Cincinnati Bar
ASSOCIATION

Practice & Interest Group
Officers' Manual

MEMORANDUM

To: Committee, Practice & Interest Group Officers
From: Michelle Poss, Director of Member Services
Date: June, 2016
Re: CBA Committee and Practice/Interest Group Support and Goals

Congratulations on your appointment as a Cincinnati Bar Association committee, practice or interest group officer for the 2016-2017 Bar year, which runs from May 1, 2016 to April 30, 2017. Your commitment of time and energy are valuable contributions to the CBA and the legal community.

CBA staff is invested in the success of CBA member groups and we are here to support your group with meeting logistics, member communications, and CLE planning. We are happy to assist you in arranging meetings at off-site locations, creating and sending electronic surveys to your membership, assisting you in planning networking events and arranging lunches (one free lunch is provided during the 2016-2017 fiscal year). CBA staff will also work with each member group on CLE programming, including one event at a special $10 per hour rate at one regularly scheduled meeting during the 2015-2016 fiscal year. (Contact Dimity Orlet at least 60 days in advance of your program at 699-1401 or dvorlet@cincybar.org)

CBA Mission statement
To promote professional excellence, foster justice, serve our members and educate the public.

CBA Vision statement
To be an invaluable resource to our legal community by:

- encouraging a culture of collegiality and professionalism;
- providing opportunities for leadership and community service;
- maintaining a diverse and inclusive membership; and
- empowering the success of our members.

Strategic Plan
Improve the overall success rates of member practice and interest groups to reach a broader audience & make the CBA more relevant to all membership.

Your ideas and plans for the 2016-2017 year will continue to positively impact the CBA members. The CBA members and staff appreciate your leadership. Please feel free to contact me at (513) 699-1406 or at mrposs@cincybar.org if I may be of assistance.

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Organizational Chart

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Select Committees

Appointments on these committees require board approval.

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AWARDS COMMITTEE
COMMUNICATIONS
COMMUNITY SERVICE
CONTINUING LEGAL EDUCATION
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PRACTICE GROUPS

These committees hold regular meetings to discuss current issues and developments in the named field of practice. Meetings may consist of a guest speaker, a special CLE presentation or case law updates. These committees also plan and present CLE seminars.

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AVIATION & SPACE LAW
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NON-PROFIT LAW
REAL PROPERTY LAW
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These committees hold regular meetings to discuss issues relating to the operation and procedures of the various Hamilton County courts.

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These committees are intended to serve the unique needs of a broader audience.

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VETERANS & MILITARY LAW
VOLUNTEER LAWYERS FOR THE ARTS
WOMEN LAWYERS
YOUNG LAWYER SECTION

INTER-PROFESSIONAL DEVELOPMENT COMMITTEES

These committees exchange information and work to build better relations with other professionals. They hold joint meetings and programs with other professional groups.

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These committees are intended for CBA members age 36 or younger and/or practicing law for five years or less.

COMMUNITY SERVICE
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PUBLIC RELATIONS
RUN FOR KIDS

Cincinnati Bar Association

Practice and Interest Group Guidelines

Meetings at a Glance

Meeting Planning Timeline	**January-March:** Officers should meet with Membership and CLE team to plan new bar year. **Topics to be discussed:** Succession plan Group year re-cap Topics and speakers for new year Meetings and CLE dates
Prior to Meeting	**Three Weeks Prior** Meeting content due to CBA staff liaison Meeting Agenda Topic Speaker Speaker bio and picture if available Audio/Visual needs Additional advertising needs E-News Social Media Extra meeting announcements **Two Weeks Prior** Meeting Notice sent to group members **Day Before Meeting** Handouts sent to staff liaison for printing Presentations sent to staff liaison for A/V setup if needed
During Meeting	**CBA Staff Greeter** A representative from the CBA will be available before and after your meetings to provide assistance, answer questions, and set up equipment. **Attendance Sheet** Will be posted at the back of the room. **Welcome/Introductions** Please take a moment at each meeting to introduce yourself and your speakers. It may also be helpful to go around and welcome any newcomers. **Lunch** If you pre-ordered a lunch, it will be in the back of your meeting room next to your sign-in sheet.
After Meeting	**Meeting Attendance Sheet:** You may request a copy **Meeting Minutes:** Group Secretary or designated officer sends meeting minutes and other handouts to staff liaison to be uploaded to group webpage or handed out at next meeting date.

