DEPARTMENTAL REFERENCE COMMUNICATION

Monday, August 26, 2019

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

CITY CLERK

1050  Delta Service Through Detroit Foundation, Inc., request from your Honorable Body, a resolution granting a Charitable Gaming License.
August 21, 2019

The Honorable Brenda Jones
Council President
The Detroit City Council
Coleman A. Young Municipal Center
2 Woodward Ave. Suite 1340
Detroit, MI 48226

RE: Charitable Gaming License Petition

Dear President Jones:

Please accept our request for a Charitable Gaming License Petition for the Sixth Mission Possible Raffle sponsored by Delta Service Through Detroit Foundation, Inc. (DSTDFI). Proceeds from the Raffle support the numerous programs of the organization in conjunction with the Detroit Alumnae Chapter of Delta Sigma Theta Sorority, Inc. ("Detroit Deltas").

Delta Service Through Detroit Foundation, Inc. (DSTDFI) promotes and establishes educational, historical, cultural and scholarship programs for youth, seniors and the homeless. Through its various activities, the Foundation has aided thousands of Detroit citizens.

Established in 1999 as a 501 (c)(3), tax exempt organization, the contributions of individuals, community and corporations enable us to continue to embark upon our mission to "improve the quality of life for future generations," and make substantial contributions and investments in our community by way of scholarship programs for the youth, seniors and the homeless.

As you might have anticipated, time is of the essence. Should you require additional information please do not hesitate to contact Sharon Clark Woodside via mobile phone at 313 920-4785.

Sincerely,

Jessye Verona Franklin
President, DSTDFI
Bylaws

2012 Edition
Revised October 12, 2012
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BYLAWS
OF
DELTA SERVICE THROUGH DETROIT FOUNDATION, INC.
A Michigan Non-Profit Corporation

ARTICLE I

NAME AND PURPOSE

Section 1.01 Name. The name of the corporation shall be DELTA SERVICE THROUGH DETROIT FOUNDATION, INC. (The "Corporation" or "DSTDFI").

Section 1.02 Place of Business: The Corporation shall have as its principle place of business: 24760 West Seven Mile Road, Detroit, MI 48219.

ARTICLE II

PURPOSE

Section 2.01 Purpose. The purposes for which the Corporation is organized are as follows:

A. To engage in public service programs which promote and encourage high intellectual, cultural, and moral standards among residents of our community, with an emphasis on the homeless, senior citizens and youth ("intergenerational") activities;
B. To establish, foster and organize educational, historical and cultural programs that will provide meaningful intergenerational activities for our community and will instill values and respect for all citizens as well as improve the quality of life for future generations;
C. To raise funds to purchase and maintain property(s) and/or facility(s) in which to carry out the objectives and programs stated above;
D. To solicit, collect, receive and administer funds exclusively for services for the homeless, senior citizens and youth, scholarships, cultural, historical and any other purposes as permitted for organizations defined in Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, all for the public welfare and, to that end, to take and to hold, by bequest, gift, purchase, or lease, either absolutely or in trust, for any of the aforementioned purposes, any property: real, personal, or mixed, without limitation as to amount or value, except such limitations hereinafter provided and as may be imposed by law;
E. To sell, convey, and dispose of any such property and to invest and reinvest the principal thereof, and to deal with and expend the income and assets of the Corporation in such manner as in the judgment of the members will best promote its objectives and purposes, without limitation, except such limitations, if any, that may be contained in
the instrument under which such property is received; and

F. To exercise any, all and every power which is consistent with the purposes described above and which is a non-profit Corporation organized under the provisions of the Michigan Profit Corporation Act can be authorized to exercise, but not any other power.

Section 2.01 Limitations/Restrictions. Not withstanding any other provisions of these Bylaws:

A. The Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c) (3) of the Internal Revenue Code and other related legislation and regulations as they now exist or as they may hereafter be amended, or by organizational contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code and related legislation and regulations as they now exist or as they may hereafter be amended.

B. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, 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 these Bylaws.

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.

ARTICLE III

MEMBERSHIP

Section 3.01 Membership. The Corporation shall have one class of membership--A Board of Directors. The Board shall consist of no less than sixteen (16) and no more than twenty-five (25) members.
ARTICLE IV

FORM OF ORGANIZATION

Section 4.01 Form of Organization. The Corporation is expressly organized on a directorship basis.

ARTICLE V

OFFICES

Section 5.01 Offices. The Corporation shall have and continuously maintain in the State of Michigan a registered office and a registered agent whose office is identical with such registered offices and may have other offices within the State of Michigan, as the Board of Directors may from time to time determine.

ARTICLE VI

MANAGEMENT OF CORPORATION

Section 6.01 Powers. The business and affairs of the Corporation shall be managed by a Board of Directors. All corporate powers shall be exercised by the Directors, subject to limitations imposed by law, the Articles of Incorporation, or these Bylaws

Section 6.02 Number and Term of Directors

A. The number of Directors of this Corporation shall be no less than 16 and not exceed 25.

B. The Directors shall be elected by a majority vote of the members voting and shall be elected to four (4) year terms. New Director(s) shall be elected pursuant to Section 6.03.

Section 6.03 Election of Board of Directors:

A. In each term of office, the Board of Directors shall consist of nine (9) Directors
with a remaining two-year term and nine (9) new Directors elected to a four-year term.

B. In each election, candidates receiving the highest number of votes shall be elected to the vacant terms according to the majority vote of the directors present and voting at the meeting.

C. Board vacancies, by reason of death, resignation, removal, or otherwise shall be filled by appointment of the President of the Corporation or as provided in ARTICLE VII, Section 7.12.

D. The term of office will be four (4) years and will be designated as the “Class of (insert year)”.  

Section 6.04 Meetings of Directors.

Regular meetings of the Board of Directors shall be held quarterly. Special Meetings may be called by the President of the Board of Directors or by any Director, provided written notice of the meeting, stating the time, place and purpose shall be delivered to each Director, either personally, by mail or email, at least three (3) days prior to the date set for the meeting. The Directors shall designate the location of any Board of Directors meeting by resolution or by written consent of all the members, but if no designation is made, meetings shall be held at the registered office of the Corporation. The Board of Directors may conduct the regular or special meetings via telephonic conference provided that the quorum and voting requirements are otherwise met as provided herein.

