



**February 14, 2024**

## **Course: Easy to Comply - Lead Nonprofit Organizations Legally and Ethically**

**Contributes to the Compilation of Sections 1, 3, 4, & 7 of the Certification Portfolio**

8:00 AM - 5:00 PM	Organizational Excellence Certificate Program (\$0; 4 attendees)
8:00 AM - 1:00 PM	Core Competencies Certificate Program (\$0; 1 attendee)
8:00 AM - 1:00 PM	Workshop (\$50 general attendance and 1/2 price for members)

### **Course Description:**

Easy to Comply is a comprehensive curriculum designed to equip individuals with the knowledge and skills to lead nonprofit organizations that adhere to the highest legal and ethical standards. This course offers essential information and practical guidance on legal issues commonly encountered by nonprofits, empowering participants to navigate legal complexities confidently. The curriculum covers essential aspects of nonprofit compliance, from formation and tax considerations to governance, documentation, mergers, and dissolution.

### **Course Objectives:**

1. Understand nonprofits' legal and regulatory landscape, including the distinctions between nonprofit and for-profit organizations.
2. Explore the benefits and obligations of nonprofit status, including tax-exempt status 501(c)(3), and identify common tax issues and reporting requirements.
3. Learn how to comply with legal requirements and responsibilities during the dissolution of a nonprofit, including distribution of assets and handling outstanding obligations, with insights from case studies of successful nonprofit dissolutions.
4. Understand the impact of quid-pro-quo gifts on tax deductibility, comply with IRS regulations for acknowledgement of donations, and calculate/report the value of donor benefits.

### **Course Outline:**

#### **8:00 AM - Noon**

- Understanding the legal and regulatory landscape for nonprofits.
- Differentiating between nonprofit and for-profit organizations.
- Step-by-step guide to forming a nonprofit organization.
- Navigating the process of obtaining tax-exempt status 501(c)(3).
- Understanding the roles and responsibilities of nonprofit boards and directors.
- Documentation of best practices for board meetings, bylaws, and policies.
- Exploring strategic partnerships and the merger process.
- Understanding asset sales and their implications for nonprofits.
- Recognizing signs that may lead to the dissolution of a nonprofit.
- Complying with legal requirements and responsibilities during dissolution.

- Understanding quid-pro-quo gifts and their impact on tax deductibility.
- Compliance with IRS regulations for acknowledgement of donations.
- Planning and executing smooth leadership transitions.
- Effective onboarding and orientation practices for new leadership.

## **Lunch and Panel of Experts (Noon - 1:00 PM)**

## **1:00 PM - 5:00 PM (For Organizational Excellence Certification Program Members Only)**

- Exploring the benefits and obligations of nonprofit status.
- Analyzing penalties and risks associated with non-compliance.
- Identifying common tax issues and reporting requirements.
- Tax implications of unrelated business income.
- Implementing effective governance policies and practices.
- Handling conflicts of interest and related-party transactions.
- Legal and financial considerations during mergers and asset transactions.
- Protecting the interests of stakeholders in these processes.
- Distribution of assets and handling outstanding obligations.
- Learning from case studies of successful nonprofit dissolutions.
- Calculating and reporting the value of donor benefits.
- Case studies and examples to illustrate practical application.
- Strategies for managing organizational change and maintaining compliance.
- Creating a culture of ethical behavior and transparency.

## **Learning Outcomes:**

Understanding Legal Compliance for Nonprofits: Students identify key legal requirements for nonprofit organizations, differentiate from for-profit entities, explore benefits of nonprofit status, and learn tax considerations. Governance, documentation, conflicts of interest, and board responsibilities are covered. Mergers, asset sales, and stakeholder protection are discussed. Dissolution process, asset distribution, and case studies are explored. Donor benefit and tax deductibility concepts are understood. Leadership transitions, onboarding, change management, and ethical culture creation were addressed. The curriculum will equip participants with nonprofit legal compliance knowledge and practical skills.