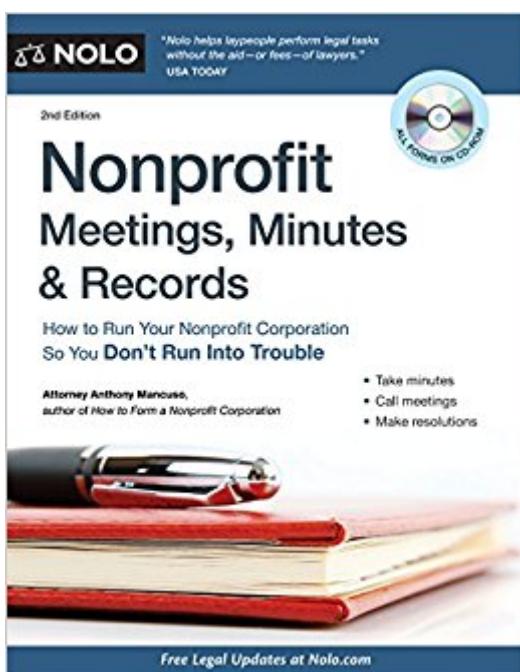


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Nonprofit Meetings, Minutes & Records: How To Run Your Nonprofit Corporation So You Don't Run Into Trouble



Synopsis

Nonprofit? Stay out of IRS trouble with the ultimate corporate housekeeping tool! Nearly 1.5 million nonprofit organizations are busy preserving historic sites, saving libraries, helping the homeless, greening our cities -- and so much more. Yet, while some have sophisticated record-keeping systems, most nonprofits are staffed by volunteers who need help running the organization and keeping up a proper -- and legal -- paper trail. Help has arrived! With *Nonprofit Meetings, Minutes & Records*, you'll get the all-in-one solution every nonprofiteer needs to hold meetings and document actions taken by board members. Step by step, it walks readers through: -calling meetings -appointing officers -taking minutes -making resolutions -voting on proposals -adjourning meetings -working with a lawyer, if necessary, and -finding a tax adviser. *Nonprofit Meetings, Minutes & Records* also provides useful tips and advice on how to do important tasks, such as organizing records, preparing meeting folders, and taking minutes. Plus, all necessary legal documents are included for you to fill out. It's everything you need to keep your nonprofit running smoothly and legally.

Book Information

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Customer Reviews

“Nolo is always there in a jam as the nation’s premier publisher of do-it-yourself legal books. Newsweek “Nolo has published incredibly useful lay guidebooks and consumer software on legal issues [since 1971].” San Francisco Chronicle

This book has everything you need to make sure your nonprofit properly calls, notices, and holds meetings and documents actions taken by your board and members.

Great information if you are on a nonprofit board. Works great for small nonprofits

Very good, author talks to me like I am a regular person, lots of real examples, CD with templates, very usable.

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NOLO is always a great source for books about structuring or running a business.

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