

DUKE BAR ASSOCIATION BYLAWS

I. DUTIES OF ELECTED OFFICERS, CHAIRPERSONS, AND REPRESENTATIVES

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

- (1) Read and sign a copy of the “Affirmation of Appointment” (in Appendix);
- (2) 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.
- (3) Participate in the regular voting activities of the Executive Board, as described elsewhere in Section V and in the Association Constitution, Article XI;
- (4) 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) A year-end letter 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;
 - (d) Any other records the Executive Board member may feel would be useful;
- (5) Provide a copy of his or her records (described in subsection 4 above) to the newly-elected Secretary at the conclusion of his or her term;
- (6) Review his or her individual position description, proposing any changes at the beginning and end of each appointed term and reporting this information orally to the outgoing Executive Board;
- (7) Attend at least one DBA sponsored community service event per semester;
- (8) Hold office hours as assigned by the Executive Board; and
- (9) Execute other duties as assigned by the Executive Board.

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:
 - (a) A biannual letter to the Association membership; and,

- (b) A State of the Student Body address at the first Community Roundtable meeting of the academic year.
- (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) Monthly meetings with the Dean of the Law School;
 - (b) Standing 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) Recognize outstanding law students who contribute to community service in the Durham community as he or she sees fit;
- (8) Make a presentation to incoming students at Orientation in order to introduce DBA and encourage student participation in future activities; and
- (9) Serve on the Budget Committee.

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) Oversee the beginning-of-term and end-of-term review of Executive Board position descriptions, facilitating an update of the Association Bylaws as necessary;
- (4) Serve on the Budget Committee; and
- (5) Coordinate the mentoring program and at least one associated event per semester. The mentoring program shall have at least three components:
 - (a) Career mentoring between 2Ls and 3Ls;
 - (b) Alumni mentoring between students and interested alumni; and
 - (c) General mentoring between upperclass students and 1Ls/LLMs.

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 regular reports 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) Collect, review, and approve the Recognized Student Organization binders, pursuant to Section IV(E);
- (5) Collect and compile the reports submitted by the faculty student representatives;
- (6) Attend all Community Roundtable meetings, giving DBA status reports as needed;

- (7) Perform the President's duties in the absence of both the President and Internal Vice-President; and
- (8) Serve on the Budget Committee.

E. The Secretary shall:

- (1) Call and preside over all meetings of the Communications Committee, ensuring the goals of the committee are continually met, as described in Section II(K);
- (2) Be responsible for the Association's internal correspondence;
- (3) Take minutes of the meetings of the Executive Board;
- (4) Arrange dates, times, and locations of all Association meetings;
- (5) Prepare agendas for every Association meeting and coordinate Officer status reports;
- (6) Post a copy of the minutes to the appropriate group of meeting attendees within forty-eight (48) hours of the meeting;
- (7) Maintain a permanent record of all correspondence, minutes, newsletters, and other documents of the Association;
- (8) Collect the signed "Affirmation of Appointments" from each new Executive Board member;
- (9) Collect Executive Board binders and distribute to Member-elects;
- (10) Check DBA e-mail regularly and forward e-mails to the relevant Officer(s).

F. The Treasurer shall:

- (1) Oversee the collection and disbursements of the Association's funds. Each check must be signed by the Treasurer and counter-signed by the President or External Vice-President;
- (2) Communicate funding decisions to the respective club officers;
- (3) Keep a permanent and timely record of all receipts, 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 prior to reimbursement;
- (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(H);
- (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(I);
- (9) Disseminate funding guidelines to the Association including the following two (2) presentations:

- (i) One in the spring semester after Spring Break and
 - (ii) One in the fall semester at the beginning of the year; and
- (10) Present final funding recommendations on all funding requests to the Executive Board.

G. The Academic Chairperson shall:

- (1) Serve as chairperson of the Academic Committee, ensuring the goals of the committee are continually met, as described in Section II(E); and
- (2) Provide regular updates to the Executive Board regarding the progress of the committee's activities.

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(G);
- (2) Attend all meetings of and serve as the DBA representative to the Public Interest Board and 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(J); and
- (2) Provide regular updates to the Executive Board regarding the progress of the Committee's activities.

