

**SPRING 2005 WORKSHOP CALENDAR
LEGAL ISSUES FOR NONPROFITS**

For full workshop descriptions, please visit our website
at www.lany.org or call us at 212-219-1800.

April 7, 2005	By-Laws and Legal Maintenance for Nonprofit Membership Organizations (New Workshop)	Empire State Building 350 Fifth Avenue Room 2925 New York, NY	10:00 a.m. – 1:00 p.m.
April 15, 2005	Fundraising Law and Regulation	Laura Parsons Pratt Conference Center 281 Park Avenue South (at East 22nd Street)	10:00 a.m. – 1:00 p.m.
April 28, 2005	Financing Affordable Housing	Empire State Building 350 Fifth Avenue Room 2925 New York, NY	10:00 a.m. – 1:00 p.m.
May 5, 2005	Legal Issues for Nonprofits Working with Volunteers	Laura Parsons Pratt Conference Center 281 Park Avenue South (at East 22nd Street)	10:00 a.m. – 1:00 p.m.
May 19, 2005	Incorporation and Tax Exemption	Empire State Building 350 Fifth Avenue Room 2925 New York, NY	10:00 a.m. – 1:00 p.m.

Unless asterisked, these workshops have been made possible by funding from DYCD

WORKSHOP REGISTRATION FORM

*These workshops are open to grantees of New York Foundation and the Department of Youth and Community Development (DYCD) and other nonprofit managers. Unless asterisked, these workshops have been made possible by funding from the City's Department of Youth and Community Development (DYCD). *Family Child Care Networks has been made possible with generous support from the Citigroup Foundation and the JP Morgan Chase Foundation.*

To reserve your space for any of these workshops, please fill out and mail this registration form to Lawyers Alliance for New York, 330 Seventh Ave., 19th Floor, New York, NY 10001, or fax it to us at (212) 941-7458. For further information, please call (212) 219-1800

Due to limited space, registrations and cancellations must be made no less than two days prior to the scheduled workshop. Please list each applicant and workshop separately.

Workshop Name _____ **Workshop Date** _____

Name _____ **Title** _____

Organization _____

Address _____ **City** _____ **State** _____ **Zip Code** _____

Phone _____ **Fax** _____ **Email** _____

Please indicate if you are grantee of: **DYCD** **New York Foundation**

WORKSHOP DESCRIPTIONS **Spring 2005**

By-Laws and Legal Maintenance for Nonprofit Membership Organizations ***(New Workshop)***

This workshop will present an overview of the role of members in a nonprofit organization, including the legal structure of a membership corporation, the legal rights of members and the role of "nominal" members. Grass roots community based organizations that desire to give their constituents or local communities a voice in the nonprofit's activities may find this workshop particularly interesting. Specific topics will include the pros and cons of being a membership corporation, by-law provisions relating to membership and an organization's legal obligations relating to its membership. This workshop is designed for executive managers of not-for-profit corporations incorporated in New York.

Financing Affordable Housing

The focus of the workshop will be to review the terms in mortgage loan documents, including loan commitments, so that the nonprofit developer can get a better understanding of what they are signing when they enter into a mortgage loan. Particular emphasis will be placed on government funding, including the Homeless Housing Assistance Program and HPD loan programs. This workshop is intended for employees of nonprofit developers of affordable housing.

Fundraising Law and Regulation

This workshop will present the basic federal and state law controlling fundraising by nonprofits in New York, including state registration and reporting requirements, the documentation and disclosure rules imposed by the Internal Revenue Code, and legal issues relating to particular types of fundraising such as auctions, solicitation on the internet and corporate sponsorship. This workshop is intended for nonprofit managers and other laypersons involved in the day-to-day operation of not-for-profit, tax-exempt organizations.

Incorporation and Tax Exemption

This is a workshop for groups that have basic questions regarding the benefits and obligations of incorporation and tax-exempt status. The focus of the workshop is on the requirements for qualification as a New York State not-for-profit corporation; the advantages and disadvantages of and procedures for incorporating; and corporate operations, including an overview of specific by-law provisions and discussion of how to comply with by-laws. Applying for federal and state tax exemption, fiscal sponsorship arrangements, the political activity of nonprofits, and registration and reporting requirements of not-for-profit corporations will also be discussed. This workshop is designed for those who are interested in forming a nonprofit organization in New York.

Legal Issues for Nonprofits Working with Volunteers

Volunteers are essential to nonprofit organizations. This workshop will explore the legal issues surrounding the use of volunteers. The workshop will pay particular attention to liability issues faced by nonprofits that use volunteers with elderly and young clients. Other topics covered are the use of background checks, use of volunteer agreements and codes of conduct, insurance issues, the payment of stipends to volunteers and the application of state and federal employment laws to volunteers.