



THE UNIVERSITY OF TEXAS AT EL PASO™
STUDENT GOVERNMENT ASSOCIATION

**GUIDELINES OF THE APPROPRIATIONS COMMITTEE
OF THE STUDENT GOVERNMENT ASSOCIATION
OF THE UNIVERSITY OF TEXAS AT EL PASO**

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**GUIDELINES OF THE APPROPRIATIONS COMMITTEE
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**ARTICLE I
PURPOSE**

- Section 1. The Appropriations Committee shall be responsible for researching the validity of all bill requests for Student Government Association (SGA) funds, making recommendations to the Senate about bill requests, and advising the Senate on the status of appropriated monies.
- Section 2. The Appropriations Committee reserves the right to add any stipulations and requirements as they deem necessary for the approval of the bill.

**ARTICLE II
DUTIES AND RESPONSIBILITIES**

- Section 1. The Appropriations Committee shall review all proposed bills to correct grammar and spelling, aid students and organizations in writing bills, and ensure that appropriation bills adhere to the Appropriations Guidelines.
- Section 2. The Appropriations Committee shall screen and approve only appropriate bills for presentation to the Senate and maintain an accurate and up-to-date ledger of allocations from the Senate account and prepare monthly reports to the Senate.
- Section 3. The Appropriations Committee shall advise the Senate on procedural matters relating to appropriate bills, as well as on all Appropriations matters.
- Section 4. The Appropriations Committee meeting time and place will be determined by the Appropriations Committee.
- Section 5. The Appropriations Committee will determine if the appropriation bill reaches the Senate floor for its second reading, as well as the amount of funding that will be proposed before the Senate for a respective bill.
- Section 6. Any current active member can represent the student/organization bill at the Appropriations Committee meeting; however, they should be prepared to answer in-depth questions regarding all pertinent information. Otherwise, there may be a delay in the approval of funds The Bill will be tabled back to the Committee for further review.

- Section 7. The Appropriations Committee and/or assigned member can request any piece of documentation to be emailed to the Administrative Service Coordinator with the name of the Committee Member that had requested the information. This could include but not limited to a detailed list of research or new itemization of expenses.
- Section 8. Each bill submitted can be assigned a member of the Committee who will provide the individual or group with suggestions or options for their application and assistance in understanding the process of the committee. The Chair of Appropriations or SGA Administrative Service Coordinator will assign the committee member to the bill.
- Section 9. Prior to when the Bill receives a second reading, the assigned Committee Member must provide a written report to include a recommendation for the bill, any research done on the bill, and other information that may help with the deliberation of the bill. The report must be submitted to the Chair or Co-Chair prior to the second reading. The report can be available to the Senate at the request of a Senator during the second reading. If the Bill passes the Senate, the assigned Committee member must provide an additional report stating any additional updates that may include changes to the itemization. The chair will keep a folder electronically of all reports.
- Section 10. All bills whether travel or non-travel, applying for appropriated funds from the SGA Senate must be emailed in no later than 20-working/school days prior to the travel/event date. Holidays are not included in the 20-working day period. If the 20th day lands on a holiday, an electronic copy must be submitted to the senate secretary no later than 5 PM (MST). If a student/organization is invited/notified of an event after the 20 working days' deadline to submit a bill, the Appropriations Committee may consider the bill for funding only if the student/organization can present appropriate evidence showing the day of their invitation. A representative must be present during the first and second readings. The SGA Administrative Services Coordinator will provide you with those dates. Acknowledge that advanced funds are not guaranteed, especially if the appropriate paperwork is not submitted at least seven (7) working days in advance from the date the funds are needed.
- Section 11. Priority funding will follow the mission statement of The University of Texas at El Paso and the goals and vision of the Student Government Association. The SGA Senate proclaims its mission to support educational excellence by endorsing the opportunity to achieve such a purpose.
- a. The SGA Senate will appropriate funding for the following types of activities:
 - i. Academic programs and events
 - ii. Conferences and workshops

- iii. Philanthropy events
- iv. Educational speakers and symposium
- v. Banquets
- vi. Social events

ARTICLE III
GENERAL PROVISIONS

Section 1. Attendance Policy

- a. If a Committee member is absent, they must have notified the Chair and Co-Chair of their absence at least one (1) day before the regularly scheduled meeting.
 - i. If a committee member has cause to notify the Chair and Co-Chair during a meeting, they will be counted as present for the whole meeting
 - ii. If a Committee member does not notify the Chair and Co-Chair during a meeting, they will be counted absent for the whole meeting.
- b. All members must clock into the SGA Timeclock and have their time accounted for before calling the meeting to order.

