The American Bar Association Section of Family Law actively encourages diversity within the Section. We believe that diversity in our membership is a key component of meeting the Family Law Section’s mission of serving as the National leader in the field
of Family Law. We believe that diversity in our membership brings a variety of unique and valuable skills and perspectives to the Section, to its members and to the practice of Family Law. We also believe that by focusing on diversity within the Section, we can lead the field in training lawyers to provide the best Family Law advocacy for all clients. We recognize, however, that the Section can only expect to make progress in achieving diversity in its membership with a demonstrated commitment to achieving diversity by and in its leadership.

Over the years, the Section has attempted to increase the diversity of its membership and leadership and to increase the participation of historically underrepresented lawyers (e.g. lawyers of color, women lawyers, younger lawyers, lawyers with disabilities, lesbian, gay, bisexual and transgendered (LGBT) lawyers and lawyers from diverse ethnic backgrounds) in the activities of the Section, its committees and its leadership. The Section formed a Diversity Committee in 2002 to draft the Section’s Diversity Plan, to assist the Section with reaching out to qualified minority members and to work as a catalyst in the Section to increase the involvement of lawyers of all minorities in the work of the Section. The Diversity Committee continues to be an active part of leadership in the Section and in 2014 undertook the task of revising and updating the Section’s Diversity Plan.

The goal of diversity can only be achieved with the unequivocal support and participation of the Section’s leadership and its Committees and the individual commitment of each Section member. However, it is recognized that to achieve our goal, Section leadership and Committees as well as our active members must be given guidance, encouragement, and training to:

- actively recruit historically underrepresented lawyers;
- promote to historically underrepresented lawyers about the benefits of section membership including networking, committee work, improved trial skills, practice management, CLE programs, publications and leadership opportunities;
- foster an atmosphere of inclusion to assist in retaining historically underrepresented lawyers once they have become members;
- educate historically underrepresented lawyers and lawyers working with a broad range of communities about cutting edge issues in Family Law including those affecting clients from historically underrepresented communities;
- seek the participation of historically underrepresented lawyers as speakers and authors for section programs and publications;
- work to establish a mentor program for historically underrepresented lawyers; and, provide historically underrepresented lawyers with opportunities and training to take on leadership roles at both the Committee and Section levels.

It is with this goal in mind that the Section has adopted its Diversity Plan. The Plan is a road map to assist and encourage the members and leaders of the Section to ensure full
and equal participation for historically underrepresented lawyers. This Diversity Plan is a long-range planning tool and will be reviewed every three (3) years by the Section’s Diversity Committee with a report to be circulated to the Strategic Planning Committee, in order to prioritize the Section’s goals and create new ones.

The membership of the Diversity Committee shall be open and inclusive to all Section members who have an interest in increasing the membership and participation of our Section’s historically underrepresented lawyers.

The Co-Chair of the Diversity Committee shall be the Section Vice Chair.
LONG-TERM GOALS AND ACTION PLAN

1. DEVELOP AND MAINTAIN DIVERSITY IN SECTION OFFICERS AND COUNCIL MEMBERS AND INCREASE DIVERSITY IN COMMITTEE LEADERSHIP.

a. Obtain unequivocal support and participation of the Section officers, Council members and committee chairs in implementing the Diversity Plan:
   i) Provide a copy of the Diversity Plan to each existing and incoming Section Officer, Council member and committee chair together with a letter from the Chair of the Section stressing the importance of the Plan. 
      **Responsibility:** Secretary and FLS Staff
   ii) Report findings as a Council Meeting agenda item; this would be a verbal report by the Diversity Committee, where possible. 
      **Responsibility:** Diversity Committee

b. Provide guidance to the Committee Chairs with respect to diversity issues:
   i) Include diversity materials in the Committee Chairs’ Orientation Manual/Handbook, including, but not limited to, the Section’s policies and guidelines relating to diversity, a copy of the Section’s Title IX Report, a list of resources providing information for diversity on panels and publications and prior committee and liaison reports. **Responsibility:** Section staff
   ii) Periodically update the above-mentioned diversity resource materials. **Responsibility:** Section staff

