



cityofnovi.org

CITY of NOVI CITY COUNCIL

Agenda Item C
March 9, 2009

SUBJECT: Approval of resolution recognizing The League at Novi Park as a non-profit organization for purposes of fundraising.

SUBMITTING DEPARTMENT: City Clerk's Office ^{MC} DB

CITY MANAGER APPROVAL: *[Signature]*

BACKGROUND INFORMATION: The League at Novi Park is a non-profit organization based in Novi, composed of volunteers who donate their time to Providence Park Hospital in Novi. They are requesting a gaming license from the State of Michigan to hold 50/50 raffles at their annual fundraisers, this year in April and December. They are required by the State Act 382 of 1972 to request a resolution recognizing them as a non-profit organization from the jurisdiction where they are based. Such a resolution carries no obligation from or endorsement by the City of Novi. They have submitted IRS and financial documents as requested. The Police Department has reviewed their submission and finds no reason to deny the request.

RECOMMENDED ACTION: Approval of resolution recognizing The League at Novi Park as a non-profit organization for purposes of fundraising.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Burke				
Council Member Crawford				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				



MEMORANDUM

CITY COUNCIL

Mayor
David B. Landry

Mayor Pro Tem
Kim Capello

Bob Gatt

Terry K. Margolis

Andrew Mutch

Kathy Crawford


Dave Staudt

City Manager
Clay J. Pearson

Chief of Police
David E. Molloy

Deputy Chief of Police
Thomas C. Lindberg

TO: Maryanne Cornelius
City Clerk

FROM: David E. Molloy 
Chief of Police

DATE: February 4, 2009

RE: Charitable Gaming License/Providence Park League

Application for a charitable gaming license for Providence Park League to hold fundraisers in April and December in the City of Novi has been reviewed.

With this we find no reason to deny this request.

Novi Police Department
45125 W. Ten Mile Road
Novi, Michigan 48375
248.348.7100
248.347.0590 fax

cityofnovi.org



January 30, 2009

To: Novi Council
From: Marty Lawmaster
Providence Park League President
47601 Grand River, #A108
Novi, Michigan 48374

Re: Charitable Gaming License for League at Novi-Park
dba, Providence Park League

Dear Council,

Providence Park League is a 501 (c)(3), non profit, tax exempt organization, that resides at Providence Park Hospital in Novi and our members are composed of Volunteers, that assist the Hospital where needed.

Providence Park League's first day of business was May 1, 2008, and our purpose is fundraising for the Hospital. All funds, besides operating expenses is donated to the Hospital to help them with their goals, that benefit the health of the Community.

Providence Park League derives it's funds from a new Gift Shop in the new Providence Park Hospital, Gift Cart, and fundraisers. In April of each year PPL will hold an Annual meeting and luncheon for our members, and in December the Hospital will hold a luncheon for the Volunteers, at both functions PPL would like to hold a fifty/fifty drawing and half the proceeds go back to Volunteers and the remainder will be donated to the Hospital.

The State of Michigan requires that the local governing body of Novi sign the enclosed form, before we can proceed with our fifty/fifty at our luncheons. Since PPL formed from a previous auxiliary in Southfield we estimate the dollar amount raised at each function would be approximately \$500-\$600, with half to Volunteers and half to PPL for their donation to the Hospital.

PPL would appreciate you signing this form so we can secure a license. I have enclosed all the necessary documents and if you need anything further feel free to give me a call.

Thank You,
Matty
Marty Lawmaster
248-909-0511

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

DEPARTMENT OF THE TREASURY

Date: **APR 04 2008**

THE LEAGUE AT NOVI - PARK
47601 GRAND RIVER AVE STE B135
NOVI, MI 48374

Employer Identification Number:
39-2058690
DLN:
17053284041007
Contact Person:
DONNA ELLIOT-MOORE ID# 50304
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
April 30
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
June 19, 2007
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
April 30, 2012
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

THE LEAGUE AT NOVI - PARK

Sincerely,

A handwritten signature in black ink that reads "Robert Choi". The signature is written in a cursive, slightly slanted style.

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC ,
Statute Extension

THE LEAGUE AT NOVI - PARK
ST. JOHN PROVIDENCE PARK HOSPITAL
NOVI, MICHIGAN

BYLAWS

ARTICLE I - NAME

Section 1.1

The name of this organization is: "The League at Novi - Park."

Section 1.2

The motto is: "Caring for people by people who care."

