

## **DUKE BAR ASSOCIATION BYLAWS**

### **I. DUTIES OF ELECTED OFFICERS, CHAIRPERSONS, AND REPRESENTATIVES**

#### **A. All Elected Officers, Chairpersons, and Representatives shall:**

- (1) Meet the eligibility requirements of office as set forth in the Constitution
  - (a) Article X, Section 1(A)(2) of the DBA Constitution shall mean: To be eligible, all DBA Executive Board members must be taking at least one class per semester, for law credit, graded or ungraded, for any number of credit hours. Study Abroad programs and externships not in the greater Raleigh-Durham Area will not independently satisfy this requirement.
- (2) Read the Bylaws once elected into office;
- (3) Attend all meetings during which there is no personal class conflict and, if a meeting must be missed, notify the Secretary. The President may impose sanctions at his or her discretion, including methods as described in the Association Constitution, Article X;
- (4) Participate in the regular voting activities of the Executive Board, as described elsewhere in Section V and in the Association Constitution, Article IV;
- (5) Keep adequate records, which shall include:
  - (a) A list of committees, events, and other activities in which the Executive Board member assisted in planning or coordinated in an official capacity;
  - (b) Any useful documents related to such events or activities that may prove helpful to others planning similar events in the future;
  - (c) Communicate to the incoming Executive Board member in the position the Executive Board member is vacating reflecting on the previous year and providing advice for how best to fulfill the duties of the position. This should occur during the transition meeting between the old and new Executive Board;
  - (d) Any other records the Executive Board member may feel would be useful;
- (6) Provide a copy of his or her records (described in subsection 5 above) to the Secretary at the conclusion of his or her term, who will forward the records to the newly elected Secretary;
- (7) Attend at least one DBA sponsored community service event per semester and one DBA sponsored social event;
- (8) Conduct at least one office hour session per semester;
- (9) Serve on the Budget Committee.
- (10) Execute other duties as assigned by the Executive Board.
- (11) Maintain the common spaces
  - a) The DBA Executive Board reserves the right to clean common areas in the law school if necessary to maintain a healthy environment or our reputation as responsible individuals in the eyes of the wider Duke Law and Durham communities.
  - b) This includes the ability to discard property judged to be abandoned, as long as an effort is made to ensure the owners have a chance to claim the property before disposal.
  - c) The "as long as an effort is made" requirement in VII(b) can be

satisfied with appropriately placed signs or other notices of upcoming cleaning dates.

**B. The President shall:**

- (1) Call and preside at all meetings of the Executive Board;
- (2) Appoint unfilled Officer, Class Representative, or Committee positions, subject to Executive Board approval;
- (3) Create new committee or member positions as necessary, subject to Executive Board approval;
- (4) Serve as the spokesperson of the Association to the community at large by presenting to the Association membership;
- (5) Represent the Association to the Faculty and Deans of the Law School and to the Administration of the University, to discuss and refine future roles and activities of the Association, including:
  - (a) One meeting per semester with the Dean of the Law School;
  - (b) Weekly meetings with the Dean of Student Affairs;
- (6) Represent the Association before the Law School Board of Visitors, including an annual report about Association activities and goals to be given at the spring meeting of the Board of Visitors by both the President and the President-elect;
- (7) Make a presentation to incoming students during the first full month of the fall semester; and
- (8) Serve on the Budget Committee; and
- (9) Maintain a working knowledge of the Bylaws and enforce them when necessary

**C. The Internal Vice-President shall:**

- (1) Perform the President's duties in his or her absence;
- (2) Oversee all elections and appointments as specified in the Association Constitution, Article IX;
- (3) Facilitate an update of the Association Bylaws as necessary;
- (4) Serve on the Budget Committee; and
- (5) Coordinate the mentoring program and at least two associated events per semester. The mentoring program may establish:
  - (a) Career mentoring between 2Ls and 3Ls; and
  - (b) General mentoring between upper-class students and 1Ls/LLMs.
- (6) Maintain a working knowledge of the Bylaws and enforce them when necessary
- (7) Shall ensure that everyone on the Executive Board has a working knowledge with the DBA Bylaws and DBA Constitution