Section 6.05 Quorum – Quarterly Meetings. A majority of the actual number of Directors shall be necessary to constitute a quorum for the transaction of any Board of Directors business.

Section 6.06 Majority Action. Every act or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be an act of the Board of Directors, unless a greater number is required by statute, the Articles of Incorporation, or these Bylaws.

Section 6.07 Action without Meeting. Any action required by law to be taken at a meeting of the Board of Directors or any other action which may be taken at a meeting of the Board of Directors may be taken without a meeting if consent in writing or electronicemail consent, setting forth the action to be taken, is signed by all of the Directors.

Section 6.08 Annual Meeting. At the close of the fiscal year, the Corporation will hold an Annual Business Meeting at which time written reports detailing the previous year’s activities and matters will be presented by Corporation Officers and Committee Chairs. Written or printed notice stating the place, day and hour of the meeting shall be delivered by mail to each Member entitled to vote at the meeting, not less than 15 or more than 30 days before the date of the meeting.
Section 6.09. **Quorum – Annual Meetings.** A quorum at the annual meeting shall consist of one-tenth of the Members of the Corporation.

Section 6.10 **Attendance – Board of Directors.**

A. Regular Meetings of the Board of Directors are held quarterly, with the additional requirement of one Annual Meeting of the Corporation (See Article VI, Sections 6.05 and 6.09) Attendance, of all Directors at these meetings, is encouraged. Three (3) consecutive unexcused absences in one calendar year constitutes sufficient grounds for removal.

B. A Director shall indicate, to the Secretary, her intent to be absent from any meeting of the Board of Directors, and shall provide, in absencia, a written, including a “nil,” report of her office or committee activity/responsibility.

C. The President shall appoint as necessary an Ad Hoc Membership Committee whose purpose shall be to review Directors who fail to participate as prescribed above. The Ad Hoc committee shall make recommendations to the Board of Directors, regarding continued eligibility for membership on the Board of Directors. (See Article VII, Section 7.10)

Section 6.11 **Indemnification.** The Corporation shall indemnify its Directors and Officers of the Corporation against expenses (including actual, reasonable attorney fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with any actions or suits brought or threatened against them, including actions by or in the right of the Corporation, by reason of the fact that such a person was serving as a Director or Officer of the Corporation, to the fullest extent provided by law.

A. **Authorization of Indemnification.** Indemnification may be made (unless ordered by court or provided by law) only upon determination that such Director or Officer has acted in good faith and in the best interests of the Corporation. Such determination shall be made (1) by majority vote of a quorum of Directors who were not parties to such action or suit, or (2) if a quorum of disinterested Directors directs, by written opinion of legal counsel for the Corporation or by other independent legal counsel.

B. **Insurance.** The Corporation must purchase and maintain insurance on behalf of any person who is or was a Director or Officer of this Corporation or is or was serving at the request of the Corporation in any other enterprise against any liability incurred in such capacity.

**ARTICLE VII**
CORPORATE OFFICERS

Section 7.01  Number, Titles and Term. The officers of the Corporation shall be President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Assistant Treasurer, and Financial Secretary. The term of office shall be two years. The Board of Directors may appoint other officers and agents as it deems necessary, each of whom shall hold office for such period, have such authority, and perform such duties in the management of the Corporation as may be provided in these Bylaws, or as may be determined by resolution of the Board of Directors not inconsistent with these Bylaws. The Board of Directors may from time to time delegate to any officer or committee the power to engage the services of a paid professional to perform required services as needed. The fees for such services shall be negotiated and approved by the Board of Directors.

Section 7.02  Election. The Officers of the Corporation, by majority vote, shall be elected biennially at the June Meeting by the Board of Directors and assume responsibilities at the beginning of the fiscal year.

Section 7.03  President. The President shall:
   A. Preside at all meetings of DSTDFI;
   B. Have final authority, subject to the control of the Board of Directors, over the general policy and business of the Corporation;
   C. Have the power, subject to the control of the Board of Directors, to appoint or discharge and to prescribe the duties and to fix compensation of such agents of the Corporation as necessary;
   D. Make and sign bonds, mortgages, and other contracts and agreements in the name of and on behalf of the Corporation, except when the Board of Directors instructs the same to be done by some other Officer or Agent;
   E. See that all orders and resolutions of the Board of Directors are carried into effect;
   F. Have the authority to delegate specific powers to any other Director;
   G. Serve as an ex-officio member of all committees except Nominations and Elections;
   H. Serve as the official spokesperson for DSTDFI;
   I. Be an official signatory on DSTDFI checks, drafts, etc.

Section 7.04  First Vice President. The First Vice President shall:
   A. Perform all duties of the President in her absence or her inability to perform those duties;
   B. Serve as the Chair of the Compliance Committee including, but not limited to
      1. Filing Michigan Non-Profit Corporation Annual Report to Department of Labor and Economic Growth (DLEG) by October 1 of each year.
      2. Filing IRS Form 990 and all required documents by November 15 of each year or as required by the governmental agency.
      3. Filing updated of bylaws with Department of Labor and Economic Growth (DLEG) by December 31, or as required by the governmental agency.
4. Renewing Charitable Solicitation License with the State of Michigan's Office of the Attorney General no later than January 1 of the calendar year of expiration, or as required by the governmental agency.
5. Renewing Non-profit Directors and Officers Liability Insurance Policy by May of each year. Submit request for renewal to the treasurer by April.
6. Submitting Board of Directors roster to State of Michigan annually or as required by the governmental agency.
7. Collecting the Conflict of Interest Survey from all Directors annually, and, then, compiling and delivering the forms to the secretary for filing.
8. Coordinating the annual audit; provide copy of annual financial statement to all Directors.
9. Be an official signatory on DSTDFI checks, drafts, etc.

