



Let's Go Legal

Introduction

Speakers: Jodi Nishioka, Judy Andrews, Brenda Tausch Lapora, and Nancy Stephens

00:00:00 Video description: *Nonprofit Association of Washington logo, the shape of the state of Washington made of colorful shapes with the words "Nonprofit Association of Washington" under it, an ampersand, and the Communities Rise Logo, the word "Communities" arching over the word "Rise" with two curved yellow lines intersecting underneath start on the screen. In the background is a black and white outline drawing of a country road at the bottom of some hills. The logos do a 360 degree turn and text that reads "present" appears under them. The drawing slowly turns into a color picture of the hills and the road, and an animated smart car drives down the road. A banner with text that reads "Let's Go Legal! The right road to compliance and protection" appears at the top of the screen.*

00:00:16 Video description: *The screen fades to black and then a video of a light skinned person with dark, shoulder length hair appears on the left side of the screen. They are wearing a blue blazer and behind them is a tan wall. The LGL color wheel appears in the bottom left corner- the color wheel is split into five sections with an orange smart car with a license plate that says "LGL" at the center. The five sections are labeled, state law (orange), federal law (red), fundraising (purple), employment (blue), and intellectual property (green). Next to the color wheel is text of the speaker's name, Jodi Nishioka.*

00:00:16 Jodi: Hi. I'm Jodi Nishioka and welcome to Let's Go Legal. We know that your mission is important to you and you want to do everything you can to achieve it and stay out of trouble.

00:00:30 Video description: *The LGL color wheel moves from the bottom left corner to the right side of the screen and gets bigger. A banner with text that reads "Let's Go Legal! The Right Road to Legal Compliance" appears above the color wheel.*

00:00:30 Jodi: And that's why we created Let's Go Legal to get you started on the road to compliance and protection.

I know the law is complicated, and sometimes like a maze of ever-changing rules, but the law is there to protect you and your organization. By following the law, it tells the community that you're a legitimate organization. Section 501(c)3 provides tax exemption, which provides more money for your organization and the law protects your board members from liability.

I'm the Executive Director of Communities Rise, and we provide free legal services to nonprofits across Washington State. We worked with the Nonprofit Association of Washington to create Let's Go Legal, because we know there are some simple steps for organizations like yours, especially smaller organizations, to build a strong foundation to achieve your mission.

I want to emphasize that this is not legal advice. The information presented here is intended to be basic educational information about nonprofit law. So please consult an attorney about the specific circumstances of your organization if necessary. And Communities Rise may be able to help you with this. Now, here are three attorneys who are going to talk about the most common issues that nonprofits face.

00:01:47 Video description: *The screen fades to white and then a video of a person with shoulder length, wavy brown hair wearing a dark grey sweater and a blue scarf appears. Behind them is a light grey wall. The LGL color wheel appears in the bottom left corner with text of the speaker's name, Judy Andrews.*

00:01:47 Judy: Hi, I'm Judy Andrews, and I practice law in Washington in the area of nonprofits. I'm here today to talk about three topics: state law, federal law, and laws around fundraising.

00:01:55 Video description: *In the top left corner of the video, text that reads "State law, Federal Law, Fundraising" appears.*

00:01:59 Judy: We start with state law because you need to incorporate in the state to start the organization. And it's important to understand state law requirements.

The next is federal law, and if you want your revenue to be free from income tax and your donors to receive a tax deduction, then you need to apply for tax

exemption from the federal government and understand ongoing federal tax law requirements.

And finally, it's important to understand fundraising rules on both state and federal requirements if you'll be conducting fundraising activities.

00:02:35 Video description: *The screen fades to white and then a video of a light skinned person with shoulder length brown hair wearing a green sweater fades in. Behind them is a light grey wall. The LGL color wheel appears in the left corner with the speaker's name, Brenda Tausch Lapora. Text that reads "Employment law" appears in the top left corner of the screen.*

00:02:35 Brenda: I'm Brenda Tausch Lapora, and I'm going to be talking about employment law, which is about the people in the organizations. People are important, and there are laws that guide how to engage them. So first, employment law and human resources regulations are changing. And we do know things like minimum wage laws as well as how we pay people are changing.

00:02:58 Video description: *The screen fades to white then a video of a light skinned person with short dark hair wearing a sparkly grey sweater, a purple shirt, and a necklace appears on screen. Behind them is a light grey wall. The LGL color wheel appears in the left corner with text of the speaker's name, Nancy Stephens. Text that reads "Intellectual property law" appears in the top left corner of the screen.*

00:02:58 Nancy: My name is Nancy Stephens and I'm a lawyer specializing in intellectual property. Intellectual property includes all of your intangible assets, things such as your brand name, information you collect from donors, photographs that you use on your website.

It's important to protect these items, even though you can't see them like physically, like real property. But they are things that you can protect because they are assets of the organization, and you want to make sure you're not using something that somebody else owns because that can get you in a lot of trouble.

00:03:34 Video description: *The screen returns to the image of the country road and the banner with text that reads "Let's Go Legal! The right road to compliance and protection.*

00:03:35 Jodi: Thanks for joining us. Let's get started with Let's Go Legal.

00:03:38 Video description: *The screen turns white and the orange smart car appears. Behind the car, the edges of the LGL color wheel emerge. The car gets smaller until it fits in the center of the wheel so you can see the five sections: state law (orange), federal law (red), fundraising (purple), employment (blue), and intellectual property (green).*

00:03:39 Jodi: In a nutshell your nonprofit is like a car. It needs to be registered and you need to know how to drive it.

