



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: June 8, 2023

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Deputy City Manager
Megan E. Schubert, Assistant City Manager
M. Aileen Dickson, City Clerk

Subject: Request for Recognition as a Nonprofit Organization from Automotive Women's Alliance Foundation

History

Attached is a request from Automotive Women's Alliance Foundation seeking recognition as a nonprofit organization for the purpose of obtaining a charitable gaming license for fundraising purposes.

Financial

There are no financial considerations associated with this item.

Recommendation

It has been City Management's practice to support the approval of such requests.

Executive Board

Ashwini Balasubramanian, President
Harley-Davidson

Riley Keehn, VP STEM
SBD Automotive

Angela D. Henderson, VP Industry Outreach
Ford Motor Company

Anne Partington, VP Career Enhancement

University of Michigan

Vanessa Miller, VP Gen. Counsel
Foley & Lardner

Anya Cason, Secretary
JVIS USA LLC

Jean M. Stenger CPA, Treasurer
DKSS CPAs + Advisors

Board of Directors

Kristen Balasia
S&P Global Mobility

Ava Billimoria
Vivacqua Law

Jane Bishop
Retiree-General Motors

Megan Brobeck
General Motors

Natalie Chipot
Forvia

Axel Cooley
Metallon

Marley Deveriglio
Neapco

Anand Gandhi
Vitesco Technologies

Antonella Grimaldi
Marel

Deborah Irvin
DC Tech Staffing

Jennifer Jones
Ford Motor Company

Kellie Lindsay
Autotech Ventures

Kei Mann
OESA

Diane Morrison
2-Way Communications, LLC

Hannah Osborn
LeddarTech

Venetia Petteway
Kettering University

Patricia Price
Aquent LLC

Erin Schrieber
OESA

Bertha Smiley
Retiree – Retail

Shameeka Ward
Magna

Executive Advisory Council

Tom Apostolos
Magna International

Judy Asher
Baxter International

Kelley LaFontaine
LaFontaine Automotive Group

Julie Martin
S&P Global Mobility

David McShane
AutoTech Ventures

Karina Morley
FCA US, LLC

Molly Padovini
Elder Automotive Group

Patricia Scarpaci
Envisics



P.O. Box 4305, Troy, MI 48099 - Phone/Fax (877) 393-AWAF AWAFoundation.org

June 5, 2023

Mayor Ethan Baker and Troy City Council
Troy City Hall
500 W. Big Beaver Rd.
Troy, MI 48084

Dear Mayor Baker and Troy City Council,

The Automotive Women's Alliance Foundation (AWAF) would like to obtain a charitable gaming license to conduct our annual golf outing in August. One of the requirements for the license is a resolution from the City of Troy confirming we are a recognized nonprofit organization.

AWAF is a 501(c)3 organization formed in 2004 and run primarily by volunteers – see board list to the left. Our mailing address (PO Box) and official address (treasurer's office) are located in Troy, MI. Our mission is to advance and empower every women in automotive and related industries. Proceeds from our annual golf outing will support AWAF's scholarship and STEM programs. As of March 2023, we have awarded \$569,500 to 224 recipients.

Attached is further documentation verifying our 501(c)3 status.

If you have further questions, please email admin@AWAFoundation.org or call 877-393-2923.

Sincerely,

A handwritten signature in black ink, appearing to read "Ashwini", written over a white background.

Ashwini Balasubramanian
President

Mission: To advance and empower every woman in the automotive and related industries.

Vision: Contribute to the mobility industry by advocating for the advancement of every woman throughout her career.



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

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 _____
DATE

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

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

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

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.

BSL-CG-1153(R6/09)



CITY OF TROY

SOLICITATION – FUND RAISING

Date Received: _____

File the following information with the City Clerk's Office at least 21 days prior to the time when the permit is desired. TIME SPAN FOR PERMIT IS NOT TO EXCEED NINETY (90) DAYS.

Name of Organization: _____

Phone: _____

Local Address: _____

City/Zip: _____

Home Address (if different): _____

City/Zip: _____

Name of Parent Organization: _____

Address: _____

Local Representative/Officers:

Name	Title	Phone

Person in Charge of Solicitations: _____

How are funds solicited: _____

Locations/Dates/Times:

Locations	Dates	Times

To what purpose will you put these funds: _____

What is the requested amount for contribution: _____

[illegible]

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 04 2004

AUTOMOTIVE WOMENS ALLIANCE
FOUNDATION
PO BOX 4305
TROY, MI 48099

Employer Identification Number:
30-0231114
DIN:
17053054070004
Contact Person: JULIE CHEN ID# 31261
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
February 18, 2004
Advance Ruling Period Ends:
December 31, 2008
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

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AUTOMOTIVE WOMENS ALLIANCE

a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue 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.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period.