C. Serve as the Chair of the Fund Development Committee.

D. Serve as general overseer of the budget, finance and general governance issues of the Foundation.

Section 7:05 Second Vice-President

A. Serve as the Programs Chair, including, but not limited to
   1. Provide general oversight over administration of grants received by the Foundation.
   2. Provide general oversight over public relations related to grants and programs.
   3. Provide general oversight over all programs of the Foundation.
   4. Develop a calendar of activities of the Foundation.
   5. Perform other duties as assigned by the President or the Board of Directors.
   6. Be an official signatory on DSTDFI checks, drafts, etc.

B. Perform all the duties of the First Vice President in her absence or her inability to perform those duties.

Section 7.06 Secretary. The Secretary shall:

A. Record and maintain the minutes of all meetings of the Board of Directors, including any official voting;
B. Maintain correspondence, records, register of all members and record of attendance at all meetings;
C. Be responsible to notifying the Board of Directors of scheduled meetings;
D. Perform other duties as designated by the President or the Board of Directors.
E. Should there be a Corporate Seal, it will be kept by the Secretary.
F. Maintain file of signed Conflict of Interest surveys.
G. Archive all records for storage.

Section 7:07 **Assistant Secretary**

A. Enter all donations in the designated database of Capital Campaign Donations
B. Enter all donations in designated database of Twice Nice Donations
C. Assist the secretary in completing mass mailings, i.e., annual meetings, elections, etc.
D. Perform all the duties of the Secretary in her absence or her inability to perform those duties;

Section 7:08 **Treasurer.** The Treasurer shall:

A. Provide care and custody of the Corporate funds and securities, except as otherwise provided by the Board of Directors;
B. Maintain and keep full and accurate accounts of receipts and disbursements in records belonging to the Corporation;
C. Deposit all monies and other valuable effects in the name of and to the credit of the Corporation in such depositories as may be designated by the Board of Directors;
D. Make the records available for inspection at any time by any Director;
E. Make the records available for inspection by any Member upon written request at least ten days prior;
F. Chair the Finance Committee;
G. Make a full report at each annual meeting and an updated report at each quarterly meeting;
H. Be required to give bond for the faithful discharge of the duties and the expense of such a bond to be paid by the Corporation;
I. Be an official signatory on DSTDFI checks, drafts, etc.
J. Reconcile the monthly bank statements of the foundation.
K. Provide all necessary financial documents to the First Vice President for the annual audit and provide support as needed.
L. Archive all records for storage

Section 7:09 **Assistant Treasurer**

A. Co-Chair the Finance Committee
B. Develop a Business Manager structure for Twice Nice with the Treasurer/Program Manager of Twice Nice.
C. Develop a structure for purchasing items for the store, i.e., ordering retail and marketing supplies with the Treasurer and Program Manager of Twice Nice.
D. Be an official signatory on DSTDFI checks, drafts, etc.
E. Perform all the duties of the Treasurer in her absence or her inability to perform those duties;
Section 7.10  **Financial Secretary.**  The Financial Secretary shall:
A. Accept and receive all monies, donations or other funds;
B. Issue, in triplicate, receipts for all incoming monies, including one copy each for the Financial Secretary, the Treasurer and the person submitting such monies;
C. Maintain financial records required by the Board of Directors;
D. Distribute quarterly statements to Directors and annual statements to members at the annual meeting;
E. Serve on the Finance Committee
F. Archive all records for storage.

Section 7.11  **Auditor (Internal or External)**
A. Examine the financial records of all financial officers (Treasurer and Financial Secretary) of the Foundation;
B. Examine financial reports of all committees;
C. Submit conclusions, findings and recommendations from the audit in a written report to the Foundation within 30 days;
D. Prepare Federal Income Tax Group Form(990) by November 15 of each year..

Section 7.12  **Absence of Officer.** In case of the absence of any Officer or for any other reason that the Board of Directors may deem sufficient, the President or the Board of Directors may delegate, temporarily, the powers or duties of such Officer to any other Officer or to any Director.

Section 7.13  **Removal. Resignation.** Any Officer or agent may be removed by a majority vote of the Board of Directors whenever, in the judgment of the Board of Directors, the best interests of the Corporation will be served thereby; provided, however, that such removal shall be without prejudice to the contract rights, if any, of the person so removed. Any Officer may resign at any time by giving written notice to the Board of Directors, the President, or to the Secretary of the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The President of the Corporation shall appoint a successor who shall hold the position for the unexpired term with the approval of the Board.

Section 7.14  **Impeachment.** Any Officer may be impeached by a majority vote of the Board of Directors at the conclusion of an official hearing scheduled to assure due process for the Officer. The hearing must be scheduled at a mutually acceptable time and the affected Officer has the right to request one other Member to accompany her during the time of the hearing.

Section 7.15  **Vacancies.** If the office of the President, Vice President, Secretary, Treasurer, or Financial Secretary become vacant by reason of death, resignation, removal, or otherwise, the Board of Directors, by majority vote, shall elect a successor who shall hold office for the unexpired term, and until a successor is elected.
**Section 7.16  Bonds.** The Board of Directors may, by resolution, require any and all of the Officers to give bonds to the Corporation, with sufficient surety or sureties, conditioned for the faithful performance of the duties of their respective offices, and to comply with other conditions as may from time to time to be required by the Directors.

**ARTICLE VIII**

**COMMITTEES**

**Section 8.01 Standing Committees.** The following are established as Standing Committees of the Board of Directors.

A. **Finance Committee:** The Finance Committee shall be chaired by the Treasurer of the Board of Directors and shall include the Board’s Financial Secretary and up to two (2) Board members appointed by the President of the Board of Directors. The Finance Committee shall develop the budget for all corporate programs and projects, make recommendations to the Board of Directors on such, and coordinate budget activities based on the needs of the Corporation. The Chair of the Finance Committee shall also keep records regarding all budget activities and reconcile such records with the official financial records of the Corporation.

B. **Compliance Committee:** The Compliance Committee shall be chaired by the Vice President of the Board of Directors and shall include the Corporation’s attorney and up to three (3) Corporation members appointed by the President of the Board of Directors. The Compliance Committee shall provide information to the Corporation to insure that the Corporation maintains compliance with any legal and/or tax issues relating to its tax exempt status. The Chair of the Compliance Committee need not be the Corporation's official attorney.