Section 1.3

The League at Novi - Park was incorporated on the 19th day of June, 2007

Section 1.4

The headquarters of this organization shall be the office of the Director of Volunteer Services, St. John Providence Park Hospital, 47601 Grand River Ave., Novi, Michigan 48374

ARTICLE II - MISSION

Section 2.1

To promote and advance the welfare of St. John Providence Park Hospital through ways approved by the Chief Executive Officer of Providence Park. The organization's activities are to be in accord with activities permitted for organizations exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code. The purpose of the organization shall be accomplished in part be informing the public of St. John Providence Park Hospital's objectives, facilities, and accomplishments; by providing service to St. John Providence Park Hospital and its patients; and by promoting the religious, educational, charitable and scientific aims of St. John Providence Park Hospital.

THE LEAGUE AT NOVI-PARK - BYLAWS continued

ARTICLE III - MEMBERSHIP AND DUES

Section 3.1

Membership shall be open to persons interested in St. John Providence Park Hospital, who meet the requirements for membership as set forth herein regardless of age, gender, race, ethnic origin, or creed.

Section 3.2

- a. **ACTIVE** membership shall consist of volunteers who must during the fiscal year fulfill the hours of service required by, The League at Novi-Park Board of Directors (hereinafter referred to as the "Board") Annual dues shall be set by the Board and shall be payable May 1 of each year.
- b. **INACTIVE** membership shall consist of the members who are not able to meet the service hour requirements of active membership. Annual dues shall be set by the Board and shall be payable May 1 of each year.
- c. **LIFE** membership shall be any member who pays dues for life membership as set forth by the Board. A life member shall be exempt from further payment of dues.
- d. **HONORARY** membership may be conferred upon any worthy person who, in the opinion of the Board, has rendered distinguished service or valuable assistance to the St. John Providence Park Hospital through The League at Novi - Park. No dues are required of an honorary member.
- e. If any active or inactive member does not pay their annual dues after receiving notice of such failure, their membership may be forfeited by the Board.

THE LEAGUE AT NOVI - PARK - BYLAWS continued

ARTICLE IV - FUNDS

Section 4.1

Funds are derived from Gift Shop, Gift Cart, Memorial and Tribute Fund, and Membership Dues.

Section 4.2

Further fund-raising activities will be at the discretion of the Board and as approved by Providence Park Administration.

Section 4.3

After payment of donations to St. John Providence Park Hospital, the remainder of the organization's funds will be used for educational and operating expenses.

Section 4.4

In the event of dissolution, all remaining assets, both real and personal shall be distributed to such organizations as are qualified as tax-exempt under Section 501 (c) (3) of the Internal Revenue Code. If St. John Providence Park Hospital meets such qualifications , all assets on dissolution shall be donated to St. John Providence Park Hospital.

ARTICLE V - EXECUTIVE BOARD AND TERM OF OFFICE

Section 5.1

The Executive Board of this organization shall be: President, President-Elect, Treasurer, Secretary, and Counselor.

Section 5.2

The Executive Board shall:

- a. Appoint Standing Committee Chairpersons
- b. Serve on the Nominating Committee with the Counselor as Chairperson

THE LEAGUE AT NOVI - PARK - BYLAWS continued

Section 5.3

The President shall be the Chairperson of the Board, shall be an ex-officio member of all Committees, and shall preside at all Membership and Board Meetings.

The President shall:

- a. Report activities to the membership at the Annual Meeting.
- b. Represent the organization at meetings of allied organizations.
- c. Consult with the Director of Volunteer Services in matters pertaining to this organization.
- d. Consult with St. John Providence Park Hospital Administration or its designee as necessary.
- e. Exercise the powers and duties as may be assigned by the Chief Executive Officer of St. John Providence Park Hospital.

Section 5.4

In the absence of the President, the President-Elect shall assume the duties of the President, and perform such duties as may be assigned by the President or Board. The President-Elect shall be an ex-officio member of all committees, and shall attend all Membership and Board Meetings.

The President-Elect shall:

- a. Automatically succeed to the office of President upon expiration of the Presidents term.
- b. If the office of President is vacated, the President-Elect shall succeed to the office of President immediately and shall remain in such office for the un-expired term and succeeding terms.

THE LEAGUE AT NOVI - PARK - BYLAWS continued

Section 5.5

The Treasurer shall have custody of all corporate funds and securities and shall keep, in books belonging to the organization, full and accurate accounts of all receipts and disbursements.

- a. The Treasurer shall deposit all monies, securities and other valuable effects in the name of the organization in such depositories as may be designated for that purpose by the Board.
- b. The Treasurer shall disburse all funds of the organization as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the President and Director of Volunteer Services, at regular Meetings of the Board and whenever requested by them, an account of all transactions as Treasurers and of the financial condition of the organization.
- c. All books of account of the Treasurer shall be available for compilation, or audit, and for inspection by officers of the Board at any time. The Treasurer shall cooperate with St. John Providence Park Hospital and its Auditors of the organization's books.
- d. The Treasurer shall attend all Membership and Board meetings and shall serve as Chairperson of the Finance Committee.
- e. The Treasurer shall at all times have access to all fiscal records of the organization.
- f. The Treasurer shall receive regular reports from all individuals who raise or receive funds for the organization, and may request such reports at any time.

