any point in time prior to or during their employment, service, or volunteering.
9. The Corporation notifies selectees for employment, service, or volunteering positions of their right to request accommodations prior to or during employment, service, or volunteering.
10. The Corporation has a right to request medical information from or about the interested person when an individual requests accommodations.
11. The Corporation utilizes an interactive process to identify whether, and to what extent, reasonable accommodations are required for the interested person to perform the essential functions of their employment, service, or volunteering position.
12. The Corporation develops a reasonable accommodation plan for an interested person with a disability requesting accommodation and shares the plan with the interested person.
13. The Corporation makes the final determination of the accommodations they will provide to interested persons with disabilities who request such accommodations.
14. The Corporation maintains the reasonable accommodation plan in the interested person's file.
15. The Corporation maintains confidentiality of all information related to accommodation requests of interested persons and the reasonable accommodation plan.
16. The Corporation instructs interested persons of the Corporation's disability inclusion policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy and procedures.

# PEACE THROUGH ACTION USA

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## EQUAL OPPORTUNITY POLICY

Approved by the Board of Directors on 04/17/2016

### Policy Purpose

To ensure equal opportunity for all people to participate fully in the governance, management, operations, and programs and services of Peace Through Action USA (the Corporation"); and further to prohibit discrimination against people participating or seeking to participate in the Corporation.

### Definitions

1. Discrimination – Failure or refusal to elect, appoint, hire, select, or serve, or to remove or dismiss, any individual on the basis of their having a protected trait.
2. Interested Person – Any director, officer, employee, contractor, volunteer, beneficiary of the Corporation's programs and services, or other individual with a specific interest in the Corporation.
3. Protected Traits – Race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, familial status, source of income, genetic information, place of residence or business of any individual, status as a victim of an intrafamily offense, military status, veteran status, or any other legally protected trait.
4. Retaliation – Any action harmful to an interested person, including reprisal, recrimination, demotion, interference with lawful employment or livelihood, removal from assignment, or deprivation of the Corporation's programs and services.

### Policy

1. Peace Through Action USA (the "Corporation") aspires to achieve and maintain an organization culture and practice of equal opportunity, in which all are welcomed to participate fully in the Corporation's governance, management, operations, and programs & services.
2. The Corporation shall comply with all applicable laws establishing equal opportunity in participation and prohibitions on discrimination on the basis of protected traits.
3. The Corporation shall not shall not discriminate against any interested person on the basis of an actual or perceived protected trait of such person.
4. The Corporation advises interested persons with allegations of discrimination by the Corporation to report violations to the Corporation and/or to an appropriate public authority.
5. The Corporation shall neither prevent nor interfere with an interested person reporting an allegation of discrimination.
6. The Corporation shall protect interested persons from retaliation for reporting allegations of discrimination.
7. The Corporation shall protect the confidentiality of interested persons who report allegations of discrimination, to the maximum extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the Corporation or public authority to conduct an adequate investigation.
8. Interested persons, when reporting allegations of discrimination, shall report to the chief executive officer of the Corporation or their designee, except if the violation involves the chief executive officer, the interested person shall report to the board of directors chair or their designee.

9. Interested persons may report to allegations of discrimination to an appropriate public authority, including the District of Columbia Office of Human Rights.
10. The Corporation shall give an interested person the opportunity to disclose to the Corporation all material facts pertaining to the allegation of discrimination.
11. The chief executive officer or designee, or Board of Directors chair or designee, shall review material facts presented and determine the appropriate course of action, to include a) investigation and action by the chief executive officer, b) referral to the Board of Directors or committee with Board of Directors delegated powers for investigation, discussion, and decision, c) investigation by and recommendation to the chief executive officer or board of directors chair from a disinterested person retained by the Corporation, and/or d) referral to an appropriate public authority.
12. The Corporation shall inform the interested person of the Corporation's decision resulting from the person's report of alleged discrimination.
13. The chief executive officer or designee shall maintain records pertaining to reports of alleged discrimination and the Corporation's responses and decisions thereto.
14. The Board of Directors secretary shall ensure that minutes of the Board of Directors and committees with Board of Directors delegated powers contain a record of any Board or committee investigation, discussion, and decision pertaining to an allegation of discrimination.
15. The Corporation instructs interested persons of the Corporation's equal opportunity policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy and procedures.