Guidelines

Meetings

Scheduling

Please see the enclosed 2016-2017 Group Officers and meeting schedule. Please note: unless you notify the staff liaison at the CBA of an alternative meeting schedule, your group meetings will be held on the dates assigned at 12:00 noon. A notice will be emailed to members at least one week before each regularly scheduled meeting. For special meetings or changes to your schedule, call the staff liaison as soon as possible to reserve space.

To request another group be included in the invitation to your meeting, you must first contact that group's Chair to confirm their interest. Once the other chair agrees, please email the staff liaison to let her know. Note that the number of additional groups may be limited by the CBA.

Agenda, Minutes and Materials

The designated officer from your group should send your agenda, minutes, topic/speaker information, and any other enclosures at least two weeks before your meeting to the staff liaison. This timeframe will ensure that your group's meeting notice is sent in a timely manner. Listed below are guidelines for constructing a group email:

- **Agenda** Identifies topics and speakers
- **Minutes** Follows the agenda and provides a brief synopsis of the discussion and any action taken. This will ensure that the minutes are clear for those who did not attend.
- **Materials** Meeting notices are emailed to members. Handouts need to be sent to the staff liaison at least two days prior to the meeting. If handouts are brought to and distributed at the meeting (not copied by the CBA), a copy needs to be given to the staff liaison immediately following the meeting to retain in that group's file.

Attendance List

At each meeting you will be given a printed list of all registered attendees. Please encourage all attendees to sign in. Membership Services & Development will update your attendance records following your meeting. This attendance list is important for managing your programs for this year and determining your group's needs, and anticipating programming for the following year.

Audio-visual equipment

The following audio-visual equipment is available to use at meetings:

- Podium
- Laser pointer
- Microphone
- LCD Projector
- Laptop Computer

Please contact the staff liaison at least one week in advance to schedule the A-V equipment.

Budgeting

The CBA's fiscal year runs May 1- April 30. Meeting notices, minutes, & limited copying of materials provided for in the budget for member group meetings. To request additional budget items for the next fiscal year, please contact Michelle Poss by January. The requests (i.e. a survey, reception) are forwarded to the Budget Committee for review and recommendation to the CBA Board of Trustees. The Board of Trustees approves the budget in April of each year. Budgeting for CLE programs is handled separately from the member group budget.

Unbudgeted requests

Any expenditures of funds not already budgeted in the current CBA budget must be approved in advance by the Board of Trustees. Requests for unbudgeted expenditures should include detailed expenses as well as the anticipated source of funding. Please see the below CBA Sponsor Program for more details.

Please send requests to Michelle Poss at least five weeks prior to the date of expending the funds. The request will be reviewed by the Member Services & Development Committee and a recommendation made to the Administration and Finance Committee which will make a recommendation to the CBA Board of Trustees. The Board will not consider requests with less than one week's notice except for emergencies.

Highly Functioning Committees and Groups

A highly functioning group is one that:

- Conducts pre-planning of its events for the CBA calendar year, and sends an outline to the MS&D Committee by April 1st of each year of said events;
- Conducts a minimum of four events in a calendar year (meetings/CLE/socials); if a conflict exists for any such event, the committee will find

alternative avenues to ensure the event occurs including, but not limited to:

- Has growth in attendance at meetings and CLEs and/or remains consistently strong in attendance at meeting and CLEs;
- Hosts qualitative meetings with specified topics and/or speakers at each meeting; and
- Has at minimum three officers in place.

If a member group has not continually met the above criterion for two-years, the following must occur:

- The group chair must meet with the Director of Membership and Development; In this meeting the chair and the Director of Membership and Development will outline a plan for events and membership of the group for that calendar year.
- The group chair must implement the above plan, and follow to the best of its ability, the guidelines for a highly functioning committee/group.

If the committee/group fails to become highly functioning within one-year, the CBA may take steps to either sunset the committee/group, or combine with a related committee/group.