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AUTOMOTIVE WOMENS ALLIANCE

that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories

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AUTOMOTIVE WOMENS ALLIANCE

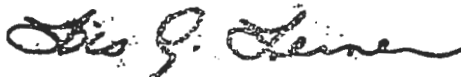
showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosure(s):
Form 872-C

Letter 1045 (DO/CG)

BCS/CD-502 (Rev. 06/01)

**MICHIGAN DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
BUREAU OF COMMERCIAL SERVICES**

Date Received

(FOR BUREAU USE ONLY)

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name

CLIFFORD W. TERRY, JR., ESQ.

Address

4000 TOWN CENTER, SUITE 1500

City

SOUTHFIELD, MI 48075

State

Zip Code

EFFECTIVE DATE:

Document will be returned to the name and address you enter above.
If left blank document will be mailed to the registered office.

ARTICLES OF INCORPORATION

For use by Domestic Nonprofit Corporations

(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:

AUTOMOTIVE WOMEN'S ALLIANCE FOUNDATION

ARTICLE II

The purpose or purposes for which the corporation is organized are:
SEE ATTACHED

ARTICLE III

- The corporation is organized upon a NONSTOCK basis.
(Stock or Nonstock)
- If organized on a stock basis, the total number of shares which the corporation has authority to issue is N/A. If the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:

ARTICLE III (cont.)

3. a. If organized on a nonstock basis, the description and value of its real property assets are: (if none, insert "none")
NONE
- b. The description and value of its personal property assets are: (if none, insert "none")
NONE
- c. The corporation is to be financed under the following general plan:
DONATIONS
- d. The corporation is organized on a DIRECTORSHIP basis.
(Membership or Directorship)

ARTICLE IV

1. The address of the registered office is:
- 4000 TOWN CENTER, SUITE 1500, SOUTHFIELD, Michigan 48075
- (Street Address) (City) (ZIP Code)
2. The mailing address of the registered office, if different than above:
- _____, Michigan _____
- (Street Address or P.O. Box) (City) (ZIP Code)
3. The name of the resident agent at the registered office is:
- CLIFFORD W. TERRY, JR., ESQ.

ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:

Name	Residence or Business Address
KIMBERLY A. ZIOMEK	38000 HILLS TECH DRIVE
	FARMINGTON HILLS, MI 48331

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

I, (We), the incorporator(s) sign my (our) name(s) this 14 day of May, 2003.

Humbely A. Zomeh

C&S 502

Name of person or organization
remitting fees:

Preparer's name and business
telephone number:

INFORMATION AND INSTRUCTIONS

1. This form may be used to draft your Articles of Incorporation. A document required or permitted to be filed under the act cannot be filed unless it contains the minimum information required by the act. The format provided contains only the minimal information required to make the document fileable and may not meet your needs. This is a legal document and agency staff cannot provide legal advice.
2. Submit one original of this document. Upon filing, the document will be added to the records of the Bureau of Commercial Services. The original will be returned to your registered office address, unless you enter a different address in the box on the front of this document.

Since this document will be maintained on electronic format, it is important that the filing be legible. Documents with poor black and white contrast, or otherwise illegible, will be rejected.
3. This document is to be used pursuant to the provisions of Act 162, P.A. of 1962, by one or more persons for the purpose of forming a domestic nonprofit corporation.
4. Article II - The purpose for which the corporation is organized must be included. It is not sufficient to state that the corporation may engage in any activity within the purposes for which corporations may be organized under the Act.
5. Article III - The corporation must be organized on a stock or nonstock basis. Complete Article III(2) or III(3) as appropriate, but not both. Real property assets are items such as land and buildings. Personal property assets are items such as cash, equipment, fixtures, etc. The dollar value and description must be included. If there is no real and/or personal property, write in "none".
6. A domestic nonprofit corporation may be formed on either a membership or directorship basis. A membership corporation entitles the members to vote in determining corporate action. If organized on a directorship basis the corporation may have members but they may not vote and corporate action is determined by the Board of Directors.
7. Article IV - A post office box may not be designated as the address of the registered office.
8. Article V - The Act requires one or more incorporators. Educational corporations are required to have at least three (3) incorporators. The address(es) should include a street number and name (or other designation), city and state.
9. This document is effective on the date endorsed "filed" by the Bureau. A later effective date, no more than 90 days after the date of delivery, may be stated as an additional article.
10. The Articles must be signed in ink by each incorporator listed in Article V. However, if there are 3 or more incorporators, they may, by resolution adopted at the organizational meeting by a written instrument, designate one of them to sign the Articles of Incorporation on behalf of all of them. In such event, these Articles of Incorporation must be accompanied by a copy of the resolution duly certified by the acting secretary at the organizational meeting and a statement must be placed in the articles incorporating that resolution into them.
11. FEES: Make remittance payable to the State of Michigan. Include corporation name on check or money order.

FILING AND FRANCHISE FEE \$20.00

To submit by mail:

Michigan Department of Consumer & Industry Services
Bureau of Commercial Services
Corporation Division
7150 Harris Drive
P.O. Box 30054
Lansing, MI 48909

To submit in person:

2501 Woodlake Circle
Okemos, MI
Telephone: (517) 241-6470

Fees may be paid by VISA or Mastercard when delivered in person to our office.