# PEACE THROUGH ACTION USA

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## ETHICS POLICY

Approved by the Board of Directors on 07/17/2016

### Policy Purpose

To establish the exemplary behaviors that individuals with interest in Peace Through Action USA (the "Corporation") shall apply when working for, serving, volunteering for, or representing the Corporation.

### Definitions

1. Ethics – Standards that distinguish between acceptable and unacceptable behavior.
2. Interested Person – Any director, officer, employee, contractor, or volunteer of the Corporation.

### Policy

1. Peace Through Action USA (the "Corporation") aspires to achieve and maintain an organization culture and practice in which interested persons apply acceptable behavior uniformly and consistently across disparate situations.
2. The Corporation expects interested persons to apply the following ethical behaviors when working for, serving, volunteering, or representing the Corporation.
  - a. Care – Pay serious attention to doing right when making a decision for or affecting the Corporation.
  - b. Compliance – Comply with laws applicable to United States nonprofit corporations and with policies of the Corporation, and report allegations of Corporation or individual violations of laws and policies to the Corporation or to a public authority if warranted.
  - c. Courtesy – Show politeness in one's interactions with interested persons, beneficiaries of the Corporation's programs and services, and others with interest in the Corporation.
  - d. Honesty – Be truthful and transparent with interested persons, beneficiaries of the Corporation's programs and services, and others with interest in the Corporation.
  - e. Loyalty – Give undivided allegiance to the Corporation when making decisions affecting the organization.
  - f. Objectivity – Make decisions based on facts, qualification, and merit.
  - a. Obedience – Maintain fidelity to the Corporation's mission, vision, and values.
  - b. Peacefulness – Apply peaceful practices espoused by the Corporation to one's interactions with interested persons, beneficiaries of the Corporation's programs and services, and others with interest in the Corporation.
  - c. Respect – Honor the equal value of interested persons, beneficiaries of the Corporation's programs and services, and others with interest in the Corporation.
  - d. Responsibility – Self-regulate one's behavior, maintain positive behavior, voluntarily admit when a behavior has fallen below standard, and commit to behavior improvement when necessary.
3. The Corporation reserves the right to exercise the full range of available options for investigating and responding to an interested person's alleged or actual non-compliance with the ethics policy, including termination, suspension, and conditional or probationary employment, service, or volunteering.
4. The Corporation instructs interested persons of the Corporation's ethics policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy and procedures.

# PEACE THROUGH ACTION USA

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## FREEDOM FROM HARASSMENT POLICY

Approved by the Board of Directors on 04/17/2016

### Policy Purpose

To ensure opportunity for all people to participate fully in the governance, management, operations, and programs and services of Peace Through Action USA (the Corporation") without risk or actuality of harassment; and further to prohibit harassment against people participating or seeking to participate in the Corporation.

### Definitions

1. Harassment – Verbal, nonverbal, and physical conduct that creates a hostile, intimidating, or offensive environment. Harassment includes harassment based on a person's protected traits.
2. Interested Person – Any director, officer, employee, contractor, volunteer, beneficiary of the Corporation's programs and services, or other individual with a specific interest in the Corporation.
3. Protected Traits – Race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, familial status, source of income, genetic information, place of residence or business of any individual, status as a victim of an intrafamily offense, military status, veteran status, or any other legally protected trait.
4. Retaliation – Any action harmful to an interested person, including reprisal, recrimination, demotion, interference with lawful employment or livelihood, removal from assignment, or deprivation of the Corporation's programs and services.
5. Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal and physical conduct of a sexual nature that creates a hostile, intimidating, or offensive environment.

### Policy

1. Peace Through Action USA (the "Corporation") aspires to achieve and maintain an organization culture and practice of equal opportunity, in which all are welcomed to participate fully in the Corporation's governance, management, operations, and programs & services free from harassment and sexual harassment.
2. The Corporation shall comply with all applicable laws establishing equal opportunity in participation and prohibitions on harassment on the basis of protected traits and on sexual harassment.
3. The Corporation shall not shall not harass any interested person on the basis of an actual or perceived protected trait of such person.
4. The Corporation advises interested persons with allegations of harassment or sexual harassment by the Corporation to report violations to the Corporation and/or to an appropriate public authority.
5. The Corporation shall neither prevent nor interfere with an interested person reporting an allegation of harassment or sexual harassment.
6. The Corporation shall protect interested persons from retaliation for reporting allegations of harassment or sexual harassment.
7. The Corporation shall protect the confidentiality of interested persons who report allegations of harassment or sexual harassment, to the maximum extent possible, with the understanding that

confidentiality may not be maintained where identification is required by law or in order to enable the Corporation or public authority to conduct an adequate investigation.

