

Columbus Bar Association
**BOARD OF GOVERNOR'S POLICIES
FOR COLUMBUS BAR MEMBER COMMITTEES**

I. **RESOLUTIONS/POLICIES**

All committee resolutions and policies must be approved in advance by the Board of Governors. No committee has the authority to publish any position, endorsement, co-sponsorship, opinion or statement of Columbus Bar support without prior Board approval.

A. **Co-sponsorships**

Co-sponsorships of CLE or other non-CLE activities with outside organizations, bar-related or otherwise, must be approved in advance by the Board of Governors. Please contact Donna Sweet for all co-sponsorships.

B. **Sponsorship solicitation/fundraising**

All committee solicitation of sponsorships or contributions for any purpose must be approved in advance by the Board of Governors. Requests for solicitation of contributions should show the intended use of any funds raised. Those fundraising projects deemed to overlap with the purposes of the Columbus Bar Foundation (CBF) will also be referred to the CBF Board for their approval, which will be prerequisite to the Columbus Bar Board approval.

II. **UNBUDGETED EXPENDITURES**

Any expenditures of funds not already budgeted in the current Columbus Bar budget (meeting notices, minutes, limited copying of materials) must be approved in advance by the Executive Committee and, if deemed necessary, the Board of Governors. Requests for unbudgeted expenditures should detail expenses as well as the anticipated source of funding (even if that is only general bar revenues).

Please send requests to Donna Sweet at least five weeks prior to the date of expending funds. The Executive Committee will review the request and either make the decision, or choose to take the request to the Board of Governors for its approval. The Board will not consider requests outside of these procedures, absent emergency circumstances.

Columbus Bar Association
Solicitation Policy

The following policy shall apply to all solicitations for financial assistance or for the provision of goods or services made by, or on behalf of, the Columbus Bar Association (CBA), including any benefit of the CBA or any other organization:

1. No CBA entity may solicit funds in the name of, or on behalf of, the CBA unless the specific purpose of the solicitation is:
 - a) the subject of a budgetary line item previously approved by the CBA Board of Governors.
 - b) determined by the Executive Board of the CBA to be consistent with the guidelines set forth below.
 - c) specifically approved by the CBA Board of Governors.
2. The solicitation of funds for any pro bono or law-related activity shall be approved, to the extent that they are not included within a specific committee's line item budget or previously approved by the Board of Governors, by the Executive Director of the CBA through the application of the guidelines set forth below.
3. The CBA shall keep a sponsorship file identifying each person, group of persons, or entity solicited by any CBA entity, including:
 - a) the reason for the solicitation
 - b) the amount of solicitation
 - c) the duration of campaign
 - d) the result of the solicitation

Each entity who solicits such funds shall be responsible for providing a complete list for the CBA sponsorship file.

4. The Executive Committee of the CBA shall, on an annual basis, review the sponsorship file and make any appropriate recommendations to the Board of Governors with respect to any ongoing or future solicitations.
5. No CBA entity shall solicit funds for alcohol for a hosted bar at a social event.
6. The use of the CBA name, logo, and/or letterhead is prohibited for any solicitation unless sanctioned by one of the above means.
7. This policy does not pertain to vendors for continuing legal education programs of the CBA. The term "vendors" refers to all entities who pay a fee to the CBA which entitles them to sell respective goods or services.

Columbus Bar Association
**COMMITTEE RECOMMENDATION/PROPOSAL
FOR BOARD OF GOVERNORS**

The Committee Recommendation/Proposal Form should be used either in this form or as a guideline for proposing projects for the Board of Governors' consideration. Please follow the following instructions:

1. Briefly summarize the recommendation.
2. Indicate whether the recommendation was approved or will be considered by the governing body of the submitting entity and the date of such action.
3. If the recommendation has been submitted previously to the Board of Governors or if there is any association position on the same or similar subject, describe the action(s) or position taken.
4. Indicate the need for action at this meeting. If deferral is acceptable, note the time by which the action is necessary.
5. If adoption of the recommendation would result in expenditures, estimate the funds necessary, suggest the anticipated source for funding, and list the proposed expenditures of both direct and indirect costs. Indirect cost should include staff time, administrative overhead, etc.
6. Review the background of the proponents of the recommendation to determine if there are potential conflicts of interest. If such a potential is found, list by name those proponents who have a material interest in the subject matter of the recommendation because of the specific employment or representation of clients. Note all individuals who abstained from discussing or voting on the recommendation due to a conflict of interest.
7. List the committee affiliated entities to which the recommendation has been referred, the date of the referral, and the response of each group.
8. Indicate the name, address, and telephone number of the person who should be contacted prior to the meeting concerning drafting problems, additional referrals, background information, and any other questions about the report.
9. Indicate the name of the person who will present the report to the Board and who should be contacted at the meeting when questions arise concerning its presentation and debate.

COMMITTEE RECOMMENDATION/PROPOSAL FORM

To Be Appended to Reports with Recommendations
(Please refer to instructions for completing this form.)

Submitting Entity: _____

Submitted By: _____

1. Summary of Recommendation(s):

2. Approval of Submitting Entity:

3. Previous Submission to the Board or Relevant Association Position:

4. Need for Action at This Meeting:

5. Status of Legislation: (If applicable)

6. Cost to the CBA: (Both direct and indirect costs)

7. Disclosure of Interest: (If applicable)

8. Referrals: (List the entities to which the report has been referred and give the date of the referral)

9. Contact Person: (Prior to meeting and who will present the report, include phone number)