

**COMMITTEES AND SECTIONS:  
*Committee & Section Guide:*  
(3) Cosponsorship of Seminars**

**POLICY OF BOARD OF GOVERNORS ON  
COSPONSORSHIP OF SEMINARS BY OBA/CLE DEPARTMENT AND OBA SECTIONS**

**1. COSPONSORSHIP**

- 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 cosponsors of seminars. The terms of cosponsorship and division of finances are listed below.
- 1.2 Sections presenting seminars not involving cosponsorship with OBA/CLE are required to coordinate dates and topics with the Director of Educational Programs to avoid duplication of effort and scheduling conflicts. Sections are fully responsible for receipt of all monies and payment of all expenses for programs OBA/CLE does not cosponsor.

**2. TERMS OF COSPONSORSHIP**

**2.1 Section Responsibilities and Duties:**

- (a) Develop program title, learning objectives, outline and faculty list by deadline established by OBA/CLE. The Section will designate one of their Section members to serve as the program moderator for the event.

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

- (a) Market the program in a variety of ways which may include one or more of the following: designing and placing ads in the OBA/CLE magazine mailed to all active members and also available digitally and in an App; placing the ad on the OBA/CLE website; setting up online registration; running the ad in one or more editions of the Bar Journal and/or E-News, and direct email to appropriate members.
- (b) Send necessary information to faculty, including presentation focus sheet, faculty consent form for use of materials, guidelines for writing materials, PowerPoint tips, audio visual request form, and biographical information form. OBA/CLE will assist with any necessary hotel reservations and provide a form for reimbursement of expenses.
- (c) Set deadlines in order to receive the materials in advance of the seminar. Materials will be prepared to include a title page, table of contents, agenda and faculty biographies. The materials will be

uploaded to enable registrants to access them electronically in their MyOKBar account or online classroom. Hard copies of materials will be available for purchase.

- (d) Handle registrations that will be maintained in the OBA association management system or other software program, and provide MCLE sign-in sheets at each seminar. Receive and handle all seminar-related correspondence.
- (e) OBA/CLE will handle all of the logistics for the seminar including room reservation and set up, , food and beverage, audio/visual equipment and speakers'/staff sleeping room arrangements.
- (f) OBA/CLE staff will work registration and monitor the seminar throughout the day as needed.
- (g) Maintain attendance records as required under MCLE Rules.

**2.3** Division of Finances for Cosponsorship: OBA/CLE will collect all registration fees and pay all expenses. Upon final accounting, twenty percent (20%) of the net profit for the in-person seminar and live webcast 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 20% of the net loss, payable to OBA/CLE out of Section funds.

Approved: by Board of Governors December 8, 2017.