Speaker Conduct at Continuing Legal Education Seminars and Group Meetings

Offensive or off-color jokes and stories are never appropriate at CLE presentations or at regular committee meetings. While we cannot guard against everything a speaker might say, it is very important to advise them that we do have prohibitions for this type of conduct. What is humorous to one individual may be offensive to another, so please caution your speakers to be careful and appropriate with the content of their presentations.

The CBA's Sponsorship Program

The Cincinnati Bar Association has developed a sponsorship program to ensure the vitality of the organization and build partnerships that will benefit our practice groups and members. When a sponsorship is secured for a group or event, you will see that company's name and logo on a variety of your group's materials and representatives from the sponsoring company will have a presence at the event or groups meeting.

As we continue to grow our sponsorship programs, we anticipate being able to reinvest our revenues into programs that bring the most value to our members.

Sponsorship Recruitment for Meetings and Events:
Chairs are often approached by businesses that cater to lawyers and their practices (i.e. insurance companies, accountants, technology experts, etc.) to sponsor a group meeting. Should you be asked this question, please refer them to Erin Emerson, Director of Marketing at elemerson@cincybar.org. Erin will work with the speaker or potential sponsor and CBA member group chair directly to determine the best date, topic, sponsor benefits and cost of the sponsored event. Because the CBA always wants the best possible outcome of each of our events, this direct connection will assure that the expectations of both the CBA group and the speaker/company are met. If you have an event that you feel would benefit from having a sponsor, please reach out to Erin at least 90 days in advance to make sure that we are able to create a partnership beneficial to your group and the sponsor.

Speaker Ideas from the Director of Marketing:
There will be occasions where Erin is approached by a Business Affiliate member that would like to provide content and sponsor a meeting. Should your committee be of interest, Erin will contact you to determine interest and work with the committee chair moving forward.

Any sponsorship questions? Please contact Erin Emerson at elemerson@cincybar.org

We appreciate your support of CBA's Sponsorship Program and growing partnerships!

Officer Duties & Responsibilities

No committee/group officer shall serve longer than two years in each position, except as approved by the Member Services & Development Committee. Contact Michelle Poss at mrposs@cincybar.org for more information.

Chair

- Establishes a regular meeting schedule and coordinates all dates with Michelle Poss at the CBA.
- Sets the agenda for each meeting and sends it to the Membership Administrator at least two weeks prior to the meeting.
- Presides over meetings, ensuring that the meetings follow the agenda and stay on schedule.
- Notifies Michelle Poss, Membership Director for the CBA of any action that the group has taken, or will take, which requires approval by the CBA Board of Trustees.
- Sets the group's goals and objectives for the year along with the other group officers including establishing a CLE seminar date.
- Prepares a report and recommendation to MS&D and CBA Board of Trustees to nominate a candidate to serve as Vice Chair, Secretary and CLE Coordinator for the succeeding Bar year to assure appropriate succession of officers and continuing member group growth.
- Has ultimate responsibility for CLE seminars.

Vice-Chair

- Automatically succeeds to the position of chair, if recommended and approved by the Board of Trustees.
- Recruits speakers for meetings, in collaboration with group leaders.
- Responsible for recruiting new group members and enhancing the participation of current members.
- Acts as CLE Coordinator in the absence of an appointed CLE Coordinator.
- Presides over group meetings in the absence of the chair.
- Works with the chair to assist in proposing a candidate to serve as Secretary and CLE Coordinator for the succeeding Bar year.
- Sets the group's goals and objectives for the year along with the other group officers including establishing a CLE seminar date.

Secretary

- Automatically succeeds to the position of vice chair, if recommended and approved by the Board of Trustees.
- Prepares minutes of each meeting.
- Communicates with Member Administrator about any special correspondence to the group members.
- Sets the group's goals and objectives for the year along with the other officers including establishing a CLE seminar date.

- Works with the chair to assist in proposing a candidate to serve as Secretary and CLE Coordinator for the succeeding Bar year.

CLE Coordinator

- Familiarizes him or herself with the CLE procedures & guidelines, statements of general CLE policies, and CLE co-sponsorship policy contained herein.
- Performs duties as noted in the CLE procedures & guidelines
- Contacts CBA CLE representative at the beginning of the bar year to set a meeting of the officers and/or CLE planning group to discuss CLE goals, time table, and budget for the year.
- Is observant of opportunities to serve members through new CLE programming, sharing ideas and suggestions with the CBA CLE staff during the year.

