



DUKE BAR ASSOCIATION

2006-07 FUNDING GUIDELINES

Revised—August 2006

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.

Applying for funding from the DBA is completed in three steps.

STEP ONE—Select the appropriate fund

DBA has apportioned its monies into the following:

1. The Programming Fund

The Programming Fund is used to support educational and civic programs within the law school community. It is expected that this fund will be the primary source from which student organizations seek funding. It is also expected that this fund will be used to support bringing guest speakers, showing films, facilitating panel discussions and community fora, and other similar events at the law school.

The Committee is more likely to approve funding under the Programming Fund that is used to facilitate the activity itself, rather than funding solely for purchasing food and beverages. Additional priority under this fund is given to the following:

- a. DBA-run activities;
- b. Activities that are open to more than just the membership of the sponsoring group;
- c. Activities that encourage positive interaction between law students and faculty;
- d. Non-alcoholic activities;
- e. Activities that are somehow interactive;
- f. Activities that will contribute positively to the student body’s awareness of diversity; and
- g. Activities that further the goals and principals of the Duke Law Blueprint.

There are, however, key restrictions on the use of Programming Fund money. For example, this funding may not be used for:

- a. Extravagant publicity;
- b. Speakers' honorariums; or
- c. Items or memberships that will be for the personal use of a single student.

To the extent the funding will be used for food and/or beverages, the Committee will likely set a maximum amount of money per person reasonably expected to be in attendance at the event. This amount is within the discretion of the Committee, but generally will be consistent throughout the semester. Moreover, to the extent the DBA is able to secure rate agreements with local vendors for food and drinks, the Committee will presumptively deny any request for funding that will be used at a non-participating vendor. A group requesting funding for such a non-participating vendor will need to overcome this presumption.

2. The Social Fund

The Social Fund is used to support purely social activities. It is expected that this fund will be used almost exclusively by the DBA Social Committee, but approved student organizations may petition this fund for activities that are entirely social in nature.

The Committee is more likely to approve funding under the Social Fund that is used to facilitate the activity itself, rather than funding solely for purchasing food and beverages. Additional priority under this fund is given to the following:

- a. DBA Social Committee activities;
- b. Activities that are open to more than just the membership of the sponsoring group;
- c. Non-alcoholic activities; and
- d. Activities that further the goals and principals of the Duke Law Blueprint.

To the extent the funding will be used for food and/or beverages, the Committee will likely set a maximum amount of money per person reasonably expected to be in attendance at the event. This amount is within the discretion of the Committee, but will be generally consistent throughout the semester. Moreover, to the extent the DBA is able to secure rate agreements with local vendors for food and drinks, the Committee will presumptively deny any request for funding that will be used at a non-participating vendor. A group requesting funding for such a non-participating vendor will need to overcome this presumption.

3. The Discretionary Fund

The Discretionary Fund is used to support miscellaneous activities and events that do not fit appropriately within another fund's requirements. Additionally, individual students may petition the committee under this fund to help supplement travel and participation at academic conferences.

The unique nature of this fund as “Discretionary” does not lend itself to easily identifiable priorities, and interested students should contact the Committee as early as possible to discuss their intentions.

Because this fund is new to the DBA, it is not heavily funded and its monies will have limited availability as the Committee attempts to discern the best ways to administer such a program. Accordingly, DBA reserves the right to revise the funding guidelines with respect to this fund at any time, and it is highly likely that it will do so before the beginning of the Spring 2007 semester.

4. The Internal Fund

DBA also maintains several internal funds to support the activities of its committees. Student organizations and individual students may not petition the Committee for support from these funds.

STEP TWO—Petition the Committee

Once the appropriate fund is determined, **the requesting organization must complete a funding request form in hard copy or online.** This form must be submitted to the mail-folder of the treasurer by 5 PM the night before the Committee meeting at which the requesting group would like its request to be considered.

The Committee will meet at least bi-monthly and may meet weekly to consider funding requests. It will publish its meeting schedule as soon as it is determined.

Representatives from the requesting groups are strongly encouraged (but not strictly required) to attend these meetings to personally present their requests to the Committee. Committee members will review the submitted funding request forms and will likely have questions for the groups. Failure to send a representative to the Committee meetings greatly impairs a group’s ability to receive funding, because the Committee’s questions and concerns will go unaddressed.

The Committee may take one of the following actions:

- a. **Approve**—If the Committee approves a request, it will recommend to the full DBA Executive Board that the activity be supported and funded by the DBA. While final approval rests in the hands of the DBA Executive Board, approval by the Committee strongly suggests that the event will be funded.
- b. **Deny**—If the Committee denies a request, it will not pass the request along to the full DBA Executive Board. The Committee may deny the request with leave to amend. Student Organizations may petition the full DBA Executive Board for reconsideration, but such reconsiderations are not expected to be common, and will be dealt with on a case-by-case basis.
- c. **Table**—If the Committee does not feel enough information is available or has questions or concerns that cannot be immediately addressed, it may table the request while more information is gathered. The Committee is not obligated to table a

request in the event a representative from the requesting group fails to attend, and may instead deny the request immediately.

STEP THREE—Submit appropriate paperwork

Once there is final approval for an event, the requesting organization is authorized to spend up to the amount approved for the items listed on the funding request form. The DBA does not ordinarily advance funds for student activities (exceptions to this general rule must be authorized by the DBA Executive Board). Consequently, groups must complete and submit certain forms to be reimbursed for their approved expenses.

First, the group must complete a reimbursement request form, attach all appropriate receipts, and submit all to the treasurer's mail-folder within *five days* after the event.

Failure to comply with both these requirements forfeits the group's right to reimbursement. If there is a legitimate reason the form and receipts cannot be completed and turned in on time, rare exceptions can be made upon approval of the DBA Executive Board. Concerned parties should contact the treasurer as soon as possible.

Second, the group must complete an event critique form and return it to the treasurer's mail-folder within *five days* after the event. Failure to comply with this requirement and its deadline will impair a group's ability to petition for future funding. Groups are also encouraged to keep copies of event critique forms in their internal records.

Other General Policies and Comments

- The Finance Committee is composed of the DBA treasurer, several members of the DBA Executive Board, and independent law students. The Committee's membership is not capped at a particular size and new members may be added at the discretion of the treasurer. Students are welcomed and encouraged to bring concerns about the budget to the Committee.
- Student organizations that are active and that have contributed significantly to the law school community are more likely to have their requests approved than groups that are not active or have not so contributed.
- Groups are strongly encouraged to submit their funding requests *as soon as possible*. There is no need to wait until the week before the event. By submitting requests early, a group greatly improves its chances of receiving funding.
- Publicity for all DBA sponsored events should note that funding for the event is provided by the DBA. Groups are also encouraged to announce at the event that the DBA provided funding in order to increase awareness among the student body of the uses of DBA funds.