Section 5.6

The Secretary shall:

- a. Keep minutes of all Membership, Service Chair, and Board Meetings
- b. Keep a record of attendance of all Board Meetings.
- c. Attend all Membership, Service Chair, and Board Meetings.

THE LEAGUE AT NOVI - PARK - BYLAWS continued

Section 5.6 continued

- d. Send a copy of minutes of meetings to all Board Members, the Director of Volunteer Services, the Chief Executive Officer of St. John Providence Hospital.
- e. Attend to all correspondence and maintain a record of same, as well as all communications, and courtesy and sympathy notes.

Section 5.7

The Counselor shall:

- a. Serve as Parliamentarian
- b. Serve as Chairperson of the Nominating Committee

Section 5.8

The regular term for officers of this organization shall be for twenty- four (24) months beginning May 1.

Section 5.9

A vacancy in office shall be filled by Executive Board with the approval of the Board or Directors.

ARTICLE VI - BOARD OF DIRECTORS

Section 6.1

The Board of Directors of this organization shall be President, President-Elect, Treasurer, Secretary, the Counselor who is the immediate Past President, and the Chairperson of the Appointed Standing Committees. Ex-officio members without the right to vote shall be the Chief Executive Officer of St. John Providence Park Hospital and the Director of Volunteer Services. The duties of the appointed members of the Board of Directors shall be as stated in their respective position descriptions.

THE LEAGUE AT NOVI - PARK - BYLAWS continued

Section 6.2

The Board shall transact the general business of the organization in the interim between Membership Meetings. In addition, the Board shall:

- a. Select a place for deposit of funds
- b. Provide for the compilation of all books of account, at least annually, and for audit if required.
- c. Create special committees as necessary.

ARTICLE VII - NOMINATIONS, ELCTIONS AND REMOVAL

Section 7.1

The Nominating Committee shall nominate a President-Elect, Treasurer and Secretary.

Section 7.2

To be eligible for the positions of President-Elect, Treasurer and Secretary a member must be an active volunteer.

- a. A slate containing the name of a nominee for each office shall be mailed to ACTIVE and LIFE members of the organization at least 30 days prior to the date of the Annual Meeting.
- b. Any active member of this organization may be nominated for office by a petition signed by at least twenty-five (25) voting members and presented to the Chairperson of the Nominating Committee at least 15 days prior to the Annual Meeting. Any changes to the slate of nominees shall be posted on the day of and at the location of the Annual Meeting.

Section 7.3

Officers shall be elected by the majority of the active and life membership in attendance at the Annual Meeting or any special membership meeting called for that purpose. A quorum must be present to proceed with the election.

THE LEAGUE AT NOVI - PARK - BYLAWS continued

Section 7.4

Officers shall be installed at the Annual Meeting.

Section 7.5

An officer may be removed for cause, including failure to perform duties of the office or lack of support for the purposes and activities of the organization, by the affirmative vote of two-thirds of the members of the Board of Directors then serving.

ARTICLE VIII - MEETINGS

Section 8.1

The date and place of meetings of the Board of Directors shall be determined by the Executive Board.

Section 8.2

The Annual Meeting of this organization shall be held in April of each year, at a time and place determined by the Executive Board.

Section 8.3

Membership Meetings other than the Annual Meeting may be called by the President or by order of the Executive Board. The call for a Membership Meeting must state the business to be reenacted at such meeting. No other business shall be transacted at the Membership Meeting except as stated in the call.

ARTICLE IX - QUORUM

Section 9.1

A majority of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors. All business shall be transacted by the vote of a majority of the Directors present at any meeting at which a quorum is present.

THE LEAGUE AT NOVI - PARK - BYLAWS continued

Section 9.2

A quorum for the conduct of business at the Annual Meeting shall be twenty-five (25) members. A quorum for the conduct of business of a Membership or Committee Meeting shall consist of at least 50 percent of the members of the Committee. All business shall be transacted by the vote of a majority at any meeting at which a quorum is present. A written and signed proxy/absentee ballot may be submitted to the committee, by excused absence member, on the date of meeting, and will constitute as a valid vote towards quorum.

