

**Part I – 7 Representative**

Mari McKenzie, CPA  
Form 2848 attached.

**Part II – 1 Articles of Incorporation**

Articles of Incorporation along with state filing certification is attached.

**Part II – 5 Bylaws**

Bylaws along with date of adoption are attached. Initial by-laws were adopted.

**Part IV – Description of Activities**

The Zonta Club of Saginaw Foundation was organized to receive and administer funds to carryout the charitable objectives of the Zonta Club of Saginaw, including providing service at the local level and to support charitable organizations that advance the charitable objectives of the Zonta Club of Saginaw Foundation.

Local service consists of projects to improve women’s legal rights, health, education, economic status, and end violence against women and enhance women’s self esteem. Projects have included, mentoring teen mothers participating in the teen parent program at Saginaw County You Protection Council, providing funds for the Sexual Assault Nurse Examiner program of Child & Family service of Saginaw, provide annual scholarship for a young woman in public affairs and provide annual scholarship for a nontraditional woman student. Currently, we are sponsoring two bedrooms at the Underground Railroad, which is a domestic violence shelter. \$5,000 has been provided to the shelter. An additional \$1,500 has been allocated for decorating the two rooms. Members will paint and decorate the rooms, design storage and provide bedding, window coverings and other accessories for the rooms.

At the International level, the foundation will support projects through the Zonta international Foundation. Continuing projects include an Amelia Earhart Scholarship Award, Young Women in Public Affairs Award, Jane M Klausman Women in Business Scholarship and Zonta International Strategies to End Violence against Women Program.

2008-2010 and 2010-2012 international projects include Prevention of Mother-to Child Transmission of HIV in Rwanda, Safe Cities for Women Project in Guatemala City, Guatemala and San Salvador, el Salvador, Reduction of Obstetric Fistula in Liberia within the context of Maternal and Newborn Health, Combating physical violence against women and supporting the implementation of protective and anti-discriminatory laws and policies in Egypt, and Ending Violence Against Women through Community Action (EVAWCA) in Cambodia.

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**Part V – 3a Qualifications**

Name	Qualifications	Average Hours Worked	Duties
GLENDA STEPHENS	President, Occupational Consulting Services	1 hour per month	President – Preside at meetings, in charge of the business and affairs of the Foundation.
LAURA EBEL	Certified Public Accountant	2 hours per month	Treasurer –Responsible for the funds of the Foundation. Administer funds in accordance with the budget approved by the member.
AMY CHURCHILL	Manager R C Zauel Memorial Library	1 hour per month	Vice president/Secretary – Serve in the absence of the president. Keep minutes of member and board meetings.

**Part V – 4 Compensation**

As stated in the by-laws, Article IV Section 2, routine expenditures in operating the Foundation (travel, postage, supplies, printing, etc.) will come out of the Zonta Club of Saginaw operating budget. The operating budget of the Zonta Club of Saginaw is approved annually by its membership.

**Part V- 5a Conflict of Interest Policy**

**ZONTA CLUB OF SAGINAW FOUNDATION  
CONFLICT OF INTEREST POLICY**

*(Adopted March 1, 2011 by the Zonta Club of Saginaw Foundation Board of Directors)*

Conflict of interest arises whenever the personal or professional interest of a Board Member is potentially at odds with the best interests of the Zonta Club of Saginaw Foundation. Although the legal standards for avoiding conflict of interest for nonprofit organizations are fairly limited, The Zonta Club of Saginaw Foundation will avoid where possible even the appearance of impropriety.

Under certain circumstances, a contract or transaction between a nonprofit corporation and its director or an organization in which the director has a material financial interest is acceptable. However, if the transaction is challenged, the director will have the burden of establishing that

the contract or transaction was fair and reasonable, that there was full disclosure of the conflict and that the contract or transaction was approved by members or other directors in good faith.

If an issue is to be decided by the Board that involves potential conflict of interest for a Board Member, it is the responsibility of the Board Member to:

1. Identify the potential conflict of interest.
2. Not participate in discussion of the program or motion being considered.
3. Not vote on the issue.

It is the responsibility of the Board to:

1. Only decide to hire or contract with the Board member if they are the best qualified individuals available, and willing to provide the goods or services needed at the best price.
2. Record in the minutes of the Board Meeting the potential conflict of interest, and the use of the procedures and criteria of this policy.

#### **Part VI – 1a Benefits to individuals**

**Young Women in Public Affairs** - Annually the Foundation will provide a \$500 award for a Young Woman in Public Affairs. The program operates at the Zonta Club, District and International levels. The Zonta Club of Saginaw Foundation will participate in the program at the club level.

The goal of the Zonta International Young Women in Public Affairs (YWPA) Program is to encourage more young women to participate in public affairs by recognizing a commitment to the volunteer sector, evidence of volunteer leadership achievements and a dedication to the advancement of the status of women.

In order for more women to be represented in key decision making positions worldwide, we must encourage young women to pursue careers, or seek leadership positions in public policy making, government and volunteer organizations and further their education with these aims in view.

