

Establishing a 501(c) 3 Nonprofit

1) Starting the process

a) Define a purpose

"The mission of the Zonta International Foundation is to support the charitable and educational programs of Zonta International through effective fundraising, investment of funds, and the distribution of proceeds. Through its financial support of Zonta International programs, the Foundation becomes the catalyst for greater service to women throughout the world."

b) Select board members

Michigan - minimum 3

c) Articles of Incorporation

d) By-Laws

i. Name

ii. Purpose

iii. Tax year

iv. Officers and directors/qualifications, vacancies, election, term of office, duties, removal

v. Meetings/regular, special, quorum

vi. Committees

vii. Members/dues, voting rights

viii. Indemnification

ix. Assets

x. Amendments

xi. Dissolution

xii. Certification

e) Employer Identification Number (EIN) application (SS-4)

2) Applying to IRS

a) Eligibility

- i) Organized as a corporation, trust or unincorporated association
- ii) Operated to further exempt purposes
- iii) Must have one or more exempt purposes
 - (1) Charitable
 - (2) Educational
 - (3) Scientific

b) Form 1023

- i) When to file
 - (1) End of 15th month after created
 - (a) 12 month extension allowed
 - (b) tax exempt status recognized as of creation if applied before deadline
 - (2) Public charity with annual gross receipts more than \$5,000
 - (a) Within 90 days of end of year in which exceeds threshold
- ii) 1023 Checklist
- iii) IRS determination letter
- iv) Application open to public inspection