The FAU Guide to Writing SG Bills to Campus Houses for Funding Requests

Adapted from an Original Document by
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WHAT CAN MY CAMPUS HOUSE OF REPRESENTATIVES FUND?

- Through our Contingency Accounts, the Houses can fund programs, events, and conferences for clubs, organizations, departments, and other entities. We cannot fund alcohol, tobacco, firearms, charity contributions, or chapter dues. All events paid for with Student Government money must be open to all University students.

WHY WOULD THE HOUSE PAY FOR MY EVENT?

- Student Government funds are for the benefit of the Student Body. If your event reaches out to FAU students open your campus, and you don’t already have a budget that can cover your projected expenses, try writing a bill. The worst thing that we can say is no, but this usually occurs if the bill does not show evidence of a benefit to the Student Body, or it is beyond our funding capabilities.

HOW DO I WRITE A BILL?

- There is a bill-writing template available on-line at: http://www.fau.edu/sga/forms.php.
- You should ask a House Representative to help you write the bill. The bill must have a Representative as a sponsor.
- There are two ways for the bill to be considered:
  - 1) Bills must be submitted to a Representative or the House Speaker in digital format three business days before your scheduled and posted Campus House meeting. It will then be added to the House meeting agenda.
  - 2) If you miss the deadline, the bill can be added to the agenda for the following House meeting. Speak with your Representative or Speaker to find out how to get your bill on the next House meeting agenda.
- Because it can take up to a month for the bill to be passed in the House, you need to submit your bill as soon as possible, well ahead of time of the event. Take into consideration that once you have the money, you still need time to process financial paperwork. If there is a time crunch, talk with your House Speaker, Campus Governor or a Representative about getting the money more expeditiously.
- Understand that, because of limited funds, you might not receive the full amount you are asking for. The Houses have to represent all student interests and generally does not allocate large sums of money to a single event. You should not depend on the House for your event; be prepared to fundraise and find other sources of money.

WHAT HAPPENS TO MY BILL ONCE IT IS ON A HOUSE MEETING AGENDA?

- It will appear on the House agenda at a regular meeting under New Business.
- The House will sometimes submit the bill to the Funding or Ways and Means Committee. Speak during Open Forum to provide justification why the House should allocate money to your event.
- Regardless of whether the bill is submitted to the Funding or Ways and Means Committee, the House will discuss and possibly amend the bill in a general meeting to pass, table it for future consideration, or reject it.
- If the bill passes, it is forwarded to the Student Body Governor, Student Body President, and then Senior Vice President for Student Affairs for approval.
- Once approved by both, you’ll need to take a copy of the bill to your Campus Treasurer so money can be allocated to your event.