

DBA Event Funding Guidelines

I. Purpose

The Duke Bar Association (DBA) collects activity fees from all currently enrolled law students. These fees are used to facilitate educational, civic, and social programming designed and implemented by DBA and DBA-chartered student organizations. DBA aims to use its funds to effectively support the student body in efforts to serve the community, learn and further the development of the law, and forge lifelong relationships as Duke lawyers.

II. Guidelines

Student organizations receive funding by petitioning the DBA Finance Committee. The following guidelines are intended to help student organizations in planning events.

A. Funding Criteria

Finance Committee decisions are made on a **case-by-case basis**, but decisions are guided by the following factors:

- ❖ Groups that are **more active** and that have a **history of successful events** are more likely to receive funding.
- ❖ Events created by **collaboration** amongst several student organizations are more likely to receive funding.
- ❖ Events that further the goals and principles of the **Duke Law Blueprint**, encourage positive interactions between the **law students and faculty**, are **novel**, or **raise awareness of diversity** are more likely to receive funding.
- ❖ The Finance Committee will consider the current state of the **budget** when rendering funding decisions.
- ❖ Events that are **repetitive** or **conflict with other events** are discouraged.
- ❖ Lunch events are capped at **\$8.00 per person**.
- ❖ There is no per person cap for events of **religious or cultural** significance, but such requests must be **reasonable in total**.
- ❖ Requests submitted within **two weeks of the event** are subject to reductions in funding.
- ❖ All DBA-chartered student groups are presumptively entitled to **\$150.00 in kickoff event funding** per school year.
- ❖ Events requesting **at or over \$350.00** that do not provide an **RSVP sheet** with projected attendance figures are subject to a reduction in funding.
- ❖ DBA **will not fund** publicity or advertising costs, speakers' honorariums, first or business class tickets for travel, hotel stays at non-cost effective rates, or items or memberships that will be for the personal use of a single student.

B. Event Requirements

All events receiving funding from DBA **must comply** with the following:

- ❖ “**Sponsored by DBA**” must appear in any published event description.
- ❖ The event must comply with the **Duke Law Honor Code** and any other Duke University or Duke Law policies.
- ❖ The event must be **open to the entire student body** and take place at a location easily accessible to law students.
- ❖ If an event receives **over \$250.00** in funding, the student organization must provide a **written report** to the DBA Treasurer including:
 - Event details including time, location, and content of the event.
 - Attendance figures.
 - A detailed and itemized expense sheet.
 - A reflection from the event coordinator on the success of the event and any details that would be changed for future events.

C. Special Requests

Groups requesting **more than \$1,000 in funding** must present their request to the full DBA Executive Board. Any group that receives more than \$1,000 in funding must provide an itemized expense sheet and a **one-page written report** on the success of the event.

III. Applying for Funding

Applying for DBA funding is a four-step process. DBA aims to make this process as smooth as possible while still ensuring that we have the information necessary to properly and efficiently allocate funds.

DBA will not consider a funding request from a student organization unless the Treasurer or President of that organization has emailed the DBA Treasurer certifying that they have read this document in full.

A. Submitting an Online Application

The [DBA Funding Application](#) requires information about the date, time, and location of the event, anticipated attendance, the requested funding amount, a brief description of the event, the purposes of the funding, and the disclosure of any otherwise available funds. This form should be completed **two weeks before the event**.

B. Petitioning the Finance Committee

After completing the DBA Funding Application, a representative from the student organization **should attend** the next DBA Finance Committee meeting. Funding **may be reduced** if the representative does not attend. The date and time of the meeting will be communicated by the DBA Treasurer via email.

At the meeting, the representative should provide a **brief overview** of the purpose, details, and budget of the event and be ready to answer questions thereof. This representative **must be empowered** to amend the details of the event on behalf of the group if requested to do so by the DBA Finance Committee.

C. Complying with Event Requirements

If funding is approved, the student organization must act to **comply with the event requirements** in Part II-B.

D. Using Your Funds

After you are approved for funding, there are three options for utilizing the designated funds. They are listed below in order of preferred use.

❖ Procurement VISA Card

- Use this option if you are using a vendor who accepts credit card information online or over the phone. You must go to the **Office of Student Affairs**, fill out their paperwork to utilize the card, and then present an itemized receipt. Failure to provide a receipt to OSA will **result in individual liability** for funds used.

