

## DBA Funding Guidelines

### Overview of DBA Finance Committee Purpose and Procedure

The Duke Bar Association (“DBA”) collects activities fees from all currently-enrolled law students. These fees are used to facilitate educational, civic and social programming. These programs are designed and implemented by the DBA itself and by DBA-approved student organizations. Such organizations receive funding for their programs by petitioning the DBA Finance Committee (the “Committee”) pursuant to the guidelines below.

The Committee recognizes the benefit of collaborative events, and encourages DBA-chartered student organizations to co-sponsor and plan events with one another. Sometimes, this collaboration may be furthered by including non DBA-chartered organizations in planning an event. However, for an event to be eligible for DBA funding, A DBA-chartered student organization must take a *substantial role* in the creation, planning, and execution of the event. While the Committee supports collaboration cross-campus, it will generally not issue funds to cover costs for non- Duke Law students and encourages partnering groups from other schools to petition their similar student fund or GPSC for supplementary funding.

The majority of the funding DBA issues to student groups comes from DBA’s External Fund, which is used to support educational and civic programs within the law school community. This fund will be the primary source from which student organizations seek funding. This fund will be used to support bringing guest speakers, showing films, facilitating panel discussions, and other similar events.

For special events that require more than \$1,000 in funding, the requesting group must petition the Executive Board.

DBA will participate in a Community Roundtable once per semester for student group presidents and relevant representatives. At this Roundtable, the funding guidelines will be explained in detail. Each student group must send a representative to this meeting; failure to do so could result in delay in ability to utilize DBA funds.

All DBA-chartered groups receiving funding must follow the Law School’s Alcohol Guidelines as well as DBA’s alcohol guidelines.

DBA-chartered groups should strive to apply for event funding **at least two weeks** before the event.

DBA-chartered groups that receive funding must include “Sponsored by DBA” on any published event descriptions.

## Procedure to Apply for Funds

### Step 1: Submit Application Online

To apply for funding, you need the following information **two weeks before event**:

- Date, time and location of event
- Anticipated law school attendance
- Requested funding amount
- Brief description of the event, including for what purposes the funding will be used
- Disclosure of any currently available or accessible funds, such as roll-over funding from law firm sponsorships

This information should be supplied to the online [DBA Funding form](#).

### Step 2: Petition Finance Committee at Weekly Meeting

After you have filled out the online form, a representative from the requesting organization must attend the next Finance Committee meeting. The representative must be prepared to answer any questions about the purpose, details and budget of the event and be empowered to amend the event on behalf of the group. The Committee will follow the procedure detailed in the Finance Committee Procedure Guidelines below.

If you are requesting more than \$1,000, you must petition the Executive Board of DBA. To do so, you should still fill out the form listed in Step 1. Then, rather than attending the next Committee meeting, you must attend the next Executive Board meeting. The time and location for this meeting can be ascertained by contacting the DBA Treasurer.

### Step 3: Read Finance Committee Guidelines (VI. Event requirements) and ensure compliance.

### Step 4: Use Your Funds

If you are approved for funding, you have three options to utilize the designated funds. They are listed here in order of preferred use.

- Bon Vivant: Bon Vivant has Right of First Refusal for Duke Law events; if you are ordering food Bon Vivant produces, you must order from them.
- Procurement VISA Card (located in Office of Student Affairs): Use this option if you are using a vendor that accepts credit card information over the phone. You must fill out paperwork in Office of Student Affairs to use the P-Card, and after the event, must present an itemized receipt to the Office of Student Affairs (failure to do so will result in individual liability for funds used).
- Fund transfer: If your group has a funding code, pay from your fund and have DBA transfer reimbursement.
- Reimbursement: A member of the group may pay out of pocket and complete a reimbursement request with the Office of Student Affairs. Reimbursement requests must be received within 30 days of the event and may take 6-8 weeks to process.
- Upload your receipt: [Click here to upload your itemized receipt](#) or invoice

## **DBA Finance Committee Guidelines**

- I. Composition
  - a. The size of the DBA Finance Committee will not be capped, but must include:
    - i. DBA Treasurer
    - ii. DBA Secretary
    - iii. DBA Internal Vice President
    - iv. DBA 1L Representative
    - v. DBA 2L Representative
    - vi. DBA 3L Representative
    - vii. LLM Representative
- II. Voting
  - a. General
    - i. Each member of the Finance Committee receives one (1) vote per request. Exceptions, however, include:
      - 1. Treasurer will not vote except to break ties
    - ii. Finance Committee members with a conflict of interest with requesting group (ex: Committee member is also a member of requesting group) must abstain from voting on that request
  - b. Procedure
    - i. Requesting group member will first present funding request
    - ii. Treasurer will then open the floor for questions and discussion
    - iii. After all questions have been asked, any member of the Finance Committee may motion to fund; this motion must be seconded to go to vote
    - iv. In the event there is more than one motion to fund:
      - 1. All motions must be heard and seconded before going to vote
      - 2. The motion to fund at the lower amount will be voted on first
    - v. Motion to fund must pass by a majority of the non-abstaining Committee members
    - vi. Special circumstances:
      - 1. Motion for closed vote
        - a. Any member of the Finance Committee may motion for a closed vote following discussion period
        - b. Motion for closed vote must be seconded to proceed
        - c. In the case of a closed vote, non-Finance Committee members and Finance Committee

members with a conflict of interest should excuse themselves from the voting room