8. Interested persons, when reporting allegations of harassment or sexual harassment, shall report to the chief executive officer of the Corporation or their designee, except if the violation involves the chief executive officer, the interested person shall report to the board of directors chair or their designee.
9. Interested persons may report allegations of harassment or sexual harassment to an appropriate public authority, including the District of Columbia Office of Human Rights.
10. The Corporation shall give an interested person the opportunity to disclose to the Corporation all material facts pertaining to the allegation of harassment or sexual harassment.
11. The chief executive officer or designee, or Board of Directors chair or designee, shall review material facts presented and determine the appropriate course of action, to include a) investigation and action by the chief executive officer, b) referral to the Board of Directors or committee with Board of Directors delegated powers for investigation, discussion, and decision, c) investigation and recommendation to the chief executive officer or board of directors chair from a disinterested person retained by the Corporation, and/or d) referral to an appropriate public authority.
12. The Corporation shall inform the interested person of the Corporation's decision resulting from the person's report of alleged harassment or sexual harassment.
13. The chief executive officer or designee shall maintain records pertaining to reports of alleged harassment or sexual harassment and the Corporation's responses and decisions thereto.
14. The Board of Directors secretary shall ensure that minutes of the Board of Directors and committees with Board of Directors delegated powers contain a record of any Board or committee investigation, discussion, and decision pertaining to an allegation of harassment.
15. The Corporation instructs interested persons of the Corporation's freedom from harassment policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy and procedures.



# PEACE THROUGH ACTION USA

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## RECORDKEEPING POLICY

Approved by the Board of Directors on 04/17/2016

### Policy Purpose

To establish the preservation, retention, maintenance, and expiration of the records of Peace Through Action USA (the "Corporation").

### Definitions

1. Permanent – Preserved in perpetuity.
2. Record – Material, regardless of form or characteristics, made or received by the Corporation that contains information about the Corporation's incorporation status, governance, policies, plans, finances, operations, programs and services, or performance.
3. Temporary – Retained for a determinable period of time less than perpetuity.

### Policy

1. Peace Through Action USA (the "Corporation") aspires to achieve and maintain an organization culture and practice of accountability and transparency to persons and organizations interested in the governance, management, operations, and programs and services of the Corporation. The Corporation places a high priority on recordkeeping as one means of fulfilling its accountability and transparency objectives.
2. The Corporation shall comply with all applicable laws establishing recordkeeping and record disclosure requirements of corporations and public charities.
3. The Corporation shall make records available for inspection to any public authority with jurisdiction over the Corporation and with a legal right to access and inspect the Corporation's records.
4. The Corporation shall make particular records widely available for inspection by any person with a legal right to inspect the particular records, including records pertaining to the Corporation's tax-exempt status and tax return.
5. The Corporation shall permit persons to access and review records of the Corporation that pertain uniquely to that person.
6. The Corporation shall retain all records scheduled for expiration during any time period in which the Corporation is subject to litigation, claim, or audit, until such action is completed or resolved.
7. The chief executive officer or designee shall establish a system for recordkeeping, to include procedures for a) classifying records as permanent or temporary, b) setting periods for records retention and retirement, c) maintaining and retaining records in a manner that is protective of the confidentiality and privacy of personal identifying information, d) storing records in a secure manner, including protection from physical damage or electronic loss, e) storing records in a manner in which they are physically accessible to authorized users, clear and accurately labeled, and stored in a usable and readable format.
8. The Corporation shall classify the following types of records as permanent: a) records pertaining to the Corporation's incorporation, corporation registrations, and tax-exempt status determination, b) records of the Board of Directors and committees with Board of Directors delegated powers, c) contracts and leases, d) payroll records, e) records pertaining to whistleblower-reported violations, f) records pertaining to allegations of discrimination, g)

records pertaining to allegations of harassment, and h) records pertaining to litigation, claims, and audits.

9. The Corporation shall maintain and retain records necessary for a) measuring operations and programs and services performance, b) monitoring its budget, c) preparing financial statements, to include an accounting of assets, liabilities, expenses, and revenues, and d) preparing information returns, taxation returns, and notices pertaining to the Corporation's incorporated status, tax exemptions, tax obligations, and grant and contract terms.
10. The Corporation instructs persons of the Corporation's recordkeeping policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy and procedures.