ARTICLE X - COMMITTEES

Section 10.1

The Appointed Standing Committees shall be:

- a. Recruitment
- b. Orientation
- c. Newsletter
- d. Historian/Bylaws/Legislature
- e. Membership & Retention
- f. Interviewer & Follow up
- g. Fundraiser
- h. Gift Shop & Volunteer Liaison

Section 10.2

The chairpersons for each of the Standing Committees shall be appointed by the Executive Board.

Section 10.3

The appointed Committee Chairpersons shall select the member/s for their committee, as necessary.

Section 10.4

Duties and responsibilities of each Standing Committee Chairperson shall be as stated in their respective position descriptions which are on file in the office of the Director of Volunteer Services at St. John Providence Park Hospital.

THE LEAGUE AT NOVI - PARK - BYLAWS continued

ARTICLE XI - FISCAL YEAR

Section 11.1

The fiscal year of this organization shall be from May 1 through the following April 30.

ARTICLE XII - ORDER OF BUSINESS

Section 12.1

- a. Call to Order
- b. Prayer
- c. Reading of Minutes and Correspondence
- d. Treasurer's Report
- e. Report of President
- f. Report of President-Elect
- g. Report of Standing and Special Committees
- h. Unfinished Business
- i. New Business
- j. Announcements
- k. Adjournment

Section 12.2

The order of business at the Annual Meeting shall be:

- a. Call to Order
- b. Prayer
- c. Message from Hospital Administration
- d. Reading of Minutes of Prior Annual Meeting
- e. Annual Report of Treasurer
- f. Annual Report of Standing Committees
- g. Annual Report of President Elect
- h. Annual Report of President
- i. Unfinished Business
- j. New Business
- k. Report of Nominating Committee
- l. Election and Installation of Officers
- m. Announcement of Service Pins
- n. Adjournment



THE LEAGUE AT NOVI - PARK - BYLAWS continued

ARTICLE XIII - AMENDMENTS

Section 13.1

These Bylaws may be amended by a majority vote at any General Membership Meeting or at the Annual Meeting. Notice of any proposed amendments shall be sent to the membership at least 30 days prior to the meeting. Amendments to these Bylaws are then subject to the approval of the Board of Directors of St. John Providence Park Hospital.

ARTICLE XIV - ADOPTION

Section 14.1

Amendments to these Bylaws shall be effective when approved by the Board of Directors of St. John Providence Park Hospital.

ARTICLE XV - PARLIAMENTARY AUTHORITY

Section 15.1

All meetings and procedures shall be governed by the current Robert's Rules of Order unless otherwise specified in these Bylaws.

THE LEAGUE AT NOVI - PARK - BYLAWS continued

**APPROVED BY THE PROVIDENCE PARK HOSPITAL
MANAGEMENT**

Date: 4-3-08

Governing Authority: Kent H. Crew, Robert Casalon

Position: President

**ADOPTED BY
THE LEAGUE AT NOVI - PARK**

Date: 4-3-08

President: Margaret Saumaster

Secretary: Eleanor M. Kepp

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH 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 Marty Lawmaster-Administration	
Address 47601 Grand River Ave #B135	
City Novi	State Mi
	Zip Code 48374
EFFECTIVE DATE:	

FILED
JUN 19 2007

Administrator
BUREAU OF COMMERCIAL SERVICES
Trans In: 01 10420741 06/19/07
CHRG: 1042 Amt: \$20.00
ID: THE LEAGUE AT NOVI

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

70133C

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: **The League at Novi - Park**

ARTICLE II

The purpose or purposes for which the corporation is organized are:
To promote and advance the welfare of St. John Health, Providence Park-Nov, through ways approved by the administration of the hospital. This purpose shall be accomplished in part by informing the public of the hospitals objectives, through service to the hospital and its patients; to promote the religious, educational, charitable and scientific aims of the organization and St John Health, Providence Hospital-Nov

ARTICLE III

1. The corporation is organized upon a Nonstock basis.
(Stock or Nonstock)

2. 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:

[Handwritten signature]



Account Summary

Welcome, you have 5 new messages.

Deposit Balances as of 1/28/2009	
Available Balance:	\$126,230.20
Current Balance:	\$126,230.20

Get your maximum refund in as few as 8 days with e-file and direct deposit.

[start now](#)

Deposit Accounts

Account	Available Balance
SAVINGS xxxxxx [REDACTED]	\$2,907.02
SAVINGS xxxxxx [REDACTED]	\$111,793.31
CHECKING xxxxxx [REDACTED]	\$4,848.42
CHECKING xxxxxx [REDACTED]	\$6,681.45
Totals	\$126,230.20

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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(9))

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 ^{DBA} League at Novi Park
Providence Park League of Novi
NAME OF ORGANIZATION CITY

county of Oakland, 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	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	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(R10/06)