Section 2. Setting the Agenda

- a. It is the duty of the Chair and Co-Chair to habitually meet to set the agenda before a regularly scheduled or special committee meeting to include ideas, recommendations, and reports from Committee members.

Section 3. Conducting a Meeting

- a. The Chair shall convene the meeting with a call to order. The Co-Chair will supervise the agenda and add to it as the meeting goes along, recording the attendance and any voting that takes place.
- b. The Chair will conduct business and follow the order of the agenda. If committee members wish to speak, the Co-Chair should recognize them.
- c. If there is no other business to conduct, the Chair will adjourn the meeting and the Co-Chair will submit the completed agenda to the Vice-President of Internal Affairs as the meeting's minutes.

Section 4. Voting During a Meeting

- a. An item that is requested to be voted on should be submitted to the Chair and Co-Chair at least one (1) day before the regularly scheduled meeting takes place so that it can be added to the agenda.
- b. During a meeting, the Chair will recognize the item to be voted upon and will move the members to vote. The Co-Chair will initiate a simple majority roll call vote and record the results on the agenda.

- Section 5. Maintaining a Budget
- a. It is the duty of the Chair to maintain the budget set by the SGA President and maintain the record of any planned or executed expenditures deemed necessary by the committee.
 - b. Once the President has announced the fiscal budget for the academic year, it is advisable to meet with them to discuss the specific monetary value allotted to the committee and seek guidance for the kinds of expenditures the committee will have during the year
 - c. The Chair can then meet with the Co-Chair and decide to set a budget. This budget should be included in an agenda and voted upon by the committee. Be sure to consider recommendations made by the SGA President and Committee members to plan accordingly
 - d. Sample Budget of \$2,500, items include:
 - i. Fall: \$1,000
 - ii. Spring: \$1,000
 - iii. Summer (for next administration): \$200
 - iv. Back-up funds: \$300

- Section 6. MineTracker
- a. The Chair of the Appropriations Committee, at the time of their election to the position, should notify the SGA Administrative Services Coordinator of their new position. This will allow the Chair access to MineTracker so that they could monitor student/ organization bill submissions.
 - b. During the allotted time of each semester for bills to be submitted, the Chair should make these student applications readily available to the Co-Chair and committee members.

ARTICLE IV **STRUCTURE**

Section 1. As stated in the Student Government Association Constitution and Bylaws, the Appropriations Committee shall be formed as a Standing Committee.

Section 2. The Appropriations Committee shall consist of members of the Student Government Association Legislative and Judicial branches who have met and continue to meet the eligibility requirements outlined in the Constitution of the Student Government Association of the University of Texas at El Paso.

- a. Members of the Judicial branch shall be permitted to be members of this committee under the circumstances that they are unable to attend any of the Ad-Hoc committee meeting times and upon the approval of the Vice-President of Internal Affairs and the Committee Chair.

- Section 3. Quorum within the committee for the transaction of business shall consist of a majority (50%+1) of the active voting members present during a meeting. Proxy or absentee votes will not be accepted at any meetings.
- Section 4. The Appropriations Committee shall consist of a minimum of three (3) members from the Legislative body. Members from the Legislative and Judicial branches will serve as the active voting members of the committee.
- Section 5. The Appropriations Committee shall elect from its members: one (1) Committee Chair and one (1) Committee Co-Chair. The nominee with a two-thirds (2/3) vote will assume the voted upon role.

ARTICLE V
COMMITTEE OFFICERS

- Section 1. The Chair of the Appropriations Committee shall have the following duties and responsibilities:
- a. To create the agenda for each regularly scheduled and special committee meeting to include ideas, recommendations, and reports from committee members.
 - b. To preside over regularly scheduled committee meetings and call for special committee meetings if committee members are given forty-eight (48) hours advanced written or electronic notice.
 - c. To give a weekly report of the business transacted by the committee to the SGA Senate during Senate Sessions.
 - d. To regularly meet with the Co-Chair to discuss items for meeting agendas, collaborate on new ideas, and make recommendations to the way the committee operates.
 - e. To assign duties to committee members as per the discretion of the Chair and Co-Chair.
 - f. To review the attendance of each committee member and make recommendations for the removal of members based on excessive absences or misconduct as stated in the SGA Bylaws to the SGA Senate.
 - g. To collaborate with members of the Executive Cabinet and other committee Chairs and Co-Chairs to execute any ideas or recommendations on behalf of the committee.
 - i. This includes working with the Vice-President of External Affairs to approve any publicity or marketing on behalf of the committee.
 - h. To maintain and report the standing of the Appropriations budget to the SGA Senate.
 - i. To preside over the planning, organization, and execution of all aspects of the Appropriations Committee to include:
 - ii. Regularly updating the bill readers of issues with or provisions needed to make the bill.