CBA Board Liaison

The CBA Board member liaison will be a liaison between their assigned group and the CBA Board. The liaison program is designed to be a resource for you and your group to drive engagement and grow your group membership. One member of the CBA Board will be assigned to your group to ensure cooperative efforts and affirm support.

- Communicate with group chair and attend meetings to assess the success of each group.
    - Success will be determined by the membership, attendance of meetings, and CLE's.
- Actively recruit members to join CBA and practice group.
- Communicate with CBA Board concerning group's needs and initiatives.
- Initiate succession planning for each group.

YLS Liaison

The YLS member liaison will be a liaison between the YLS and their assigned group. The liaison program is designed to be a resource for you and your group to drive engagement and grow your group membership.

- Attend quarterly YLS liaison meetings.
- Attend at least 50% of practice group events including: meetings, socials, CLEs.
- Report to practice group on YLS initiatives.
- Report to YLS Membership on practice group initiatives.
- Actively recruit members to join YLS and practice group.
- Write one CBA article or blog post per CBA year.
- Assist in YLS substantive program planning.

Cincinnati Bar ASSOCIATION

MEMORANDUM

To: Practice and Interest Group Leaders
From: Aris M. Yowell, Director of Communications
Date: June, 2016
Re: Communications Guidelines

Thank you for your commitment to the Cincinnati Bar Association! Over the coming year, the CBA communications department will be involved with helping to promote your group events and programming through the *CBA Report*, email, our website and our social media presence. We just ask for your help in identifying what you would like to promote, and we will work to communicate your initiatives to CBA members.

We welcome and encourage all officers to contribute at least on substantive article to the *CBA Report*. This will help us keep our magazine content diverse and keep your practice or interest group top of mind for our members. I look forward to speaking with you about your article(s). Please contact me to start collaborating on content, and to select the best issue for your piece to be featured.

Communications and Member Groups

There are a number of things that may come up during your involvement with your committee or group that would be good opportunities to engage the communications department. Keep us in the loop if:

- You have an event or speaker you believe is press worthy.
- You or a representative of your group would like to contribute to the *CBA Report* or discuss Report ideas.
- You would like to see something featured on our website or social media platforms.
- You need help preparing for an interview with a reporter or have been asked to represent the CBA in an interview.
- You have an idea for something we can promote or a new way to promote the activities of your group.

If you would like something posted for you to your group website or any of our other social media channels, we ask that you please submit one week in advance of the posting date. The *CBA Report* runs a month arrears in deadlines, so if you would like to contribute something to the August *Report*, please submit by July 1.

Policies

All of the communication policies you may need throughout the year are available on our website. Please note these policies in particular:

- In the unlikely event a member of the media contacts you as a representative of the CBA, please refer them to me. Our media policy requires that our president or executive director serve as our main media contact.
- You may hear from me regarding an interview opportunity with the local media. In these instances, you would simply be an expert in the field and not a representative of the CBA.
- The CBA is unable to send out emails for non-CBA programs or CLEs.

Additional Information

We have a multitude of resources available to you online if you have any questions. Communications policies and information include:

Communications Policy and Procedures – This provides information on the CBA's media policies and tips for preparing for interviews

Social Media Policy – Our policy on what can and cannot be posted through our social media channels

Email Policy – Referenced previously, the entire policy is available online

CBA Report Guidelines and Deadlines – This includes information on how and when to submit to the CBA Report

To access these documents, go to www.cincybar.org and click on "Committees/Groups," then "Committee Manual."

If you have any questions or communication ideas, please contact me.

Thank you,

Aris Yowell
Director of Communications
amyowell@cincybar.org

Cincinnati Bar Association CLE Planning Guidelines

MEMORANDUM

To: Committee Leaders
From: Dimity Orlet, Assistant Counsel & Director of CLE
Date: June 2016
Re: CLE Opportunities

CLE events are a fantastic way to serve and engage your members and others in the Greater Cincinnati legal community. Thanks to the contributions of leaders like you, committee and practice group seminars have always been at the heart of the CBA's CLE offerings.