C. **Fundraising Committee:** The Fundraising Committee, including a Chair and up to three (3) Corporation members appointed by the President of the Board of Directors, shall coordinate all fundraising activities of the Corporation.

D. **Nominations and Elections:** The Nominations and Elections Committee,
including a Chair and up to three (3) Corporation members appointed by the President of the Board of Directors, shall coordinate all nominations and elections for the Corporation. The Chair of Nominations and Elections shall be the liaison between the Corporation and Members during nominating and voting for new Directors, at specified times, as provided in Article VI, Section 6.03.

The Nominations and Elections Chair will conduct the election of Board Officers at the June Meeting by ballot.

E. Program Committee: The Program Committee, including a Chair and up to three (3) Corporation members appointed by the President of the Board of Directors, shall administer and execute programs consistent with the stated purposes of the Corporation. Grant Committee: The Grant Committee, including a Chair and up to three (3) Corporation members appointed by the President of the Board of Directors, shall seek and write grants to support the programs of the Corporation.

F. The Conflicts of Interest Committee shall require a statement from each Director and Officer not less frequently than once a year setting forth all business and other affiliations which relate in any way to the business and other activities of the Corporation. The committee is to consist of at least two (2) Directors named by the Board.

Section 8.02. Other Committees. The Board of Directors from time to time, and at its own discretion, shall establish other such committees which the Board of Directors believes necessary to manage the activities of the Corporation. These other committees may be given the status of a Standing Committee or they may be temporary (Special or Ad Hoc) for such time periods as the Board of Directors may deem necessary.

Section 8.03. Committee Chairpersons: The President, with approval of the Board of Directors, shall appoint a Chairperson for all Committees, either Standing, Special or Ad Hoc. The committee chair shall serve until a replacement has been appointed by the President.

Section 8.04. Membership on Committees. Volunteers may serve as a member on any DSTDFI (Corporation) committee. All Directors are expected to serve on at least one committee.
Section 8.05: Vacancies: If the office of Committee Chairperson for any Corporation Committee becomes vacant for any reason, the President of the Corporation shall appoint a successor who shall hold the office for the unexpired term.

ARTICLE IX
PARLIAMENTARY AUTHORITY

Section 9.01: Parliamentary Authority. The parliamentary authority shall be taken from Roberts Rules of Order (latest edition) and shall answer all questions not covered in the Articles of Incorporation or these accompanying Bylaws of DSTDFI.

ARTICLE X
EVENT CO-SPONSORSHIP/JOINT VENTURE AUTHORITY AND PROCESS

Section 10.01: Authority.

A. All promotion event materials must indicate the event is given in conjunction with DSTDFI and a portion of the proceeds shall be used for charitable purposes.
B. All checks and money orders must be made payable to DSTDFI.
C. A charitable cause, organization or event must be designated as a recipient and a portion of the proceeds must be distributed in accordance with the IRS Tax requirements governing non-profit organizations.
D. DSTDFI will retain 10% of the total receipts of the event. DSTDFI may waive or reduce the 10% administrative fee for organizations as DSTDFI deems necessary. Current federal regulations allow 80% to be distributed to a charity and 20% may be retained for administrative costs incurred by the Foundation.

Section 10.02: Process.

PRE-EVENT

1. All requests for co-sponsorship must be submitted in writing no less than sixty
(60) days prior to the event. Only written requests will be accepted from the chair of the event. Requests shall be submitted to the President of DSTDFI and shall include a proposed budget.

2. The President of DSTDFI shall review the request and submit to the Board for a recommendation.

3. If approved, the President of DSTDFI shall notify the event chair in writing.

4. Event chair shall follow appropriate protocol within their organization for final approval of co-sponsorship.

5. If approved, a formal letter requesting co-sponsorship shall be forwarded to the President of DSTDFI along with a final budget. The final budget shall include a line item indicating 10% of the proceeds remain with the foundation.

6. The President of DSTDFI shall provide the event chair with a co-sponsorship packet. The packet should include a voucher, DSTDFI’s policy on co-sponsorship, a copy of DSTDFI’s tax exempt form and a transmital form and a copy of the Conflict of Interest Policy.

7. DSTDFI must appear on all tickets and flyers. Language indicating a portion of the proceeds are tax-deductible shall also be included on all tickets and flyers.

8. All contracts must be reviewed and signed by the President of DSTDFI.

9. Upon receipt of original vouchers with original receipts and/or invoice, DSTDFI will pay all approved expenditures.

10. The event chair will work closely with DSTDFI’s financial secretary and treasurer. Original receipts must be provided. Event chair shall keep copies of all transmitals and vouchers.

11. If a check is returned NSF, it is the event chair’s responsibility to collect the funds along with a $25 bank collection fee.

12. If someone attends the event without a ticket (i.e. not pre-paid), the chair must collect the monies.

13. A copy of the Final Ticket Verification Form should be sent to the Financial Secretary of DSTDFI as soon as tickets are verified.

14. DSTDFI President/Treasurer will insure that insurance coverage is adequate for both organizations.

15. DSTDFI’s Conflict of Interest Policy will be followed for all co-sponsored events.

16. DSTDFI may waive or reduce the 10% administrative fee for members of organizations as DSTDFI deems necessary.

**POST EVENT**

1. Event chair must submit a profit/loss report within sixty (60) days of the event. The report must include cost savings as a result of partnering with the Foundation.

2. The President of DSTDFI shall submit a voucher to the treasurer for all grant monies raised from the event within 90 days of the event. All monies shall go towards a charitable activity that involves the general public benefit.
3. All monies will be given in the form of a grant(s).

ARTICLE XI

CONTRACTS. CHECKS. DEPOSITS. AND FUNDS

Section 11.01 Contracts. The Board of Directors may authorize an Officer or agent of the Corporation, in addition to the Officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of, and on behalf of the Corporation, and such authority may be general or confined to specific incidence.

Section 11.02 Checks, Drafts, Etc. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by at least two (2) designated Officers of the Corporation and in such manner as shall from time to time, be determined by resolution of the Board of Directors.

Section 11.03 Deposits. All funds of the Corporation shall be deposited, from time to time, to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

ARTICLE XII

CORPORATE RECORDS. REPORTS. AND SEAL

Section 12.01 Records. The Corporation shall keep at its registered office a book of minutes of all meetings of the Board of Directors and books of account.