- iii. Keeping the student body knowledgeable of the dates which bills shall be accepted for that upcoming semester, and of all documentation of referencing before and/or during the submission of a bill.
- iv. Planning, organizing, and executing the committees plans to market the Appropriations Committee to the UTEP student body.
- v. Lead first readings for bills with students/organizations.
- vi. Keep the committee knowledgeable of standing of budget during each semester.

Section 2. The Co-Chair of the Appropriations Committee shall have the following duties and responsibilities:

- a. To record and submit a formal record, in written or electronic form, of the minutes of each regularly scheduled or special committee meeting to the Vice-President of Internal Affairs within a timely manner.
- b. To record and submit, in written or electronic form, the attendance of each committee member to the Chair. The Co-Chair can make recommendations to the Chair for the removal of members based on excessive absences or misconduct as stated in the SGA Bylaws.
- c. To preside over regularly scheduled or special committee meetings in the absence of the Chair.
- d. To give a weekly report to the Senate during SGA Senate meetings of the business transacted by their committee in the absence of the Chair.
- e. To regularly meet with the Chair to discuss items for meeting agendas, collaborate on new ideas, and make recommendations to the way the committee operates.
- f. To ensure committee members are performing their prescribed duties as per the discretion of the Chair and Co-Chair.
- g. To collaborate with members of the Executive Cabinet and other committee Chairs and Co-Chairs to execute any ideas or recommendations on behalf of the committee.
- h. To assist the Chair in presiding over the planning, organization, and execution of all aspects of the Appropriations Committee.

ARTICLE VI

FUNDING

Section 1. Requirements to receive funding are as follows:

- a. If a travel bill is submitted, a Student Travel Request Form must also be submitted and approved by the SGA Administrative Services Coordinator prior to the first hearing. Failure to do so will result in tabling or dismissal of bill.
- b. Any organization or individual must complete an After Actions Report upon return from the SGA funded travel. Receipts and documentation

must be submitted within ten (10) days of the activity/event or within two (2) weeks into the new fiscal year, whichever is applicable. Failure to do so will result in forfeiture to request future funds for that academic year, repayment, and the following consequences:

- i. It will be recommended to the Student Engagement and Leadership Center that the student organization not be recognized as a registered student organization at UTEP until all the SGA requirements have been fulfilled if the request is made on behalf of an organization.
 - ii. A financial hold may be placed on the student's account if the request is made by an individual. Therefore, the student may be unable to register or request transcripts until all matters with the SGA have been resolved.
- c. An individual/organization must provide documentation to verify that the specified event for which funds are being requested will occur on the date specified in the bill. Verification of the event is required when the bill is submitted, as well as when the After Actions Report is submitted. Such documentation may include business cards, registration fee statements, itinerary of the event, program, and receipts.
 - d. If the student/organization fails to provide appropriate verification, the bill will be considered incomplete and will not be accepted until all paperwork is submitted.
 - e. Lodging and Transportation costs should be estimated through the least expensive, yet practical means. Itemized estimates of at least two (2) methods of transportation must be provided.
 - f. Funding can be provided for any third-party housing companies such as, but not limited to, Airbnb who provide receipts and other relevant documentation.

Section 2. Priority funding will be followed based on the mission statement of The University of Texas at El Paso and the goals of the Student Government Association. It is at the Appropriations Committee's discretion to determine whether a bill will be denied after the first reading or continue onto the second reading.

Section 3. It is imperative that students provide their student ID number, cumulative grade point average, and current enrollment status on the student travel request form. The SGA Administrative Services Coordinator will verify this information.

Section 4. All use of Senate funds must be of some benefit to the student body or the University and cannot be used for any personal or non-University related purposes.

