



EBA Policies

EBA Leadership Conference



**Energy Bar Association
Statement on
Diversity Adopted
March 2017**

Diversity and Inclusion

The Energy Bar Association (“EBA”) is committed to the goals of fostering an inclusive and diverse membership and increasing diversity across all levels of the Association. Attorneys and energy professionals in the energy field are welcome to join our ranks, regardless of race, creed, color, gender (including gender identity or expression), sexual orientation, family and marital status (including pregnancy), family responsibilities, religion, national origin, age, personal appearance, political affiliation, veterans status, disability, source of income (government, solo, corporate, firm practice), or place of residence or business (geographic diversity) and are encouraged to become active participants in the Association’s activities.

MEMORANDUM

To: Committee Chairs and Vice-Chairs, Chapter Leaders
From: EBA Office and EBA Board
Date: February 22, 2013, as revised August 8, 2013, updated 1.1.16
Re: Event Pricing For Committee and Chapter Events

Revised Pricing Structure

The EBA Board has adopted the following minimum fee structure for future EBA events organized at both the national and chapter levels. The proposed fee structures do not apply to either National or Chapter annual meetings. Those excluded events shall continue to be priced individually with prior approval from the EBA Board. Also, lower fees can be proposed for current students and government employees, as appropriate to the event.

Event Type	Member Fee	Non-Member Fee
In Person/Conference Call Event	\$35	\$60
Webinar	\$75	\$110
Networking Only events	\$15	\$15
Miscellaneous Events	15% above cost- price accordingly	15% above cost- price accordingly

The effective date for this pricing structure is May 1, 2013 for the rates stated above. The new rates would apply to events that have not been marketed as of the effective date, including events which are supported through sponsorship(s).

Discussion

The following bullet points highlight the reasoning behind the revised pricing structure:

- The Board has maintained the \$35 price for member attendance because low cost events are a significant benefit of membership in EBA and this pricing model was sufficient to cover the EBA's overhead costs.
- After reviewing non-member attendance trends, the Board has reduced the price for non-member attendance from \$80.00 to \$60.00. The intent behind this change is to encourage non-member attendance and hopefully boost membership of the organization. We strongly believe that EBA events are a strong selling point for the organization and wanted to ensure that such events were more accessible to non-members.

- Conference call only events and attend in person events require the same amount of staff time to market, register participants and set up for the event. Thus, the Board determined that the same rate should apply for all of these events. This also makes it easier for the EBA staff and event coordinators to know the cost structure and administer the back office functions for events.
- The EBA Strategic Plan identified “alternative education” as a goal for EBA. This includes recording and selling programs to those unable to participate live. Therefore, based on several estimates the EBA staff received for conducting and recording webinars, the average cost per person, with a CLE component offering is \$50.00 per person. The \$50.00 is EBA’s out of pocket cost to the webinar provider. Thus the Board determined that adding a \$50.00 charge to the \$35/\$60 structure described above was sufficient to cover EBA costs and provide value to members and non-members.
- In an effort to promote social events and allow for networking, the Board determined that a \$15 flat fee should be charged for events that are strictly social, such as a cocktail reception and happy hours. This pricing structure assumes EBA would not incur any incremental expenses from this type of event (which is usually the case). During these events, attendees pay for their own drinks or the entire event is sponsored. The cost of these events is the same for members and non-members as we think this will be a good opportunity to promote EBA to non-members.
- The Board also reviewed events that had a different structure, usually an education portion and a social portion. A good example of this type of event is the Enforcers and Defenders Forum, where there is a panel on various enforcement issues followed by a cocktail reception. These events vary dramatically in cost and structure and thus we thought setting a target for revenues in excess of costs was more appropriate for these events. Therefore, a pricing structure where the committee or chapter putting on such an event would develop a budget and price the event such that revenues are expected to be 15 percent above the cost of the event has been put in place. Included in the cost of the event would be an estimate of EBA staff time and resources.
- To encourage a variety of events, the Board would like to recommend renaming the programs so they do not only imply one-size-fits-all, “bring your own lunch” meetings. For example, we could start calling “brown bag” events EBA Energizers in order to promote flexibility in designing such events.

ENERGY BAR ASSOCIATION JOINT ENTERPRISE COMMITTEE GUIDELINES

Adopted February, 2014

I. Goal

The Joint Enterprise Committee (“JEC”): (i) with regard to educational programming, pursue greater joint enterprise opportunities with similar organizations; and (ii) with regard to networking, sponsor joint enterprise (cross-industry) networking opportunities. The JEC should work in conjunction with EBA Chapters and Committees.

II. Function of the JEC

The function of the JEC is to: (i) promote the EBA Strategic Plan; (ii) promote beneficial relationships with Allied Organizations; (iii) review and approve or decline sponsorship requests from other organizations; and (iv) promote and approve non-financial sponsorships of EBA events by Allied Organizations and other similarly situated organizations, including events by EBA Chapters and Committees.

The duties and responsibilities of the JEC do not include reviewing or approving requests for financial sponsorship of EBA events or advertising, developing or implementing EBA’s policies regarding such financial sponsorships or advertising. Requests for financial sponsorship of EBA events or advertising will be handled by the EBA office, working with the Advertising and Sponsorship Task Force.