# PEACE THROUGH ACTION USA

*Peaceful People, Peaceful Practices, Peaceful Places*

## SAFETY POLICY

Approved by the Board of Directors on 07/17/2016

### Policy Purpose

To protect the safety, health, and well-being of individuals with interest in Peace Through Action USA (the "Corporation").

### Definitions

1. Interested Person – Any director, officer, employee, contractor, volunteer, or beneficiary of programs and services of the Corporation.
2. Violence – Any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior.
3. Workplace – The site(s) where an interested person works, serves, or volunteers.

### Policy

1. Peace Through Action USA (the "Corporation") aspires to achieve and maintain an organization culture and practice of safety and of freedom from violence.
2. The Corporation shall comply with all applicable laws regarding safety in the workplace and freedom from violence in the workplace.
3. The Corporation proactively anticipates and prepares for the safety of interested persons and reacts to unsafe and violent incidents affecting interested persons.
4. The Corporation assesses the safety conditions of workplaces of interested persons in advance of their employment, service, or volunteering and makes a good faith effort to eliminate or reduce safety risks.
5. The Corporation acknowledges the right of interested persons to raise a safety or violence concern and requests interested persons to do so.
6. The Corporation requires interested persons to report immediately any accident or injury that occurs in the workplace or when the person is working, serving, or volunteering for the Corporation regardless of location.
7. The Corporation permits interested persons to request a modification to their workplace or position duties if the person believes the workplace or position duty jeopardizes the person's safety.
8. The Corporation shall assess an interested person's allegation of an unsafe workplace or duty and to respond to the allegation in a timely manner.
9. The Corporation shall not retaliate against an interested person for their exercise of the right to raise a safety or violence concern, report an injury, or request a modification to their workplace or their position duties.
10. The Corporation expects interested persons to exercise safe and peaceful behavior and comply with applicable safety laws at all times that they are working, serving, or volunteering for the Corporation.
11. The Corporation prohibits directors, officers, employees, contractors, service contributors and volunteers from possessing or using any weapon at any time they are working, serving, or volunteering for the Corporation.
12. The Corporation reserves the right to exercise the full range of available options for investigating and responding to an interested person's alleged or actual non-compliance with the safety policy, including termination, suspension, conditional or probationary employment, service, or

volunteering, search of the person's personal property at the workplace, and search of Corporation property assigned to the person.

13. The Corporation shall report to an appropriate law enforcement authority an interested person's suspected or confirmed act of violence in the workplace.
14. The Corporation encourages and assists interested persons who have experienced loss of safety or violence to seek treatment and care for their injuries.
15. The Corporation maintains an awareness program to educate interested persons about risks in the workplace, personal and organization risk reduction strategies, and the Corporation's safety policy.
16. The Corporation instructs interested persons of the Corporation's safety policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy and procedures.

# PEACE THROUGH ACTION USA

*Peaceful People, Peaceful Practices, Peaceful Places*

## WHISTLEBLOWER PROTECTION POLICY

Approved by the Board of Directors on 04/17/2016

### Policy Purpose

To encourage reporting of illegal, unethical, or policy non-compliant conduct, gross mismanagement or waste of funds, abuse of authority, or substantial and specific danger to public health or safety by Peace Through Action USA (the "Corporation"); and further to protect reporting persons from retaliation.

### Definitions

1. Interested Person – Any director, officer, employee, contractor, volunteer, beneficiary of the Corporation's programs and services, or other person with a specific interest in the Corporation.
2. Retaliation – Any action harmful to an interested person, including reprisal, recrimination, demotion, interference with lawful employment or livelihood, removal from assignment, or deprivation of the Corporation's programs and services.
3. Violation – An alleged, potential, actual, or prior illegal, unethical, or policy non-compliant act, gross mismanagement or waste of funds, abuse of authority, or substantial and specific danger to public health or safety by the Corporation or one or more of its directors, officers, employees, contractors, or volunteers, about which an interested person in good faith has reasonable cause to believe is credible.