- Section 5. Funding will not be appropriated to any event that will receive any profit that remains within the organization or individual.
- Section 6. Funding will not be appropriated for general education items, such as books, school supplies, or any cause pertaining only to the student's advancement of their personal education.
- Section 7. Funding for food or food related items is not recommended to be included in bills as it will not be prioritized as much as academically related expenses.
- Section 8. Funding will not be appropriated for events where students or organizations earn any type of academic class credit, grade, or monetary stipend.
- Section 9. Funding will not be appropriated for any professional certification or admissions test for graduate and professional schools.
- Section 10. The Student Government Association will not reimburse funds for an event or trip that has already occurred. However, all appropriated funding is given as a reimbursement once all after actions items, such as receipts, are reviewed by the SGA Academic Services Coordinator.
- Section 11. Any monetary amount received for the activity or event in a bill in the form of; department funding, sponsorships, donations, and any outside sources must be reported to the Appropriations Committee. Failure to do so, or suspicion of misleading information, will result in a review of the request for funding and possible referral to the Office of Student Conduct and Conflict Resolution, as well as repayment of appropriated funds or the ability to request future funds.
- Section 12. Funding may be transferred through direct deposit or a check via the postal service. The individual that provides their contact information for the bill will receive the funds. An organization may have the funds transferred to their organization/UTEP account. Students should refer to the SGA Administrative Services Coordinator to learn how and when they can expect to receive the funds.
- a. Any organization or individual must complete an After Actions Report upon completion of the SGA funded event. The total of all receipts must minimally reflect the amount appropriated. However, all original receipts of expenditures listed in the bill's itemization must be included with the After Actions Report.
 - b. Failure to do so, or suspicion of misleading information, will result in a review of the request for funding and possible referral to the Office of Student Conduct and Conflict Resolution, as well as repayment of appropriated funds or the ability to request future funds.

ARTICLE VII
ELIGIBILITY AND UNIVERSITY COMPLIANCE

- Section 1. All students obtaining Senate appropriations must:
- a. Have a minimum 2.5 cumulative grade point average.
 - b. Be in good standing with the University of Texas at El Paso.
 - c. If circumstances render a student unable to attend the scheduled weekly meeting, they are responsible for contacting the Appropriations Committee and making the necessary arrangements. If a student/organization is unable to attend the scheduled first reading of the bill, they must notify the SGA Administrative Services Coordinator before the Appropriations Committee meeting takes place. Failure to notify the SGA Administrative Services Coordinator and to be present during the scheduled first reading of the bill will result in a one-third (1/3) deduction of appropriated amounts.
- Section 2. Individual Funding
- a. Undergraduates must be enrolled in at least nine (9) credit hours during long semesters or must be enrolled in at least three (3) credit hours during one of the two summer semesters.
 - b. Graduate students must be enrolled for a least six (6) credit hours during long semesters or must be enrolled in at least three (3) credit hours during one of the two summer semesters.
 - c. All graduate students, who have completed their course work requirements toward their graduate program and have their thesis or project work remaining, and are obtaining Senate appropriations, must be enrolled in at least three (3) credit hours; out of which three (3) credit hours should be towards the thesis/project, for the fall, spring, and the summer semesters. It is mandatory that the student provide a letter to this effect from their thesis or project and graduate advisors.
- Section 3. Organizations
- a. Any organization requesting SGA funds must be a registered organization with the Student Engagement and Leadership Center.
 - b. Five (5) or more students in the same college, who are asking for travel funds to the same event, will fall under the guidelines of an organization applying for funds. If these five (5) or more students submit separate bills at different times, it at to the discretion of the Appropriations Committee to repossess and redistribute funds or to deny funding to later applicants.
 - c. All students within the registered organization requesting SGA funds during the summer semester must be enrolled for the upcoming fall semester to receive SGA funds.

- d. The appropriated amount will be deducted from authorized funds for those not eligible to travel. The amount deducted will be determined by the amount of funding and the number of students going.

Section 4. Students seeking to use UTEP trademarked items must comply with the UT System Registered and Protected Trademark Licensing Program. The Student Government Association must submit a request to the Office of Trademark Licensing. All UTEP branded promotional items and apparel products must comply with the University's Graphic Identity Guide Manual and is purchased through vendors officially licensed and authorized to use UTEP logos and trademarks. For a list of officially licensed vendors please visit http://www.utexas.edu/trademarks/forms_lists.html or the SGA Office, Union East room 304.

Section 5. Students reserve the right to use the Texas Sales and Use Tax Exemption Certification and the Texas Hotel Occupancy Tax Exemption Certificate. The form may be obtained through the UTEP purchasing department, located in Kelly Hall, or online at www.admin.utep.edu/purchasing. The Texas Hotel Tax Exempt form may be found at the UTEP Human Resources website <http://admin.utep.edu/Default.aspx?alias=admin.utep.edu/hr>. A copy of the forms may also be picked up at the SGA Office.

ARTICLE VIII

TRAVEL

Section 1. All appropriated travel funds will be used for transportation, lodging, registration, and approved miscellaneous expenses.