**D. The External Vice-President shall:**

- (1) Serve as the liaison between the Executive Board and other student organizations of the Law School;
- (2) Coordinate updates, at least once per semester, from Faculty-Student Committee Representatives, GPSC Representatives, and ABA Representatives at Executive Board meetings;
- (3) Coordinate communications to the Faculty-Student Committees, GPSC, and the

- ABA from the Executive Board;
- (4) Attend all Community Roundtable meetings, giving DBA status reports as needed;
  - (5) Perform the President's duties in the absence of both the President and Internal Vice-President; and
  - (6) Serve on the Budget Committee.
  - (7) Maintain a working knowledge of the Bylaws and enforce them when necessary;
  - (8) Maintain a list of all DBA recognized organizations and their respective representatives.
  - (9) Ensure that all active DBA organizations have followed the guidelines in Article IV Sections D and E.

**E. The Secretary shall:**

- (1) Be responsible for the Association's internal correspondence;
- (2) Take minutes of the meetings of the Executive Board;
- (3) Arrange dates, times, and locations of all Association meetings;
- (4) Prepare agendas for every Association meeting;
- (5) Post a copy of the minutes to the appropriate group of meeting attendees within forty-eight (48) hours of the meeting;
- (6) Maintain a record of all correspondence, minutes, and other documents of the Association;
- (7) Collect and distribute position descriptions and associated transition materials; and
- (8) Serve on the Budget Committee.

**F. The Treasurer shall:**

- (1) Oversee the collection and disbursements of the Association's funds.
- (2) Communicate funding decisions to the respective club officers;
- (3) Keep a permanent and timely record of all disbursements and account balances of the Association, in compliance with University requirements, which shall be reported to the Executive Board at the first meeting of each month;
- (4) Maintain books of the Association, containing a separate account for each source of income, for each allocation of funds made by the Executive Board, and for such additional accounts as shall be necessary to accurately reflect the Association's financial standing at all times;
- (5) Distribute an annual report to the Executive Board at the end of his or her term showing the total funds derived from each source, the total expenditures made under each allocation, and the balances on hand;
- (6) Collect event summary reports from DBA Organizations for events given more than \$1,000 in DBA funding;
- (7) Call and preside over all meetings of the Budget Committee, ensuring the goals of the committee are continually met, as described in Section II(F);
- (8) Call and preside over all meetings of the Finance Committee, ensuring the goals of the committee are continually met, as described in Section II(G);
- (9) Disseminate funding guidelines to the Association including the following two (2) presentations at the Community Roundtable meetings:
  - (i) One in the spring semester after Spring Break and

- (ii) One in the fall semester at the beginning of the year;
- (10) Disseminate Fellowship guidelines to student body once per semester, and call and preside over Fellowship Committee once a semester; and
- (11) Reply to emails within one business day.

**G. The Academic Chairperson shall:**

- (1) Plan all academic and career related activities of the DBA;
- (2) Annually update the De Novo publication before the conclusion of the committee's term and distribute it to admitted students prior to "admitted students' weekend." It shall also be made available to the general student body;
- (3) Institute programming to facilitate faculty and administration interactions with students;
- (5) Coordinate a textbook swap program every semester;
- (6) Chair the D.O.N.E. Awards Committee;
- (7) Update D.O.N.E. Award plaques;
- (8) Form an Academic Committee if necessary.

**H. The Community Service Chairperson shall:**

- (1) Serve as chairperson of the Community Service Committee, ensuring the goals of the committee are continually met, as described in Section II(E);
- (2) Serve as the DBA representative to the Public Interest Law Foundation; and
- (3) Provide regular updates to the Executive Board regarding the progress of the committee's activities.