c. Monitor Progress through use of the Committee Status Report:
   i) Add diversity as a category on the Committee Status Report. 
      **Responsibility:** Strategic Planning Committee
   ii) Circulate Committee Status Reports to Council and the Officers in conjunction with the Fall, Spring and Annual meetings and tabulate results following Annual Meeting on an annual basis. **Responsibility:** Strategic Planning Committee
   iii) Recognize efforts towards diversity at the committee level. 
      **Responsibility:** Diversity Committee
   iv) Develop written expectations for committees based on the goals of the Section’s Diversity Plan. **Responsibility:** Diversity Committee
   v) Provide follow-up to the committee chairs and leadership to ensure that the expectations are being met. **Responsibility:** Strategic Planning Committee

d. Endeavor to appoint a diverse Nominating Committee, which reflects the goals of diversity the Section is attempting to achieve. **Responsibility:** Section Chair-Elect
e. Evaluate the Section’s Diversity & Inclusion Plan annually:
   i) Assess which initiatives are working and which are not and determine why they are not working; incorporate new ideas; and respond to then existing circumstances. **Responsibility: Diversity Committee**
   ii) Circulate the Diversity Plan to the ABA Commission on Women in the Profession, the ABA Commission on Racial and Ethnic Diversity in the Profession and the ABA Commission on Sexual Orientation and Gender Identity for their additional input and guidance. **Responsibility: Section Staff**
   iii) Report recommended changes to the Diversity Plan to, and seek approval from, Council every three (3) years at the Spring meeting. **Responsibility: Diversity Committee**

2. **INCREASE DIVERSITY IN MEMBERSHIP**

a. Foster the spirit of inclusiveness in all the Section’s activities:
   i) Include “All Section Members Welcome” on brochures and flyers for Committee meetings at the Fall and Spring meetings. **Responsibility: Section staff**
   ii) Invite any non-members to become members after each Committee meeting. **Responsibility: Committee Chairs**
   iii) Advertise in all materials for the Fall and Spring meetings that non-Committee members are welcome to attend Committee meetings. **Responsibility: Section staff**

b. Strongly encourage diverse panels in all CLE and Committee programming and diverse participation in all Section publications. **Responsibility: CLE Committee, Publications Development Board, Family Advocate Board and Family Law Quarterly Board**

c. Strongly encourage the Officers to select conference locations that are both safe and appealing to historically underrepresented lawyers. **Responsibility: Officers and Staff**

d. Establish and sponsor first-timer’s events at each Fall, Spring and Annual Meeting. **Responsibility: Section Staff and Member Benefits Committee**

e. Establish a Mentoring Program for new Section members:
   i) Establish, in connection with the Membership Committee, a Member Satisfaction Survey and include a mentoring section asking if they want to participate in the Mentoring Program. **Responsibility: Member Benefits Committee**
   ii) Encourage mentors to urge their mentees to be active in various Committee activities, publications, and programs and to stay in touch
between Section meetings. **Responsibility: Member Benefits Committee**

iii) Encourage mentors to follow up with mentees after each conference and answer any questions the attendees may have. **Responsibility: Member Benefits Committee and Assigned Mentors**

f. Ensure that first-time and second-time meeting registrants feel welcome even prior to the meeting:
   i) Consider e-mailing in advance of Fall, Spring and Annual Meetings to all first and second time registrants a “How To Get The Most From Your ABA Meeting” information sheet (to be created). **Responsibility: Section Chair and Diversity Committee**
   
   ii) Prior to each Fall, Spring and Annual Meeting, send first and second-time attendees a schedule of committee meetings and a welcoming letter with an invitation to attend all committee activities and social functions taking place at the meeting. **Responsibility: Section Chair and Staff**

   g. Follow all Fall, Spring and Annual Meetings with written communication (letter, email, etc...) from the Chair of the Section to all first-time registrants thanking them for attending, asking them to share their opinions about the meeting, and inquiring as to what the Section can do for them to enhance their experience at the next meeting. Prepare a report summarizing the responses received and the Chair’s letter and circulate each report to the Section leadership, including Committee Chairs. **Responsibility: Section Chair and Staff**

   h. Whenever possible, the Section of Family Law, through its Diversity Committee, shall select two historically underrepresented law students from an ABA-accredited law schools in the geographic area of the Section fall and spring CLE meetings to attend those meetings.

