

**AMERICAN BAR ASSOCIATION  
YOUNG LAWYERS DIVISION**

**POLICY  
REGIONAL CONFERENCES**

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## **Article I Regional Conferences**

### **§ 1.1. Regional Conferences and Hosts Defined**

As used in this policy, the term “regional conference” means regional meetings or conferences organized and executed by American Bar Association (“Association”) Young Lawyers Division (“Division”) affiliates, including but not limited to local, state, or national affiliates, identified in this policy as “regional hosts.” The term shall not include conferences organized and executed by the Division that are targeted at a regional or local audience.

### **§ 1.2. Importance of Regional Conferences**

Regional conferences serve as an important mechanism for serving the members and the affiliates of the Division. Although they are not organized or executed by the Division, the Division attempts to provide limited support for regional conferences so that affiliates can successfully organize and execute these meetings of affiliate leaders and members.

### **§ 1.3. Protecting the Division and the Association**

The purpose of this policy is to protect the Division and the Association from any and all potential liability arising from the unauthorized use of the name of the Division or the Association. This policy is also designed to provide the parameters of Division activity when the name of the Division is used for co-sponsorship of regional conferences.

### **§ 1.4. Limitations of Co-sponsorship of Conferences**

The Division may be identified as a co-sponsor of a regional conference if the regional host seeks such co-sponsorship pursuant to the procedures outlined in Article III of this policy and consistent with the Association’s policies governing co-sponsorship. Even when the Division is a co-sponsor, the Division does not have primary authority or responsibility for organizing or executing the regional conference.

### **§ 1.5. Effective Date**

This policy and the procedures described herein will become effective for the Association’s 2005-06 bar year. All conferences taking place during the 2005-06 bar year must comply with this policy, regardless of when conference planning may have begun.

## **Article II**

### **Division Support for Regional Conferences**

#### **§ 2.1. Support Generally**

It is the policy of the Division to support regional conferences based on available resources and at the discretion of the Chair of the Division. Although a regional host need not seek Division co-sponsorship to receive the assistance outlined in Article II, priority will be given to those regional conferences where the Division is a co-sponsor.

#### **§ 2.2. Affiliate Assistance Team Planning Support**

Members of the Division's Affiliate Assistance Team are available to speak with regional hosts and offer suggestions for organizing and executing a regional conference. Additional suggestions are provided in the ABA/YLD Guide to Regional Conferences, a publication available from the Division.

#### **§ 2.3. Administrative Support**

The Division, through its staff and as approved by the Chair of the Division, will assist regional hosts by offering electronic promotion services to potential attendees, provided that such services comply with all applicable electronic communication laws. However, the Division will have no role in designing or printing promotional materials for regional conferences. In cases where the Division is a co-sponsor, the Division shall review and approve flyers prior to distribution, consistent with § 3.6(d) of this policy.

#### **§ 2.4. Division Subgrants**

Division subgrant monies may be awarded to support regional conferences as part of the subgrant award process. Subgrant applications must be supported by a demonstration of need and will be subjected to objective evaluation and prioritization. There is no guarantee that a subgrant will be awarded. Consistent with subgrant rules, subgrants may not be used to purchase food and beverages.

#### **§ 2.5. Attendance of Division Representatives**

Attendance of representatives of the Division, including members of the Affiliate Assistance Team, special projects coordinators, and Division officers, at the expense of the Division, shall be at the discretion and direction of the Chair of the Division based on the available financial resources and the specific role of the representative.

**§ 2.6. Contracts**

The Division shall not be a party to, or be involved in the negotiation of, contracts for regional conferences including but not limited to hotel contracts or food and beverage agreements.

**§ 2.7. Registration**

The Division shall not be a party to nor involved in the registration of regional conference attendees.

**§ 2.8. Fundraising**

Regional hosts are not bound by Association guidelines on fundraising because the Division is, at most, a co-sponsor of the regional conferences. Regional hosts may pursue fundraising consistent with their local or state bar association guidelines.

**§ 2.9. Continuing Legal Education**

Unless a specific exception is made by the Chair of the Division, the Division will not seek continuing legal education (CLE) approval for any CLE programs offered at a regional conference. Any regional conference for which the Division is identified as a co-sponsor must clearly indicate whether and in what states CLE approval will be sought. *See* § 3.4 of this Policy.

**Article III  
Division Co-sponsorship****§ 3.1. Co-sponsorship Generally**

Article III of this policy provides the sole means by which regional hosts shall seek co-sponsorship of regional conferences, which includes the right to reference the name of the Division consistent with §§ 3.2 and 3.3.