J. The Athletic Chairperson shall:

- (1) Serve as chairperson of the Athletic Committee, ensuring the goals of the committee are continually met, as described in Section II(F); and
- (2) Provide regular updates to the Executive Board regarding the progress of the Committee's activities.

K. The Communications Director shall:

- (1) Serve on the Communications Committee; and
- (2) Update and manage:
 - (a) The DBA Speakeasy Board;
 - (b) The DBA website;
 - (c) Production of the DBA video; and
 - (d) The DBA column in the Devil's Advocate.

L. The Class and International Student Representatives shall:

- (1) Represent their respective classes on the Executive Board;
- (2) Use class funds as decided by a majority vote of the class representatives;
- (3) Serve on at least two DBA committees; and
- (4) Encourage Association members to serve on DBA committees.

- (5) In addition, the 3L class representatives shall work with OCS and the Career Service Faculty-Student representatives to assist in the bar application process and MPRE registration.

M. 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) Attend ABA Law Student Division meetings.

N. 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.

O. 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; and
- (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 shall:
 - (a) Organize and oversee Honors Week to be held in the fall semester;
 - (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 their respective committee unless otherwise required in the relevant section below.
- (2) The chairperson shall have the following responsibilities for each respective committee:
 - (a) Submit decisions related to their responsibilities to the committee for a vote. In the case of a tie vote, the Chairperson shall cast the tie-breaking vote.
 - (b) Call meetings as needed but no less than twice per semester, except in the case of the Budget Committee.
 - (c) Coordinate committee member responsibilities and delegate responsibilities such that each committee member is an active participant in the committee.

- (d) Ensure that committee meeting minutes are kept and submitted to the Secretary within one week of each meeting.
 - (e) Provide a status report at the Executive Board meeting immediately following each committee meeting.
 - (f) Create a binder of relevant information to be passed on to the new committee chairperson and submit a brief summary of the committee's actions that year to the Secretary upon the end of his or her term.
- (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 are 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.
 - (5) The following shall be DBA standing committees: Academic, Athletic, Community Service, Budget, Finance, Distinguished Teacher Award, Social, Communications, 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 chairperson immediately following the Spring elections.
 - (a) In making these appointments, the chairperson shall strongly consider the expressed preferences of members of the Executive Board.
- (2) First year and L.L.M. committee members shall be appointed by the chairperson immediately after the fall elections.
 - (b) In making these appointments, the Chairperson shall strongly consider the expressed preferences of members of the Executive Board.
- (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 L.L.M. Representatives pursuant to Section II(A).
- (4) The chairperson has the discretion to extend invitations to join their respective committees 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 Academic Committee shall:

- (1) Plan all academic and career related activities of the DBA;
- (2) Conduct an annual academic, social and community evaluation survey in the spring semester and make results available to the students by fall break;
- (3) Annually prepare 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;
- (4) Assist the administration in the coordination of student involvement in admitted student's weekend and in recruiting potential students;
- (5) Conduct a loan repayment information program in the spring semester, including information about:
 - (a) The Loan Repayment Assistant Program; and
 - (b) Loan refinancing;
- (6) Institute programming to facilitate faculty and administration interactions with students, including:
 - (a) Brown bag lunches with faculty and administrators; and
 - (b) Faculty-student mentoring.

F. The Athletics Committee shall:

- (1) Promote, organize, and communicate law student athletic activities, including:
 - (a) Softball;
 - (b) Bowling; and
 - (c) Intramural activities;
- (2) Maintain and distribute the necessary athletic equipment for the organized sports; and
- (3) Serve as a resource for any law student that would like to create a new sports league.

G. The Community Service Committee shall:

- (1) Plan all community service activities of DBA, including:
 - (a) Dedicated to Durham, twice per year;
 - (b) Faculty Fridays, at least once per month;
 - (c) Make a Difference Day;
 - (d) Staff Appreciation Day;
 - (e) Blood drive, at least one per year; and
 - (f) 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.