   The Section shall waive the registration fee for the meeting, the cost of meeting events other than special tour costs, and the cost of written materials. The Section will not make reimbursement for travel expenses. Hotel expense or expense for ticketed tour events are also exempt from reimbursement.

   The Member Benefits Committee in conjunction with the Law Student Committee shall assign one or more mentors from the Section to each recipient. **(Responsibility: Law Student Committee and Member Benefits Committee)**

   i) Advertise the scholarship at each law school in the geographic location of the meetings and send personal letters from the Section Chair informing each school of the scholarship opportunities. **Responsibility: Law Student Committee**

   ii) Provide the scholarship recipients with mentors from the Section and encourage active participation by the scholarship recipients in activities of
the Section after graduating from law school. **Responsibility: Law Student Committee and Members Benefits Committee**

i. Coordinate Section representatives attending important minority bar meetings and events in their locations and encourage Section leaders to attend these meetings and events. **Responsibility: Member Benefits Committee**

j. Involving lawyers who are already involved in local and national historically underrepresented bar associations in Section activities. An emphasis should be placed on developing strong, supportive partnerships.
   i) Encourage joint programming with national and local historically underrepresented bar associations. **Responsibility: CLE Committee**
   ii) Communicate first-time registration discounts to members of historically underrepresented bar associations. **Responsibility: Section Staff**
   iii) Solicit speakers from historically underrepresented bar associations located in the host city and notify the division’s CLE chairs early in the process the mechanism for them to recruit local minority talent. **Responsibility: CLE Committee**
   iv) Encourage joint sponsorships with historically underrepresented bar associations for Fall and Spring meetings. **Responsibility: Host Committee**
   v) Promote the Section’s programs in periodicals/newsletters directed to historically underrepresented bar associations. **Responsibility: Section Staff**
   vi) Send information on Section membership and benefits to meetings of national historically underrepresented bar associations. **Responsibility: Section Staff**
   vii) Obtain lists of minority bar associations from the Commission on Racial and Ethnic Diversity in the Profession and send to the persons on those lists Fall and Spring Meeting brochures. **Responsibility: Section Staff**
   viii) Personally invite members and leaders of minority lawyer bar associations in the host city to programs and social events and appoint Section members to serve as hosts to such attendees. **Responsibility: Host Committee**

k. Coordinate efforts with and use the resources of the Commission on Women in the Profession and the Commission on Racial and Ethnic Diversity in the Profession, Sexual Orientation and Gender Identity to assist in the recruitment efforts of the Section:
   i) Continue to establish Section Liaisons to the Commission for Women in the Profession, Commission on Racial and Ethnic Diversity in the Profession, Sexual Orientation and Gender Identity. **Responsibility: Section Chair**
   ii) Sponsor joint promotions and membership drives with the Commission for Women in the Profession, the Commission on Racial and Ethnic Diversity
in the Profession, and Sexual Orientation and Gender Identity.

**Responsibility: Member Benefits Committee**

ii.) The liaisons shall be members of the Diversity Committee and provide the Diversity Committee with a written report at the same time it is provided for the council book but no later than one (1) week prior to the Fall and Spring conferences. **Responsibility: Liaisons for the Commission for Women in the Profession, Commission on Racial and Ethnic Diversity in the Profession, and Commission on Sexual Orientation and Gender Identity**

i. Increase flow of information between the Section and the Young Lawyers Division and Law Students Division:

i) Provide membership materials to law students focusing on benefits and opportunities in the Section for law students and young lawyers. **Responsibility: Member Benefits Committee**

ii) Advertise to law students and family law attorneys in the Young Lawyers Division the “basic” programs available at the Fall, Spring and Annual Meetings. **Responsibility: Member Benefits Committee & Law Student Committee**

m. Expand the responsibilities of the Young Lawyers Division and Law Student Division liaisons to act as formal conduits for young lawyers and law students:

i) Obtain appointments for young lawyers and law students within the Section. **Responsibility: Section Chair and Chair-Elect**