CLE team members Angela DeMoss, Monica Kittrell, Amberly Rutherford and I look forward to working with you. Our goal is to support each member group in hosting at least one CLE program per bar year. In addition, we encourage you to take advantage of the CBA's "special committee CLE offer," which provides each committee the opportunity to host one one-hour CLE program per bar year (in place of a regular meeting) at a reduced registration fee of $10 for members of your group. Committee members also have the option of attending this meeting at no cost if they do not wish to claim CLE credit. 60-days' notice is required for the "special committee CLE."

I have attached a copy of the CBA's CLE Planning Guidelines, which detail the planning process. Please review the planning guidelines to familiarize yourself with the process. The biggest take away is that advance planning is crucial. Because of the lead time required to properly plan and market a quality program, we should begin working on full and half-day seminars at least six months before the event is set to occur. Shorter programs can be planned with a bit less lead-time, but earlier is always better!

Thank you for your time and interest. We look forward to working with you!

Dimity Orlet, *CLE Director/Assistant Counsel*.......(513) 699-1401 or dvorlet@cincybar.org

Amberly Rutherford, *CLE Program Coordinator*.....(513) 699-1397 or arutherford@cincybar.org

Angela DeMoss, *CLE Assistant*...............................(513) 699-4010 or ardemoss@cincybar.org Monica Kittrell, *CLE Administrator*.......................(513) 699-4015 or mlkittrell@cincybar.org

Guidelines

Getting Started

Before you begin planning a CLE seminar, please talk to your CBA CLE staff contact. She is an integral part of the planning process and looks forwards to helping you plan and host successful CLE programs.

Tips for Producing an Engaging Seminar

- Use different formats (panel discussion, hypotheticals, demonstration, audience polling, etc.) to keep the program engaging. Involve the audience as much as possible in the seminar.
- Teach the attendees a new skill or a new way of doing something that will save them time and money or otherwise improve their practice. Share information on best practices and how to avoid common mistakes.
- Provide handouts with information that attendees will refer to and use back in their offices like sample forms, pleadings, and drafting language.

Policies & Procedures

Seminar pricing and administrative policies are set by the CBA Board of Trustees as detailed in the Statement of CLE Policies, attached as Appendix 1. In addition, co-sponsorship of CLE programs is governed by the CBA's CLE Co-Sponsorship Policy, attached as Appendix 2.

Timeline for Planning & Facilitating a Successful CLE Program

Months/Weeks from Event	Committee Responsibilities	CBA CLE Staff Responsibilities
Annually	Appoint a member of your committee to serve as CLE Coordinator or seminar chair. Recruit CLE planning committee members (if needed).	Manage the CLE program through communication, planning & administration.
12 to 6 Months	• Inform CBA staff contact of seminar plans. Arrange a meeting with the CBA staff contact and any other planning committee members. • Request/confirm a program date. • Schedule a meeting with CBA staff contact and planning committee to discuss program planning, develop program outline, etc. • Continue with program planning. • Invite and confirm speakers.	• Serve as liaison with CLE committee, facilitate planning meetings, and keep committee updated on seminar planning and scheduling. • Provide planning committee with available dates. • Meet with seminar leaders, provide past attendance information, planning & marketing deadlines, and program administration/budget information.
4 to 3 Months	Submit final program outline (with speaker names and contact information, presentation titles and timed agenda) to CBA staff contact.	Review draft; make suggestions if necessary.

3 months	Review brochure.	Work with graphic artist to create program brochure.
3 to 2 months	Begin promoting event to colleagues and interest groups (ongoing).	• Begin event promotion via email and social media platforms (ongoing). • Contact speakers to confirm presentation details, including the deadline for submission of bios and handouts and AV needs
2 months	Provide CBA staff contact with a brief description about the seminar that can be featured in the CBA *Report*.	• Submit seminar promotion for inclusion in *CBA Report*. • Process program registrations (ongoing). • Apply for CLE credit.
1 month		Provide program update to planning committee.
2 weeks		Collect & compile handouts.
1 week	• Confirm program arrangements with CBA staff contact. • Touch base with speakers to re-confirm details.	• Confirm all related logistics. • Distribute seminar eHandout (where applicable).
Day of	• CLE Coordinator, seminar chair or designee arrives at least 15 minutes prior to start of the program. • Coordinate/make opening remarks and speaker introductions	• Ready facility (including AV equipment and food & beverage), registration materials and handouts. • Provide script for opening remarks and welcome slides.
Post-seminar	Follow-up to thank speakers. Participate in wrap-up meeting.	• Follow-up to thank speakers. • Process and submit CLE credit. • Tabulate program evaluations, schedule wrap-up meeting to review evaluations. Discuss preliminary considers for next year's event.

