



Cincinnati Bar

ASSOCIATION

Cincinnati Bar Association Policy on Co-Sponsored CLE Programs

The Cincinnati Bar Association's primary method of offering continuing legal education is through sole sponsorship of programs created and presented on a voluntary basis by attorneys. Often, however, the CBA is approached with requests to co-sponsor CLE programs. In order to review these requests on a consistent basis, the CBA adopts the following policy.

- I. Co-sponsorship shall be limited to non-profit organizations whose practices and policies are consistent with the mission of the CBA. However, the CLE Advisory Committee shall have the authority to approve co-sponsorship with for-profit organizations whose practices and policies are consistent with the CBA's mission statement.
- II. All requests for co-sponsorship shall be made in writing and shall be delivered to the CLE Director of the CBA at least six months prior to the proposed program date. This period may be shortened at the discretion of the CBA's CLE Director. Each request shall include the name of the potential co-sponsor; the subject matter to be covered; the projected date and time of the seminar; the program topic(s); the names of speakers, if known; the anticipated division of responsibilities for the seminar, including financial; and a proposed budget.

Upon receipt of request, the CLE Director shall determine if the proposed seminar overlaps with the area of responsibility of a member committee of the CBA. If such overlap exists:

- A. The CLE Director shall forward all information regarding the request to the chair of the member committee concerned, who shall bring the co-sponsorship question before the members of the committee to determine if there is sufficient interest within the committee to warrant co-sponsorship. If the committee does not have such interest, it is expected that the CBA will decline co-sponsorship.
- B. If the member committee has an interest in co-sponsoring the seminar, the co-sponsorship application shall be brought before the CLE Advisory Committee, which shall consider the educational value to attorneys, inter-professional relationships, the existing CBA curriculum, timing of the seminar, development and financial obligations, and staffing requirements for the seminar in making a decision on recommending co-sponsorship.
- C. The request shall require the approval of the CLE Advisory Committee and the Executive Director of the CBA.

- D. If there is no overlapping member committee, the request should be referred to the CLE Advisory Committee as outlined above.
- III. The CBA shall exercise control of the planning and administration of a co-sponsored program.
- IV. Registration fees for a co-sponsored seminar shall be consistent with current pricing for CBA seminars for CBA members and non-members. The price for a seminar may be discounted to CBA members.
- The CBA shall share equally in profits for a co-sponsored seminar after payment of direct out-of-pocket expenses. If each sponsor contributes an equal amount of staff time and volunteer effort to the project, the CBA shall waive reimbursement of its overhead contribution. However, if the CBA is required to bear a majority or more of the staff time and effort involved in conducting the seminar, the CBA shall be reimbursed for its overhead utilized in planning and conducting the seminar.
- If the program shows a loss, the CBA shall, at a minimum, receive payment of all out-of-pocket expenses, unless otherwise agreed by the CLE Advisory Committee for good-cause shown by a non-profit co-sponsor.
- V. The CBA reserves the right to own solely or jointly the copyright for the written materials for a co-sponsored program.
- VI. This policy shall not preclude the CBA CLE staff from contracting for the services of experts when deemed appropriate to provide programs.
- VII. This policy shall not prevent the CBA CLE staff from listing an organization on promotional materials for a seminar if necessary to receive continuing education credit for another profession or marketing support for a fully sponsored program, provided that such listing enhances the educational value of the seminar and inter-professional relationships.
- VIII. Where a co-sponsorship request is approved, a representative from the co-sponsoring organization shall execute a CBA CLE Co-Sponsorship Agreement acknowledging the terms of the co-sponsorship and their assent to the terms of the CBA's co-sponsorship and CLE policies.
- IX. This policy shall not affect the existing arrangements the CBA has with the following organizations: Greater Cincinnati Minority Counsel Program (Annual Meeting), Federal Bar Association, GE Aviation, Hamilton County Municipal Court (Annual Judges Program), Midwest Regional Bankruptcy Seminar, Potter Stewart Inn of Court, Volunteer Lawyers for the Poor, and the Cleveland Intellectual Property Law Associations.

Approved by the Cincinnati Bar Association Board of Trustees on January 25, 2012.