

Bill Allocation Outline

Steps to Appropriations:

1. Any Registered Student Organization (RSO) may request a reimbursement by submitting the form on the SGA page of Orgsync or by contacting a Senator directly.
- a. Reimbursements and funding for travel for students presenting or participating in conferences must be referred through the Student Travel Fund Committee and cannot be passed as a bill allocation unless there is a two-thirds (2/3) vote by the Senate to suspend this stipulation for that individual request.
2. The sponsoring Senator(s) meet with the representative(s) of the RSO requesting reimbursement.
 - a. An understanding is gained about what the RSO is asking for specifically. This includes the specific itemized amounts for what RSO needs a reimbursement.
 - b. A full budget shall be presented in this meeting including any SABC funding, fundraising, and a detailed list of other past expenses.
 - c. The Senator(s) will explain the allocations process further including the time of the Appropriations Committee meeting and what is to be expected in this process. Other requirements are listed in **Section VI, C of the Bylaws**.
3. The sponsoring Senator(s) will send the bill header to the Secretary at least two days before the next Senate session is held.
4. In the first Senate session of this process, the Secretary will read the bill header, and the Vice President will refer the bill to the Appropriations Committee.
5. Following the bill header reading, the sponsoring Senator(s) must send the full bill to the Appropriations Chair before the next Appropriations meeting. For example, if Appropriations meets on Monday the 1st of January, and the caption is read on Friday the 5th of January, then the bill should be sent to the Appropriations Chair by Monday the 8th.
6. At the Appropriations meeting, the sponsoring Senator(s) and/or RSO representative(s) will present the bill along with any additional information about the RSO's reimbursement request.
7. The sponsoring Senator(s) and the RSO are asked to leave, and the committee will come to a decision.
 - d. In the event that a sponsoring senator is a member of the Appropriations Committee, they will remain in committee.
 - e. The committee will review the bill based on previous funding, the RSO's reasons for requesting the funding, how recently the RSO was approved, and other factors that the Appropriations Committee deems applicable.
8. The sponsoring Senator will notify the RSO of the standing decision.
9. Then the bill will be distributed within the agenda of the following Senate session, and the entire bill will be read during Old Business.
10. The standing decision of the Appropriations Committee will be presented, and the sponsoring Senator(s) may speak on the bill and argue for or against the standing decision.

- f. Once the sponsoring Senator(s) have spoken on the bill, the floor is open for any Senator to start discussion.
 - g. If there is no discussion, then the standing decision passes.
 - h. If a Senator speaks once the floor is open, then the bill can be amended.
 - i. Once the speaker's list is closed or the Senate has come to a consensus, then the Senate will move forward with a roll call vote.
 - ii. All clerical issues should be passed in a paper note to the Secretary or brought up in an email once the Senate meeting has come to a close.
11. If the bill is passed, then the sponsoring Senator(s) are responsible for following up with the RSO's reimbursement and ensuring the RSO completely understands the receipt process as listed in **Section VI of the Bylaws**.

Other details and regulations of the bill allocations process are listed in the Bylaws under Section VI (6). All Appropriations Committee meetings are open unless otherwise stated.