MICH-ELF (Michigan Electronic Filing System):

First Time Users: Call (517) 241-6420, or visit our website at <http://www.michigan.gov/corporations>
Customer with MICH-ELF Filer Account: Send document to (517) 241-9845

The Department of Consumer & Industry Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

AUTOMOTIVE WOMEN'S ALLIANCE FOUNDATION

ARTICLES OF INCORPORATION For use by Domestic Nonprofit corporations

ARTICLE II:

The Corporation is organized exclusively to receive and administer funds for charitable, religious, educational, and scientific purposes, including for such purposes (by way of illustration), the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code (the "Code"), or corresponding section of any future federal tax code.

ARTICLE VI:

No part of the Corporation's assets or net earnings shall inure to the benefit of or be distributed to its 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 these Articles.

ARTICLE VII:

The Corporation, including all activities incident to its purposes, shall only carry on activities permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Code, or corresponding section of any future federal tax code, (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Code or the corresponding section of any future federal tax code, or (c) by a nonprofit corporation organized under the laws of the State of Michigan pursuant to the provisions of Act 162, Public Acts of 1982 (the "Act"), as amended.

ARTICLE VIII:

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 distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

ARTICLE IX:

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 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 so disposed of shall be disposed of by the Court of Common Pleas or other comparable 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 said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE X:

No member of the board of directors of the Corporation who is a volunteer director, as that term is defined in the Act, or a volunteer officer shall be personally liable to the Corporation for monetary damages for a breach of the director's or officer's fiduciary duty; provided, however, that this provision shall not eliminate or limit the liability of a director or officer for any of the following:

1. a breach of the director's or officer's duty of loyalty to the Corporation;
2. acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law;
3. a violation of section 551(1) of the Act;
4. a transaction from which the director or officer derived an improper personal benefit;
5. an act or omission occurring before the filing of these Articles of Incorporation; or
6. an act or omission that is grossly negligent.

The Corporation assumes all liability to any person, other than the Corporation, for all acts or omissions of a director who is a volunteer director or a volunteer officer incurred in the good faith performance of the director's or officer's duties. However, the Corporation shall not be considered to have assumed any liability to the extent that such assumption is inconsistent with the status of the Corporation as an organization described in Section 501(c)(3) of the Code, or corresponding section of any future federal tax code.

If the Act is amended after the filing of these Articles of Incorporation to authorize the further elimination or limitation of the liability of directors or officers of nonprofit corporations, then the liability of members of the board of directors or officers, in addition to that described in Article X, shall be assumed by the Corporation or eliminated or limited to the fullest extent permitted by the Act as so amended. Such an elimination, limitation, or assumption of liability is not effective to the extent that it is inconsistent with the status of the Corporation as an organization described in Section 501(c)(3) of the Code or corresponding section of any future tax code. No amendment or repeal of Article X shall apply to or have any effect on the liability or alleged liability of any member of the board of directors or officer of the Corporation for or with respect to any acts or omissions occurring before the effective date of any such amendment or repeal.

ARTICLE XI:

The Corporation assumes the liability for all acts or omissions of a volunteer if all of the following conditions are met:

1. the volunteer was acting or reasonably believed he/she was acting within the scope of his/her authority;
2. the volunteer was acting in good faith;

3. the volunteer's conduct did not amount to gross negligence or willful and wanton misconduct;
4. the volunteer's conduct was not an intentional tort;
5. the volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed as provided in Section 3135 of the Insurance Code of 1956, Act No. 218 of the Public Acts of 1956, being section 500.3135 of the Michigan Compiled Laws.

P0124481

AMENDED AND RESTATED
BYLAWS
OF
AUTOMOTIVE WOMEN'S ALLIANCE FOUNDATION
Effective November 1, 2018

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**BYLAWS
OF
AUTOMOTIVE WOMEN'S ALLIANCE FOUNDATION
Adopted and effective as of November 1, 2018**

**ARTICLE 1
PURPOSE AND POWERS**

The purpose for which the Foundation is formed and the powers that the Foundation may exercise are set forth in the Foundation's Articles of Incorporation.

**ARTICLE 2
BOARD OF DIRECTORS**

2.1 **Powers.** The business and affairs of the Foundation will be managed by or under a board of directors (each a "**Director**," and collectively the "**Directors**" or the "**Board**"), subject to any limitations set forth by law, the Articles of Incorporation or these Bylaws.

2.2 **Number of Directors.** The Board will consist of three or more Directors, as determined from time to time by resolution of the Board. No decrease in the number of Directors will have the effect of shortening the term of any incumbent Director.

2.3 **Term of Office and Classes of Directors.** The Board will be divided into two classes. Each Director will hold office for a term of two years. Directors of the first class will be elected in even-numbered years, and Directors of the second class will be elected in odd-numbered years. The Directors in office as of the effective date of these Amended and Restated Bylaws will be divided based on the year in which each Director was most recently elected.

2.4 **Election of Directors.** At the regular annual meeting called in accordance with these Bylaws, the Board will elect Directors to replace those whose terms are expiring. Directors will be elected by a plurality of the votes cast. Directors are prohibited from cumulating their votes in any election of Directors.

