



Stephen M. Schaefer

PARTNER

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BIOGRAPHY

Mr. Schaefer has over 25 years of experience advising nonprofit organizations and associations on a wide range of legal matters, including governance, tax, corporate matters, contracts, employment, intellectual property, antitrust, and certification issues. He currently represents a diverse group of trade associations and their supporting organizations, professional membership organizations, and academic societies.

MEMBERSHIPS & ACTIVITIES

- Member: American Bar Association
- Member: Maryland State Bar Association
- Member: District of Columbia Bar Association
- Member: American Society of Association Executives
- Member: ABA Forum on Communications Law
- Former Member: ASAE Legal Section Council

PRACTICES & INDUSTRIES

[Associations, Nonprofits and Political Organizations](#)
[Nonprofit Corporate Services](#)

EDUCATION

Villanova University School of Law, 1999, J.D.
Villanova University, 1996, B.A.

ADMISSIONS

Maryland
District of Columbia
U.S. District Court: District of Maryland

NONPROFIT ORGANIZATIONS AND ASSOCIATIONS

- Provides a broad range of legal advice to nonprofit and tax exempt organizations, and to trade, professional, and membership associations

CERTIFICATION AND ACCREDITATION

- Advises certification and accreditation bodies on all aspects of credentialing, including due process, conflict of interest, examinations, trademark and copyrights, tax exemption, antitrust and related matters

ENTITY FORMATIONS

- Handle and advise on formation of many nonprofit nonstock tax exempt corporations, including providing advice on Articles of Incorporation, organizational matters, obtaining Employer Identification Numbers, organizational resolutions, and tax exemption applications, as well as state registration, doing business as/fictitious name applications, corporate registrations

GOVERNANCE/FIDUCIARY DUTIES

- Counsels on Board of Directors, Executive Committee, governance matters, including Bylaws, policies such as conflicts of interest, as well as officer and director nominations, elections, removals, and ethical and fiduciary duty matters

JOINT VENTURES AND SUBSIDIARIES

- Advises on establishing and maintaining joint ventures such as for trade shows and publications, as well as partnerships, limited liability companies, and both nonprofit and for-profit subsidiaries, affiliates, foundations, and other related organizations

LABOR AND EMPLOYMENT MATTERS

- Provides advice on nonprofit organization and association employment matters, such as CEO employment agreements, employee hiring and termination, discrimination, Americans with Disabilities Act, and excess benefits safe harbor compensation issues

MEMBERSHIP PROGRAMS

- Counsels on legal aspects of all manner of association and nonprofit organization membership programs, including trade shows and conferences, scholarly journals, newsletters, e-publishing, affinity programs, educational programs, examination preparation courses, certification, accreditation, and certificate programs

NONPROFIT CORPORATE SERVICES

- Provides advice on services to members and the public offered by nonprofit organizations, including antitrust, contract, intellectual property, and tort liability

TAX-EXEMPT STATUS RECOGNITION

- Advises on tax exemption issues, including applications, charitable contributions and grants, chapter and affiliate issues under group exemptions, including federal and state tax exemption

UNRELATED BUSINESS INCOME ANALYSIS

- Counsels on UBIT issues, including advertising, corporate sponsorships, affinity programs, royalty and licensing agreements, non-dues revenue issues

OTHER NONPROFIT

- Intellectual property, copyright and trademark licensing
- Contracts such as independent contractors, hotel and convention services, licenses, and grant agreements

- Charitable solicitation and other fundraising activities

INSIGHTS

Panelist: ABA Forum on Communications Law Annual Conference

Past Panelist: MLRC/NAA/NAB Media Law Conference

Past Speaker: American Council of Learned Societies Annual Meeting