

# **DETROIT DISTRICT BENEVOLENT FUND BYLAWS**

## **ARTICLE 1. NAME AND PURPOSE**

### **SECTION 1-1. NAME**

The name of the Fund is the Detroit District Benevolent Fund (hereinafter Fund).

### **SECTION 1-2. PURPOSE**

The purpose of the Fund is exclusively for charitable purposes, including the fostering, promoting, and collecting of donations from Federal Government employees working and who have worked in the state of Michigan, for the distribution to those individuals or families who are in need of relief because of poverty or distress or, to organizations that qualify as exempt organizations under §501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of the future United States Internal Revenue Law). In addition thereto, the Fund shall endeavor to foster, develop, and promote volunteer activities by Federal Government employees working or who have worked in the state of Michigan in various charitable organizations in the community.

### **SECTION 1-3. INDEMNIFICATION**

The Fund may, by resolution of the Board of Directors, provide for indemnification by the Fund of any and all of its directors or former directors against expenses, including defense costs, actually, necessarily and reasonably incurred by them in connection with any action, suit, or proceeding in which they or any of them are made parties, or a party, by reason of their having performed services for this Fund, except in relation to matters as to which any such individual shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of their services, or matters which are settled by agreement predicated on the existence of such liability.

## **ARTICLE 2. MEMBERSHIP**

### **SECTION 2-1. MEMBERSHIP**

The members of the Fund shall be comprised of Federal Government employees working and who have worked in the state of Michigan. Membership shall be voluntary; each employee has the right to join or refrain from joining this Fund.

# **DETROIT DISTRICT BENEVOLENT FUND BYLAWS**

## **ARTICLE 3. MEETINGS**

### **SECTION 3-1. MEETINGS**

At least one business meeting related to the purpose of the Fund shall be held in each calendar year. Additional meetings may be held. All meetings shall be held at a time and place convenient for the Directors. Directors unable to attend in person may participate in a meeting via telephone conferencing.

### **SECTION 3-2. QUORUM**

A minimum of two-thirds of the Board of Directors that have the authority to act, present (including the condition that at least one represent management and one represent NTEU) at a duly called meeting, shall constitute a quorum for the conduct of business of the Fund.

## **ARTICLE 4. DIRECTORS AND OFFICERS**

### **SECTION 4-1. DUTIES AND POWERS OF DIRECTORS**

#### **a. Director**

- The Fund will be governed by a Board of Directors made up of eight (8) Federal Government employees working or who have worked in the state of Michigan, having full responsibility for the Fund. The Board of Directors shall have the exclusive power to adopt, amend, interpret, implement, or repeal Fund standards in accordance with the Fund's designated purpose. Directors will serve for three years. There shall be no limit to the number of years an individual may sit as a Board member. The Board shall be comprised, at a minimum, of two (2) members representing management and two (2) members representing NTEU.

#### **b. Director Vacancies**

- If a Director resigns, becomes ineligible to serve or dies, the remaining Directors having the authority to act shall seek new volunteer(s) and have the authority to appoint a new member(s).

# **DETROIT DISTRICT BENEVOLENT FUND BYLAWS**

## **SECTION 4-2. POWER TO GRANT AWARDS**

The duties of the Board of Directors shall include approving or denying requests for financial assistance. Awards of up to \$500 can be approved by a simple majority of the Board membership having the authority to act. Awards over \$500 must be approved by two-thirds of the Board membership having the authority to act. See Attachment 1 for Application Procedures.

## **SECTION 4-3. OFFICERS**

The Fund shall solicit nominations for the following officer positions: President, Director of Application Review, Secretary, and Treasurer. Candidates are required to be active Members of the Fund's Board of Directors. Nominees must be approved by a simple majority vote of the Board membership having the authority to act. The term of office shall be two years. There is no limit to the number of terms an Officer may serve.

### **a. President**

- The duties of the Fund President shall be to assume or assign responsibility for planning the business of the Fund, preside over all meetings, and perform all duties, not in conflict with any other officer's defined duties, in promoting the purpose of the Fund.

### **b. Director of Application Review**

- The duties of the Director of Application Review shall be to formally collect requests for financial individual emergency assistance, report application activity to Board Members, present known facts to the Board of Directors for the approval or denial of financial assistance, request applicant supplementary information at the request of a Board Member(s), and coordinate the processing of required Emergency Request Evaluation forms. The Director of Application Review shall make requests for checks to be drawn on the Fund account for approved awards and forward such checks to appropriate payees.

### **c. Recording Secretary**

- The duties of the Recording Secretary shall be to prepare and distribute minutes of all Fund meetings, to be responsible for incoming and outgoing correspondence, to maintain current lists of all Officers, Directors and their terms of office, to

# **DETROIT DISTRICT BENEVOLENT FUND BYLAWS**

distribute Bylaws, and to perform all other duties prescribed by these Bylaws adopted by the Fund.

c. Treasurer

- The duties of the Treasurer shall be to receive and account for all monies due to the Fund, to furnish such financial statements as may be required, and to perform all other duties prescribed by these Bylaws adopted by the Fund.
- The Treasurer shall be responsible for depositing all monies derived from all sources and activities sponsored by the Fund.

## **ARTICLE 5. FINANCE AND EXPENDITURES**

### **SECTION 5-1. SOURCE OF REVENUE**

The Fund is organized for the purpose of carrying on charitable activities in the community, therefore, shall solicit revenue from functions such as the Combined Federal Campaign and other approved Fund sponsored activities.