### Policy

1. Peace Through Action USA (the "Corporation") shall comply with all applicable laws governing reporting of violations and the protection from retaliation of reporting persons.
2. The Corporation advises interested persons to promptly report violations to the Corporation and/or to an appropriate public authority.
3. Interested persons may report violations by attribution or anonymously.
4. The Corporation shall protect the confidentiality of interested persons who report violations, to the maximum extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the Corporation or public authority to conduct an adequate investigation.
5. Interested persons, when reporting violations, shall report to the chief executive officer of the Corporation or their designee, except if the violation involves the chief executive officer, the interested person shall report to the Board of Directors chair or their designee.
6. Interested persons, when reporting violations to a public authority, may report to any appropriate public authority, including the Attorney General of the District of Columbia and the U.S. Internal Revenue Service.
7. The Corporation shall give an interested person the opportunity to disclose to the Corporation all material facts pertaining to the violation.
8. The chief executive officer or designee, or Board of Directors chair or designee, shall review material facts presented and determine the appropriate course of action, to include a) investigation and action by the chief executive officer or designee, b) referral for investigation, discussion, and decision to the Board of Directors or committee with Board of Directors delegated powers, c) investigation by and recommendation to the chief executive officer or Board of Directors chair from a disinterested person retained by the Corporation, and/or d) referral to an appropriate public authority.

9. The Corporation shall inform the interested person of the Corporation's decision resulting from the interested person's report of a violation.
10. The Corporation shall protect interested persons from retaliation for reporting violations.
11. The chief executive officer or their designee shall maintain records pertaining to reports of violations and the Corporation's responses and decisions thereto.
12. The Board of Directors secretary shall ensure that minutes of the Board of Directors and committees with Board of Directors delegated powers contain a record of any Board or committee investigation, discussion, and decision pertaining to a violation.
13. The Corporation instructs interested persons of the Corporation's whistleblower protection policy by an orientation, notices in print and online media, and the dissemination of policy and procedures.

Peace Through Action USA  
Revenues and Expenses Budget  
Summary Level  
FY 2016-FY 2018

Account Number	Account Name	FY 2016 Total	FY 2017 Total	FY 2018 Total
<b>REVENUES</b>				
4010 Subtotal	Individual Contributions	\$ 8,158.40	\$ 396,000.00	\$ 1,499,000.00
4020 Subtotal	Corporate Contributions	\$ -	\$ 2,800.00	\$ 11,200.00
4070 Subtotal	Legacies and Bequests	\$ -	\$ -	\$ -
4075 Subtotal	Uncollectable Pledges-Estimated	\$ -	\$ -	\$ -
4085 Subtotal	Long-Term Pledges Discount	\$ -	\$ -	\$ -
4110 Subtotal	Donated Professional Services-GAAP	\$ 22,000.00	\$ 3,200.00	\$ 3,200.00
4120 Subtotal	Donated Other Services-Non-GAAP	\$ -	\$ -	\$ -
4130 Subtotal	Donated Use of Facilities	\$ 100.00	\$ 3,100.00	\$ 7,900.00
4140 Subtotal	Gifts In Kind-Goods	\$ -	\$ 9,180.00	\$ 36,720.00
4210 Subtotal	Corporate/Business Grants	\$ -	\$ 30,000.00	\$ 80,000.00
4230 Subtotal	Foundation/Trust Grants	\$ -	\$ 250,000.00	\$ 300,000.00
4250 Subtotal	Nonprofit Organization Grants	\$ -	\$ 24,000.00	\$ 96,000.00
4255 Subtotal	Discounts-Long-Term Grants	\$ -	\$ -	\$ -
4420 Subtotal	Affiliated Organization Revenue	\$ -	\$ -	\$ -
4520 Subtotal	Federal Grants	\$ -	\$ 15,000.00	\$ 15,000.00
4530 Subtotal	State Grants	\$ -	\$ -	\$ -
4540 Subtotal	Local Grants	\$ -	\$ -	\$ -
5020 Subtotal	Federal Contracts	\$ -	\$ -	\$ -
5030 Subtotal	State Contracts	\$ -	\$ -	\$ -
5040 Subtotal	Local Contracts	\$ -	\$ -	\$ -
5180 Subtotal	Program Service Fees	\$ -	\$ -	\$ -
5185 Subtotal	Bad Debts, Est. - Program Fees	\$ -	\$ -	\$ -
5310 Subtotal	Interest-Savings/Short-Term Investmts	\$ -	\$ -	\$ -
5320 Subtotal	Dividends & Interest-Securities	\$ -	\$ -	\$ -
5360 Subtotal	Other Investment Income	\$ -	\$ -	\$ -
5440 Subtotal	Gross Sales-Inventory	\$ -	\$ -	\$ -
5445 Subtotal	Cost of Inventory Sold	\$ -	\$ -	\$ -
5490 Subtotal	Miscellaneous Revenue	\$ -	\$ -	\$ -
6810 Subtotal	Unrealized Gain (Loss) - Investments	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>		<b>\$ 30,258.40</b>	<b>\$ 733,280.00</b>	<b>\$ 2,049,020.00</b>
<b>EXPENSES</b>				
7010 Subtotal	Contracts - Program-Related	\$ -	\$ -	\$ -
7020 Subtotal	Grants - Program-Related	\$ -	\$ -	\$ -
7040 Subtotal	Awards to Individuals	\$ -	\$ 160,000.00	\$ 640,000.00
7210 Subtotal	Officers & Directors Salaries	\$ -	\$ 66,487.20	\$ 84,448.00
7220 Subtotal	Employee Salaries	\$ -	\$ 263,900.00	\$ 633,360.00
7230 Subtotal	Pension Plan Contributions	\$ -	\$ -	\$ -
7240 Subtotal	Employee Benefits	\$ -	\$ 33,660.00	\$ 79,560.00
7250 Subtotal	Employee Taxes	\$ -	\$ 25,440.49	\$ 57,310.44