A. The book of minutes shall note the time, place of any meeting, whether it was regular or special, how it was called, the notice given, the names of those present, and the proceedings thereof.

B. The books of account shall cover the Corporation's property and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and surplus.
C. All records will be stored in archives and retained in line with IRS guidelines for retention and destruction. (See partial retention schedule on page 22)

Section 12.02: Inspection of Records by Directors or Members. All books and records of the Corporation shall be open to inspection and examination during normal business hours for all proper purposes by every Director of the Corporation or the Directors' duly authorized agent or attorney. Any Member may request to look at the records provided the request is given a ten-day's notice to the Board of Directors.

Section 12.03 Corporate Seal. The Members may adopt, use and thereafter alter, a corporate seal. However, use of a corporate seal or a facsimile thereof shall not be required and shall not affect the validity of any instrument whatsoever.

ARTICLE XIII

FISCAL YEAR

Section 13.01 Fiscal Year. The fiscal year of the Corporation shall begin on the 1st day of July and shall end on the 30th of June of each year.

ARTICLE XIV

AMENDMENT TO THE BYLAWS

Section 14.01 Amendment by the Members. These Bylaws may be amended by a two-thirds vote of the Members present at any meeting specifically called for the amendment of Bylaws provided that a written statement of the amendment(s) was given at the preceding meeting or was included in the written notice of the meeting ten -days prior to the scheduled meeting.

ARTICLE XV

DISSOLUTION
Section 15.01 Dissolution. Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue code of 1986, as amended, or corresponding sections of any future Federal Tax Code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as the court shall determine which are organized and operated exclusively for such purposes.

Article XVI

Conflicts of Interest Policy

1. Purpose

The purpose of the Conflicts of Interest policy is to ensure that the deliberations and decisions of the Foundation are made in the interest of the community as a whole, and to protect the interests of the Foundation when it is contemplating entering into a transaction, contract, or arrangement that might benefit the private interest of an Interested Director, Officer or Person (as defined below). An Interested Director, Officer or Person may not use his or her position with respect to the Foundation, or confidential corporate information obtained by him or her relating to the Foundation, in order to achieve a financial benefit for himself or herself or for a third person, including another nonprofit or charitable organization. This policy is intended to supplement but not replace any applicable laws governing conflicts of interest in nonprofit and charitable corporations.

2. Definitions

2.1 Compensation. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

2.2 Family. The "family" of any individual shall include only his or her spouse; his or her siblings and their spouses; his or her ancestors; and his or her descendants and their spouses.

2.3 Financial Interest. A person has a "financial interest" if the person has, directly or indirectly, through business, investment or family:

(a) An existing or potential ownership or investment interest in any entity with
which the Foundation has a transaction, contract, or other arrangement, or

(b) A compensation arrangement with the Foundation or with any entity or individual with which the Foundation has a transaction, contract, or other arrangement, or

(c) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Foundation is negotiating a transaction, contract, or other arrangement, or

(d) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity whose business or operation has been or will be directly affected by a decision or action of the Foundation.

2.4 Interested Director. "Interested Director" shall mean any Director of the Foundation who has a material financial interest, as defined above, or who serves as a Director or Officer of any entity with which the Foundation has a transaction, contract, or other arrangement.

2.5 Interested Officer. "Interested Officer" shall mean any Officer who has a material financial interest, as defined above, or who serves as a Director or Officer of any entity with which the Foundation has a transaction, contract, or other arrangement. For purposes of this policy, the President of the Foundation shall be treated as an Officer.

2.6 Interested Person. "Interested Person" shall mean either:

(a) Any person currently being compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise, or

(b) Any person whose family member, as defined in Section 2.2, is currently being compensated by the Foundation for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise.

3. Committee on Conflicts of Interest

3.1 To administer and monitor compliance with this Policy, the Board shall create a Committee of the Board on Conflicts of Interest ("Conflicts Committee"), to consist of at least two Directors named by the Board.
3.2 The Conflicts of Interest Committee shall require a statement from each Director and Officer not less frequently than once a year setting forth all business and other affiliations which relate in any way to the business and other activities of the Corporation.

4. Duty to Abstain

4.1 No Director shall vote on any matter in which he or she has a material and direct financial interest that will be affected by the outcome of the vote.

4.2 In the event of such an abstention, the abstaining Director shall state the reason for the abstention, which shall be noted in the minutes of the Board of Directors.

5. Disclosure by Directors and Officers

5.1 When requested by the Conflicts Committee (not less frequently than once a year), each Director and Officer shall promptly submit a statement to the Committee setting forth all business and other affiliations which relate in any way to the business and other affiliations of the Foundation.

5.2 With respect to any particular matter then pending before the Foundation, each Director and Officer shall disclose to the Conflicts Committee any matter that could reasonably be considered to make the Director or Officer an "Interested Director" or "Interested Officer," as defined above.

5.3 With respect to any particular matter then pending before the Foundation, each Director and Officer shall disclose to the Conflicts Committee any relationship or other factor that could reasonably be considered to cause the Director or Officer to be considered to be an "Interested Person," as defined above.

5.4 For purposes of this section, Officers of the Foundation need not disclose compensation and other benefits paid to the Officer by the Foundation pursuant to Board resolution.

6. Disclosure by Supporting Organization

Members of or participants in Supporting Organization councils must disclose conflicts of interest or other financial interests in matters within the scope of the Supporting Organization in the manner required by the Bylaws of the Supporting Organization.
7. Procedures in Connection with Proposed Transactions and Arrangements

7.1 Scope. This section applies to any proposed transaction, contract, or arrangement in which a Director, Officer, or Interested Person has a material financial interest.

7.2 Duty to Disclose. In connection with any actual or possible conflicts of interest, an Interested Director or Interested Officer must disclose the existence and nature of his or her material financial interest to the Conflicts Committee prior to the consideration of the proposed transaction, contract, or arrangement by the Board or any Committee of the Board.