- a. Funding limits outlined in the following sections are made to allow for fairness and equity so that all applicants can receive at least partial funding towards their trips. These ranges are not concrete, rather estimates for applicants to construct their bill amounts around them.

Section 2. Individual Travel

- a. For all local travel, within 500 miles of El Paso, appropriations should not exceed \$350 or one third (1/3) of the total expenditure, whichever is the lesser.
- b. For all national travel past 500 miles of El Paso, appropriations should not exceed \$600 or one third (1/3) of the total expenditure, whichever is the lesser.
- c. For all international travel outside the United States, appropriations should not exceed \$1,200 or one third (1/3) of the total expenditure, whichever is the lesser.

- d. There will be no limitations on the number of bill submissions for individuals. However, this is not to imply that all bill submissions will be approved by the Appropriations Committee or SGA Senate.
- e. Individuals who are approved for funding will receive the appropriated amount after the event upon submission of all required receipts and documentations to the SGA Administrative Services Coordinator or Senate Secretary. Receipts and documentation must be submitted within ten (10) days of the activity/event or within two weeks into the new fiscal year, whichever is applicable.

Section 3. Organization Travel

- a. For all local travel, within 500 miles of El Paso, appropriations should not exceed \$1,500 or one third (1/3) of the total expenditure, whichever is the lesser.
- b. For all national travel, past 500 miles of El Paso, appropriations should not exceed \$2,500 or one third (1/3) of the total expenditure, whichever is the lesser.
- c. For all international travel, outside of the United States, appropriations should not exceed \$3,500 or one third (1/3) of the total expenditure, whichever is the lesser.
- d. Organizations can only ask for funding a maximum of five (5) times per academic year, two (2) bills in the fall, two (2) in the spring, and one (1) in the summer.

ARTICLE IX
NON-TRAVEL

Section 1. All appropriated non-travel funds will be used for approved academically related expenses.

Section 2. All non-travel appropriations cannot exceed \$2,500 or one-third (1/3) of the total expenditure, whichever is lesser

Section 3. An individual or organization must provide documentation to verify that the specified event for which funds are being requested will occur on the date specified in the bill. Verification of the event is required when the bill is submitted, as well as when the After Actions Report is submitted. Such documentation may include business cards, registration fee statements, itinerary of the event, program, and receipts. The bill will not be accepted if appropriate verification is not submitted.

ARTICLE X
PROCESS

- Section 1. For bills to be considered by the Committee it must be typed and submitted to the Student Government Association [MineTracker](#) page.
- a. All bills whether travel or non-travel, applying for appropriated funds from the SGA Senate must be submitted no later than 20 working/school days prior to the travel/event date. Holidays are not included in the 20-working day period. If the 20th day lands on a holiday, an electronic copy must be submitted to the senate secretary no later than 5 PM (MST).
 - b. An Appropriations bill may not be passed four weeks after its first reading.
- Section 2. Student Travel Request forms and the names of all students traveling must be submitted and verified per the Appropriation Guidelines prior to being considered by the Committee for its first reading.
- Section 3. The Appropriations Committee must act upon appropriate bills during the next scheduled committee meeting after its submission to the Student Government Association [MineTracker](#) page. The Senate must act upon such bills within ten (10) working days after it is reported out of committee.
- Section 4. Amendments may be accepted by the bill reader, organizational representative, or the Committee on proposed bills during the first reading under extraneous circumstances if the total bill amount is not altered more than \$100 from the original amount. Amendments shall only be accepted by the Senate during the second reading of the bill.
- Section 5. A bill will be passed through its first reading by a majority roll call vote with Appropriations Committee meetings. The bill shall then be submitted to be passed by a majority vote of the SGA Senate.
- a. If it fails on either reading, it may be resubmitted as a new bill.
- Section 6. If the Senate determines by a two-thirds (2/3) roll call vote that there has been a misuse of appropriated funds, those individuals responsible for the misuse will be liable to the Student Engagement and Leadership Center (SELC) for all misappropriated funds and may be subjected to disciplinary action.
- Section 7. Bill templates and examples are located on the SGA [MineTracker](#) page and the Appendix within this document for students to use when constructing a bill. It is imperative that students outline the specific purpose, dates, benefits for UTEP, and itemization of funds requested in a bill.

- Section 8. Each student/organization should be prepared by emailing the following information to the SGA Administrative Service Coordinator by the time of their Appropriations Committee hearing:
- a. Documentation of the event, including an itinerary.
 - b. Funds acquired.
 - c. Estimate of anticipated funds.