Appendix I

Statement of General CLE Policies

CLE Accreditation
The CBA accredits the vast majority of its programs for CLE in Ohio, Kentucky, Indiana and Pennsylvania. However, due to variations in CLE rules across jurisdictions, CLE credit may not be available for all of these states for every program. The amount and type of credit available for a specific program will be published on the promotional material and/or on the CBA website for that program. At the attendee's request, the CBA will provide documentation for self-reporting to other jurisdictions.

It is the CBA's policy to comply with the above stated jurisdictions' deadlines for the submission of CLE applications. The filing of untimely applications reflects poorly on the CBA and has the potential to negatively impact the CBA's status as an established CLE sponsor. Therefore, it is the CBA's policy not to file late applications for CLE credit.

Live CLE Program Pricing
Registration fees for live CBA CLE programs shall be based on the following minimum pricing established by the CBA Board of Trustees effective January 2008:
CBA Members: $35/credit hour
Non-Members: $50/credit hour
For seminars involving extraordinary expenses such as speaker honorariums, speaker travel, or meals other than continental breakfast, the registration fee for the seminar shall be adjusted upwards if no sponsorship exists to underwrite the additional expense.

Registrations fees for specific programs will be as published by the CBA via its website or printed promotional material. Pro-rated fees and complimentary fees for auditing a program without claiming CLE credit are not available.

Special Pricing for Live CLE
The following discounts are approved as exceptions to the CBA's regular CLE program pricing:

<u>CLE Season Passes</u>
12-Hour Pass: $270 ($22.50 per credit hour)
6-Hour Pass: $156 ($26 per credit hour)
Available for purchase for a limited time each bar year by CBA members only.

<u>CBA Young-Lawyer Member</u>: $15 for No Brown Bag CLEs
<u>CBA New-Lawyer Member</u>: Starting at $15/hour
<u>CBA Law-Student Member</u>:
- -Full-Day/$50
- -Half-Day/$25
- -Less than Three Hours/Free

Non-Attorney Support Staff: 50% off the applicable member or non-member attorney registration fee

Complimentary Registration: Members of the program faculty and planning committee for a particular program are invited to attend that program at no cost.

CBA Committee CLE Offer: Once per bar year, each CBA committee may offer one one-hour CLE program in place of its regular committee meeting. Members of the committee may earn one hour of CLE credit for $10 or may opt to attend at no cost if they do not wish to claim credit.

The CLE Director shall retain the discretion to extend discounted pricing or complimentary registration to specific individuals in special circumstances. For example, an invitation for discounted or complimentary registration may be made on occasion to contributing members of the CBA or to members of board level committees.

Self-Study CLE
The CBA offers self-study CLE programming through collaboration with the Ohio Metropolitan Bar Association Consortium. Pricing for self-study programs is set by agreement of members of the consortium in consultation with a third-party provider.

Cancellations/Refunds
The CBA's default cancellation policy is as follows:
Cancellations received by noon the business day prior to the seminar will be refunded less a $25 cancellation fee. Individuals who cancel after this time, or who are no-shows, will receive course materials in lieu of a refund.

The CBA's policy for cancellations and refunds for a specific program will be stated on the promotional material for the program. Where such language differs from the CBA's default cancellation policy, the policy stated on the promotional material is controlling.

The CLE Director and the CBA CLE staff shall retain the discretion to permit individual exceptions to the cancellation/refund policy in special circumstances such as illness or family emergency. Such discretion includes the authority to transfer an individual to another program without penalty.

Substitutions
The CBA will generally allow the substitution of one attendee for another at any time and without penalty.

Approved by the CBA Board of Trustees on January 25, 2012; Revised to include CLE Season Pass Discounts approved by CBA Board of Trustees on December 18, 2013.

Appendix 2

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 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.

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