“Public Affairs” refers to all aspects of community life where decisions have to be made about issues which relate to and affect communities in which they work and live.

The Foundation will publicize the award program in the Saginaw area and distribute, receive and evaluate applications. One application will be selected to be recognized, awarded \$500 and submitted to the District level for the potential of further awards and recognition.

**Zonta Club of Saginaw Scholarship** - Its purpose is to help nontraditional women students gain a two- or four-year degree. The Zonta Scholarship provides for 1 or 2 \$500 scholarships annually. The scholarship is administered by the Saginaw Community Foundation.

Qualifications for the scholarship are as follows: minimum 2.0 GPA, Saginaw County resident, Attending Delta College, Davenport University-Central Region or Saginaw Valley State University, non-traditional woman student (out of high school for at least six months with no academic experience or out of college for two consecutive semesters or more before returning to school) and part-/full-time enrollment.

The evaluation criteria (points) are Commitment to career as demonstrated in the essay (30); financial need (20); overall involvement in community, school, and work activities (20); leadership (15); and recommendations (15).

#### **Part VI – 1b Benefits to organizations**

The Foundation will provide support to charitable 501 c (3) organizations that advance the charitable objectives of the Zonta Club of Saginaw Foundation. See the description of activities in Part IV of this application.

#### **Part VIII 3a – Gaming activities**

The Foundation will conduct raffles under the licensing requirements of the State of Michigan. Members of the Zonta Club of Saginaw sell raffle tickets for a chance to win a prize. Last year \$20 raffle tickets were sold to win a gift certificate for the Soaring Eagle Casino. Approximately \$1,900 was generated to support service activities. Expenses included the gift card, ticket printing and raffle license for a total of \$687.

In addition, gift basket and 50/50 raffles are held at club and district events. These typically generate \$100 to \$200. Expenses are minimal.

#### **Part VIII 3a – Gaming activities**

Raffles will be conducted in Michigan.

#### **Part VIII 4a – Fundraising**

Other – See gaming activities under section VIII 3. The Foundation will consider other fundraising events such as fashion shows, art shows, rummage sales, golf outings, sponsoring trips. etc. At the current time no events are planned.

#### **Part VIII – 4 d**

Michigan is the only state that we plan to conduct fundraising.

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**Part VIII – 15 Close connections**

The Zonta Club of Saginaw Foundation is closely connected to the Zonta Club of Saginaw. Elections of officers will be made from the members of the Zonta Club of Saginaw. The Zonta Club of Saginaw and Zonta Club of Saginaw Foundation will work together to support the mission and goals of Zonta International. The Foundation will be responsible for service aspects, while the Club will be responsible for membership activities.

**Part IX A Financial Data Statement of Revenues and Expenses**

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Total</u>
Line 1 - Gifts, grants and contributions				
Contributions, memorials	500	25	25	550
	<u>500</u>	<u>25</u>	<u>25</u>	<u>550</u>
Line 3 - Gross investment income				
Interest	77	490	490	1,057
	<u>77</u>	<u>490</u>	<u>490</u>	<u>1,057</u>
Line 7 - Other revenue				
Raffle tickets	2,000	2,000	2,500	6,500
Miscellaneous	10	10	10	30
Zonta Club of Saginaw Service Funds	4,210	-	-	4,210
Zonta Club of Saginaw Education Scholarship Funds	11,480	-	-	11,480
	<u>17,700</u>	<u>2,010</u>	<u>2,510</u>	<u>22,220</u>
Line 12 - Unusual grant				
Bequest	39,000	-	-	39,000
	<u>39,000</u>	<u>-</u>	<u>-</u>	<u>39,000</u>
<b>Total revenue</b>	<b><u>57,277</u></b>	<b><u>2,525</u></b>	<b><u>3,025</u></b>	<b><u>62,827</u></b>

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Line 14 - Fundraising expenses				
Raffle prize	500	500	500	1,500
Other raffle expenses printing tickets and raffle license	187	200	200	587
	<u>687</u>	<u>700</u>	<u>700</u>	<u>2,087</u>
Line 15 - Contributions, gifts, grants, and similar payments				
International projects				
International Service Fund	250	250	250	750
Eva Mowbray	25	25	25	75
Jane Klausman	25	25	25	75
Amelia Earhart Fellowship	130	130	130	390
Rose Fund	20	20	20	60
YWPA	25	25	25	75
Zonta International Strategies to End Violence Against Women	250	250	250	750
Local projects				
Teen Parent Program	200	-	-	200
Underground Railroad	1,500	-	-	1,500
Zonta Scholarship	650	650	650	1,950
Young Woman Public Affairs Award	500	500	500	1,500
Haiti Project	100	-	-	100
Local projects	100	1,600	1,600	3,300
	<u>3,775</u>	<u>3,475</u>	<u>3,475</u>	<u>10,725</u>
<b>Total expenses</b>	<u>4,462</u>	<u>4,175</u>	<u>4,175</u>	<u>12,812</u>
<b>Revenue over (under) expenses</b>	<u>57,277</u>	<u>2,525</u>	<u>3,025</u>	<u>62,827</u>

**Part IX 19 – Assets**

The assets at 5/31/11 are expected to be approximately \$57,000. This will be from the activity identified for revenues and expenses above.