III. Allied Organizations

Allied Organizations are organizations that the JEC and the EBA Executive Director determine would provide beneficial partnering and sponsorship opportunities for the EBA membership and would promote and not be inconsistent with EBA’s Core Purpose, EBA’s Mission Statement, EBA’s Core Values, and EBA’s Strategic Goals. The factors to consider in identifying Allied Organizations include but are not limited to:

1. *Profit or Non-profit Status of the Organization.* As a general policy, commercial entities or other for-profit organizations, including law firms and consulting firms, will not be identified as Allied Organizations, except under unique circumstances. Such exceptions shall be approved by both the JEC and the EBA President
2. *Type of Organization.* The purpose of the potential Allied Organization should not be inconsistent with EBA’s Core Purpose, EBA’s Mission Statement, EBA’s Core Values, or EBA’s Strategic Goals. For example, organizations such as bar associations or volunteer organizations might have purposes that are consistent with the EBA, while advocacy groups and for-profit organizations might not be consistent with the EBA’s purpose.

3. *Mission or Advocacy Position of the Organization.* One of EBA’s core values is to be position neutral. Each potential Allied Organization should be evaluated to ensure that its status as an Allied Organization does not conflict with this core value.
4. *Reputation of the Organization.* The reputation of an Allied Organization should be commensurate with the professional reputation of EBA.
5. *Programming/Events Offered by the Organization.* The organization’s programming/events should be beneficial and relevant to the interests of the EBA membership.
6. *Previous Sponsor.* The JEC should consider whether an organization has been a previous sponsor of any EBA events.

If an organization is identified as an Allied Organization, EBA will seek to form and continue partnering relationships with the organization. The JEC also will take into account the status of an organization as an Allied Organization in evaluating requests for EBA sponsorship(s).

IV. Criteria for Sponsorship

EBA encourages sponsorship by EBA of other organizations’ events, as well as sponsorship of EBA events by Allied Organizations and other similarly situated organizations. The JEC will review all requests for EBA sponsorship of another organization’s event on a case-by-case basis. All requests for EBA sponsorship of other organizations’ events must be approved by the JEC pursuant to the process outlined in Section V of these Guidelines. In those instances where the EBA and another organization collaborate and organize the event as a joint venture, the JEC will consider listing the organization as an event “co-sponsor.”

A. Evaluation Factors for Sponsorships

The factors the JEC will consider in evaluating whether to approve a sponsorship opportunity include, but are not limited to, the following:

1. Allied Organization Criteria
2. Timing, Location and Type of Event

In general, the EBA disfavors sponsoring any programs which will be held within one month prior to the EBA Annual and/or Mid-Year meeting and within 10 days of other EBA events.

3. Benefit to EBA Membership
4. Position Neutrality
5. EBA Office Support
6. Cost
7. Reciprocity

Interested parties must complete a co-sponsorship request form, <http://eba-net.org/networking/co-sponsor-meeting-eba>

JEC/Joint Sponsorship Request

The Energy Bar Association is pleased to have the opportunity to consider cosponsoring a program with your organization.

The mission of EBA is to promote the professional excellence and ethical integrity of its members in the practice, administration, and development of energy laws, regulations and policies by providing:

- superior educational programming,
- networking opportunities, and
- information resources.

Please complete the information below and submit to Lisa Levine, EBA Executive Director at llevine@eba-net.org and the Joint Enterprise Committee will consider your request.

Event Information

1. Principal Event Organizer and/or Other Involved Organizers:

(company, address, contact person, telephone, email)

2. Type of Organization:

(e.g., non-profit, consulting firm, professional conference organizer, university, etc.)

3. Name of Event:

4. Dates and Times:

(Please check the EBA online calendar as EBA ordinarily does not sponsor an event that conflicts with, or is within 30 days of its annual or mid-year national meeting, other similar EBA event, or another event for which it is a sponsor. <http://www.eba-net.org/calendar.php>)

5. Location:

6. Target Participants:

7. Description of Event:
(5-6 sentences or provide event brochure/agenda)

8. Benefits of Participation for EBA Members:
(See EBA Mission Statement above)

9. Registration Fee:
(Will organization give its member rate to EBA members for the event?)

10. Website for Event:

11. Event Brochure or Other Information:
(To the extent available, please submit copies of the agenda, participant list, and other descriptive information with your application)

12. Availability of CLE Credits:
(Please indicate for which states CLE credits are available)

Requested Action:

Inclusion of Event on EBA Calendar and Notification to EBA Members via Email Only

Request for EBA Support:

Host	Promoter
Co-host	Marketing by EBA of Event
Sponsor	Funds from EBA, if so state requested
Endorsement	amount \$_____

Please list requested roles/responsibilities for your organization and what you would like EBA to do (ex. Use of logo, assistance with marketing, registration, etc.)

Submit completed form to: Lisa A. Levine, CAE, Executive Director, 2000 M St., N.W., Suite 715, Washington, D.C. 20036; telephone: (202) 223-5625, email: LLevine@eba-net.org.