00:03:45 Video description: *The color wheel disappears and a black and white drawing of a road with three trees appears on screen. The animated smart car drives down the road.*

00:03:46 Jodi: You need to follow the rules of the road, whether you want to stay close at home,

00:03:50 Video description: *The screen changes to a black and white drawing of a four-lane highway with on ramps and a sign with an arrow for the IRS. The animated smart car drives across the highway.*

00:03:50 Jodi: or go farther, like driving on a federal highway.

00:03:53 Video description: *The screen changes to a black and white drawing of a gas pump. In the bottom left corner is text that reads "Fuel=Money." The animated smart car drives up to the pump and stops.*

00:03:53 Jodi: You need to have fuel to power it,

00:03:58 Video description: *The screen changes to a black and white drawing of two trees and three people. The animated smart car is stopped in front of the people and they get in the car. Text appears that reads "People include your staff and volunteers." The smart car drives away.*

00:03:58 Jodi: and you need to pay attention to the people in your car.

00:04:00 Jodi: You're also proud of the look and feel of your car and want to protect it.

00:04:02 Video description: *The screen changes to a black and white drawn animation of a person washing the animated smart car. Text that reads "Your logo and website are intellectual property" appears on the screen.*

00:04:04 Jodi: Before we get started, let's keep in mind these four big ideas.

00:04:08 Video description: *The screen changes to four black and white drawn pictures. In the top left corner is a person with a stack of books that say "law" on the binding with a bookshelf in the background. In the top right corner is a five-story office building. In the bottom right corner is a plant lifecycle circle with a seed, a sprout, a seedling, a small tree, and a full-grown tree. In the bottom left corner is a triangle, an empty Venn diagram, and a square.*

00:04:09 Jodi: First, nonprofit law is complicated,

00:04:12 Video description: *The screen zooms into the person with a stack of books that say "law" on the binding with a bookshelf in the background.*

00:04:12 Jodi: and only a lawyer with knowledge of your specific situation can give you legal advice. In Washington, nonprofits can contact Communities Rise for free legal services.

00:04:24 Video description: *The screen changes to the drawing of the five-story building. There is a tree and three people next to the building. Text that reads "A nonprofit is a corporation under state law" appears above the tree.*

00:04:24 Jodi: Second, even though you are a nonprofit, you are required legally to operate like a corporation. In fact, you are a corporation. While there are differences between for profit and nonprofit corporations, both of them need to follow corporate law.

00:04:40 Video description: *The screen changes to the drawing of the triangle, Venn diagram, and square. Text that reads "Local" appears under the triangle. Text that reads "State" appears under the Venn diagram. Text that reads "corporation" appears on one side of the Venn diagram and "charity" appears on the other side. Text that reads "Federal" appears under the square.*

00:04:41 Jodi: Third, there are three legal jurisdictions you must always consider local, state and federal law.

00:04:50 Video description: *The screen changes to the plant lifecycle circle with a seed, a sprout, a seedling, a small tree, and a full-grown tree. The cycle spins around one time.*

00:04:49 Jodi: Fourth, organizations have lifecycles, just like any living thing. The legal needs of an organization change depending on where it is in its lifecycle.

00:04:59 Video description: *The screen fades to white. Text that reads "Let's Go Legal! The right road to compliance and protection" appears at the top of the screen. The*

Communities Rise logo, the word "Communities" arching over the word "Rise" with two curved yellow lines intersecting underneath, Nonprofit Association of Washington logo, the shape of the state of Washington made of colorful shapes with the words "Nonprofit Association of Washington" under it, and Washington Secretary of State logo, a circular image of George Washington with the words "Secretary of State" arching over the top, the words "State of Washington" arching around the bottom and on the right text that reads "Washington" on top of text that reads "Secretary of State" over two thin lines, and underneath the lines text that reads "Corporations & Charities Division."

00:05:00 Jodi: Let's Go Legal represents a partnership between Communities Rise, Nonprofit Association of Washington, and the Washington Office of the Secretary of State. It was created to support nonprofits that make our communities better every day.

00:05:15 Video description: *The logos disappear, and the screen returns to the image of the country road and the banner with text that reads "Let's Go Legal! The right road to compliance and protection." The animated smart car drives down the road.*

00:05:20 Video description: *The screen fades to white with a pencil drawing of a country road through some hills. Text that reads "Download the Let's Go Legal guide: nonprofitwa.org/learn. Tell your board about Boards In Gear (BIG) & Finance Unlocked for Nonprofits (FUN) also available from Nonprofit Association of Washington" scrolls up the screen, pauses for a few seconds and then disappears.*

00:05:26 Video description: *Text that reads "Let's go Legal was guided by a team of legal advisors. We greatly appreciate their contribution: Brenda Tausch Lapora, Jodi Nishioka, Judy Andrews, Nancy Stephens, Taylor Ball. Their contribution should not be viewed as legal advice" scrolls up the screen, pauses for a few seconds, and then disappears.*

00:05:29 Video description: *Text that reads "Let's Go Legal was created by Nonprofit Association of Washington and Communities Rise, and was sponsored by the*

Washington Office of the Secretary of State. ©2022 Nonprofit Association of Washington. All rights reserved. Music: Smiling Cars by David Szesztay" scrolls up the screen and pauses for a few seconds, and then disappears.

00:05:33 Video description: *The screen fades to black. Text that reads "3 Choices Creative Communications" appears on the screen above a logo of an eye. Under the eye, text reads "3greatchoices.com."*