2.5 **Officer or Committee Requirements.** Simultaneous with her election as a Director, each Director will be appointed or designated as an Officer of the Foundation or as a co-chairperson of a Committee designated by the Board ("**Co-Chair**") for a period coterminous with her term as a Director (except for the President Emerita (as defined in Section 2.9 (*Ex Officio Director*)). Each Co-Chair will be appointed in accordance with Article 4 (*Committees*) hereof. Each officer of the Foundation will be appointed in accordance with Article 5 (*Officers*) hereof. Any officer of the Foundation may simultaneously serve as a Co-Chair for a period of either one or two years, as is required to ensure that not all Co-Chair positions for a Committee are simultaneously vacant in the same year.

2.6 **Resignation and Removal.** A Director may resign by written notice to the Board. A resignation is effective on the later of the date of receipt of the notice of resignation or the effective date specified in the notice. Any Director may be removed from office, with or without cause, by the affirmative vote of a majority of the disinterested Directors then in office.

2.7 **Vacancies.** The Board may fill any vacancy, including a vacancy due to an increase in the size of the Board, by the affirmative vote of a majority of the remaining Directors, even though less than a quorum. A Director elected to fill a vacancy will hold office for the unexpired term of her predecessor in office and until a qualified successor is elected.

2.8 **No Compensation.** Directors will serve without compensation but will be reimbursed for actual, reasonable and necessary expenses incurred by a Director in her capacity as a Director.

2.9 **Ex Officio Director.** The individual who served as President of the Foundation immediately prior to the individual then serving as the current President (the “**President Emerita**”) may, at the President Emerita’s option, serve *ex officio* as a non-voting member of the Board for up to one year following the end of the President Emerita’s term as President.

ARTICLE 3 DIRECTORS’ MEETINGS

3.1 **Regular Meetings.** A regular Board meeting must be held annually for the purposes of electing Directors, electing Officers, designating Co-Chairs, receiving the report of the Foundation for the previous fiscal year as required by Section 901 of the Michigan Nonprofit Corporation Act, and transacting any other business. Each regular Board meeting will be held thereafter at the time and place the Board specifies at the regular meeting immediately preceding. A Board meeting may be held at a different time and place with the consent of a majority of the Directors upon written notice to all Directors who did not consent. Notice of such regular meetings need not be given to any Director, provided the time and place of the meeting has been determined by resolution of the Board.

3.2 **Special Meeting.** The President may call a special meeting of the Board at any time upon notice to all Directors. The President or Secretary will call a special meeting upon the request of not less than two Directors, or as may otherwise be required by law. Any request for a special meeting by Directors will state the purpose or purposes of the meeting. Special meetings will be held at principal office of the Foundation, or at such other place within the State of Michigan as selected by the Board.

3.3 **Notice of Meetings.** Meetings may be held without notice if all Directors are present in person or if notice is waived in writing, including by electronic mail, either before or after the holding thereof, by all Directors not present at such meeting. Except as otherwise provided by these Bylaws or by law, notice of a meeting stating the time and place (and, if the meeting is a special meeting, the purpose or purposes) of the meeting must be given to each Director by one of the following methods:

- (a) by mailing a written notice to such address as the Director designates from time to time or, in the absence of designation, to the last known address of the Director at least five days before the date set for such meeting;
- (b) by personally delivering a written notice to the Director at least two days in advance of such meeting;

(c) by orally notifying the Director at least two days in advance, either personally or by telephone; or

(d) by electronic transmission to the Director at least two days in advance in a manner authorized by the Director entitled to the notice;

except that, if the transmitted notice is returned as undeliverable, a different permitted method of notification must be used.

3.4 Waiver of Notice of Meetings. A Director's attendance at or participation in a meeting waives notice to the Director of the meeting, unless the Director at the beginning of the meeting, or when the Director arrives, objects to the meeting or the transacting of business at the meeting because the meeting was not lawfully called or convened, and after objecting does not vote for or assent to any action taken at the meeting. A Director may waive any right to notice before or after a meeting.

3.5 Quorum. A majority of the Directors then in office constitutes a quorum for the transaction of business. The act of a majority of those Directors present at any meeting at which there is a quorum is the act of the Board, except as provided by law, the Articles of Incorporation, or these Bylaws.

3.6 Vote Required. The Board elects Directors by a plurality of votes cast. The Board must authorize all other Board actions by a majority of votes cast.

3.7 Voting Rights. Each Director present at a Directors' meeting is entitled to one and only one vote, regardless of any other position held.

3.8 Conduct of Meetings. Directors' meetings must generally follow accepted rules of parliamentary procedure. The presiding official has authority over matters of procedure and may adopt any other form of procedure suited to the business being conducted.