7.3 Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest, the disinterested members of the Conflicts Committee shall determine whether a conflict of interest exists. Neither the Board nor any Committee of the Board shall vote upon any proposed transaction, contract, or arrangement in connection with which an actual or possible conflict of interest has been disclosed by an Interested Director until such time as the Conflicts Committee has addressed the actual or possible conflict of interest. For matters pending before the full Board of Directors, a referral to the Conflicts Committee will not be required where the Interested Director fully discloses to the Board his or her financial interest and abstains from participation in the Board's consideration of the proposed transaction, contract, or arrangement.

7.4 Procedures for Addressing a Conflict of Interest

a. Where a matter has been referred to the Conflicts Committee and the Conflicts Committee has concluded that a conflict of interest exists, the chairman of the Board or Committee of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction, contract, or arrangement.

b. After exercising due diligence, the Board or Committee shall determine whether the Foundation can obtain a more advantageous transaction, contract, or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

c. If a more advantageous transaction, contract, or other arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or Committee shall determine by a majority vote of the disinterested Directors whether the transaction, contract, or arrangement is in the Corporation's best interest and for its own benefit and whether it is fair and reasonable to the Corporation, and shall make its decision as to whether to enter into the transaction, contract, or arrangement in conformity with such determination.

8. Violations of the Conflicts of Interest Policy
8.1 If the Conflicts Committee has reasonable cause to believe that a Director or Officer has failed to disclose an actual or possible conflict of interest, it shall inform the Director or Officer of the basis for such belief and afford the Director or Officer an opportunity to explain the alleged failure to disclose.

8.2 If, after hearing the response of the Director or Officer and making such further investigation as may be warranted in the circumstances, the Conflicts Committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall recommend to the Board of Directors appropriate disciplinary and corrective action.

8.3 The violation of this conflicts of interest policy is a serious matter and may constitute "cause" for removal or termination of a Director or Officer, or the termination of any contractual relationship the Foundation may have with an Interested Person or other party.

9. Records of Proceedings

9.1 The minutes of the Conflicts Committee shall contain:
   (a) The names of Directors and Officers found to have a material financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the decision of the Conflicts Committee as to whether a conflict of interest in fact existed.

   (b) The names of the persons who were present for discussions and votes relating to the actual or potential conflict of interest; the content of the discussion; and a record of any votes taken in connection therewith.

9.2 In connection with a conflict of interest, the minutes of the Board or other Committee of the Board shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion, including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection therewith.

10. Compensation Committees
A member of any Committee of the Board the jurisdiction of which includes compensation matters and who receives compensation from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

11. Annual Statements

Each Director and Officer shall annually sign a statement which, affirms that such person:

(a) Has received a copy of the conflicts of interest policy;
(b) Has read and understands the policy;
(c) Has agreed to comply with the policy; and
(d) Understands that the Foundation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

12. Periodic Reviews

The Conflicts Committee shall periodically consider whether and how this Conflicts of Interest Policy should be revised or amended to better meet its objectives. In connection with any periodic review conducted by the Foundation to ensure that it operates in a manner consistent with its charitable purposes, the Conflicts Committee shall report on the matters referred to it and their resolution.

*Considered and passed by a majority resolution of a quorum of the Board of Directors of Delta Service Through Detroit Foundation. Inc. on September 6, 2012*
# Suggested Record Retention Schedule

**For Delta Service Through Detroit Foundation, Inc.**

<table>
<thead>
<tr>
<th>Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts receivable ledgers</td>
<td>7 years</td>
</tr>
<tr>
<td>Articles of Incorporation</td>
<td>Permanently</td>
</tr>
<tr>
<td>Audit Reports</td>
<td>Permanently</td>
</tr>
<tr>
<td>Bank Reconciliations</td>
<td>2 years</td>
</tr>
<tr>
<td>Bank Statements</td>
<td>1-3 years</td>
</tr>
<tr>
<td>Bylaws &amp; Charter</td>
<td>Permanently</td>
</tr>
<tr>
<td>Checks (canceled – see exception below)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Checks (canceled for important payments—i.e. taxes, purchases of property, special contracts etc. Checks should be filed with the papers pertaining to the underlying transaction)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Contracts, mortgages, notes &amp; leases (expired)</td>
<td>7 years</td>
</tr>
<tr>
<td>Contracts, mortgages, notes &amp; leases (still in effect)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Correspondence ‒ general</td>
<td>2 years</td>
</tr>
<tr>
<td>Correspondence- legal &amp; important matters only)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Contributions</td>
<td>7 years</td>
</tr>
<tr>
<td>Deeds, mortgages &amp; bills of sale</td>
<td>Permanently</td>
</tr>
<tr>
<td>Financial Statements (monthly &amp; year-end)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Insurance Policies (expired)</td>
<td>3 years</td>
</tr>
<tr>
<td>Internal Audits Reports</td>
<td>3 years or longer</td>
</tr>
<tr>
<td>Internal Reports (i.e. committee)</td>
<td>1-3 years</td>
</tr>
<tr>
<td>Loan Payment Schedules</td>
<td>7 years</td>
</tr>
<tr>
<td>Minutes</td>
<td>Permanently</td>
</tr>
<tr>
<td>Property Appraisals by outside appraisers</td>
<td>Permanently</td>
</tr>
<tr>
<td>Property records, including costs, depreciation reserves, year-end trials balances, depreciation schedules, blueprints, &amp; plans</td>
<td>Permanently</td>
</tr>
<tr>
<td>Tax Returns &amp; worksheets</td>
<td>Permanently</td>
</tr>
<tr>
<td>Vouchers for payment (includes reimbursement to officers etc.)</td>
<td>7 years</td>
</tr>
</tbody>
</table>
Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

Date: May 3, 2012

DELTA SERVICE THROUGH DETROIT FOUNDATION  
INC  
% JESSYE FRANKLIN  
PO BOX 441921  
DETROIT MI 48244

Department of the Treasury

Person to Contact:  
Sophia Brown # 02-02975  
Toll Free Telephone Number:  
877-829-5500  
Employer Identification Number:  
38-3437688

Dear Sir or Madam:

This is in response to your April 12, 2012 request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in April 1999.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. The IRS maintains a list on our website of organizations whose tax-exempt status was automatically revoked under section 6033 (j) of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Cindy Thomas  
Manager, Exempt Organizations Determinations
ARTICLES OF INCORPORATION

for

DELTA SIGMA THETA
DETROIT FOUNDATION, INC.