ii) Obtain young lawyers or law students (where appropriate) as speakers or as writers for Committee panels and publications. **Responsibility: Committee Chairs**

n. Develop outreach programming targeted to Young Lawyers of historically unrepresented lawyers:

i) Co-sponsor a program to educate young lawyers about establishing a career in family law with the Young Lawyers Division, including basic law practice management skills and how to build and run a law practice. Request to hold the Program at least annually at a meeting of the Young Lawyers Division. **Responsibility: CLE Committee**

ii) Develop specialized programming to historically underrepresented lawyers. **Responsibility: CLE Committee**

iii) Encourage each Committee to have an informal liaison from the Young Lawyers Division. **Responsibility: Strategic Planning Committee**

iv) Submit articles for publication in the Young Lawyer Division’s publications that cover nuts and bolts aspects of the practice of family law. **Responsibility: CLE and Member Benefits Committees**

v) Develop a column for the Family Advocate targeted to Young Lawyers. **Responsibility: Family Advocate Board**

vi) Develop an area on the section website targeted to Young Lawyers. **Responsibility: Section Staff**
o. Develop outreach programming targeted at Law Students of historically unrepresented lawyers:
   i) Co-sponsor a program to educate law school students about establishing a career in family law with the Law School Student Division. Responsibility: CLE Committee & Law Student Committee
   ii) Develop specialized programming with special appeal to historically underrepresented lawyers. Responsibility: CLE Committee
   iii) Ask Section members who are law professors or who teach course(s) at law schools to speak to students regarding the benefits of membership in the Section of Family Law. Responsibility: Member Benefits Committee
   iv) Host a program at the Fall and Spring meetings for area law students, inviting them to attend a panel discussion on career opportunities in the family law practice and the conference reception. Responsibility: Member Benefits Committee, Law Student Committee & Diversity Committee
   v) Develop a “tool kit” for members to use at their local law schools to produce a similar program at the local level. Responsibility: Member Benefits Committee
   vi) Develop a column for the Family Advocate targeted to law student members. Responsibility: Family Advocate Board
   vii) Develop an area on the section web site targeted to law students. Responsibility: Section Staff and Law Student Committee

3. RAISE AWARENESS THAT DIVERSITY IS VALUED AND WHY

a. Encourage a policy that the Section co-sponsor programs with other Sections or Divisions only if there is a diverse panel. Responsibility: Section Officers

b. Require Section Liaisons to the Commission on Women in the Profession, the Commission on Racial and Ethnic Diversity in the Profession, the ABA Commission on Sexual Orientation and Gender Identity, Commission on Hispanic Rights and Responsibilities to:
   i) report at the Fall and Spring Meetings of the Diversity Committee and to the Section Council regarding: (1) current developments and initiatives undertaken by those organizations; and (2) steps taken by the other ABA sections to increase diversity. Responsibility: Section Liaisons

c. Create and regularly update the Family Law web site for the Diversity Committee and attempt to have other relevant web sites (e.g. Commission on Women in the Profession, Commission on Racial and Ethnic Diversity in the Profession, Commission on Sexual Orientation and Gender Identity, Commission on Hispanic Rights and Responsibilities National Bar Association, National Native American Bar Association, Hispanic National Bar Association, National Asian Pacific
American Bar Association, National LGBT Bar Association etc.) link to the Diversity Committee site. Add links to these organizations to the Family Law Section’s web site. **Responsibility: Diversity Committee**

d. Encourage and recognize contributions by minority lawyers and women in the Section’s publications:
   i) Include photos of contributing authors where appropriate and within publishing guidelines. **Responsibility: Advocate Board, Family Law Quarterly Editor and Publication Board**
   ii) Include photos acknowledging diversity of membership in membership materials. **Responsibility: Section Staff**
   iii) Include regular reports on achievements in the diversity area in the *Family Advocate*. **Responsibility: Section Staff and the Diversity Committee**

e. Supporting activities of the Diversity Committee to increase diversity and publicize the Section’s efforts at increasing diversity. **Responsibility: Section Council**