ARTICLE XI
PROCEDURE

- Section 1. Review the Appropriation Guidelines thoroughly.
- Section 2. Inquire when the deadline is to submit a bill to the SGA Administrative Service Coordinator or Committee Chair to be considered for the next available appropriations committee meeting.
- Section 3. Electronically submit the appropriation bill along with statement of appropriation guidelines and agreement form, all completed through the SGA [MineTracker](#) page.
- a. For Travel Bills, the student/organization must electronically fill out the Student Travel Request form provided by the SGA Administrative Coordinator once bill is submitted PRIOR to the first reading, or the bill will not be considered for a first reading.
- Section 4. Attend Appropriations Committee meeting during the scheduled time for the first reading of the bill.
- a. Be prepared to answer questions pertaining to the bill along with a program itinerary.
 - b. The SGA Senate Secretary will provide an invitation for the bill reader to attend the first reading, disclosed with a meeting time and location.
 - c. If a student/organization is unable to attend the scheduled first reading of the bill, they must notify the SGA Administrative Services Coordinator, Senate Secretary, or Committee Chair before the Appropriations Committee meeting takes place. Failure to notify absence or to not be present during the scheduled first reading of the bill will result in a one-third (1/3) deduction of appropriated amounts. If time permits, applicants will be rescheduled to attend the next appropriations committee meeting, or under extreme circumstances, a bill reader may schedule a meeting with the Chair and Co-Chair of the Committee, where they will then report their findings over to the committee during the next sitting.

- Section 5. Attend the following SGA Senate session to read the bill for the second reading of the bill.
- a. Bill readers should be present for the SGA Senate session in which the bill is to be read; otherwise, the appropriation bill risks dying on the Senate floor or receive a one-third (1/3) deduction according to time constraints and the discretion of the Appropriations Committee.
 - b. Under special circumstances bill readers can request for the Appropriations Committee Chair, Co-Chair, or member to represent their bill if it is not possible for the bill reader to be present for the SGA Senate session.
- Section 6. If the student/organization representative is unable to attend the scheduled second reading, they must notify the Appropriations Committee Chair, SGA Administrative Services Coordinator, or Senate Secretary before the SGA Senate session takes place.
- a. Failure to notify of absence shall result in a one-third (1/3) deduction of appropriated amounts. Applicants will be rescheduled and will be asked to attend the next Senate meeting.
 - b. If time does not permit (due to the travel/event date) for the bill to be rescheduled for the next Senate meeting, the bill will die on the Senate floor.
 - c. The student/organization may contact the Appropriations Committee Chair of the SGA Administrative Services Coordinator before the scheduled second reading to request to have a Senator sponsor a bill during the Senate meeting, or if time permits, to have the second reading rescheduled for the following Senate meeting.
- Section 7. If the bill passes the Senate, funds are to be awarded once the After Actions Report is completed.
- a. Turn in Receipts, unspent monies, and any other necessary forms issued by the SGA Administrative Services Coordinator not later than ten (10) working days after the event date on the bill. Funds will be forfeited after the ten (10) dates if not turned in.
 - b. After the bill passes it will take a minimum of seven (7) working days for funds to be processed before an organization receives the appropriated funds.

ARTICLE XII
DEFINITIONS

- Section 1. Activities – the events the SGA Senate will appropriate funding for to support its mission of educational excellence and opportunity.
- a. Academic programs and events – activities relating to or organized for the achievement of acquiring knowledge pertaining to a certain academic field.
 - b. Banquets – a formal or ceremonial gathering of a student organization to honor academic achievement or milestones.
 - c. Conferences and workshops – events or activities that involve academic collaboration on ideas or presentation of research.
 - d. Educational speakers and symposiums – a formal conference used for open discussion within a certain subject of study or vocation led by a qualified professional.
 - e. Philanthropy events – charitable action that works to help others, a community, or society.
 - f. Social events – an informal gathering of a student organization intended for outreach, education, or general discussion.
- Section 2. After Actions Report – a summary report of the trip or event consisting of how the event benefited the students and/or organization and how the experience will enrich other students on campus.
- Section 3. Appropriation Bill – any bill presented by a student in good standing the Student Government Association (SGA) Senate requesting funds.
- Section 4. Appropriations Committee – a committee to help students and/or organizations with bills, review proposed bills, and to correct grammar and spelling. The Appropriations Committee also ensures that bills adhere to the appropriation guidelines. After review, the committee proposes appropriate bills to the Senate.
- Section 5. Fall bill – any bill that the expected date of travel or event is before the first senate meeting of the spring term and after the first senate meeting of the fall semester term.
- Section 6. First Reading – the first formal reading of an appropriation bill occurring during the Appropriations Committee meeting. All issues pertaining to the Appropriation bills must be resolved prior to the second reading.
- Section 7. Non-Travel – an event that is held within the El Paso City limit, or preferably on the University of Texas at El Paso campus.