(A Domestic Non-Profit Corporation)

Pursuant to the provisions of Act No. 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

Name

The name of the Corporation is:

DELTA SIGMA THETA DETROIT FOUNDATION, INC. ("DSTDFI" or the "Corporation")

ARTICLE II

Purposes

The purposes for which this Corporation is organized are as follows:

A. To engage in public service programs which promote and encourage high intellectual, cultural, and moral standards among residents of our community, with an emphasis on the homeless, senior citizens and youth ("intergenerational") activities;

B. To establish, foster and organize educational, historical and cultural programs that will provide meaningful intergenerational activities for our community and will instill values and respect for all citizens, as well as improve the quality of life for future generations;
C. To raise funds to purchase and maintain property(ies) and/or facility(ies) in which to carry out the objectives and programs stated above;

D. To solicit, collect, receive and administer funds exclusively for services for the homeless, senior citizens and youth, scholarships, cultural, historical and any other purposes as permitted for organizations defined in Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, all for the public welfare and, to that end, to take and to hold, by bequest, devise, gift, purchase, or lease, either absolutely or in trust, for any of the aforementioned purposes, any property: real, personal, or mixed, without limitation as to amount or value, except such limitations hereinafter provided and as may be imposed by law;

E. To sell, convey, and dispose of any such property and to invest and reinvest the principal thereof, and to deal with and expend the income and assets of the Corporation in such manner as in the judgment of the members will best promote its objectives and purposes, without limitation, except such limitations, if any, may be contained in the instrument under which such property is received; and

F. In general, to exercise any, all and every power which is consistent with the purposes described above and which is a non-profit Corporation organized under the provisions of the Michigan Non-Profit Corporation Act can be authorized to exercise, but not any other power.

Notwithstanding any other provisions of these Articles of Incorporation, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and other related legislation and regulations as they now exist or as they may hereafter be amended, or by organizational contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code and related legislation and regulations as they now exist or as they may hereafter be amended. No part of the funds of this Corporation shall inure to the benefit of any Director or Corporation shall consist of carrying on propaganda or otherwise, attempting to influence legislation
and this Corporation shall not participate in or intervene in (including publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE III

MEMBERSHIP

Membership of the Corporation shall consist of all financial members of the Detroit Alumnae Chapter of Delta Sigma Theta Sorority, Inc. ("Members"). The Board of Directors of the Corporation shall be elected from the financial membership of the Detroit Alumnae Chapter of Delta Sigma Theta Sorority, Inc. with exception of the Initial Board which shall be elected by the incorporators. Members of the Initial Board shall be financial members of the Detroit Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

ARTICLE IV

Form of Organization, Assets, and Financing

The Corporation is organized on a non-stock basis.

The Corporation possesses the following assets:

Real Property: None
Personal Property: None

Said Corporation is to be financed under the following general plan:

Income generated from sponsored activities of the foundation, and contribution made by the general public to the Corporation of funds and property absolutely or in trust for the Corporation's purposes as herein stated and for no other purpose.
ARTICLE V

Registered Office and Resident Agent

The address of the initial registered office is: 18340 W. Seven Mile, Detroit, Michigan 48219 (County of Wayne).

The name of the initial resident agent at the registered office is: Dorothy E. McLemore, Ph.D.

ARTICLE VI

The names and addresses of the Incorporators are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorothy McLemore, Ph.D.</td>
<td>892 W. Boston Blvd.</td>
</tr>
<tr>
<td></td>
<td>Detroit, MI 48202</td>
</tr>
<tr>
<td>Doris B. Corsey Arnold</td>
<td>4074 Clements</td>
</tr>
<tr>
<td></td>
<td>Detroit, MI 48238</td>
</tr>
<tr>
<td>Norma Y. Dotson-Sales</td>
<td>5600 Oakman Blvd.</td>
</tr>
<tr>
<td></td>
<td>Detroit, MI 48204</td>
</tr>
<tr>
<td>Alma Yvonne Alston Hunter</td>
<td>19805 Stansbury</td>
</tr>
<tr>
<td></td>
<td>Detroit, MI 48235</td>
</tr>
<tr>
<td>Denise Thames Jackson</td>
<td>18283 Muirland</td>
</tr>
<tr>
<td></td>
<td>Detroit, MI 48221</td>
</tr>
<tr>
<td>Mattie B. Jones Johnson</td>
<td>25245 Lindenwood Lane</td>
</tr>
<tr>
<td></td>
<td>Southfield, MI 48034</td>
</tr>
<tr>
<td>Anitta Yvonne Orr</td>
<td>19990 Briarcliff</td>
</tr>
<tr>
<td></td>
<td>Detroit, MI 48221</td>
</tr>
<tr>
<td>Clarice L. Ogilvie Posey</td>
<td>14362 Rosemont</td>
</tr>
<tr>
<td></td>
<td>Detroit, MI 48223</td>
</tr>
<tr>
<td>Carol A. Sayers Puryear, Ph.D.</td>
<td>8837 Dawes</td>
</tr>
<tr>
<td></td>
<td>Detroit, MI 48204</td>
</tr>
</tbody>
</table>
ARTICLE VII

Indemnification

The Corporation shall indemnify its present and past Directors, Officers, employees and agents, and such other persons as it shall have the power to indemnify, to the full extent permitted under, and subject to the limitations of, the laws of the State of Michigan, as they now exist or as they may hereafter be amended and further subject to limitations as may be provided in the Bylaws of the Corporation.

ARTICLE VIII

Restriction on Distributions

All of the property of this Corporation and accumulations thereof shall be held and administered to effectuate its tax-exempt purposes and no part of the income of this Corporation shall inure to the private benefit of any individual.

ARTICLE IX

Amendments

These Articles of Incorporation may be amended or repealed only by the affirmative vote of two-thirds of the Members present. Members must be officially notified of the proposed amendments at least ten days prior to the scheduled meeting.