**§ 3.2. Reference to Division and “ABA/YLD” Limited**

Unless a specific exception is granted by the Chair of the Division, only regional conferences for which the Division has been approved as a co-sponsor may reference the Division name or the “ABA/YLD” acronym in any program or promotional materials.

### § 3.3. Proper Use of Division Name in Conjunction with Conferences

(a) If the Division is a co-sponsor, regional conference materials may refer to the regional conference only as follows:

*“[Insert conference name, e.g., Midwest or Rocky Mountain] **Regional Young Lawyers Conference of ABA/YLD Affiliates, hosted by [Insert name of Regional Host(s)] and cosponsored by [insert any other cosponsors] and the American Bar Association Young Lawyers Division (ABA/YLD).”***

OR

*“[Insert conference name, e.g., Midwest or Rocky Mountain] **Regional Young Lawyers Conference hosted by [Insert name of Regional Host(s)] and cosponsored by [insert any other cosponsors] and the American Bar Association Young Lawyers Division (ABA/YLD).”***

(b) Regional hosts may not refer to regional conferences as “ABA/YLD Regional Conferences” because that use of the Division name is inconsistent with Association policy on the use of the Association name, and because use of that name has the potential to create confusion as to which organization is responsible for the conference.

(c) Notwithstanding the restrictions on using the name of the Division provided in subsections (a) and (b), the name of the Division or the “ABA/YLD” name may be used to identify ABA/YLD projects and programs. For example, the agenda may include a presentation on We the Jury, the 2004-2005 ABA/YLD National Public Service Project, or a guest speaker could be identified as a member of the ABA/YLD Affiliate Assistance Team.

### § 3.4. Continuing Legal Education

(a) If any CLE is offered at a Division co-sponsored regional conference, all written materials referencing the agenda or programs scheduled and executed for the regional conference, including but not limited to brochures, registration materials and CLE handouts, must include the following statement:

*“State CLE accreditation has been [or will be] sought by [insert name of regional host] for the following state[s]: \_\_\_\_\_. Attendees seeking CLE accreditation for other states must pursue such accreditation on their own. General CLE accreditation through the American Bar Association will not be sought.”*

(b) In rare instances, the Division, at the discretion of the Chair, may make an exception and seek accreditation through the Association for some or all of the CLE programs offered at a regional conference. In such cases, regional hosts should consult with the Division to confirm the appropriate disclaimer (if any) that must be included in all written materials.

### **§ 3.5. Anti-discrimination policy**

Regional hosts must agree to comply with the Association's anti-discrimination policy before Division co-sponsorship will be approved. A copy of that policy will be provided to regional hosts in the co-sponsorship application packet. *See* § 3.6(a).

### **§ 3.6. Procedure for Seeking and Retaining Division Co-Sponsorship**

Regional hosts who desire Division co-sponsorship must do all of the following:

- (a) Request a co-sponsorship application packet of materials from the Division. This will include a copy of the ABA/YLD Guide to Regional Conferences and the Association's anti-discrimination policy, among other documents. Regional hosts are advised to request this application as soon as they have decided to host a conference.
- (b) Complete the "Request for Division Co-Sponsorship" form that is part of the co-sponsorship packet.
- (c) Comply with all rules outlined in this policy. This includes not using the Division name, in any way, until co-sponsorship is approved, and only in ways approved by this policy after co-sponsorship is approved.
- (d) Once co-sponsorship is approved, provide the Division with a draft of any program brochures and registration materials at least 14 days before they are distributed. The Division reserves the right to require changes to any language that is inconsistent with this Policy, and to revoke its co-sponsorship if the required changes are not made.
- (e) Once co-sponsorship is approved, continue to provide the Division with updated information as requested by the Division (*e.g.*, a copy of the final schedule, CLE materials and other information).
- (f) Provide the Division with a list of all those who attended the conference.

**§ 3.7. Notification Process**

The Chair of the Division, in consultation with Division staff, will review requests for co-sponsorship. The regional host will receive written notice of approval or disapproval, or a request for additional information, within 21 days of receipt of the information.

**§ 3.8. Appeals and Oversight**

A regional host that is denied co-sponsorship shall have the right to appeal that decision to the Division's Executive Committee. The Executive Committee may act by majority vote to grant co-sponsorship, provided that the co-sponsorship is consistent with this policy and with existing Association policy as provided in the Association's Policy & Procedures Handbook, which governs all Division actions, including those regarding regional conferences.