2. Electronic vote (“e-Vote”)
  - a. In special cases, such as late petition for funding, the Treasurer may decide that an e-Vote is more appropriate than a formal vote
  - b. The funding request must be sent to all members of the Finance Committee that have attended within the past month (ex: if A has only attended for two weeks, she would still be included on the e-Vote)
  - c. Treasurer will instruct all members to reply all for any relevant discussion and designate a time to end discussion
  - d. At end of discussion, a motion to fund must be presented and seconded
  - e. Treasurer will open the vote and designate a time that the vote will be cut off
  - f. Treasurer is responsible for alerting Committee and petitioner of the results of the e-Vote
3. Tabling the request
  - a. If the Committee does not feel that it has enough information about the event, or has concerns that cannot be immediately addressed the request may be tabled
  - b. Once an event is tabled it may be:
    - i. Reconsidered at a future Committee meeting or sent to e-Vote
    - ii. Transferred to full Executive Board consideration
4. Representative fails to attend Committee meeting
  - a. In the event a representative fails to attend the Committee meeting his or her request is to be discussed at, the Committee has discretion to vote in the representative’s absence, table the request, conduct an e-Vote, or deny the request.

### III. Funding criteria

- a. Finance Committee decisions are made on a case-by-case basis, but may be informed by considering:
  - i. **Requesting group**- groups that are more active and have a history of successful events are more likely to receive funding
  - ii. **Collaboration**- events created via collaboration among several DBA-chartered groups are more likely to receive funding
  - iii. **Type of event**- events that further the goals and principles of the Duke Law Blueprint, encourage positive interaction

- between the law students and faculty, or raise awareness of diversity are more likely to receive funding
- iv. **Budget-** Finance Committee should consider the current state of the budget when deciding whether to fund
  - v. **Conflicting events-** conflicting events are subject to reductions in funding, factors to be considered are:
    - 1. Overlapping subject matter
    - 2. Multiple events at the same place and same time
  - vi. **Per person meal limits:** \$4/person for breakfast/lunch events; \$8 for dinner events; requests are subject to be scaled down if they exceed this guidance
  - vii. **Late requests:** Requests submitted within 2 weeks of the event are subject to reductions in funding; to promote early planning and ensure maximal awareness and opportunity for advertising
  - viii. **Prior similar events:** past similar events or the same event from prior years will serve as guidance
  - ix. **Kick-off/General body meeting:** All DBA-Chartered organizations may request \$150 for one kickoff/general body meeting event per school year
  - x. **Restrictions:** There is no comprehensive list of what DBA can fund, but DBA will not fund the following:
    - 1. Publicity or advertising costs;
    - 2. Speakers' honorariums;
    - 3. First or business class tickets for travel;
    - 4. Hotel stays other than those at cost-effective rates;
    - 5. Items or memberships that will be for the personal use of a single student

#### IV. Alcohol policy

- a. In order to receive funding for alcohol, DBA-chartered organizations must comply with the following:
  - i. Event must comply with Law School's Alcohol Guidelines;
  - ii. In most cases, hard liquor may not be served unless the DBA-chartered organization hires a Law School-approved bartender;
  - iii. If there is a possibility that any event attendees will be under the age of 21, the student organization must take reasonable measure to comply with NC State Law, including providing visible indications of age-appropriateness (such as wristbands or hand stamps) and ensuring that those under 21 years of age do not have access to alcohol. Events attended by underage participants must have identification checks for age to allow individuals to consume alcohol; in addition, the alcohol must be served by a bartender or socially-responsible person;
  - iv. The Committee does not expect to regularly fund alcohol for the same student group; as such, student groups should not expect to receive funding for alcohol at multiple events per semester;
  - v. Events at which alcohol will be served do not receive any increased funding priority;

- vi. The Committee will not fund alcohol for events at venues which have a cash bar where students may purchase alcohol for themselves;

- vii. The focus of any DBA-sponsored event cannot be alcohol. Where DBA provides funding for alcohol, food must also be provided.
- V. Special funding (>\$1,000)
  - a. Groups asking for more than \$1,000 must present their request to Executive Board
  - b. Executive Board is not bound to the same restraints as Finance Committee and may use discretion in granting funding
  - c. All events receiving more than \$1,000 in funding must provide a written report on the success of the event, as well as itemized expense sheet detailing all costs of the event. The Treasurer will maintain these files for future budgeting purposes.
- VI. Event requirements
  - a. All events receiving funding from DBA must:
    - i. Include “Sponsored by DBA” in any published event description;
    - ii. Comply with the Duke Law Honor Code and any other Duke University or Duke Law policies; and
    - iii. Be open to the entire law school body and take place at a location easily accessible to law students.
  - b. All events receiving over \$250 in funding must provide a written report after the event including:
    - i. Event details including time, location, and content of event;
    - ii. Attendance figures;
    - iii. Detailed and itemized expense sheet; and
    - iv. Reflection from event coordinator on success of event and any details he or she would change for future similar events.
- VII. Revision Process
  - a. This policy may be revised by a majority vote of the DBA Executive Board
  - b. All proposed revisions must be communicated to the Treasurer at least a week before they are presented and voted on at a DBA Executive Board meeting.
  - c. Revision history should be tracked below with the name of the current Treasurer and the date when the DBA Executive Board voted to revise.
- VIII. Revision History
  - a. Connor Leydecker, February 19, 2020