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A guide designed for attorneys representing organizations that seek to incorporate and to secure recognition of tax-exempt status. It contains step-by-step instructions with legal commentary and sample forms. Copyright 1999, Fifth Edition. (*\$93.00 plus \$5.44 postage and handling. Note: an insert to Getting Organized, which summarizes the requirements of the Internal Revenue Services Form 1023, is available FREE as a PDF at <http://www.lawyersalliance.org/publications.php>)*

BUILDING SUCCESSFUL COLLABORATIONS: A GUIDE FOR NONPROFITS

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BYLAWS THAT WORK: A MANUAL FOR NEW YORK NONPROFITS

The publication is designed to help New York not-for-profit corporations prepare new or revised bylaws. It contains a legal overview of topics commonly covered in bylaws, questionnaires to assist those developing bylaws, and sample documents for not-for-profit corporations with and without members. Topics include: corporate structure, directors and officers, membership, procedures for reviewing, amending, and filing bylaws, and other basic information commonly in bylaws. Copyright 2010. (*\$40.00 + \$5.44 shipping & handling*)

CHANGING THE NAME OF A NEW YORK NOT-FOR-PROFIT CORPORATION

This manual is a step-by-step primer on how to change the name of a not-for-profit corporation in New York. It is designed for non lawyers who are handling the name change process and includes a complete set of model forms. Copyright 2009, Fourth Edition. (*\$10.00 plus \$2.18 postage & handling*)

CREATING LOW-INCOME HOUSING IN NEW YORK – HOUSING DEVELOPMENT FUND CORPORATIONS: THE PRIMARY OWNERSHIP STRUCTURE

This publication covers housing development fund corporations, why they are commonly used as the ownership vehicles of low-income housing projects, and how they are formed, either as business corporations or not-for-profit corporations. It includes model forms to assist the practitioner. Copyright 1991. (*\$16.00 plus \$ 2.18 postage and handling*)

CREATING LOW-INCOME HOUSING IN NEW YORK – PURCHASES OF PRIVATELY OWNED BUILDINGS BY LOW-INCOME TENANTS

This publication covers limited equity cooperatives formed by low-income tenants. This manual reviews the steps necessary to purchase a privately owned building, closing mechanics, the conversion to cooperative ownership, the use of a "bargain-sale" transaction to reduce the purchase price and obtaining an "Article 8-A" loan from the City of New York to eliminate substandard conditions. Copyright 1991. (*\$16.00 plus \$2.18 postage and handling*)

DISASTER RELIEF AND RECOVERY: THE ROLE OF NONPROFITS BEYOND GROUND ZERO AND THE LEGAL IMPLICATIONS OF THEIR WORK

This white paper discusses the broad range of problems and human needs created or intensified by the September 11 attacks, particularly in New York's low-income and disadvantaged communities, and the important role of nonprofit organizations in responding to them. It also examines some of the key legal issues that nonprofit disaster relief organizations faced after September 11. Copyright 2003. (*FREE. Available online at: http://www.lawyersalliance.org/publications_list.php*)

EMPLOYMENT LAW GUIDE FOR NONPROFIT ORGANIZATIONS

Lawyers Alliance and the Pro Bono Partnership have produced an online manual on employment law for nonprofit organizations. This manual focuses on federal, New York, New York City, Westchester County, and Connecticut laws that govern the employment relationship. It is designed to provide leaders of nonprofits with guidance in the preparation of human resource policies, and employee and supervisory manuals or handbooks. Copyright 2006, Pro Bono Partnership. (*FREE. Available online at: <http://www.probonopartnership.org/PBPGuide/frame.htm>*)

EXTRA CREDIT: A LEGAL GUIDE FOR NONPROFITS OFFERING IN-SCHOOL AND AFTER-SCHOOL PROGRAMS

This manual is designed for nonprofit managers, lawyers and anyone who works with nonprofit organizations striving to make a difference in the lives of school-age children. Topics include: getting started and incorporation, hiring and training employees, understanding and reducing potential liability, and other regulatory and legal issues under New York law pertinent to programs serving school-age children. It contains examples of legal documents. Copyright 2002. The 2005 Supplement is available by request. (*\$40.00 plus \$5.44 postage and handling.*)

FISCAL SPONSORSHIP ARRANGEMENTS

This manual is designed for nonprofit groups who have not yet obtained tax-exempt status but who are considering or are involved in an arrangement with a fiscal sponsor. It describes the relationship between the sponsor and the sponsored organizations and it includes negotiating suggestions and forms. Copyright 1995, Third Edition. (*\$6.00 plus \$2.18 postage and handling*)

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JOINT VENTURES FOR HOUSING ORGANIZATIONS

The first of three publications that Lawyers Alliance will issue on the topic of joint ventures for housing organizations, Joint Ventures for Housing Organizations covers when an organization should consider entering in to a joint venture and what the legal issues are when a nonprofit enters into a joint venture with a business entity. Copyright 2007. (*FREE for a limited time only. Available online at: http://www.lawyersalliance.org/publications_list.php*)

MERGERS AND STRATEGIC ALLIANCES FOR NEW YORK NOT-FOR-PROFIT CORPORATIONS

This manual addresses the legal issues surrounding mergers and other types of strategic alliances of not-for-profit corporations. Topics include the legal steps which must be accomplished in order to merge, whether a merger or some other form of strategic alliance is in the best interest of the organization, and how to protect nonprofit programs and assets when entering into these relationships. Copyright 2003. (*\$40.00 plus \$5.44 postage and handling*)

RUNNING IT RIGHT: A LEGAL MANUAL FOR CHILD CARE CENTERS

This manual is intended for board members and managers of day care centers and it is designed to help day care centers establish and follow sound legal policies. Topics covered include: regulation and licensing of child care centers, incorporation and tax exemption, liability and insurance issues, and employment policies. Copyright 1998. (*\$40.00 plus \$5.44 postage and handling*)

SERVING ON THE BOARD OF A NOT-FOR-PROFIT CORPORATION: A LAYPERSON'S GUIDE

This manual for directors of nonprofit boards answers questions regarding the role, duties, responsibilities and legal requirements affecting board members. Board liability is also covered. Copyright 1993. (*\$6.00 plus \$2.18 postage and handling*)

SERVING ON THE BOARD OF A NOT-FOR-PROFIT DAY CARE CENTER: A LAYPERSON'S GUIDE

This manual for directors of nonprofit day care center boards answers questions regarding the role, duties, responsibilities and requirements affecting board members. Board liability is also covered. Copyright 1993. (*\$6.00 plus \$2.18 postage and handling*)

THE VOLUNTEER WORKFORCE: LEGAL ISSUES AND BEST PRACTICES FOR NONPROFITS

This publication is aimed at nonprofits working with volunteers and other unpaid staff. Legal topics include: distinctions between volunteers and employees, reference and background checks, expense reimbursement and stipends, setting up and managing volunteer relationships, understanding and managing liability risks, and working with young volunteers. Copyright 2007. (*\$45.00 plus \$5.44 postage and handling*)

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