3.9 Action Without a Meeting. Unless otherwise provided by the Articles of Incorporation or these Bylaws, any action permitted to be taken under authorization voted at a meeting of the Board or a Committee may be taken without a meeting if, before or after the action, consents in writing or by electronic transmission, setting forth the action taken, are signed and dated by the Directors then in office or of the Committee having not less than the minimum number of votes that would be necessary to authorize or take the action at a meeting at which all Directors entitled to vote on the action were present and voted. Prompt notice of the taking of the action without a meeting by less than unanimous written consent will be given to the Directors who have not consented in writing. An electronic transmission consenting to an action transmitted by a Director or her authorized agent is written, signed, and dated for the purposes of this section if the electronic transmission is delivered with information from which the Foundation can determine that the electronic transmission was transmitted by the Director or her authorized agent, and the date on which the electronic transmission was transmitted. The written consent must be filed with the minutes of the proceedings of the Board or Committee. The consent has the same effect as a vote of the Board or Committee for all purposes.

3.10 **Participation in Meeting by Remote Communication.** A Director or a member of a Committee may participate in a meeting by means of a conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other if all participants are advised of the communications equipment and the names of the participants in the conference are divulged to all participants. Such participation in a meeting constitutes presence in person at the meeting.

3.11 **Manifestation of Dissent.** A Director who is present at a Board meeting, or at a meeting of a Committee of which the Director is a member, at which action on a corporate matter is taken is presumed to have concurred in that action taken unless a dissent is entered in the minutes of the meeting or unless the director files a written dissent to such action with the person acting as the secretary of the meeting before or promptly after its adjournment. A Director who is absent from a meeting of the Board or of a committee of which the Director is a member at which any such action is taken is presumed to have concurred in the action unless the Director files a written dissent with the secretary of the meeting within a reasonable time after obtaining knowledge of the action.

ARTICLE 4 COMMITTEES

4.1 **Committees Generally.** The Board may designate one or more Committees to assist the Board in the management of the Foundation's business and the conduct of its affairs. Each Committee will consist of two Co-Chairs, each of whom must be a Director, and may consist of additional individuals.

4.2 **Designation of Co-Chairs.** Simultaneously with the election of Directors at the regular annual meeting of the Board, the Board will elect Directors to fill any Co-Chair positions that are then vacant. In electing or filling any vacant Director/Co-Chair positions, the Board will first consider for designation individuals who do not already serve as Officers or Co-Chairs of other Committees; *provided, however*, that any Officer or other Co-Chair may simultaneously serve as the Co-Chair of a Committee for a period of either one or two years, as is required to ensure that not all Co-Chair positions for a Committee are simultaneously vacant in the same year.

4.3 **Term and Removal.** A Co-Chair serves for two years from the date of her election as Co-Chair and thereafter until a successor is elected or appointed, or until the Co-Chair's death, resignation, or removal; *provided, however*, that a Co-Chair may be designated for a term of one year if such term is required to ensure that both Co-Chair positions for any Committee are not up for election in the same year. The Board may remove a Co-Chair with or without cause. A Co-Chair may resign by written notice to the Foundation's Secretary. The resignation is effective upon its receipt by the Foundation or at a later date specified in the notice.

4.4 **Executive Committee.** The Board may designate an executive committee to assist the Board and to serve at the Board's pleasure (the "**Executive Committee**").

(a) The Executive Committee will consist of the President, all Vice Presidents (if any), the Secretary, the Treasurer, and any other Directors designated by the Board.

Under no circumstances may any individual who is not a Director serve on the Executive Committee.

(b) The Board may remove any member of the Executive Committee at any time, with or without cause.

(c) The Board may designate one or more Directors as alternate members of the Executive Committee, who may replace an absent or disqualified member of the Executive Committee at a meeting of the Executive Committee. In the absence or disqualification of a member of the Executive Committee, and provided the Board has not designated an alternate member, the members of the Executive Committee present at a meeting and not disqualified from voting, whether or not they constitute a quorum, may unanimously appoint another Director to act at the meeting in place of the absent or disqualified member.

(d) The Executive Committee is delegated to exercise any of the powers and authority of the Board in between meetings of the Board; *provided, however*, that the Executive Committee does not have power or authority to take any of the actions set forth in Section 528(1) of the Michigan Nonprofit Corporation Act, as amended.

(e) The Executive Committee will meet at least twice per year, or more frequently as needed. The Board may designate one or more individuals who are not Directors to receive notice of, attend, and be heard at a committee meeting, but such individuals cannot vote. A majority of the members of the Executive Committee will constitute a quorum, and the Executive Committee may take action upon the approval of a majority of the members present at any meeting at which a quorum is present.

4.5 Other Committees. The Board may appoint one or more Committees to consist in whole or in part of individuals who are not Directors. Any such Committee serves solely to assist in the conduct of the Foundation's affairs and may perform, under the direction of the Board, only those functions determined from time to time by the Board. The resolution that establishes the Committee must state the purpose and functions of the Committee, the terms and qualifications of the Committee members, and the ways in which the members of the Committee are selected and removed.

ARTICLE 5 OFFICERS

5.1 Positions and Election. The Board will elect a President, Secretary, and Treasurer. The President and Secretary will be elected in alternating years. The Board may also elect one or more Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and other officers that the Board deems necessary (each an "**Officer**"). To be eligible to hold an office, an individual must also serve concurrently as a Director. The Board need not appoint or elect an Officer to an office that is already filled and whose term has not expired. Except for President and Secretary, the same person may hold two or more offices; *provided, however*, that an Officer may not execute, acknowledge, or verify an instrument in more than one capacity if the instrument is

required by law, the Articles of Incorporation, or these Bylaws to be executed, acknowledged, or verified by two or more officers.