- Section 8. Second Reading – the second formal reading of the Appropriations bill occurring during the SGA Senate session after the first formal reading. All issues must be resolved to be approved by the Senate. The bill is considered passed if approved at the second reading.
- Section 9. Spring bill – any bill that the expected date of travel or event is before the first summer semester senate meeting and after the first spring semester senate meeting
- Section 10. Summer Bill – any bill that the expected date of travel or event is before the first senate meeting of fall semester term and after the first senate meeting in the summer semester term
- Section 11. Travel – the activity or event is located more than 25 miles from the University of Texas at El Paso.
- Section 12. Working Day – a day between Monday through Friday, with the day ending at 5 PM (MST). If a holiday falls during the 20-day calculation, it shall not be included as one of the 20 working days.

ARTICLE XIII
APENDIX
Example of Individual Travel Bill

Itemized estimates of at least two (2) methods of transportation must be provided. If the round trip is less than 1,200 miles, an itemization by ground transportation (e.g. automobile, bus, etc.) must be provided.



THE UNIVERSITY OF TEXAS AT EL PASO™
STUDENT GOVERNMENT ASSOCIATION

The University of Texas at El Paso

Student Government Association

Appropriation Bill, Individual Request

(Students Name)

Bill No. (Leave Blank)

Date: (Date Turned In)

Authored By: (Students Name)

Introduced By: (Leave Blank)

Seconded By: (Leave Blank)

Title: A bill to appropriate the sum of **\$XXX.XX** to help defray expenses of sending one (1) student to attend The Mathematical Modeling in Population Biology and Epidemiology - 10th Annual Red Raider Mini-Symposium at Texas Tech University, Lubbock, Texas from October 28th – 30th, 202X.

Whereas: The student will be presenting a talk on the Numerical approach to concede epidemiology and take part in the discussions concerning the performance and analysis for different numerical approaches which might be helpful in getting results. The student will have an opportunity to interact with researches who are attending the conference; and,

Be It Enacted: That the 201X – 202X University of Texas at El Paso, Student Government Association Senate appropriate the sum **\$XXX.XX** to help defray the expenses of sending one (1) student to attend the 10th Annual Red Raider Mini-Symposium at Texas Tech University, Lubbock, Texas from October 28th – 30th , 202X, with the stipulation that all the unspent monies, after-action reports and receipts be returned by (Leave blank).

Itemization #1

	Amount
Transportation cost: Southwest Airlines	\$248.98
Lodging Conference Hotel: Marriot, \$116 x 2 nights	\$232.00
Registration Fee	\$248.98
Transportation: Car (Hertz)	\$105.00
Total	\$834.96

Itemization #2

	Amount
Transportation cost: Delta Airlines	\$248.98
Lodging Conference Hotel: Holiday Inn, \$126 x 2 nights	\$252.00
Registration Fee	\$208.98
Transportation: Car (Enterprise)	\$105.00
Total	\$814.63

Example of Organization Travel Bill

Itemized estimates of at least two (2) methods of transportation must be provided. If the round trip is less than 1,200 miles, an itemization by ground transportation (e.g. automobile, bus, etc.) must be provided.



THE UNIVERSITY OF TEXAS AT EL PASO™
STUDENT GOVERNMENT ASSOCIATION

The University of Texas at El Paso

Student Government Association

Appropriation Bill

(Name of Organization)

Bill No. (Leave Blank)

Date: (Date Turned In)

Authored By: (Students Name)

Introduced By: (Leave Blank)

Seconded By: (Leave Blank)

Title: A bill to appropriate the sum of **\$XXX.XX** to help defray expenses of sending twelve (12) members of AIESEC to attend the Seattle Newbie Day Conference in Seattle, Washington scheduled for November 11th – 14th, 202X at the Holiday Inn Seattle SeaTac International Airport Hotel.

