

**POLICY OF BOARD OF GOVERNORS ON  
CO-SPONSORSHIP OF SEMINARS BY OBA/CLE DEPARTMENT AND OBA SECTIONS**

**1. CO-SPONSORSHIP**

- 1.1 The Sections of the Oklahoma Bar Association (“Sections”) and the Continuing Legal Education Department of the Oklahoma Bar Association (“OBA/CLE”) may agree to serve as co-sponsors of seminars. The terms of co-sponsorship and division of finances are listed below.
- 1.2 Sections presenting seminars not involving co-sponsorship with OBA/CLE are fully responsible for receipt of all monies and payment of all expenses.

**1.2 TERMS OF CO-SPONSORSHIP**

**2.1 Section Responsibilities and Duties:**

- (a) Develop program outline and speakers’ list by deadline established by OBA/CLE.
- (b) Collect written materials from speakers on due date established by OBA/CLE.

**2.2 OBA/CLE Responsibilities and Duties:**

- (a) Prepare, print and mail brochure, including typesetting, printing, mailing service and postage. Brochure to be mailed statewide to all OBA members.
- (b) Send all correspondence to speakers, including program outline, faculty list, biographical memo, pagination memo, guidelines for writing materials, hotel reservations, reimbursement for expenses, and reminder memos regarding material deadline.
- (c) Prepare course manual, including preparing each paper for copying, preparing title page, table of contents, program and faculty pages, biographies on each speaker, note pages, and chapter pages. (Preparation of course materials usually takes three to five working days, which includes extensive clean up of all chapters.)
- (d) Handle registrations, maintain same on OBA computer, and provide registration lists at each seminar. Receive and handle all phone calls related to the seminar(s).
- (e) Print course manuals and have same delivered to the seminar location(s). Mail course manuals to no-show registrants.
- (f) Make all seminar room arrangements, including meeting room, refreshments, audio/visual equipment and speakers’/staff sleeping room arrangements.
- (g) Provide two to three persons to staff each seminar through registration, with one OBA/CLE staff person remaining throughout the day.

(h) Maintain attendance records for two years subsequent to the seminar dates, as required under MCLE Rules.

**2.3** Division of Finances for Co-sponsorship: OBA/CLE will collect all registration fees and pay all expenses. Upon final accounting, fifteen percent (15%) of the net profit will be transferred to the Section's account. Net profit is the difference between the total income received from seminar registrations and total expenses directly incurred from the seminar(s). The expenses incurred refer to out-of-pocket, direct expenses and not indirect expenses, such as labor, employee or attorney time. In the event of a net loss, the Section shall be responsible for 15% of the net loss, payable to the OBA out of Section funds.

Approved: February 21, 1992.

Revised: December 14, 2001.