

Annual Report Submission Guidelines



2024-2025 Bar Year

Each year, section and committee chairs are asked to submit an annual report that will be compiled and posted to the CBA website at the end of the bar year. Past reports may be viewed by [clicking here](#).

Reports should contain a description of your section or committee's activities over the past year, including as many of the following as applicable:

- Meetings
- CLE
- Publications
- Legislative efforts
- Volunteer activities
- Diversity and inclusion efforts
- Other programs and events

We recommend that you take notes throughout the year, or refer to meeting minutes, to help make the annual report writing process quick and simple.

Please limit your annual report to four pages or less (except in special circumstances) and submit your report to amorelli@ctbar.org no later than **May 16, 2025**.

Connecticut Bar Association - Operations Policy

Policy Area	Meetings and Education
Subject	Refunds for Meetings
Title of Policy	Refund Policy
Effective Date	7/1/2014
Replaces (if applicable)	n/a

1. Policy Statement

Participant cancels meeting registration:

- Meeting registrations may be cancelled up to 48 hours before the start of the scheduled event. Members are encouraged to apply registration fees to a future event. Refunds will be issued upon written request.
- Refunds will not be issued for cancellations received within 48 hours of the start time of a scheduled event. The Executive Director may approve refunds within 48 hours in exceptional circumstances. A written request and explanation may be required.
- Requests for refund must be in writing or via email and be received before the cancellation deadline. Emails should be addressed to msc@ctbar.org and include the words “Meeting Cancellation” in the subject line and clearly refer to the appropriate meeting.
- Refunds are made by the same means as the payment received (e.g., check by check, credit card to the same credit card).

CBA cancels or postpones meeting (e.g., inclement weather).

- Registrations carried over to next event or if there is no such event a refund will be issued.

2. Reason for Policy / Background

The CBA relies upon paid registrations when planning for meetings, including but not limited to ordering food and making room arrangements. Additionally, in certain events, such as CLE programs, electronic materials are made available within 48 hours of the event. In each case late cancellation is expensive, disruptive to the meeting and unfair to participants.

3. Procedure to Implement Policy

The Policy Statement will be made available in a common place on the CBA website, and links made available on meeting registration notices.