



ENHANCING YOUR NONPROFIT'S LEGAL COMPLIANCE



The **Community Development Project** ("CDP") provides **free legal** and capacity building services to qualifying nonprofit organizations serving disadvantaged communities in Los Angeles County. Get legal advice to avoid putting your nonprofit at risk.

Contact Us:

For further information regarding our services and application, please call us at (213) 385-2977, ext. 200 or visit us at:

www.publiccounsel.org/practice_areas/community_development

Additional Resources:

Trainings: Visit our website to see upcoming training courses we are offering for nonprofits.

Publications: We also offer informational publications on a wide range of legal issues faced by nonprofits. These informational sheets can be found on our website.

Public Counsel Provides the Following Legal Services

Corporate Governance: Is your board aware of its duties? Has your organization adopted a conflict of interest policy? Are your directors aware of the situations where they could incur personal liability for the acts of the corporation, and do you have appropriate controls and procedures in place to protect them?

Organizational Documents: Did you know that the Articles of Incorporation and Bylaws determine the legal scope of your organization's activities? Do you know the procedure for amending your nonprofit's organizational documents and notifying the proper government agencies?

Mergers & Strategic Alliances: Is your nonprofit considering a merger or consolidation to save or expand programs? Do you know the difference between a formal merger and other types of strategic alliances?

Employment Issues: Do you have or plan to hire employees or independent contractors? Do you know how to properly classify salaried (exempt) vs. hourly employees (non-exempt), or employees (W-2) vs. independent contractors (1099)? Do you know the rules regarding meal and rest breaks, overtime, and questions you can ask in interviews?

Financial Considerations: Is your nonprofit considering alternative fundraising methods (e.g., loans from directors, starting a for-profit business, joint-ventures, etc.)? Do you know how to structure these activities to protect your tax-exempt status? Do you know what terms you should pay special attention to if applying for or increasing a line of credit?

Contract & Lease Renegotiation: Does your nonprofit need to terminate or renegotiate contract or lease obligations? Do you know whether your nonprofit is legally permitted to sublet unused space?

Lobbying & Advocacy: Is your nonprofit advocating for certain government budget allocations or ballot measures on behalf of its constituents or key programs? If so, do you know how much lobbying your nonprofit can engage in and what registration and reporting rules apply?

Legal Audits: Need to review your tax exempt compliance, general corporate compliance, or employment law compliance? Need intellectual property counsel and advice, real estate lease, or other major contract review?