**I. The Social Chairperson shall:**

- (1) Serve as chairperson of the Social Committee, ensuring the goals of the committee are continually met, as described in Section II(I);
- (2) Oversee the following: If a student organization chartered by DBA wishes to hold a fundraiser in conjunction with Bar Review to benefit either (a) the student organization or (b) a third party organization or charity, they are subject to the following:
  - (A) The student organization should contact the Social Chairperson directly **no later than** two Mondays before the proposed event and provide the following information:
    - i. The proposed date, location and time of the event with confirmation from the bar that they are willing to host a fundraiser for the stated organization
    - ii. The student organization and members involved in coordinating the fundraiser
    - iii. The organization or charity to which proceeds will be given at the conclusion of the event subject to the additional requirements in (3)(iii)
    - iv. Terms of the fundraiser, including the percentage of profits which will go to the specified charity or organization, and a method of opting out for students who do not wish to participate in the fundraiser. Options of opt-outs include but are not limited to:
      - a. Having a donation jar at the bar;

- b. Allowing attendees to elect inclusion in the donation scheme via placing their receipts in a jar;
  - c. The same as (b), but with the jar indicating desire NOT to be included in the donation scheme; or
  - d. Having a donation table at Bar Review.
- (B) At the DBA meeting two meetings prior to the event, a representative of the student group shall present the aforementioned proposal to the Board. Once the Board ensures that the requirements of this bylaw have been met, the burden will be on the student group to solidify all details consistent with their proposal. This process must be complete no later than one week prior to the event.
- (C) Student organizations seeking to fundraise at bar review are subject to the following limitations:
- i. Student organizations are limited to one fundraiser per semester per group. i. There will be no more than one fundraiser bar review per month, subject to the Board's review of demand and other social calendar considerations. The Board will decide by majority vote.
  - ii. A student organization may only fundraise for an IRS designated 501(c)(3) organization, for a Duke Law recognized student organization pursuant to the list on <https://law.duke.edu/students/orgs/>, or for a Duke Law recognized clinic.
- (D) Requests will be processed in the order that they are received.
- (E) If (2)(A) and (2)(B) are not met, any organization that still wishes to host their event independent of Bar Review maintains the right to notify the student body of their fundraiser through the DBA Weekly Digest.
- (3) Provide regular updates to the Executive Board regarding the progress of the Committee's activities;
- (4) Post time, date, and location of general social events at least 48 hours prior;
- (5) Announce Fall Cocktail, Halloween Social, Barrister's Ball, and any other major social event within the first full month of the semester.

**J. The Athletic Chairperson shall:**

- (1) Promote, organize, and communicate law student athletic activities, such as:
  - (a) Softball;
  - (b) Bowling; and
  - (c) Intramural activities;
- (2) Maintain and distribute the necessary athletic equipment for the organized sports;
- (3) Serve as a resource for any law student that would like to create a new sports league;
- (4) Provide regular updates to the Executive Board regarding the progress of the Committee's activities;
- (5) Create a committee if necessary.

**K. The Communications Chairperson shall:**

- (1) Update and send out the DBA Digest every Monday, which:
  - (a) Shall (or should) include:
    - (i) All DBA events for the week;
    - (ii) Announcements from the Executive Board; and
    - (iii) Reminders for future events hosted by DBA
  - (b) May also include:
    - (i) Meeting minutes from the previous week;
    - (ii) Recognition of individual student achievements;
    - (iii) Recognition of faculty achievements; and
    - (iv) Announcements pursuant to I(I)(2)(D)
  - (c) The above listed inclusions are the only permitted inclusions.
    - (i) Exception to the above can made by:
    - (ii) An affirmative vote of 3/4 of the total Executive Board, or
    - (iii) If class is out of session (spring, fall, winter and summer breaks), unanimous affirmative vote by the President and both Vice Presidents.
- (2) Update and manage the DBA Executive listserv, website, and social media; and
- (3) Check DBA e-mail regularly and forward e-mails to the relevant Officer(s).