f. Communicate the Section’s commitment to diversity as well as our desire to improve the Section’s image with minority bar associations and younger lawyers and:
   i) Encourage joint programming with the Commission on Women in the Profession, the Commission on Racial and Ethnic Diversity in the Profession, Sexual Orientation and Gender Identity, Commission on Hispanic Rights and Responsibilities and national and local minority bar associations. **Responsibility: Section Chair and Chair Elect**
   ii) Encourage joint programming with the Young Lawyers Division and state minority bar affiliate groups. **Responsibility: Section Chair and Chair Elect**
   iii) Encourage programming for local law schools in conjunction with the Fall and Spring Meetings. **Responsibility: Section Chair and Chair Elect**
   iv) Co-sponsor programs and activities with law schools in host cities. **Responsibility: Host Committee, Law Student Committee, Member Benefits Committee and Diversity Committee**
   v) Communicate first time registration discounts to young lawyers and minority lawyers. **Responsibility: Section Staff**
   vi) Solicit historically underrepresented and younger lawyer speakers from bar associations located in the host city. **Responsibility: CLE Committee**
   vii) Advertise programs in periodicals/newsletters for historically underrepresented bar associations and the Young Lawyer Division. **Responsibility: Section Staff**
   viii) Personally invite members and leaders of historically underrepresented and younger lawyer bar associations in the host city to programs and social events, waive any registration fees for the leaders of such
associations, and appoint Section members to serve as hosts to such attendees. **Responsibility: Host Committee and Section Chair**

g. Whenever possible, publicize in local and national media the efforts of the Section on its diversity initiatives. **Responsibility: Section Chair, Officers and Staff**
ABA SECTION OF FAMILY LAW
REIMBURSEMENT POLICY (REVISED 12/2014)

1. Reimbursement must be requested within 30 days from the last date of the meeting shown on the Reimbursement Request Form.

2. Airfare is reimbursed at a 14-day advance purchase rate. Members are encouraged to use ABA Online Travel. Attach e-ticket with itinerary, showing name of traveler; ticket issue date; dates of travel; airports of origin, destination and all airports both ways; coach or economy fare class; and fare. For rail travel submit itinerary with receipt showing total amount paid. Auto travel (indicate number of miles round trip) is reimbursed at current IRS rate.

3. Airline fares differ from different points of departure. In the event that the cost of (a) the airfare from a member’s preferred airport of departure is higher than (b) the airfare plus the cost of ground transportation to an alternative airport, a Section member who otherwise qualifies for reimbursement will be reimbursed for the lower cost of airfare plus the full cost of ground transportation, even where the latter exceeds the $50 allowable for ground transportation.

4. All Section members who qualify for airline reimbursement will receive compensation for the cost of checking a maximum of one bag to and one bag from the meeting destination. In the event that the airline allows one piece of luggage to be checked free of charge but charges for a second piece, there will be no reimbursement.

5. Ground transportation between airport, home, hotel or office will be limited to a maximum of $50 per meeting (See exception in 3). Attach original receipts.

6. Group meals require pre-approval by the Section Chair in consultation with the Financial Officer, unless the group meal was specifically approved as part of the annual budget.

7. No reimbursement will be made for lodging and meals en route.

8. Hotel and/or meals are reimbursed up to $100 per diem for each overnight at the meeting hotel, for a maximum number of nights as outlined below. An original hotel receipt showing a zero balance must be submitted with the Reimbursement Request Form.

9. For the purposes of the $100 per diem allowance, receipts for meals must provide details of food and beverage; tax; tip; and total paid.

10. All exceptions must be pre-approved in writing in advance. The written pre-approval must be submitted with the Reimbursement Request Form. All exceptions will be governed by ABA and Section Financial Policies.

FALL AND SPRING MEETINGS
Officers - maximum of 4 nights lodging/meals
Council - maximum of 3 nights lodging/meals
In order to qualify for reimbursement, members must have attended the meeting that qualifies them for reimbursement. As to Council, see Financial Policy for requirements for reimbursement.

Funded editorial/publication boards - maximum of 2 nights lodging/meals
Funded Committee – maximum of 1 night lodging/meals
No member may claim more than a total of 4 nights lodging/meals

ANNUAL MEETING
No reimbursements permitted per ABA policy