**Part X 6b (i) (b) Contributions**

Zonta Club of Saginaw  
3023 Davenport  
Saginaw, Michigan 48602

\$15,690

### Part X 7 Unusual grants

The Foundation has received a bequest from Lois Herbage in October 2010. She was a member from 1947 until her death on March 19, 2010. This is considered unusual because it is a large one-time contribution to the Foundation.

### Schedule G – 2 Other organization

- a. The Zonta Club of Saginaw is scheduled to distribute \$15,690 to the Foundation. This is more than 25% of the Club's assets. These funds consist of scholarship and service funds raised by the Club. The Club will continue to operate to conduct business and membership programs.
- b. The Zonta Club of Saginaw is a 501 c (4) organization. As such, contributions to the organization are not tax deductible for donors. This has limited the Club in fundraising goals.
- e. Establishment of a 501 c (3) foundation allows for expansion of fundraising and local, district and international service projects to improve women's legal rights, health, education, economic status, and end violence against women and enhance women's self esteem.

### Schedule G 4 – Governing Board

Name/Position	Address
Glenda Stephens President	916 Fremont Bay City, MI 48708
Amy Churchill Vice-President	302 Westchester Rd. Saginaw, MI 48638
Jen Grandmaison Secretary	4806 Dorey Dr. Bay City, MI 48706
Laura Ebel Treasurer	1890 E. River Rd. Kawkawlin, MI 48631
Mari McKenzie Director	5431 Clydesdale Ave. Saginaw, MI 48603
Nikki Swackhamer Director	6 Congress Ct D Saginaw, MI 48602
Marcia Woodbridge Past-President	5896 Lakecress S. Saginaw, MI 48603

### Schedule G 5 – Working Relationship

The Zonta Club of Saginaw will be the only member of the newly formed foundation.

### **Schedule G – 6a Transferred assets**

\$15,960 of cash will be gifted to the Foundation.

### **Schedule G – 6c Agreement**

Documentation of the agreement is in the Foundation bylaws Article 1 Section 1 Initial Funding. The Zonta Club of Saginaw as the member adopted the bylaws.

### **Schedule H 1a - b – Educational grants**

**Young Women in Public Affairs** - Annually the Foundation will provide a \$500 award for a Young Woman in Public Affairs. The program operates at the Zonta Club, District and International levels. The Zonta Club of Saginaw Foundation will participate in the program at the club level.

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Attachment 2

**Zonta Club of Saginaw Scholarship** - Its purpose is to help nontraditional women students gain a two- or four-year degree. The Zonta Scholarship provides for 1 or 2 \$500 scholarships annually. The scholarship is administered by the Saginaw Community Foundation.

Qualifications for the scholarship are as follows: minimum 2.0 GPA, Saginaw County resident, Attending Delta College, Davenport University-Central Region or Saginaw Valley State University, non-traditional woman student (out of high school for at least six months with no



academic experience or out of college for two consecutive semesters or more before returning to school) and part-/full-time enrollment.

Attachment 3

### **Schedule H 1c – f – Educational grants**

- c. No loans
- d. Young Women in Public Affairs – applications are provided to area high schools to be made available to students.  
Zonta Club of Saginaw Scholarship – publicized through the Saginaw Community Foundation website.
- e. See Attachments 2 & 3
- f. See Attachments 2 & 3

### **Schedule H 3 – Criteria for eligibility**

Young Women in Public Affairs – See above Schedule H 1a-b

Zonta Club of Saginaw Scholarship – See above Schedule H 1a-b

### **Schedule H 4 – Criteria for selection**

- a. Young Women in Public Affairs – The application that best meets the public affairs criteria is selected.

Zonta Club of Saginaw Scholarship – The evaluation criteria (points) are Commitment to career as demonstrated in the essay (30); financial need (20); overall involvement in community, school, and work activities (20); leadership (15); and recommendations (15).

- b. Young Women in Public Affairs – 1  
Zonta Club of Saginaw Scholarship – 1 or 2
- c. The amounts have been established at \$500 each. This amount is evaluated each year as budgets are developed.
- d. There are no requirements to obtain, maintain or qualify for renewal.

### **Schedule H 5 – Supervision**

Young Women in Public Affairs – We do not supervise this award after it is given.

Zonta Club of Saginaw Scholarship – Saginaw Community Foundation issues the check to the higher educational institution.

**Schedule H 6 – Committee**

Young Women in Public Affairs – The current selection committee is as follows:

Mari McKenzie  
Barb Gilchrist  
Kitty Morse  
Karen Courneya  
Chris Ward  
CaroleAnne Bennett  
Shawna Davidson

The only criterion for the committee is that they are a member of the Zonta Club of Saginaw. A committee is appointed each year by the president of the Zonta Club of Saginaw.

Zonta Club of Saginaw Scholarship – Saginaw Community Foundation has a scholarship selection committee. They notify us of selected recipients.