SENATE BILL FLOWCHART for ANMSU Funding © 2010
by Former Senator Eric Rodriguez, Revised by Senator Charlene Shroulote

☐ Week 1 – Introducing a Senate Bill
Before Senate Meeting and Before Traveling

- INITIAL CLUB REQUIREMENTS
  - Chartered through Campus Activities
  - Financial procedures workshop
  - Community Service projects
  - Approached College Council for funding (optional)

- ASK A SENATOR TO WRITE YOUR BILL
  Provide the following information:
  - What, when, where, who, why, etc. for the event your club needs funding for.
  - Detailed list of expenses.
  - See Senator about approved expenses. *ASNMSU will not pay for food items.

- SENATOR SUBMITS BILL FOR 1ST READINGS
  - Bill must be turned in to the Senate Clerk by NOON on the Tuesday before the Senate meets.
  - Senate meets on every other Thursday.
  - Bill is assigned a Bill number.

☐ Week 2 – Senate Committee Review

- COMMUNITY AFFAIRS (TUESDAY)
  - Community Service forms must be submitted by NOON on Monday before Committee meets.
  - Someone from club must be present at the Community Affairs Committee.
  - Committee will vote on community service.

- RULES COMMITTEE (WEDNESDAY)
  - Written proof for seminar presentations, research, or team competitions must be submitted by NOON on Tuesday before Rules Committee.
  - Committee will review bill for conformance with ASNMSU Law Book.

- FINANCE COMMITTEE (THURSDAY)
  - Club President and Treasurer must have attended Financial Procedures workshop.
  - Committee will review bill for financial conformance with ASNMSU Law Book.

☐ Week 3 – Final Senate Review and Vote
Next Senate Meeting and After

- BILL GOES INTO 2ND READINGS AT THE NEXT SENATE MEETING
  - Bill is reviewed, discussed, and amended.
  - Club representatives are highly encouraged to be present at the Senate meeting.
  - Senate will vote on passing the Bill.

- ASNMSU PRESIDENT SIGNS
  - ASNMSU President will sign bill into effect.
  - President has two weeks to approve or veto the bill. Otherwise, the bill automatically passes after two weeks.
  - If vetoed, contact your Senator.

- GETTING YOUR MONEY
  - Matching funds will be verified by Comptroller.
  - All original receipts must be collected and submitted to Comptroller’s office.
  - Receipts must be submitted no later than 3 business days upon returning from a trip or once your bills passes.
Basic Community Service Project Requirements

- At least 25% of the organization’s active members must complete two (2) hours of on-campus and two (2) of off-campus community service for every $3,000 appropriated.

- On-campus community service must benefit the campus of NMSU.

- Off-campus community service must benefit the southern New Mexico community.

- Graduate students can fulfill the 25% rule for community service or complete five (5) individual hours of community service for every $3,000 appropriated. These hours may be completed on- or off-campus.

- Graduate students have this option primarily for research funding purposes. However, undergraduates may use this option as well for research purposes if they cannot use their organizations community service.

- Each community service project is only valid for 180 days, excluding University holidays.

Notes: ________________________________
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For more information:
Contact an ASNMSU Senator from your College
Or
Call the ASNMSU Office at (575) 646-4415
http://www.asnmsu.com