

**Sponsorship and Contributions Guidelines
Oregon State Bar
Real Estate and Land Use Section**

Adopted by Executive Committee December 6, 2013

The Real Estate and Land Use Section of the Oregon State Bar is committed to providing or assisting others to provide public service, law improvement, diversity and education for its members and the Oregon State Bar as a whole. The Section regularly receives requests for sponsorships and contributions to other entities that provide these opportunities.

The Section requests that entities seeking sponsorship or a contribution from the Section address these factors in their communication with the Section. The Executive Committee may ask an entity to provide additional information.

The Section's Executive Committee will consider the guidelines below when deciding whether to sponsor or contribute to another entity or program and its level of sponsorship or contribution. The Executive Committee may consider other factors not listed. The Executive Committee may amend these guidelines at any time and will post the most current guidelines on its web site.

Guidelines Relating to Section Values:

1. Value to Membership. The Section exists principally to provide value to its members through service and education. The Executive Committee will consider whether a proposed sponsorship or contribution relates to real estate law or land use law; whether the entity or program is geared toward or open to section members or other professionals that interact with section members (such as real estate or title professionals and land use planners); or whether the program is geared toward the public to help the public interact with section members or other real estate or land use professionals.
2. Diversity and Inclusion. The Section is specifically committed to the Oregon State Bar and other real estate and land use professional associations' goals of diversity and inclusion. The Executive Committee will consider whether a sponsorship or contribution relates to those purposes.
3. Pro Bono. The Section specifically supports its membership providing pro bono service. The Executive Committee will consider whether a sponsorship or contribution relates to pro bono service.
4. Past Sponsorships and Contributions. The Section desires to provide sponsorship and contributions for a wide range of entities and programs. The Executive Committee will consider whether it has contributed to the requesting entity or program in the past

and the value of that sponsorship or contribution to the Section's membership, pro bono service or diversity and inclusion.

5. Use of Section Logo or Name. The Executive Committee may authorize or request an entity or program to use the Section's logo or name. The Section may consider the value of such advertising in determining whether to sponsor or contribute.

Guidelines Relating to Sponsorship or Contribution Amount:

6. Section Budget. The Section prepares an annual budget that includes line items for contributions generally and a specific contribution to the Campaign for Equal Justice. The Executive Committee will consider its budgeted amount for contributions, fund balance for the current year, and potential impact to future budget. The Executive Committee is unlikely to sponsor or contribute in any amount that would reduce its fund balance below the target reserve balance that it reported to the Bar as part of its budget package.

7. Complimentary items. Entities may provide the Section with complimentary admissions or other items as a benefit to sponsorship or a contribution. The Section will not reject a request based solely on whether an entity offers complimentary items, but may choose its level of sponsorship or contribution based on complimentary items offered at different levels. The Executive Committee may choose to reject an offered complimentary item if it believes the item would be an improper gift under Oregon law. The Executive Committee will consider the following to determine how to use a complimentary item.

- a. If the Section will be specifically mentioned or thanked publicly, an officer or Executive Committee member should use the complimentary item.
- b. If the event or item specifically relates to a current section activity, the Executive Committee will offer the item to a Section officer, Executive Committee member, Subcommittee member or other Section leader working on that activity.
- c. The Executive Committee may offer the item to a Section member that has provided service to the section, or a law student that has demonstrated interest in real estate or land use law.
- d. The Executive Committee delegates to the Chair of the Section the authority to offer the complimentary item if the item must be committed or used prior to an Executive Committee meeting, provided that if the Chair will offer the item to a member of the Section not mentioned above, the Chair will announce the item on the list serve or other means to give the all members equal opportunity to accept the item.

e. Persons receiving a complimentary item must use the item as a representative of the Section and are expected to follow up after the event or after using the item, such as by writing a short article about the event or item for the Section newsletter.