Whereas: The members attending the conference will partake in events that include planning and tracking, building a strategy, networking, communication skills, self-management, task management, personal development, goal setting, as well as function tracks for the different AIESEC teams (Business Development, Account Delivery, External Relations, Out Going Exchange, Talent Management and Finance); and,

Whereas: The conference will give the chapter the opportunity to foster a greater relationship with other chapters around the world, professionals, and AIESEC International Staff. This meeting is also an opportunity to showcase the University of Texas at El Paso (UTEP) and inform the National committee that AIESEC El Paso is on its way to becoming an official expansion of AIESEC United States; and,

Whereas: The President of AIESEC El Paso will present the accomplished requirements that AIESEC United States has imposed on all expansions. These achievements include being a registered student organization at the University of Texas at El Paso, having a verified partnership with an existing local committee (AIESEC Austin), and having formed an executive board. The student members will provide a presentation to the remaining UTEP students who did not have the opportunity to attend the conference; therefore,

Be It Enacted: That the 201X – 202X University of Texas at El Paso, Student Government Association Senate appropriate the sum of **\$XXX.XX** to help defray the expenses of sending twelve (12) members of AIESEC to attend the Seattle Newbie Day Conference in Seattle, Washington scheduled for November 11 th – 14th , 202X, with the stipulation that all unspent monies, after action reports, and receipts be returned by (Leave blank).

Itemization #1

	Amount
Transportation cost – American Airlines, \$348/person x12	\$4,176.00
Lodging: Holiday Inn, \$79/night x 3 nights x 6 rooms	\$ 1,422.00
Registration Cost – \$25/student x 12	\$ 300.00
Transportation: Taxi	\$80.00
Total	\$5,978.00

Itemization #2

	Amount
Transportation cost – Delta Airlines, \$310/person x12	\$3,720.00
Lodging: Marriott, \$65/night x 3 nights x 6 rooms	\$ 1,170.00
Registration Cost – \$25/student x 12	\$ 300.00
Transportation: Taxi	\$80.00
Total	\$5,270.00

Example of Organization Hosting On-Campus Event Bill



**THE UNIVERSITY OF TEXAS AT EL PASO™
STUDENT GOVERNMENT ASSOCIATION**

The University of Texas at El Paso

Student Government Association

Appropriation Bill

(Name of Organization)

Bill No. (Leave Blank)

Date: (Date Turned In)

Authored By: (Students Name)

Introduced By: (Leave Blank)

Seconded By: (Leave Blank)

Title: A bill to appropriate the sum of \$XXX.XX to help defray the expenses of hosting CAB's Miner Alley, which is scheduled to take place on September, 25th, October 9th, 23rd, and November 6th, 202X at the UTEP campus. These funds will be used to provide food and entertainment for UTEP students attending Cab's Miner Alley on the dates listed above.

Whereas: The Campus Activities Board main mission is serving as the vehicle to an amazing college experience by programming free events intended to captivate a diverse audience of UTEP students, staff, faculty, and communities' members; and,

Whereas: Campus Activities Board's annual non-alcoholic/alcohol awareness Tailgate will provide a medium for the UTEP community to socialize and allow UTEP organizations to recruit. CAB's Miner Alley is a non-alcoholic tailgate where students, faculty, staff, community members and families will be welcome to attend and enjoy a fun, family friendly environment before the UTEP home games. CAB's Miner Alley alternative tailgate will offer free food, music, and entertainment with the chance to win prizes, all while providing a safe, non-alcoholic/ alcohol awareness environment for the whole family, along with UTEP pride and school spirit. CAB's Miner Alley will be located between the

Fox Fine Arts Building and the parking garage providing a closed area that will be within a short distance of the sun bowl; and,

Whereas: The UTEP student body will benefit from an alternative tailgate experience in several ways. The UTEP student body will benefit from an alternative tailgate experience by being involved in an alcohol-free environment and learning that fun and alcohol don't need to go hand in hand. CAB's Miner Alley also allows student volunteers and interns to collaborate with other organizations and departments thus helping to strengthen bonds within the UTEP community; therefore,

Be It Enacted: That the 201X – 202X University of Texas at El Paso, Student Government Association Senate appropriate the sum of \$XXX.XX (Amount asking) to help defray the cost of food and entertainment for CAB's Miner Alley non-alcoholic tailgate, scheduled to take place on September, 25th, October 9th, 23rd, and November 6th, 2020 at the UTEP campus, with the stipulation that all unspent monies and receipts be returned by (Leave blank).

Itemization #1

	Amount
Sodexo Food-Four events for approximately 248 people about \$3.03 per person	\$751.00
Entertainment-Inter X-treme Inflatable, six inflatables about \$290 each inflatable (They will be used for entertainment throughout the event)	\$1,740.00
Total	\$2,491.00