**L. The Leadership Chairperson shall:**

- (1) Serve as chairperson of the Leadership Committee;
- (2) Plan monthly DBA Event;
- (3) Create programs to foster professionalism among the student body. Programs will be on topics such as networking, etiquette, time management, and establishing credibility; and
- (4) Provide regular updates to the Executive Board regarding the progress of any Leadership activities.

**M. The Class and LLM Representatives shall:**

- (1) Represent their respective classes on the Executive Board;
- (2) Organize one event a year for their respective classes to further school spirit;
- (3) Serve on at least one (1) standing DBA committee;
- (4) Encourage Association members to serve on DBA committees;
- (5) Regularly monitor the DBA Suggestions Form, and bring any pressing matters to the attention of the Executive Board at meetings.

**N. The ABA Representative shall:**

- (1) Serve as a liaison and provide updates between the Association and the ABA Law Student Division;
- (2) Provide regular updates to the Executive Board regarding ABA Law Student Division activities; and
- (3) May attend ABA Law Student Division meetings.

**O. The Graduate and Professional Student Council (GPSC) Representatives shall:**

- (1) Attend or secure a proxy for the GPSC meetings;
- (2) Serve as a liaison between the Association and the GPSC, and particularly between the Executive Board and the GPSC; and
- (3) Provide regular updates to the Executive Board regarding GPSC activities.

**P. The Faculty-Student Committee Representatives shall:**

- (1) Attend or secure a proxy for meetings of the respective Faculty-Student committees;
- (2) Serve as a liaison between the Association and the respective Faculty-Student Committee;
- (3) Attend the designated monthly Faculty-Student committee DBA meeting and report on non-confidential Faculty-Student Committee activities;
- (4) In addition, the Judicial Board Representatives may:
  - (a) Assist the Office of Student Affairs with Honors Week to be held once a year;
  - (b) Develop and implement Honor Code awareness; and
  - (c) Develop and implement Blueprint activities.

**II. INTERNAL DBA COMMITTEES**

**A. General**

- (1) At least one Class Representative from each class year shall serve on each committee.
  - (a) Each chairperson is encouraged to appoint an LL.M. to his/her respective committee unless otherwise required in the relevant section below.
- (2) The chairperson shall have the following responsibilities for each respective committee:
  - (a) Coordinate committee member responsibilities and delegate responsibilities such that each committee member is an active participant in the committee; and
  - (b) Provide a status report at the Executive Board meeting as needed.
- (3) Unless otherwise indicated by the school administration, there shall be one Committee Representative from each class year for any Faculty-Student committee.
- (4) The committee programming listed in the following sections is exhaustive. Any changes to DBA programming shall be approved by a majority vote by the Executive Board. Factors to consider in making this decision include:
  - (a) Past tradition,
  - (b) Success of the event,
  - (c) Furtherance of DBA goals,
  - (d) Ability to attract less active Association members, and
  - (e) Support from the Faculty and Administration.
- (5) The following shall be DBA standing committees: Budget, D.O.N.E. Awards, Fellowship, and Finance; and
- (6) The following shall be committees that meet as needed: Academic, Athletic, Community Service, Social, Leadership, and various Faculty-Student committees as specified by the Administration.

**B. Funding**

- (1) The Budget committee shall allocate funding to these committees during the normal budgetary process.

**C. Composition**

- (1) Incoming second and third year committee members shall be appointed by the Executive Board immediately following the spring elections;
- (2) First year and L.L.M. committee members shall be appointed by the Executive Board immediately after the fall elections.
- (3) Each committee must at all times contain the following members:
  - (a) The chairperson;
  - (b) At least one Class Representative from each of the three student classes; and
  - (c) The inclusion of LL.M. Representatives pursuant to Section II(A).
- (4) The chairperson has the discretion to extend invitations to join his/her respective committee to the general student body and to encourage faculty-student committee members to join a committee as long as the composition requirements in Section (3) above are met.
- (5) The requirements of this section are to be followed unless otherwise specified.

