



## **AUSTRALASIAN INSTITUTE OF JUDICIAL ADMINISTRATION**

### **SPONSORSHIPS AND DONATIONS POLICY & PROCEDURE PROTOCOL**

#### **1. COMMENCEMENT DATE**

This policy commences on 1<sup>st</sup> day of May 2006.

#### **2. RELEVANT FACTORS**

The AIJA accepts sponsorships and donations. Sponsorships and donations shall be transparent and the names of donors (both past and present) shall be recorded and shall be readily ascertainable at all times.

In determining whether to accept sponsorships and donations, the AIJA shall take into account the following factors:

- Preservation of the reputations of the AIJA and council members.
- The likelihood that sponsorship monies or donations arise from activities inconsistent with the reputation of the AIJA and its council members.
- Whether sponsorships and donations could result in the disqualification of a council member from the hearing of a case.
- The likelihood that a sponsorship or donation may cause embarrassment to a council member or place a member in breach of principles of conduct or codes of conduct binding her or him in the performance of her or his office occupation or profession.
- Whether a speaker at any AIJA educational event is to be nominated inappropriately by the sponsor.
- Whether the sponsorship might affect the integrity or perceptions about the integrity of an AIJA activity.

3. **ELIGIBLE SPONSORS/DONORS**

The AIJA may accept sponsorships or donations from individuals, governments, institutions, statutory bodies, firms and other entities having a like interest to the AIJA in the objectives of reform in judicial administration and education concerning it.

4. **INELIGIBLE SPONSORS/DONORS**

The AIJA shall not be sponsored by or accept donations from political parties and organizations, companies or entities involved in issues which have attracted or are likely to attract legal controversy or bring the name of the AIJA into disrepute or public controversy.

5. **SPONSORSHIP CATEGORIES**

The AIJA may accept sponsorships or donations for the purpose of aiding and advancing the objectives of the AIJA, including:

- orations and lectures;
- annual conferences;
- other conferences, seminars, workshops and symposia;
- annual reports;
- reports, publications, research papers, newsletters, DVDs/CDs and other publications in digital format;
- attendance by speakers or delegates at Institute events;
- Institute programs and projects;
- such other activities of the Institute as may be considered suitable for sponsorships or donations.

6. **LOGOS, ETC.**

6.1 The AIJA may authorise sponsors' logos, trademarks, mission statements, slogans or other identifying material to appear on:

- brochures, pamphlets, newsletters, leaflets, conference and other flyers, invitations, publications and e-mail releases;
- annual reports;
- DVD and CD jackets;

- conference banners;
- such other property of the Institute as may be considered a suitable vehicle for the display of a sponsor's identifying material.

6.2 Sponsors' logos, trademarks, mission statements, slogans or other identifying material shall not appear separately on the Institute's website.

6.3 Persons entering into sponsorship agreements shall be named as "sponsors". They shall not be described as "partners".

## 7. **THE ROLE OF THE BOARD**

7.1 The board is authorised to make all decisions in connection with sponsorships and donations, including (but not limited to) the:

- acceptance and rejection of sponsorships and donations;
- manner in which sponsorships are to take effect.

7.2 The board may delegate all or part of its authority to the organising committee of a conference, seminar, oration or other Institute event.

7.3 The board may refer issues in connection with sponsorships and donations to the council for decision.

7.4 Council is to be consulted on sponsorships of more than \$5,000.

## 8. **NOTIFICATION OF SPONSORSHIPS & REGISTER**

8.1 Before a sponsorship is accepted, council members shall be notified by the secretariat by e-mail. The notification will include brief details of the proposed sponsorship, including the name of the sponsor, the amount to be paid under the sponsorship and the type of sponsorship.

8.2 Council members shall have three working days from the date on which the e-mail is sent to notify the secretariat of concerns in connection with the proposed sponsorship. All objections or concerns

shall be communicated to the board. The board shall consider all concerns before deciding whether to accept the sponsorship.

- 8.3 Council members shall be promptly notified by e-mail of the acceptance of sponsorships.
- 8.4 The secretariat shall maintain a register of sponsorships and donations. The register shall contain, in alphabetical order, the names of all sponsors/donors and brief details of their sponsorships/donations. Donations made subject to a condition of anonymity shall be entered into the register accordingly, with a notation to be placed next to the name of the donor – “made on condition of anonymity”.
- 8.5 Brief details of all sponsorships/donations shall appear as an item on the agenda for the council meeting following the sponsorship/donation. The identity of the donor shall not be disclosed if the donation has been made on condition of anonymity.