5.2 Term, Removal, and Vacancies. The election to fill vacant offices will take place simultaneously with the election of Directors at the regular annual meeting of the Board. An Officer holds office for two years from the date of her election as Officer and thereafter until a successor is elected or appointed, or until the Officer's death, resignation, or removal. No Officer, except for the Treasurer or the Vice President—General Counsel, may be appointed to a term that, if fully served, would result in service in the same office for more than four years. The Board may remove an Officer with or without cause. An Officer may resign by written notice to the Foundation's Secretary. The resignation is effective upon its receipt by the Foundation or at a later date specified in the notice. The Board must promptly appoint an individual to fill a vacancy in the office of President, Secretary, or Treasurer and may appoint an individual to fill a vacancy in any other office.

5.3 Powers and Duties of Officers. The powers and duties of the Officers will be as follows, unless provided otherwise by resolution of the Board or by direction of an Officer authorized by the Board to prescribe the powers and duties of other officers:

(a) **President.** The President is the chief executive officer of the Foundation and has general and active management of the Foundation's activities. The President presides at all Directors' meetings; if the President is absent, the Secretary or one of the Vice Presidents presides. The President may execute all conveyances, loans, and other contracts and agreements on the Foundation's behalf, except as otherwise required by law or directed by the Board. The President must see that all orders and resolutions of the Board are carried into effect, and may perform all other duties necessary or appropriate to the office of President. The President may direct any additions to, subtractions from, or changes in the powers and duties of the other Officers.

(b) **Vice Presidents.** The Board may designate one or more Vice Presidents to perform the duties and exercise the authority of the President during the President's absence or disability. Additionally, each Vice President may actively manage the Foundation's activities within the purview of her designated office, and execute on the Foundation's behalf all contracts and agreements in the course thereof. For purposes of illustration, the "Vice President—General Counsel" is responsible for the legal affairs of the Foundation and may make regulatory filings, enter into agreements with regulators, external counsel, and the like. Each Vice President may perform other duties that the President assigns or the Board prescribes.

(c) **Secretary.** The Secretary must cause to be recorded and maintained minutes of all meetings of the Board and Committees. The Secretary must cause to be given all notices required by law, these Bylaws, or resolution of the Board and may perform other duties that the President assigns or the Board prescribes. The Secretary may execute with the President all conveyances, loans, and other contracts and agreements on the Foundation's behalf, except as otherwise required by law or directed by the Board.

(d) **Treasurer.** Except as otherwise prescribed by the Board, the Treasurer will oversee the custody of the corporate funds and securities; cause to be kept in books belonging to the Foundation a full and accurate account of all receipts, disbursements, and other financial transactions of the Foundation; deposit all funds to the credit of the Foundation in such depositories as the Board designates; disburse the funds of the Foundation as may be prescribed by the Board; and render to the President and the Board, whenever the President or Board requires, an account of all her transactions as Treasurer and of the financial condition of the Foundation. The Treasurer may file or cause to be filed on the Foundation's behalf tax-related forms and documents. The Treasurer may perform other duties that the President assigns or the Board prescribes.

(e) **Assistant Secretaries and Assistant Treasurers.** The Assistant Secretaries and the Assistant Treasurers, if any, will in the absence of the Secretary or Treasurer, as the case may be, perform the duties and exercise the powers of such Secretary or Treasurer and will perform other duties that the President assigns or the Board prescribes.

Without limiting the foregoing, and except as otherwise provided by resolution of the Board or by direction of an Officer authorized by the Board to prescribe the duties of other officers, each Officer has the power to: (i) execute, on the Foundation's behalf, all contracts and agreements within the purview of her respective office; (ii) ensure that all orders and resolutions of the Board within the purview of her respective office are carried into effect.

5.4 **No Compensation.** An Officer will receive no compensation for her services but will be reimbursed for actual, necessary and reasonable expenses incurred in her capacity as an Officer and as approved by the Board.

ARTICLE 6 INDEMNIFICATION

6.1 **Scope of Indemnity.** The Foundation will indemnify the Foundation's Directors and Officers against expenses (including attorneys' fees, but not including taxes, penalties, or expenses of correction), 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 by reason of the fact that such person was serving as a Director, Officer, employee, non-director volunteer, or agent of the Foundation, to the fullest extent permitted by both the Michigan Nonprofit Corporation Act and Chapter 42 of the Internal Revenue Code (and regulations and rulings issued thereunder), if (i) such person acted (or refrained from acting) in good faith and in a manner such person reasonably believed to be in or not opposed to the best interests of the Foundation; and (ii) such person has not acted willfully and without reasonable cause with respect to the Foundation duties concerned, and with respect to any criminal action or proceeding, if the person had no reasonable cause to believe her conduct was unlawful. The Foundation may indemnify persons who are not Directors or Officers (including, but not limited to, any employee, volunteer, or agent of the Foundation) to the extent authorized by resolution of the Board or by contractual agreement authorized by the Board. A change in the Michigan Nonprofit Corporation Act, the Articles of Incorporation, or these Bylaws that reduces the scope of indemnification does not apply to any action or omission that occurs before the change.

