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| Aug |  |  |  |
| Th | 25 | Introduction – Class format and requirements, Intro to types of Business Documents and involving the client in drafting | READ: EGBL pp. 1-11, data about small businesses in the US (link emailed to students) |
| T | 30 | Working with clients, Entity Formation | READ: EGBL 54-96 |
| Sept |  |  |  |
| Th | 1 | Tax (including tax exemption) and Capitalization | READ: EGBL 145-157, 110-120, 162-184 |
| T | 6 | Operational Relationships, Managing Risk, Extra Permits and Licenses | READ: EGBL 197-203, 220-223, 231-236, 248-262 |
| Th | 8 | Operational Relationships, Managing Risk, Extra Permits and Licenses - continued | READ: 121-132 |
| T | 13 | Document Drafting and Interpretation - 1 | READ: materials on bSpace |
|  |  | Client skills boot camp – 2.5 hours- date to be determined |  |
| Th | 15 | Document Drafting and Interpretation - 2 | Revise: “bad provision” |
| T | 20 | Guest speaker, Jose Corona, Inner City Advisors | Catch up on reading |
| Th | 22 | Finish Document Drafting and Interpretation, begin Articles of Incorporation | SKIM: California Corporations Code, Title 1 and Division 2  http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=corp&codebody=&hits=20 |
| T | 27 | Finish Drafting Articles of Incorporation | DRAFT: Articles for Business Corp,  Articles for Non Profit Public Benefit Corp and cover letters for each  DRAFTS DUE to [glessard@law.berkeley.edu](mailto:glessard@law.berkeley.edu) by 6 pm Friday, Oct 1 |
| Th | 29 | Break for drafting- optional class for questions |  |
| Oct |  |  |  |
| T | 4 | Begin reviewing articles – business corp | Re-Draft Business Corp Articles |
| Th | 6 | Review articles – Non Profit corp | Re-Draft Non Profit Corp Articles |
| T | 11 | Intro to Bylaws | READ: material on bSpace |
| Th | 13 | Intro to Bylaws, continued | READ: material on bSpace |
| T | 18 | The organizing meeting, Duties of Directors | READ: material on bSpace |
| Th | 20 | Break for drafting- optional class for questions | DRAFT: Bylaws for Business Corp OR Non Profit Corp DRAFTS DUE to [glessard@law.berkeley.edu](mailto:glessard@law.berkeley.edu) by 6 pm Friday, Oct 21 |
| T | 25 | Bylaws review |  |
| Th | 27 | Bylaws review continued |  |
| Nov |  |  |  |
| T | 1 | Intro to Limited Liability Companies (LLCs) | READ: material on bSpace,  DRAFT: Articles of Organization, DRAFTS DUE to [glessard@law.berkeley.edu](mailto:glessard@law.berkeley.edu) by 6 pm Wed, Nov 2 |
| Th | 3 | LLCs continued – Review articles of Organization, Overview of Operating Agreement | DRAFT: Operating Agreement with one class of members DRAFTS DUE to [glessard@law.berkeley.edu](mailto:glessard@law.berkeley.edu) by 6 pm Friday, Nov 4 |
| T | 8 | Break for drafting- optional class for questions |  |
| Th | 10 | Ethics | READ: material on bSpace |
| T | 15 | Review Operating Agreements | RE-DRAFT: operating agreements |
| Th | 17 | Complex Entity Structures | READ: material on bSpace,  RE-READ: EGBL 110-120  OUTLINE: Operating Agreement for LLC with more than one class of members and ‘waterfall’ distribution OR Articles and Bylaws for a Business Corporation with Common and Preferred Stock, DRAFTS DUE to [glessard@law.berkeley.edu](mailto:glessard@law.berkeley.edu) by 6 pm, Friday Nov 25 |
| T | 22 | Break for drafting- optional class for questions and outline review | DRAFT: Operating Agreement for LLC with more than one class of members and ‘waterfall’ distribution OR Articles and Bylaws for a Business Corporation with Common and Preferred Stock, DRAFTS DUE to [glessard@law.berkeley.edu](mailto:glessard@law.berkeley.edu) by 6 pm, Friday Nov 25 |
| Th | 24 | Happy Thanksgiving- no class |  |
| T | 29 | Review Complex entity assignment | REDRAFT: Operating Agreement for LLC with more than one class of members and ‘waterfall’ distribution OR Articles and Bylaws for a Business Corporation with Common and Preferred Stock, DRAFTS DUE to [glessard@law.berkeley.edu](mailto:glessard@law.berkeley.edu) by 6 pm, Friday Dec. 16 |
| Dec |  |  |  |
| Th | 1 | Last class –Wrap up, the future of drafting |  |
| F | 16 | **last day to hand in writing assignments** |  |

Text: The Entrepreneur's Guide to Business Law (EGBL), by Bagley and Gauchy