



DUKE BAR ASSOCIATION

FUNDING GUIDELINES

Revised—November 2008

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.

As of the publishing of these Funding Guidelines, DBA-approved student organizations are assumed to have knowledge of their requirements. Lack of knowledge of a Funding Guideline or DBA policy is not considered a justification or excuse for the violation of that Guideline or policy.

Applying for funding from the Committee 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. Activities that encourage positive interaction between law students and faculty;
- b. Non-alcoholic activities, although activities serving alcohol may still be awarded DBA funding contingent upon the Alcohol Policy below;
- c. Activities that are somehow interactive;
- d. Activities that will contribute positively to the student body's awareness of diversity; and
- e. 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 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. 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. Non-alcoholic activities, although activities serving alcohol may still be awarded DBA funding contingent upon the Alcohol Policy below; and
- b. 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 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

Student organizations may not apply for funding from the Discretionary Fund, and the DBA Finance Committee may not allocate monies from the Discretionary Fund.

The DBA Executive Board oversees the allocation of monies from the Discretionary Fund, and should use the Discretionary Fund in a way which most benefits its constituents, the Duke University School of Law student body. Uses of the Discretionary Fund include the following:

- a. Allocating funds for events which do not fall neatly within either the Programming or Social funds;
- b. Allocating funds for additional or unforeseen expenditures incurred by DBA internal committee chairs in furtherance of their duties;
- c. Any use which the DBA Executive Board deems beneficial to the Duke University School of Law student body.

4. The Internal Fund

The 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. Along with a description of the event, the form must include a **detailed** inventory of anticipated expenditures. In order for the form to be sufficiently detailed, it must include either an actual estimate from the applicable vendor(s) or be based upon the applicant's actual knowledge of pricing. 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, the activity will be supported and funded by the DBA. While it is the policy of the Finance Committee to allow groups to plan all aspects of their events, the Committee reserves the right to condition its approval on revisions to the request.
- b. **Deny**—If the Committee denies a request, then Student Organizations may petition the full DBA Executive Board for reconsideration. 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. 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 one week 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 Treasurer. 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 one week 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 Policies

Composition of the DBA Finance Committee

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.

Timeliness

Funding requests must be submitted to the DBA Treasurer's mail folder consistent with the policies above and such that the Finance Committee meeting at which they are considered takes place before the proposed event. Funding requests submitted after the event takes place will be presumptively denied absent special circumstances. Ignorance of DBA or Finance Committee policy is not considered a special circumstance.

Alcohol

Alcohol may, in some circumstances, constitute an approved expenditure under these guidelines. 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. In most cases, hard liquor may not be served unless the student organization hires a Law School-approved bartender;
- c. If there is a possibility that any event attendees will be under the age of 21, the student group must take reasonable measures to comply with North Carolina State Law, including providing visible indications of age-appropriateness (such as wristbands or handstamps) 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;
- d. 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;
- e. Events at which alcohol will be served must still comply with the maximum amount of money per person reasonably expected to be in attendance at the event, as described above—events at which alcohol are served are not given any increased funding priority;
- f. The Committee will not fund alcohol for events at venues which have a cash bar where students may purchase alcohol for themselves;
- g. The focus of any DBA-sponsored event cannot be alcohol. Where DBA provides funding for alcohol, food must also be available.

General Comments

- 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.
- 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.

- While the Finance Committee will take reasonable efforts to be consistent in its application of the Guidelines, funding decisions are made on a case-by-case basis. As such, while past decisions of the Committee may be a good indicator of how the Committee could rule in the future, the Committee does not operate under any system of precedent.
- Any member of the Committee may move for a closed vote at any time for any reason. This motion does not require a second, and at the conclusion of discussion, the Committee will convene privately to consider the request at issue. Members of the Committee in the requesting group will generally not take part in the closed discussion. At the conclusion of a closed vote, the Treasurer will provide the involved student group with a brief written Opinion explaining the Committee's reasoning.