6.2 **Insurance.** The Foundation may purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee, non-director volunteer, or agent of the Foundation or is or was serving at the Foundation's request in any other enterprise against any liability (including penalties, taxes, expenses of correction, judgments, settlements, or expenses) asserted against her and incurred in such capacity or arising out of her status as such, whether or not the Foundation would have the power to indemnify her against such liability under the provisions of this Article 6 (*Indemnification*) or under the Michigan Nonprofit Corporation Act.

6.3 **Survival.** Indemnification provided in accordance with Section 6.1 (*Scope of Indemnity*) hereof will continue as to a person who has ceased to be a Director or Officer of the Foundation and, to the extent provided in a resolution of the Board of Directors or in any contract between the Foundation and such person, may continue as to a person who has ceased to be an employee, non-director volunteer or agent of the Foundation. Any indemnification of a person who was entitled to indemnification after such person ceased to be a Director, Officer, employee, non-director volunteer, or agent of the Foundation will inure to the benefit of the heirs, personal representatives and administrators of such person.

ARTICLE 7 GENERAL PROVISIONS

7.1 **Checks.** All Foundation checks or demands for money and notes must be signed by an Officer or Officers or any other person or persons determined from time to time by resolution of the Board.

7.2 **Fiscal Year.** The Foundation's fiscal year will end on the 31st day of December of each year, unless and until otherwise determined by the Board.

7.3 **Conflict with Applicable Law or Articles of Incorporation.** These Bylaws are adopted subject to any applicable law and the Articles of Incorporation. Whenever these bylaws may conflict with any applicable law or the Articles of Incorporation, such conflict will be resolved in favor of such law or the Articles of Incorporation.

7.4 **Invalid Provisions.** If any one or more of the provisions of these Bylaws, or the applicability of any provision to a specific situation, is held invalid or unenforceable, the provision will be modified to the minimum extent necessary to make it or its application valid and enforceable, and the validity and enforceability of all other provisions of these Bylaws and all other applications of any provision will not be affected thereby.

7.5 **Notices.** Any notice required by law or by these Bylaws to be given to a Director or Officer of the Foundation, unless otherwise provided herein or by law, will be sufficient if given by depositing the notice in a United States post office box or receptacle in a sealed, postpaid envelope addressed to such Director or Officer at her last address as it appears on the records of the Foundation, or transmitted via electronic mail. Such notice will be deemed to have been given at the time of the mailing.

7.6 **Amendments.** The Board may amend, repeal, or restate these Bylaws only by vote of not less than a majority of Directors then in office.

**ARTICLE 8
EXECUTION**

I HEREBY CERTIFY that I am the duly elected, qualified and acting Secretary of Automotive Women's Alliance Foundation, a Michigan nonprofit corporation (the "Foundation"), and that the above and foregoing Bylaws were adopted as the Bylaws of the Foundation, effective November 1, 2018, by the Board of Directors of the Foundation.

AUTOMOTIVE WOMEN'S ALLIANCE FOUNDATION

By: 
Secretary

Date: 10/24/2018



**Document will be returned to the name and address you enter above.
If left blank, document will be returned to the registered office.**



CERTIFICATE OF AMENDMENT TO THE ARTICLES OF INCORPORATION

For use by Domestic Profit and Nonprofit Corporations

(Please read information and instructions on the last page)

Pursuant to the provisions of Act 284, Public Acts of 1972, (profit corporations), or Act 162, Public Acts of 1982 (nonprofit corporations), the undersigned corporation executes the following Certificate:

1. The present name of the corporation is:

2. The identification number assigned by the Bureau is:

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3. Article _____ of the Articles of Incorporation is hereby amended to read as follows:

6. Nonprofit corporation only: Member, shareholder, or board approval

The foregoing amendment to the Articles of Incorporation was duly adopted on the _____ day of _____, _____ by the (check one of the following)

Member or shareholder approval for nonprofit corporations organized on a membership or share basis

- ☐ members or shareholders at a meeting in accordance with Section 611(2) of the Act.
- ☐ written consent of the members or shareholders having not less than the minimum number of votes required by statute in accordance with Section 407(1) and (2) of the Act. Written notice to members or shareholders who have consented in writing has been given. (Note: Written consent by less than all of the members or shareholders is permitted only if such provision appears in the Articles of Incorporation.)
- ☐ written consent of all the members or shareholders entitled to vote in accordance with section 407(3) of the Act.

Directors (Only if the Articles state that the corporation is organized on a directorship basis)

- ☐ directors at a meeting in accordance with Section 611(2) of the Act.
- ☐ written consent of all directors pursuant to Section 525 of the Act.