**D. Tenure**

- (1) All committee member terms shall begin immediately upon appointment and shall terminate at the conclusion of his or her term on the DBA Executive Board.
- (2) Each chairperson may dismiss and appoint committee members at their discretion, provided that the composition requirements are met.

**E. The Community Service Committee shall:**

- (1) Plan a monthly community service activity on behalf of DBA, including:
  - (a) Dedicated to Durham, once a semester;
  - (b) Staff Appreciation Day;
  - (c) Blood drive, at least one per year; and
  - (d) Thanksgiving Canned Food Drive.
- (2) Serve as a resource for any law student that would like to participate in community service in the Durham community; and
- (3) Recognize outstanding law students who contribute to community service in the Durham community as the committee sees fit.

**F. The Budget Committee**

- (1) Composition
  - (a) The Budget Committee shall be composed of all members of the DBA Executive Board. .
- (2) Duties. The Budget Committee shall:
  - (a) Set general funding allocation and guidelines for the upcoming fiscal year by the DBA Executive Board after Spring elections and before the end of the spring semester;
  - (b) Prepare and adopt the budget pursuant to the following guidelines:
    - (i) The budget shall reflect the fiscal year July 1 - June 30;
    - (ii) The Budget Committee shall make allocations according to the following general delineations:
      - (A) Academic;



- (B) Athletic;
  - (C) Community Service;
  - (D) Executive;
  - (E) External;
  - (F) Fellowship
  - (G) Internal Vice President;
  - (H) Leadership;
  - (I) President; and
  - (J) Social;
- (iii) The Budget Committee shall consider in apportioning funds traditional student initiatives as well as newly proposed community focused events. This may include the PILF Auction Gala, Tricky Dick, Passover Seder, and professional symposia organized by DBA chartered organizations.
- (3) The Treasurer shall present a report of the previous spending at the Budget Committee meeting.
- (4) The President or Treasurer may convene a meeting of the Budget Committee in order to reallocate funding in times of necessity.

#### **G. The Finance Committee**

- (1) Composition
- (a) The Finance Committee must include the Treasurer and one Class Representative from each class.
- (2) Duties. The Finance Committee shall:
- (a) Convene at least twice a month, separately from the Executive Board. The Committee shall meet at a set time for the entire semester;
  - (b) Require club representatives to appear before the finance committee to justify funding requests;
  - (c) Solicit information from clubs regarding funding requests
  - (d) Determine funding recommendations to the DBA Executive Board by a majority vote, with at least three members voting. In the case that the Finance Committee recommends that a funding request be presented to the Executive Board, the committee can provide a recommendation to the Board.
- (3) Voting:
- (a) A non DBA Executive Board members must attend two Finance Committee meetings as a non requesting member of the Association, and must alert the Treasurer that (s)he intends to become a voting member of the Finance Committee at the start of the first meeting at which s(h)e attends as a non-requesting member of the Association, before (s)he may vote.
  - (b) The Treasurer shall only vote to break ties.
  - (c) Members with a conflict of interest, such as being a member of the requesting group, shall abstain from that vote.

#### **H. The Fellowship Committee**

- (1) Composition
- (a) The Fellowship Committee must include the Treasurer and one Class

Representative from each class, with a minimum of five total members

(2) Duties. The Fellowship Committee shall:

(a) Convene each of the spring and fall semesters at times and locations determined by the Treasurer;

(i) The Committee will meet at least once each semester, with the first meeting occurring shortly after the priority deadline for Fellowship applications

(ii) Additional meetings, for applications submitted after the priority deadline, will be held on an as needed-basis, provided funding is still available.

(b) Require applicants to submit an application, to be collected by the IVP, with such application including:

(i) The name and location of the Project, Trip, or Conference;

(ii) A detailed description of the Project, Trip, or Conference;

(iii) A statement of motivation for the Project, Trip, or Conference;

(iv) A statement discussing how the Law School and its students will benefit from the Project, Trip, or Conference;

(v) An amount of requested funds, including a detailed breakdown of all projected expenses; and

(vi) Any additional information to aid the Fellowship Committee in understanding the request;

(c) Review anonymized applications compiled by the IVP prior to convening; and

(d) Determine the allocation of funds from the Fellowship budget to applicants by a majority decision, taking into account factors such as:

(i) The benefit to the Law School and its students beyond those benefits to the individual applicant;

(ii) The willingness of the applicant to attend or participate in the stated Project, Trip, or Conference; and

(iii) The reasonableness of projected expenses in furthering the interests of the Law School and its students.

