



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

*Anthony Mancuso Attorney Attorney*

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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.

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