

SECTION DEPARTMENT FAQs

Lyndsay Jackson
Sections Department Director

HOW OFTEN DO WE NEED TO SEND eBLASTS?

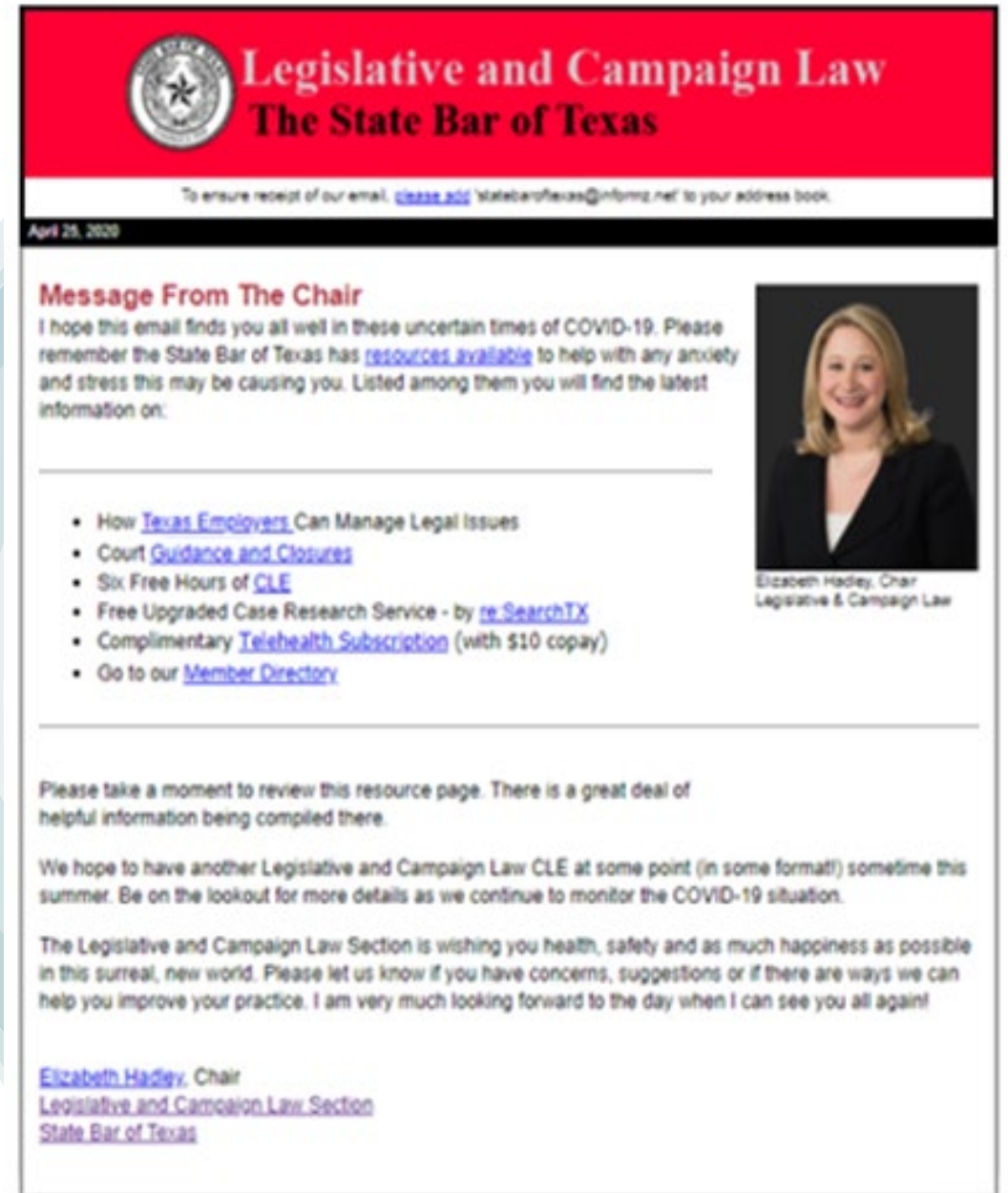
- ✓ More than once a week is too much, less than once a month is too little. Once or twice a month is average.
- ✓ State Bar Board Policy Manual requires sections send a minimum of 2 **newsletters** per year to their members.


WHAT DO YOU CONSIDER A NEWSLETTER?

- ✓ Newsletters can range from exceptionally detailed and professionally edited journals, to extremely simple and concise eblasts.
- ✓ Know your level of commitment and design style... and don't let perfection be the enemy of progress!

NEWSLETTER BASICS

- ✓ Message from the Chair
- ✓ Case Law Update/Spotlight
- ✓ Short Substantive Article(s)
- ✓ Save the Date/Upcoming Events
- ✓ Council List/Editorial Board




 **Legislative and Campaign Law**
The State Bar of Texas

To ensure receipt of our email, cleasas@statebarof texas@informz.net to your address book.

