

**LET'S GO LEGAL!**  
*The right road to compliance and protection*



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**Let's Go Legal** was created by Washington Nonprofits and Wayfind to provide basic nonprofit legal education to nonprofits in Washington  
[wanonprofitinstitute.org/legal](http://wanonprofitinstitute.org/legal)



Washington Nonprofits makes sure nonprofits have what they need to succeed. We are your state association.  
[washingtonnonprofits.org](http://washingtonnonprofits.org)



Wayfind improves the quality of life in Washington communities by providing access to free business legal services for nonprofits and microenterprises. [wayfindlegal.org](http://wayfindlegal.org)

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Thank you!






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## Definintroductions

non·prof·it

*noun* NORTH AMERICAN

Definition  
Synonyms  
Antonyms

Board member  
Charitable corporation  
501(c)3

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## Goals for Today

- Name two areas that your organization needs to focus on.
- Talk about at least one common challenge of nonprofits and what your organization does about it.
- Leave with resources to bring back.

**Your mission matters.**

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What do you want to learn today?



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Every organization has a unique look—and maybe some special materials... that need to be protected.

Before you can hit the road, your car needs to be registered. Those driving need to know the rules of the road.

If you want to move faster between states, you need to drive on a federal road, and more rules apply.

Now on to our mission!

Brought to you by **Wayfind** in partnership with **SNS**

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**Let's Go Legal**

6 Short Videos

6 Kits

Game

[www.wanonprofitinstitute.org/legal](http://www.wanonprofitinstitute.org/legal)

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**What is a nonprofit?**

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### Nonprofit Law Basics




1. Nonprofit law is complicated.



2. Corporate laws apply.



3. Three legal jurisdictions.



4. Organizations have life cycles.

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Governance: State Law



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### Governance: State Law



- Articles of incorporation
- Bylaws
- Fiduciary duties
- Recordkeeping
- State taxes

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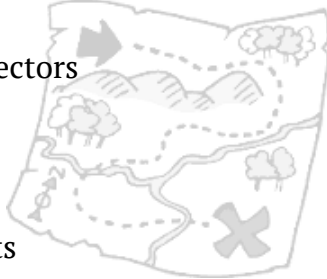
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### Bylaw Scavenger hunt

- Members
- Board of directors
- Meetings
- Committees
- Officers
- Amendments



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Governance: Federal Law



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### Governance: Federal Law



- Charitable purpose & assets
- Private benefit
- Lobbying
- Political campaigns
- Public documentation

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Fundraising & donations



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**Fundraising & donations**



**Registration & reporting**



**Written acknowledgement**

**Restricted gifts**

**Fundraising activities**

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**Three groups**

**Advocacy**  
**Fundraising**  
**Board duties/ issues**

- What is your current practice?
- What do you want your practice to be?
- What are some steps/tools to get there?
- What questions do you have?

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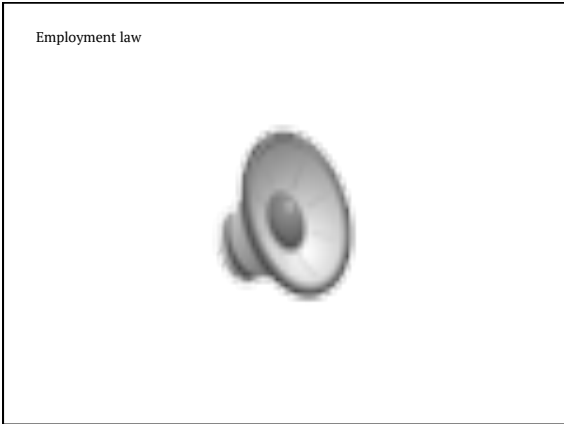
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**Employment Law**



1. Minimum wage
2. Hiring process
3. Non-employees
4. Payroll
5. Anti-discrimination

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**Staffagories**



STAFF



NON-STAFF

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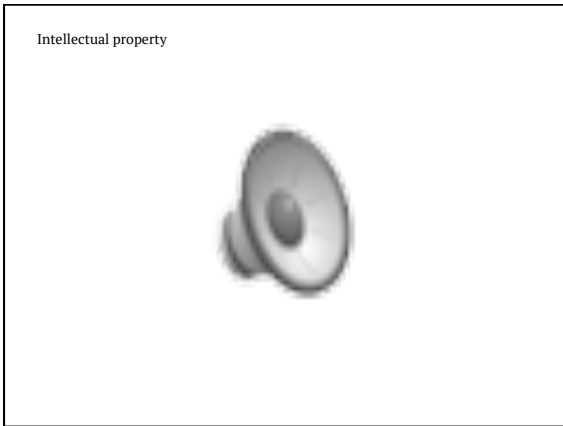
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**Intellectual Property**

**IP defined**  
**Ownership**  
**Respect**  
**Privacy policy**  
**Website & online usage**

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**Asset Audit: Sorting out what you use and who owns it**  
 Draw a line from the asset on the left to the correct statement on the right.

<p>Photos on website</p> <p>Photos on print materials (newsletters, etc.)</p> <p>Logo</p> <p>Website</p> <p>Recordings, art, or any materials your organization has developed</p> <p>Names of people gathered from website</p> <p>Clipart used on print materials or website</p> <p>Organization name</p> <p>Domain name</p>	<p><b>We own it!</b> →</p> <p><b>We don't own it!</b> →</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have proof of this.</li> <li><input type="checkbox"/> We protect our assets.</li> <li><input type="checkbox"/> We respect others' assets.</li> <li><input type="checkbox"/> We communicate how we use private information.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> We ask permission to use assets.</li> <li><input type="checkbox"/> We give credit to owner.</li> <li><input type="checkbox"/> We stop using assets we do not have permission to use.</li> </ul>
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Created by Washington Nonprofits & Wayfind as a part of Let's Go Legal  
 For more visit [www.wanoprofitinstitute.org](http://www.wanoprofitinstitute.org)

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**My TO DO List**

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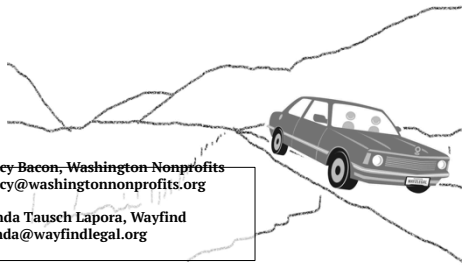
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