H. The Budget Committee

- (1) Composition
 - (a) The Budget Committee shall be composed of the following members of the DBA Executive Board: President, Internal Vice-President, External Vice-President, Treasurer, one Class Representative from each upper class, and one first year Representative after fall elections.
- (2) Duties. The Budget Committee shall:
 - (a) Set general funding allocation and guidelines for the upcoming fiscal year for approval by the DBA Executive Board within one week of the beginning of the school year;
 - (b) Prepare and adopt the budget pursuant to the following guidelines:
 - (i) The budget shall reflect the fiscal year July 1 - June 30.
 - (ii) During the spring semester, the Budget Committee shall convene and prepare a report of its recommendations for the budget of the DBA for the ensuing fiscal year.
 - (iii) The Committee report shall include a schedule of the DBA's anticipated income, and the projected allocations of funds to the several functions of the DBA and to law school organizations.
 - (iv) The Committee shall present its recommendations to the Executive Board for a vote prior to the final meeting of the school year.
 - (v) The Budget Committee shall make allocations according to the following general delineations:
 - (A) Community service;
 - (B) Academic;
 - (C) DBA Discretionary Fund;
 - (D) Athletic;
 - (E) Social;
 - (F) Communications; and
 - (G) Distinguished Teacher Award.
 - (c) Present a report of the previous spending to the Executive Board at the same time budget recommendations are presented.
- (3) The President or Treasurer may convene a meeting of the Budget Committee in order to reallocate funding in times of necessity.

I. The Finance Committee

- (1) Composition
 - (a) The Finance Committee must include the Treasurer and one Class Representative from each class not also on the Budget Committee.
- (2) Duties. The Finance Committee shall:

- (a) Convene at least once a month, separately from the Executive Board.
The Committee shall meet at a set time for the entire semester;
- (b) Request club representatives to appear before the finance committee to justify funding requests;
- (c) Solicit information from clubs regarding funding requests and reference club binders as necessary to obtain information;
- (d) Determine funding recommendations to the DBA Executive Board by a majority vote, with at least three members voting;
- (e) Prepare a report every month regarding their recommendations on funding requests and present to the Executive Board. This report shall include:
 - (i) The current budget expenditure, allocations, and availability of funds;
 - (ii) Detailed rationale for their decision making;
 - (iii) Description of each event and speaker, including numbers attended from previous events and total club allocations for the fiscal year;
- (f) Obtain sufficient information from each event in order to answer questions from the Executive Board; and
- (g) Attend funded events for auditing and accuracy purposes.

J. The Social Committee shall:

- (1) Promote, organize, and supervise all social and extracurricular activities for DBA. These activities shall include:
 - (a) Bar Review, weekly events at a variety of bars in the Triangle's vicinity. Other events are encouraged to be planned in lieu of Bar Review, such as:
 - (i) Miniature golf;
 - (ii) Hockey games;
 - (iii) Museum visits;
 - (iv) Bulls game; and
 - (v) Discount group tickets;
 - (b) Fall Cocktail, a semi-formal event that can accommodate at least 400 Duke Law students. This shall be booked by the end of the previous school year;
 - (c) The Halloween Party, which shall be booked by the end of the previous school year;
 - (d) Duke Law Idol; and
 - (e) Barrister's Ball, a formal event that can accommodate at least 400 Duke Law students;
- (2) Organize at least two events per semester for the enjoyment of the DBA;
- (3) Be encouraged to sponsor activities for the enjoyment of the entire student body; and

- (4) Establish a tentative schedule for all DBA sponsored social events for the ensuing academic year by the conclusion of the school year, except as otherwise specified.

K. The Communications Committee

- (1) The Secretary shall be the chairperson of the Communications committee.
- (2) The Communications Committee shall:
 - (a) Assist the secretary in external communication to the general student body;
 - (b) Determine the email policy of the DBA email account;
 - (c) Assist the Communications Director with:
 - (i) Website maintenance;
 - (ii) Communication Calendar updates; and
 - (iii) Production of the DBA introductory video; and
 - (d) Ensure that the website is updated at the beginning of each semester.