Nonprofit Corporations

Signed this _____ day of _____, _____

By _____
(Signature of President, Vice-President, Chairperson or Vice-Chairperson)

(Type or Print Name) (Type or Print Title)

Preparer's Name _____

Business telephone number (_____) _____

INFORMATION AND INSTRUCTIONS

1. This form may be used to draft your Certificate of Amendment to the Articles of Incorporation. A document required or permitted to be filed under the act cannot be filed unless it contains the minimum information required by the act. The format provided contains only the minimal information required to make the document fileable and may not meet your needs. This is a legal document and agency staff cannot provide legal advice.
2. Submit one original of this document. Upon filing, the document will be added to the records of the Bureau of Commercial Services. The original will be returned to your registered office address, unless you enter a different address in the box on the front of this document.

Since the document will be maintained on electronic format, it is important that the filing be legible. Documents with poor black and white contrast, or otherwise illegible, will be rejected.

3. This Certificate is to be used pursuant to the provisions of section 631 of Act 284, P.A. of 1972, or Act 162, P.A. of 1982, for the purpose of amending the Articles of Incorporation of a domestic profit corporation or nonprofit corporation. Do not use this form for restated articles.
4. Item 2 - Enter the identification number previously assigned by the Bureau. If this number is unknown, leave it blank.
5. Item 3 - The article(s) being amended must be set forth in its entirety. However, if the article being amended is divided into separately identifiable sections, only the sections being amended need be included.
6. If the amendment changes the term of existence to other than perpetual, all nonprofit corporations except churches must obtain a consent to dissolution, or a written statement that the consent is not required, from the Michigan Attorney General, Consumer Protection and Charitable Trusts Division, P.O. Box 30214, Lansing, MI 48909, (517) 373-1152. Application for the consent should be made at least 45 days before the desired effective date of the dissolution. This certificate cannot be filed unless it is accompanied by the consent or written statement.
7. This document is effective on the date endorsed "filed" by the Bureau. A later effective date, no more than 90 days after the date of delivery, may be stated as an additional article.

8. Signatures:**Profit Corporations:** (Complete either Item 4 or Item 5)

- 1) Item 4 must be signed by at least a majority of the Incorporators listed in the Articles of Incorporation.
- 2) Item 5 must be signed by an authorized officer or agent of the corporation.

Nonprofit Corporations: (Complete either Item 4 or Item 6)

- 1) Item 4 must be signed by all incorporators listed in the Articles of Incorporation.
- 2) Item 6 must be signed by either the president, vice-president, chairperson or vice-chairperson.

9. FEES: Make remittance payable to the State of Michigan. Include corporation name and identification number on check or money order.

NONREFUNDABLE FEE: \$10.00

ADDITIONAL FEES DUE FOR INCREASED AUTHORIZED SHARES OF PROFIT CORPORATIONS ARE:

<u>Amount of Increase</u>	<u>Fee</u>
1-60,000	\$50.00
60,001-1,000,000	\$100.00
1,000,001-5,000,000	\$300.00
5,000,001-10,000,000	\$500.00
More than 10,000,000	\$500.00 for first 10,000,000 plus \$1000.00 for each additional 10,000,000, or portion thereof

Submit with check or money order by mail:

Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services
Corporation Division
P.O. Box 30054
Lansing, MI 48909

To submit in person:

2501 Woodlake Circle
Okemos, MI
Telephone: (517) 241-6470

Fees may be paid by check, money order, VISA or
Mastercard when delivered in person to our office.

MICH-ELF (Michigan Electronic Filing System):

First Time Users: Call (517) 241-6470, or visit our website at <http://www.michigan.gov/corporations>
Customer with MICH-ELF Filer Account: Send document to (517) 636-6437

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Optional expedited service.

Expedited review and filing, if fileable, is available for all documents for profit corporations, limited liability companies, limited partnerships and nonprofit corporations.

The nonrefundable expedited service fee is in addition to the regular fees applicable to the specific document.

Please complete a separate BCS/CD-272 form for expedited service for each document submitted in person, by mail or MICH-ELF.

24-hour service - \$50 for formation documents and applications for certificate of authority.

24-hour service - \$100 for any document concerning an existing entity.

Same day service

- **Same day - \$100 for formation documents and applications for certificate of authority.**
- **Same day - \$200 for any document concerning an existing entity.**

Review completed on day of receipt. Document and request for same day expedited service must be received by 1 p.m. EST OR EDT.

- **Two hour - \$500**

Review completed within two hours on day of receipt. Document and request for two hour expedited service must be received by 3 p.m. EST OR EDT.

- **One hour - \$1000**

Review completed within one hour on day of receipt. Document and request for 1 hour expedited service must be received by 4 p.m. EST OR EDT.

First time MICH-ELF user requesting expedited service must obtain a MICH-ELF filer number prior to submitting a document for expedited service. BCS/CD-901.

Changes to information on MICH-ELF user's account must be submitted before requesting expedited service. BCS/CD-901.

Documents submitted by mail are delivered to a remote location for receipts processing and are then forwarded to the Corporation Division for review. Day of receipt for mailed expedited service requests is the day the Corporation Division receives the request.