

# ROANOKE BAR ASSOCIATION

## Judicial Investiture Policy

The Roanoke Bar Association, a non-profit organization under Internal Revenue Service Section 501(c)(6), has established the following policy with regard to judicial investiture ceremonies and receptions. This policy does not distinguish among the various judicial positions.

### **Mailing**

The Association will include with any regular mailing, notification of investiture proceedings. Notifications must be available in electronic format. Should the court wish to mail the notification itself, the Association will provide membership labels at no cost. The Association will assist with the mailing provided staff time is available and the court reimburses the Association for any cost associated with the printing, postage, and time expended in that effort.

### **Ceremony**

The Association will purchase, either by itself or with the assistance of other local bar associations, a robe for each judge. This policy applies to all judges, including those who are being elevated from one court to another court.

### **Reception**

If a judge owns a robe and declines to receive a new robe, the Association will contribute the cost of the robe to a reception.

The Association will agree to host, but not sponsor, a reception with no expenditure of Association staff time or general funds except as outlined above.

Members of the Association who are interested parties with regard to a reception may utilize the Association as an intermediary to accept and disburse donated funds. It will be the responsibility of those interested parties to:

1. Prepare and submit to the Association a budget of anticipated donations and expenditures.
2. Solicit from other sources funds sufficient to cover the expense of the event. Reception invoices will be paid by the Association only after sufficient funds are received.
3. Determine the event location and contract with an appropriate facility.
4. Contract and work with caterers, musicians, and any other vendors required for the reception.
5. Serve as a collection agent for any unpaid donations that have been pledged.