L. The Distinguished Teaching Award 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) No member of the Executive Board may be a member of the Award Committee.
 - (d) No individual who has served on the Award Committee in a previous year may be a member of the Award Committee.
- (2) Selection
 - (a) The Class Representatives shall nominate two members of their respective classes to the Award Committee.
 - (b) The Executive Board must approve the individuals nominated by the Class Representatives.
- (3) Secret Committee
 - (a) The Award Committee is a secret committee. The names of the members shall not be disclosed.
- (4) 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.
- (5) Oversight
 - (a) The Committee shall be overseen by a member of the Executive Board.
 - (b) This member 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.

III. THE FACULTY-STUDENT COMMITTEES

A. Each committee member shall:

- (1) Attend the second Executive Board meeting of the month;
- (2) Be encouraged to participate in another DBA affiliated committee; and
- (3) Members of committees that have been active within the previous month shall report to the Executive Board on the non-confidential activities of their respective committees.

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) Career Services;
- (3) Building;
- (4) Strategic Planning;
- (5) Curriculum;
- (6) Library/Web Oversight;
- (7) Faculty Appointments;
- (8) Judicial Board;
- (9) Appeals Board;
- (10) External Relations; and
- (11) Planning.

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) A representative of the organization must prepare the annual transition binder pursuant to Section E below.

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 March 1 of the current academic year.
- (2) Before the end of the academic year, the organization must update its designated binder with organization information including, but not limited to:
 - (a) A list of membership for the current academic year, including each student's class;

- (b) A list of the organization officers for the current academic year;
- (c) A list of the organization officers for the next academic year, including contact information for each officer;
- (d) A copy of at least one funding request from the current academic year;
- (e) An Excel spreadsheet of actual disbursed funds from the academic year, highlighting the annual or major events of the club; and
- (f) A list of organization events:
 - (i) Held during the current academic year; and
 - (ii) Proposed to be held in the upcoming year.

Note: It is encouraged that this list includes relevant descriptions, details, and funding requests that will aid future members of the organization in planning events.

- (3) Before the end of the academic year, the organization must submit its updated binder to the External Vice-President for approval.
- (4) 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(e) above.

V. DBA EXECUTIVE BOARD MEETINGS

- A. The Executive Board shall meet every Monday evening at 6:00pm until all business is completed, unless otherwise notified by the President.
- B. The Executive Board shall follow a monthly pattern of business as follows:
 - (1) Week 1: The funding proposals from student organizations shall be considered.
 - (a) These recommendations will be voted upon by the DBA Executive Board for a majority “Yes or No” approval.
 - (b) If clarification is requested by the Executive Board, the finance committee shall be prepared to discuss the requested budgetary item(s).
 - (c) Motions may be made to suspend a budgetary line item for further discussion, or to delay until the next budgetary cycle.
 - (d) The recommendations will then be voted on in its entirety in a “Yes or No” vote.
 - (2) Week 2: The various student-faculty committees that conducted business in the previous month shall give a report to the Executive Board.
 - (3) Week 3: The Executive Board subcommittees (e.g. Academic, Social, Community Service, and Athletic) shall give a report to the Executive Board.
- C. 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.
- D. Proxy Voting

- (1) Any student who submits a proxy to the Secretary twenty-four (24) hours in advance of the Executive Board meeting shall not be counted as an absence.
A proxy vote:
 - (a) May be in electronic or in hard copy form;
 - (b) Must include the name of the individual for whom will hold the proxy vote; and
 - (c) May only be valid for one Executive meeting.
- (2) A copy of a Registrar's schedule indicating a class conflict is sufficient to serve as a proxy vote, provided that the proxy states the individual who will hold the proxy vote.

APPENDIX

Affirmation of Appointment

I, _____, in my role as the newly elected _____ OF THE DUKE BAR ASSOCIATION, hereby affirm that I have reviewed the duties of my position AND DISCUSSED THEM WITH THE PRESIDENT. In performing this review, I have read the duties of all elected officers, the duties of my position, the bylaws pertaining to any Internal Committee for which I shall be Chairperson OR A MEMBER OF, and the Constitutional provisions regarding the role of the Executive Board. I agree to fulfill all of these duties to the best of my abilities from today's date until the conclusion of my term.

Signature

Date