(3) Deadlines

(a) Priority Deadline

(i) The priority deadline for Fellowship applications shall be set by the IVP and shall take place:

(1) Fall semester: by the end of September

(2) Spring semester: by the end of January

(ii) All applications received by this deadline shall be reviewed first, on an equal basis. All others received after shall be reviewed, depending on available funding.

(b) Rolling Deadline

(i) Additional Fellowship applications may be considered after this deadline, depending on available resources and expected benefits to the Law School community.

(4) Funds

(a) The funds allocated in the budget under Fellowship shall be initially allocated evenly between the fall and spring semesters.

(b) Any funds allocated in the fall semester committee meeting that are not

spent shall be added to the funds to be allocated in the spring semester.

**J. The Social Committee shall:**

- (1) Promote, organize, and supervise all social and extracurricular activities for DBA. These activities shall include:
  - (a) Bar Review;
  - (b) Fall Cocktail, a semi-formal event;
  - (c) The Halloween Party;
  - (d) Admitted Students Weekend Social Activity;
  - (e) Barrister's Ball; and
  - (f) Other activities for the enjoyment of the entire student body, such as but not limited to:
    - (i) Laser Tag;
    - (ii) Museum visits;
    - (iii) Sporting events;
    - (iv) Discount group tickets for shows and performances; and
    - (vi) Food tours.

**K. The Duke Outstanding and Noteworthy Endeavors (D.O.N.E.) Committee**

- (1) Composition
  - (a) The Award Committee shall be comprised of six (6) members.
  - (b) There shall be two (2) Association members from each class.
  - (c) There must be at least two students on the committee that are not current members of the Executive Board.
  - (d) The Executive Board must approve the individuals on the selection committee.
- (2) Secret Committee
  - (a) The Award Committee is a secret committee. The names of the members shall not be disclosed.
- (3) Duties. The Award Committee shall:
  - (a) Solicit nominations for the award from the student body in early February to the end of Spring Break; and
  - (b) Select the award recipient. The recipient does not necessarily have to be the teacher who receives the most nominations. Other factors may be included. Prior award winners are not precluded from winning the award.
- (4) Oversight
  - (a) The Committee shall be overseen by the Academic Chairperson who will serve as a non-voting member of the Committee
  - (b) The Academic Chairperson shall coordinate:
    - (i) Committee meetings;
    - (ii) The presentation of the award;
    - (iii) The plaque update; and
    - (iv) The coordination of a small plaque for the recipient.
- (5) Awards must at least include:
  - (a) Distinguished Teaching Award
  - (b) Outstanding Student Organization Leader
  - (c) Outstanding Student Contribution to the Duke Law Community
  - (d) Greatest Contribution to Civic Discourse
  - (e) Greatest Role in Building Relationships

(f) Greatest Service to the Outside Community

### **III. THE FACULTY-STUDENT COMMITTEES**

#### **A. Each committee member shall:**

- (1) Report to the Executive Board on the non-confidential activities of their respective committees at least once a semester.

#### **B. Each faculty-student committee shall:**

- (1) Prepare a written report to the External Vice-President at the end of the committee's term. This report shall include:
  - (a) The non-confidential activities of the committee of the previous year; and
  - (b) The anticipated non-confidential activities for the following year.

