



Georgia College RSA Bill Process:

To submit a bill:

1. Go onto our website, **www.gcsu.edu/rsa** and click on the documents and forms link and download the Bill Template PDF file and fill out the appropriate sections of the bill template.
2. The Hall RSA Representative brings the bill to a General Assembly meeting and motions to bring it to the floor. The bill must be seconded by another RSA representative in order to be brought to the floor.
3. The RSA representative reads the full bill out loud to the General Assembly. The Author must be present at the meeting in order to answer any questions about the bill.
4. The President calls to move into **question and answer** which will last 5 minutes unless a RSA representative motions to extend time or end Q & A early. Author must answer any questions brought forth by anyone present at the General Assembly and the Executive Board.
5. The President calls to move into **discussion** which will also last 5 minutes. During this time the Author of the bill will step outside of the room. This is the time where RSA representatives will discuss the bill and/or amend the bill and make changes. Discussion can also be extended or ended early by an RSA representative and must second by another RSA representative. If questions are brought up about the bill and changes need to be made, **the Author of the bill must be present at the Executive meeting, which will be on Sunday at 5:00 in the housing office**, to discuss the changes that need to be

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made and the revised bill. The RSA rep can be present at this meeting, but it is not necessary.

6. Author of the bill must email the updated bill to the Secretary and President the **Tuesday before the General Assembly by 5:00pm.**

7. At the following General Assembly, the RSA representative or the Proxy must read the updated, typed, and printed bill to the General Assembly. Another Q & A and discussion will follow and if quorum is met the bill will be voted on and passed if majority votes in favor of the bill. If quorum is not met, an RSA representative will motion to table the bill until the next meeting.

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Frequently Asked Questions

1. What is a bill?

- A proposed piece of legislation written and brought before a General Assembly in which to vote on and be enacted.

2. Why would I need to submit a bill?

- One would submit a bill when they need extra monetary funding for a program which promotes academic, cultural, intellectual, social, and leadership development among resident students.

3. Who can submit a bill?

- Anyone in a Community Council and Community Advisors that have a Community Council present in their hall can submit a bill. Any Organization that is associated with RSA (i.e. The League, Rho Alpha, Thundercup, ect)

4. What are the requirements for submitting a bill?

- Bill must have the following in order to be considered for voting on:
 - i. Preamble: This section should provide your reasons for the necessity of your bill. Why is your topic something that should be addressed by the government? This section's clauses should always begin with a "Whereas..."
 - ii. Body: If necessary, this section should be separated into sections and subsections. Each proposed idea for the implementation of the bill

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should be a section. Subsections should be used to provide further detail and clarification (definitions, etc.) for their appropriate bill sections.

- iii. Enactment Date: Date in which your bill will take effect (The day of the program).

5. What is quorum?

- Quorum is the number of RSA representatives needed at a meeting in order to vote on a bill. We must have 5 out of 8 RSA representatives present in order to vote.

6. What happens if an RSA representative cannot make it to the meeting?

- If an RSA representative is not able to make it to a meeting, he/she will need to find a proxy, which is a substitute, to sit in their place. This can be anyone from the resident hall of the RSA representative. To find the proxy form, go to: gcsu.edu/rsa and look under “forms” and download the proxy form. The proxy form must be present at the meeting with the correct signatures.

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Bill Template

Georgia College
Resident Student Association
2012-2013

Bill # <SECRETARY WILL INSERT NUMBER>
Delegate <INSERT DELEGATE LAST NAME HERE>

A bill to allocate <INSERT A BRIEF DESCRIPTION OF HOW MUCH AND WHAT FOR>

Whereas, <WHY SHOULD IT BE ALLOCATED?>

Whereas, <WHY WILL RSA/RESIDENTS BENEFIT?>

Whereas, <WHAT IS THE MONEY GOING TO BE USED FOR?>

<ADD AS MUCH DOCUMENTATION AS YOU WOULD LIKE. BEGIN EACH SENTENCE WITH “WHEREAS”>

Therefore, be it enacted by the Resident Student Association of Georgia College & State University that <A BRIEF DESCRIPTION OF HOW MUCH, WHAT FOR, AND DATE OF PROGRAM >.

Secretary of the Resident Student Association

Treasurer of the Resident Student Association

Vice President of the Resident Student Association

President of the Resident Student Association

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Example Bill

Georgia College & State University

Resident Student Association

2012-2013

Bill #(SECRETARY WILL INSERT NUMBER)

Delegate (Kathleen Burns)

A bill to allocate \$200 to the Foundation Hall Community Council.

Whereas, funds will be used for the Dr. Seuss Birthday Extravaganza.

Whereas, students will recognize the works and life of Dr. Seuss through games such as trivia and bingo.

Whereas, green eggs and ham and other breakfast foods will be provided.

Whereas, Dr. Seuss' books will be awarded as prizes.

Whereas, RSA will be included on all advertisements that will go out to all the halls and the Village.

Whereas, the Dr. Seuss Birthday Extravaganza will be open to all on-campus residents.

Therefore, be it enacted by the Resident Student Association of Georgia

College & State University that \$200 is allocated to the Foundation Hall

Community Council for the Dr. Seuss Birthday Extravaganza on March 2,

2012.

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