ARTICLE X

Distribution of Assets Upon Dissolution

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the District or Circuit Court of the
county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, the incorporators of the above named Corporation have hereunto signed these Articles of Incorporation this 31st day of May, 1998.

Dorothy J. Lenear

Doris B. Correy Arnold

Herman Y. Potter-Sale

Alma Yonne Alston Hunter

Leslie Thamon Jackson

Nellie B. Floyd Johnson

Zita Yonne Ross

Clarice L. Aglae Parsley

Carol A. Seyers Puryear
LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(K)(ii))

At a __________________________ meeting of the __________________________
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by __________________________ on ________________

at ________________ a.m./p.m. the following resolution was offered:

Moved by __________________________ and supported by __________________________

that the request from __________________________ of __________________________,
NAME OF ORGANIZATION CITY

county of __________________________, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

 gaming licenses, be considered for __________________________.

APPROVAL/DISAPPROVAL

<table>
<thead>
<tr>
<th>APPROVAL</th>
<th>DISAPPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yeas:</td>
<td>Yeas:</td>
</tr>
<tr>
<td>Nays:</td>
<td>Nays:</td>
</tr>
<tr>
<td>Absent:</td>
<td>Absent:</td>
</tr>
</tbody>
</table>

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
adopted by the __________________________ at a __________________________
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on ________________

DATE

SIGNED: __________________________

TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.

PENALTY: Possible denial of application.
CITY CLERK

REFFERRED TO THE FOLLOWING DEPARTMENT(S):

- Granting a Charitable Gaming License
- Your Honorable Body, a Resolution
- Detroit Foundation, Inc., Request from Petition of Delta Service Through

1050

1050

2019-08-23
VIA Certified, Return Receipt Mail and E-Mail

August 5, 2019

Rebecca A. Camargo, Esq.
Beir Howlett
3001 W Big Beaver Road, Suite 200
Troy, Michigan 48084-3013

RE:  City of Detroit Office of the Inspector General Notice of Interim Suspension of BBEK
     OIG Investigative File No. 19-0028-INV

Dear Ms. Camargo:

Pursuant to Section 18-11-10(a) of the City of Detroit Debarment Ordinance, the Office of Inspector General (OIG) is issuing an interim-suspension of BBEK Environmental (BBEK) for the reasons stated below.

On July 23, 2019, the City of Detroit and the Detroit Land Bank Authority referred to our Office to investigate violation of MCL 338.3221 by BBEK. Specifically they alleged that BBEK, Green Way Environmental (Green Way) and HC Consultants are not independent companies as required by the Michigan Asbestos Abatement Contractors Licensing Act.

Based on our initial review of the records and information you sent to us, we believe there are too many overlap of personnel and financial transactions which strongly suggest that BBEK, Green Way and HC Consultants are not independent. As you and your client well know, asbestos abatement process, including air monitoring tests, involves the health and safety our residents. Therefore, we are issuing an Interim Suspension of your client, BBEK from further conducting business in the City pending the conclusion of our investigation.

For your information and convenience, attached please find a copy of the City of Detroit Debarment Ordinance.

Very truly yours,

[Signature]

Ellen Ha
Inspector General
City of Detroit
Office: 313-628-2517
HaE@detoig.org
August 5, 2019

Michael Gibbons, Esq.
Beir Howlett
3001 W Big Beaver Road, Suite 200
Troy, Michigan 48084-3013

RE: City of Detroit Office of the Inspector General Notice of Interim Suspension of Green Way
OIG Investigative File No. 19-0028-INV

Dear Mr. Gibbons:

Pursuant to Section 18-11-10(a) of the City of Detroit Debarment Ordinance, the Office of Inspector General (OIG) is issuing an interim-suspension of Green Way Environmental (Green Way) for the reasons stated below.

On July 23, 2019, the City of Detroit and the Detroit Land Bank Authority referred to our Office to investigate violation of MCL 338.3221 by Green Way. Specifically, they alleged that BBEK Environmental (BBEK), Green Way, and HC Consultants are not independent companies as required by the Michigan Asbestos Abatement Contractors Licensing Act.

Based on our initial review of the records and information we’ve collected, we believe there are too many overlap of personnel and financial transactions which strongly suggest that BBEK, Green Way, and HC Consultants are not independent. As you and your client well know, asbestos abatement process, including air monitoring tests, involves the health and safety our residents. Therefore, we are issuing an Interim Suspension of your client, Green Way from further conducting business in the City pending the conclusion of our investigation.

For your information and convenience, attached please find a copy of the City of Detroit Debarment Ordinance.

Very truly yours,

Ellen Ha
Inspector General
City of Detroit
Office: 313-628-2517
HaE@detoig.org
VIA Certified, Return Receipt Mail and E-Mail

August 5, 2019

James Harvey
HC Consulting
38014 Lakeshore Drive
Harrison Twp., Michigan 48045

RE: City of Detroit Office of the Inspector General Notice of Interim Suspension of HC Consultants
OIG Investigative File No. 19-0028-INV

Dear Mr. Harvey:

Pursuant to Section 18-11-10(a) of the City of Detroit Debarment Ordinance, the Office of Inspector General (OIG) is issuing an interim-suspension of HC Consultants for the reasons stated below.

On July 23, 2019, the City of Detroit and the Detroit Land Bank Authority referred to our Office to investigate violation of MCL 338.3221 by HC Consultants. Specifically they alleged that BBEK Environmental (BBEK), Green Way Environmental (Green Way) and HC Consultants are not independent companies as required by the Michigan Asbestos Abatement Contractors Licensing Act.

Based on our initial review of the records and information you sent to us, we believe there are too many overlap of personnel and financial transactions which strongly suggest that BBEK, Green Way and HC Consultants are not independent. As you and your client well know, asbestos abatement process, including air monitoring tests, involves the health and safety our residents. Therefore, we are issuing an Interim Suspension of your company, HC Consulting from further conducting business in the City pending the conclusion of our investigation.

For your information and convenience, attached please find a copy of the City of Detroit Debarment Ordinance.

Very truly yours,

[Signature]

Ellen Ha
Inspector General
City of Detroit
Office: 313-628-2517
HaE@detoig.org