❖ Fund Transfer

- If your student organization has a funding code, you may pay from your fund and request that DBA transfer your reimbursement.

❖ Reimbursement

- A member of your student organization may pay out of pocket and complete a reimbursement request with the **Office of Student Affairs**. These requests must be completed within 30 days of the event and may take 6 to 8 weeks to process.

IV. Procedure

The DBA Finance Committee strives to be **fair and efficient** in making funding decisions. This section describes how the process is to be conducted.

A. Composition

- ❖ The size of the DBA Finance Committee is not capped, but **always** includes the DBA Treasurer and at least four others, including one representative each from the 1L, 2L, 3L, and LLM classes, once elected.
- ❖ Each member of the Finance Committee receives **one vote** per funding request. The Treasurer does not vote, except to break ties.
- ❖ Finance Committee members with a **conflict of interest**, such as serving on the board of the requesting group, must abstain from voting on such requests.

B. Voting

1. The Treasurer begins by opening the Finance Committee meeting.
2. The requesting group member presents their funding request.
3. The Treasurer opens the floor for questions.
4. The Treasurer dismisses the requesting group member.
5. The DBA Finance Committee discusses the request and any modifications to it.
6. A motion is made to **fund in full, fund in part, fund as modified, table, or deny** the request. The motion must be seconded and **pass by a majority** of the non-abstaining Finance Committee members. If a majority is not reached, discussion resumes.
7. The Treasurer communicates the funding decision to the student organization. If a request is **funded as modified, tabled, or denied**, the Treasurer shall provide a brief explanation of the reason for the decision, as well as any additional information required before a **tabled** request is reconsidered.

C. Virtual Voting

- ❖ In special cases, such as a late petition for funding, a **virtual request** may be presented to the full DBA Executive Board at the Treasurer's discretion.
- ❖ When presenting the request, the Treasurer shall include the name, date, and a description of the event, the identity of the requesting organization, and the amount of the request.
- ❖ The Treasurer shall then open a poll for the DBA Executive Board to vote on the request for **no less than 24 hours**.
- ❖ The request must be approved **by a majority** of the non-abstaining voters, and **at least five voters** are required for quorum.
- ❖ The Treasurer shall notify the petitioning student organization of the result once the poll concludes.

D. Appeals

If a student organization disagrees with a funding decision rendered by the DBA Finance Committee, they may **appeal** to the full DBA Executive Board. A representative of the student organization must contact the DBA Treasurer **no later than three days** after the disagreed-with decision is communicated to the student organization. The Treasurer shall **facilitate communication** between the appellant and the DBA Executive Board. The appellant may choose to **argue their appeal** either virtually or in-person at the next DBA Executive Board meeting.

V. Alcohol Policy

In order to receive funding for alcohol, student organizations **must** comply with the following:

- A. The event **must** comply with the Law School's [Alcohol Guidelines](#).
- B. Events that serve alcohol must be approved by the **Office of Student Affairs** before DBA will consider them.
- C. Generally, hard liquor **may not be served** unless the student organization hires a Law School-approved **bartender**.
- D. If there is a possibility that any event attendees will be under the age of 21, the student organization **must** take reasonable measures to comply with North Carolina State Law. This includes **identification checks for age**, the provision of **visible indicators of age** such as wrist bands or hand stamps, and ensuring that those under 21 years of age **do not have access** to alcohol. The alcohol **must be served** by a **bartender** or **socially-responsible person**.
- E. Student groups are not expected to receive funding for alcohol more than **once per semester**.
- F. DBA will not fund alcohol for events at venues that have a **cash bar** where students may purchase alcohol for themselves.
- G. If DBA provides funding for alcohol, **food must also be provided**.

VI. Revisions

- A. The DBA Funding Guidelines may be **revised by a majority vote** of the DBA Executive Board.
- B. All proposed revisions must be **communicated** to the DBA Executive Board at least one week before they are voted on.
- C. The name of the DBA Treasurer, date of last revision, and effective date should be **added to the history below**.

DBA Treasurer	Revision Date	Effective Date
Benjamin A. Spencer	November 13, 2023	January 1, 2024
Connor Leydecker	February 19, 2020	July 1, 2020