#### **C. Current committees in existence:**

- (1) Admissions;
- (2) Student Career and Professional Development;
- (3) Curriculum;
- (4) Library and Technology;
- (5) Judicial Board;
- (5) Appeals Board;
- (6) Alumni and Development;
- (7) Entry Level Faculty Appointments; and
- (8) Lateral Faculty Appointments

### **IV. ASSOCIATION-RECOGNIZED STUDENT ORGANIZATIONS**

#### **A. Recognition**

- (1) DBA's recognition of a student organization will allow the student organization to request funding from student dues, inclusion of the appropriate club officers at the Community Roundtable, and other benefits as the Executive Board deems.

#### **B. Eligibility**

- (1) Any member of the Association shall have the right to propose a student organization be recognized by the Duke Bar Association.
- (2) Pursuant to Section C below, the Executive Board shall determine recognition of student organizations.

#### **C. Proposal to the Executive Board.**

- (1) In order for the organization to be recognized, the Executive Board shall consider the eligibility of the student organization.
- (2) The organization's proposer(s) shall be required to give a presentation in person to the Executive Board of the Association. The presentation must include:
  - (a) A list of anticipated board members;
  - (b) A list of at least twenty (20) students potentially interested in

- membership; and
- (c) The mission statement.
- (3) The Executive Board shall approve an organization's proposal by a majority vote by considering the following factors:
  - (a) Membership from the various classes;
  - (b) Long term viability including, but not limited to, the certainty of future student membership;
  - (c) Appeal to the general student body beyond the core membership;
  - (d) The potential for the club to collaborate with student organizations; and
  - (e) Whether the proposed club will serve needs not otherwise provided for at Duke Law (by a student group, administration, etc.).

**D. Active status.**

- (1) An organization shall maintain active status as recognized by the Association by fulfilling the following requirements. Failure to meet all the requirements shall require the organization to resubmit a proposal for recognition pursuant to Section C above.
- (2) An organization must have at least one event open to the Association each semester. Examples of events that are "open to the Association" include, but are not limited to:
  - (a) A kickoff party;
  - (b) A speaker or speakers event; or
  - (c) An organization recruitment event.
- (3) For DBA funded events, the student organization shall include the phrase "Sponsored by DBA" on any advertisement.
- (4) An organization must timely update the Office of Student Affairs with any changes in board membership.

**E. Annual transition.**

- (1) Pursuant to the Association Constitution, Article IX, elections for organization officers for the next academic year must be completed and results submitted to the External Vice-President by April 15 of the current academic year.
- (2) Before the end of the academic year, the organization must e-mail the External Vice-President with the organization information including, but not limited to:
  - (a) A list of the organization officers for the next academic year, including contact information for each officer;
- (3) The organization must submit to the Treasurer an electronic copy of an Excel spreadsheet of actual disbursed funds from the academic year pursuant to Section 2(a) above.

**V. DBA EXECUTIVE BOARD MEETINGS**

- A. The Executive Board shall meet once every week at the Lunch Hour on a day determined by the Executive Board. The meeting should take place after the Finance Committee meeting for the week.
- B. Each meeting of the Executive Board shall be open to any member of the Association subject to the following exceptions:

- (1) Discussions of specific funding requests for both student organizations and Executive Board operations; and
- (2) Any discussion at the discretion of the President or a majority of the Executive Board Present.

C. Proxy Voting

- (1) Any member of the Executive Board may send a proxy, who is a member of the Association, but not on the current Executive Board, to vote in their absence. The member must notify the Secretary twenty four (24) hours in advance of the meeting. The notice must include the name of the individual and will only be valid for one meeting.

D. Attendance

- (1) All members of the Executive Board are expected to attend all Executive Board meetings.
- (2) Any member who will not be able to attend a meeting shall inform the Secretary twenty-four (24) hours in advance.
- (3) Excessive absences may result in removal from the position by the Executive Board.

**VI. FISCAL RESPONSIBILITY**

- A. Funding requests over \$1,000 must be submitted to the Treasurer and approved by a majority of the Executive Board.
- B. The President retains the authority to make emergency approvals out of the President's budget without Executive Board approval. The President must notify the Executive Board within 7 days of any such emergency approvals made for events falling under the section. The President must alert the Treasurer immediately.