### **SECTION 5-2. BANKING**

All monies collected and due to the Fund must be deposited to the Fund bank account. All monies are required to be deposited in the Fund bank account no later than 30 days from the time of receipt.

### **SECTION 5-3. EXPENDITURES OF RESOURCES**

Payment of expenditures for which the Fund is responsible for payment will be processed promptly by the Fund. Awards granted to qualified recipients and certain other human welfare organizations as approved by the Directors shall be processed promptly by the Fund. Checks drawn upon the Fund bank account require the signature of one authorized Fund officer. Not more than three officers will be given signatory authority.

### **SECTION 5-4. DONATIONS**

Donations will be accepted by the Detroit District Benevolent Fund, to be dispensed for charitable purposes only, conditional to approval of the Board of Directors. The collection and disbursement of donated funds is provided as a convenience to the Federal Government employees working or who have worked in the state of Michigan desiring to make contributions in accordance with the stated purpose of the Fund.

# **DETROIT DISTRICT BENEVOLENT FUND BYLAWS**

## **ARTICLE 6. ACTIVITIES**

### **SECTION 6-1. MEMBER PARTICIPATION**

Federal Government employees working or who have worked in the state of Michigan will be urged to participate in various charitable activities, approved by the Board of Directors. The President may make suggestions on how members can promote ways of improving the image of the Federal Government in the community. The members will be made aware of community needs, and the President will aid in placing people desiring to participate in activities with community organizations needing help.

## **ARTICLE 7. INUREMENT CLAUSE**

### **SECTION 7-1. INUREMENT OF BENEFITS**

No part of the earnings of the Fund shall inure to the benefit of Fund Director or Officers. Resources shall be devoted exclusively for charitable purposes.

## **ARTICLE 8. DISSOLUTION CLAUSE**

### **SECTION 8-1. DISSOLUTION**

Upon dissolution of the Fund, the President shall dispose of all assets of the Fund in accordance with the stated purpose of the Fund. Assets are required to be distributed to organizations operated exclusively for charitable purposes, that qualify as an exempt organization under §501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) as the President shall determine.

## **ARTICLE 9. RULES AND REGULATIONS**

### **SECTION 9-1. GENERAL PROVISIONS**

Fund activities shall not be permitted for the carrying on of propaganda, for attempting to influence legislation, or intervention in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Bylaws, the Fund shall not carry on any other activities not permitted to be carried on (a) by a Foundation exempt from Federal income tax under §501 (c) (3) of the Internal Revenue Code of 1986, or (b) by a Foundation,

**DETROIT DISTRICT BENEVOLENT FUND  
BYLAWS**

contributions to which are deductible under §170 (c) (2) of the Internal Revenue Code of 1986.

**ARTICLE 10. AMENDMENT TO AND REPEAL OF BYLAWS**

**SECTION 10-1. AMENDMENTS AND REPEAL**

These Bylaws may be amended or rescinded by the approval of two-thirds of the members of the Board of Directors, provided that an opportunity to debate any proposed amendment is provided and that the amendments have been submitted in writing to all Board of Directors at least thirty (30) days prior to the deadline set to vote on such amendment or repeal.

**ARTICLE 11. STATEMENT OF SPECIFIC PURPOSES FOR FUND FORMATION**

**SECTION 11-1. SPECIFIC PURPOSES**

The Detroit District Benevolent Fund was formed for the specific purpose of promoting participation by Federal Government employees working or who have worked in the state of Michigan in charitable activities in order to enhance the image of the Federal Government in the community. In addition, the Fund was formatted to provide a centralized organization for planning, coordinating, and executing charitable activities to eliminate duplication of efforts and to insure successful completion of projects. This centralized organization also serves as a collection point for a donation, and is able to disburse receipts for income tax records as required.

---



**APPLICATION PROCEDURES**

---

1. All requests for individual assistance must be reviewed and accepted by the Board of Directors.
  - Awards of up to \$500 can be approved by a simple majority of the Board membership having the authority to act.
  - Awards over \$500 must be approved by two-thirds or more of the Board membership having the authority to act.

---
2. A request for individual assistance may only be honored when a simple majority of the board members, having the authority to act, agree that the following criteria have been met:
  - The request was submitted by a qualifying individual.
  - The request is made for a specific amount.
  - When possible, the request is supported by written confirmation from a third party.
  - The requested assistance is needed to alleviate a genuine hardship.
  - The hardship was caused by factors beyond the requestor's control.
  - The request for assistance was made within 30 days of the occurrence of the hardship.
  - Honoring the request will not create a conflict with the interests of the Federal Government or NTEU.

---
3. Individual awards will be subject to the following limitations:
  - Individual awards will be limited to the lesser of \$500 or the amount requested.
  - No individual will receive more than two awards in any twelve month period or more than three awards in any twenty-four month period.
  - The above limitations may be waived by the Board of Directors, when two-thirds or more of the Directors having the authority to act approve.

---
4. The Board of Directors will not routinely approve any request which requires the Benevolent Fund to take a position regarding various religious, political or legal issues. These issues include, but are not limited to items such as abortions, bail bonds, income taxes, etc. This provision may be waived, with the concurrence of two-thirds or more of the Board of Directors that have the authority to act.