

## The Justice and Civil Rights Fund of Houston Chinese Alliance

### 休斯敦华裔联盟华人权益基金

In conformity with the bylaws of the Houston Chinese Alliance ("HCA"), an IRC § 501(c) (3) organization, the Justice and Civil Rights Fund ("JCR Fund" and its name in Chinese to be: 华人权益基金) is established to facilitate achieving the HCA's purpose, under the following guidelines:

1. **Donations:** HCA shall solicit and accept donations, from all individuals and organizations, to the Justice and Civil Rights Funds; donations made to this Fund must be marked "Justice and Civil Rights Fund" or "JCR Fund;"
2. **Revocation:** A donation can be revoked by written request within 60 days from the day the donation is made; if a donation is made with a check, the donation shall be deemed made on the date on the check; if a donation is made electronically (e.g. by PayPal, bank transfer, etc.), the donation shall be deemed made on the date the transaction is cleared;
3. **Separate Account:** All funds donated to the JCR Funds shall be deposited in a separate account solely for the holding of such funds; no other funds shall be deposited in this account, or in any way comingled with these funds;
4. **Administrative Charges:** There shall be no administrative charges to any donations to the JCR Fund; all funds donated thereto shall be used in their entirety in compliance with the Fund's Usage guidelines provided below;
5. **Usage of the JCR Fund:** The JCR Fund shall be used solely to promote, preserve and protect the civil rights of people of Chinese origin living in the greater Houston area, including:
  - (1) Assisting victims (including family members) of hate crimes, i.e. crimes against a victim based on his/her skin color, race, ethnicity, country of origin or sexual orientation; whether a hate crime has occurred shall be determined by government authorities under federal or state law;
  - (2) Assisting victims (including family members) of crimes, which, though not necessarily hate crimes, impact or shock the community; whether such a crime has occurred shall be determined by the HCA Board on a case-by-case basis, based on all facts and circumstances<sup>1</sup>;

---

<sup>1</sup> For example, in early 2014, a Chinese family of four, including two young children, were brutally murdered. The crime's enormity shocked the entire Houston community. HAC was instrumental in securing donations for an

(3) Assisting victims of discrimination based on skin color, race, and ethnicity, country of origin or sexual orientation, especially in employment;

(4) Anti-Discrimination Education: Seminars, workshops, etc. on identifying and dealing with discrimination in work environment, e.g. retaliation, unequal treatment or unequal opportunities, wrongful termination, sexual harassment; funds used for this purpose shall not exceed \$2,000 per year;

6. **Administration of the JCR Fund**: All outlays of the JCR Fund shall be approved by the HCA Board of Directors:

(1) An outlay from the JCR Fund in the amount below \$2,000 shall be approved at an HCA Board meeting by a vote of more than 50% of the quorum; an outlay from the JCR Fund in the amount equal to or in excess of \$2,000 shall be approved at an HCA Board meeting by a vote of more than 2/3 of the quorum;

(2) Except for 5 (4) above, JCR Funds shall be used to assist the victim in seeking legal or administrative remedies, including but not limited to paying attorney's fees, court fees, and travel expenses to the relevant state for federal court or agency; only in exceptional circumstances shall funds be used for the victim's (and family members) living expenses, and such usage must be approved by 2/3 of the quorum.