Peace Through Action USA  
Revenues and Expenses Budget  
Summary Level  
FY 2016-FY 2018

Account Number	Account Name	FY 2016 Total	FY 2017 Total	FY 2018 Total
7510 Subtotal	Fundraising Fees	\$ -	\$ -	\$ -
7520 Subtotal	Accounting and Human Resources Fees	\$ 390.00	\$ 13,550.00	\$ 15,440.00
7530 Subtotal	Legal Fees	\$ 6,000.00	\$ 3,200.00	\$ 3,200.00
7540 Subtotal	Professional Fees-Other	\$ -	\$ -	\$ -
7550 Subtotal	Temporary Help-Contract	\$ -	\$ -	\$ -
7580 Subtotal	Donated Professional Services-GAAP	\$ -	\$ -	\$ -
7590 Subtotal	Donated Other Services-Non-GAAP	\$ -	\$ -	\$ -
8110 Subtotal	Supplies	\$ 255.00	\$ 2,975.00	\$ 9,870.00
8120 Subtotal	Donated Materials and Supplies	\$ -	\$ -	\$ -
8130 Subtotal	Telephone & Telecommunications	\$ -	\$ 11,340.00	\$ 37,800.00
8140 Subtotal	Postage and Shipping	\$ 188.40	\$ 2,566.80	\$ 5,367.60
8170 Subtotal	Printing, Copying, and Design	\$ 4,845.00	\$ 15,745.00	\$ 51,310.00
8180 Subtotal	Books, Subscriptions, References	\$ 420.00	\$ 1,140.00	\$ 1,140.00
8210 Subtotal	Rent, Parking, and Other Occupancy	\$ -	\$ 10,800.00	\$ 32,400.00
8260 Subtotal	Equipment	\$ -	\$ 14,050.00	\$ 43,800.00
8270 Subtotal	Depreciation & Amortization-Allowed	\$ -	\$ -	\$ -
8310 Subtotal	Travel	\$ 2,208.00	\$ 37,380.64	\$ 115,583.84
8320 Subtotal	Conferences, Conventions, Meetings	\$ 160.00	\$ 25,780.00	\$ 91,420.00
8510 Subtotal	Interest	\$ -	\$ -	\$ -
8520 Subtotal	Insurance	\$ 800.00	\$ 1,600.00	\$ 1,600.00
8530 Subtotal	Dues	\$ -	\$ 2,281.00	\$ 2,713.00
8540 Subtotal	Staff Development	\$ 540.00	\$ 17,412.50	\$ 57,387.50
8560 Subtotal	Information Technology Services	\$ 13,052.00	\$ 18,463.88	\$ 56,299.88
8570 Subtotal	Advertising	\$ -	\$ -	\$ -
8610 Subtotal	Bad Debt Expense	\$ -	\$ -	\$ -
8620 Subtotal	Sales Taxes	\$ -	\$ -	\$ -
8630 Subtotal	Unrelated Business Income Taxes	\$ -	\$ -	\$ -
8670 Subtotal	Corporation Expenses	\$ 1,400.00	\$ 2,150.00	\$ 1,680.00
9920 Subtotal	Additions to Reserves	\$ -	\$ 1,200.00	\$ 1,200.00
9930 Subtotal	Program Administration Allocation	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>		<b>\$ 30,258.40</b>	<b>\$ 731,122.51</b>	<b>\$ 2,022,890.26</b>
<b>SURPLUS/DEFICIT</b>		<b>\$ -</b>	<b>\$ 2,157.49</b>	<b>\$ 26,129.74</b>