April 29, 2020

Message From The Chair

I hope this email finds you all well in these uncertain times of COVID-19. Please remember the State Bar of Texas has [resources available](#) to help with any anxiety and stress this may be causing you. Listed among them you will find the latest information on:



Elizabeth Hadley, Chair
Legislative & Campaign Law

- How [Texas Employers](#) Can Manage Legal Issues
- Court [Guidance and Closures](#)
- Six Free Hours of [CLE](#)
- Free Upgraded Case Research Service - by [re SearchTX](#)
- Complimentary [Telehealth Subscription](#) (with \$10 copay)
- Go to our [Member Directory](#)

Please take a moment to review this resource page. There is a great deal of helpful information being compiled there.

We hope to have another Legislative and Campaign Law CLE at some point (in some format!) sometime this summer. Be on the lookout for more details as we continue to monitor the COVID-19 situation.

The Legislative and Campaign Law Section is wishing you health, safety and as much happiness as possible in this surreal, new world. Please let us know if you have concerns, suggestions or if there are ways we can help you improve your practice. I am very much looking forward to the day when I can see you all again!

[Elizabeth Hadley](#), Chair
[Legislative and Campaign Law Section](#)
[State Bar of Texas](#)

How do we get contracts signed?

- ✓ Send all contracts to the Sections Department for signature.
- ✓ It typically takes 7-10 days to have a contract reviewed, signed, and sent back to you.

How do we pay for events and vendors?

- ✓ If it is an event the Sections Department is staffing, we will provide our department card for payment and/or as backup for the master account.
- ✓ If it is an event the Sections Department is **not** staffing, the chair will need to provide a personal card and will need to seek reimbursement OR the Accounting Department can provide their department card for vendors.

Does THE SECTIONS DEPT manage our on-site events?

- ✓ When asked by the section, we try to staff as many of your events on-site as we are able (we are always spread thin in April).
- ✓ When a staff member is asked to travel for an event, the section will cover the same reasonable travel reimbursements you provide your council members. If 2 staff members are requested to attend, the Sections Department will cover travel for the second.

HOW DO I SUBMIT a REIMBURSEMENT FORM?

- ✓ Send your reimbursement form and receipts to your section treasurer for approval (if you are the treasurer, send them to the chair). If approved, they will email it to Kokila.Sundaram@TexasBar.com in the Accounting Department, who will get you paid.

When SHOULD we START TO PLAN FOR an event?

- ✓ Planning events in less than 6 months is stressful, more expensive, and often leads to poor attendance.
- ✓ Pick 3 possible dates, then run them all by your council **before** bidding... changing contracted dates can be costly, but cancelling is even more so!

WHAT MIGHT AV AT a HOTEL COST?

- ✓ Projector packages can easily be \$2-3k per day.
- ✓ If meeting room wifi isn't included, the average cost is \$40 per device.
- ✓ Service fees and labor typically make up 30-40% of your total AV bill.
- ✓ You can bring your own AV, but it is generally not worth **your** effort.

WHAT SHOULD DINNER COST?

- ✓ Wine bottles should be less than \$70. Per glass should max around \$14.
- ✓ Cocktails need to be middle tier (not wells, but not top shelf).
- ✓ All in at \$150 per person (includes appetizers, dinner, dessert, drinks).
- ✓ Definitely tip, but check to make sure a gratuity was not already added (service fees are **not** gratuity).
- ✓ When budgeting, don't forget the service fees (typically 20-25%).

WHAT IS ATTRITION?

- ✓ Attrition describes the number of rooms in your block you are contracted to pay for, regardless of how many are actually booked.

HOW DO WE UPDATE OUR BYLAWS?

- ✓ First, read your bylaws... But in general, the council decides an update is needed, then you email me a redline copy for legal for review. When approved, you can give your members notice of the updates, and finally submit it to the Board for approval at one of their quarterly meetings.

HOW DO WE UPDATE OUR DUES?

- ✓ If the dues amount is listed in your bylaws then you need to update those.
- ✓ If not listed in your bylaws, the chair needs to send me a letter requesting the increase (I can provide a sample letter for reference).
- ✓ I will submit this signed letter to the State Bar Board of Directors for approval at one of their quarterly board meetings.

How do we get more new/younger members?

- ✓ Network with other sections, TYLA, local bar associations, law schools.
- ✓ Consider free membership for Law Students and New Lawyers.
- ✓ Add fresh blood to your council each year, solicit your membership.
- ✓ Host monthly/quarterly free lunch & learn webinars.
- ✓ Take part in the Hall of Sections at this year's Annual Meeting.

Do YOU
Have OTHER
QUESTIONS?



THANK YOU
FOR YOUR SERVICE TO SECTIONS!