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Senate Bill (S) 52-023 An Act Revising and Updating Title 10

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University of South Florida Student Senate

SB [S] 52-023
An Act Revising and Updating Title 10

The intent of this legislation shall be to update and revise those entities considered to be Student Government Bureaus in order to include S.A.F.E. Team and to include contractual specifics with regards to the University Police and S.A.F.E. Team partnership.

Author: N. Kiger

Sponsor: N. Kiger

Committee Action

First Reading: 03.26.2012

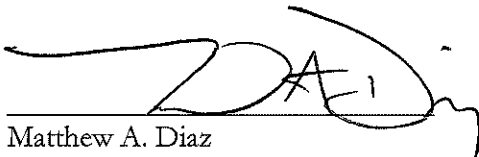
Final Action: 6-0-1

Senate Action

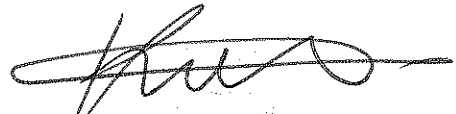
First Reading: 04.03.2012

Final Action: 30-0-1

ATTEST:



Matthew A. Diaz
Student Body President



Khalid J. Hassounch
Senate President

*This is a true and original record of Legislative Bill 52-023,
adopted by the Senate on April 3rd, 2012.*

The following definition shall be appropriately updated in chapter 103 of the Senate Statutes:

Bureau – An entity of Student Government that is professionally staffed by non-Student Government USF personnel and that is accountable to their respective superior, but remains governed by Student Government statutes and practices.

Chapter

1000

Bureaus of Student Government Activity and Service Fee Management Bureau

1000.1 Bureaus are considered to be direct support entities that execute or process Student Government functions as prescribed by Student Government law and practice. The name of this entity shall be Activity and Service Fee Management Bureau (ASMB) may be hereinafter be referred to as the Bureau. This entity may also be referred to as the Activity and Service Fee Business Office or Business Office.

1000.2 The purpose of the Bureau shall be to manage all Activity and Service Fee funds, Student Government financial accounts, Student Organization A&S accounts, and all receivable and payable accounts of all entities receiving more than 50% of their operating budget from A&S fees. Bureau personnel are responsible to their respective superiors, however, all functions of the entity representing Student Government, are governed in accordance with applicable Student Government policy and consent.

1000.3 The mission of this Bureau is to provide Student Government, the Student Body, Student Organizations the Division of Student Affairs and the University Administration transparent and accurate accounting data, as well as top of the line fiscal, administrative support and customer services to A&S funded entities. The Bureaus of Student Government shall be:

1000.3.1 ^A Activity and Service Fee Management Bureau (or its equivalent)

1000.3.2 Student Government Advising, Training and Operations Bureau

1000.3.3 S.A.F.E. Team

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Chapter

1001

Activity and Service Fee Management Bureau Structure Accountability and Duties of ASMB

1001.1 The name of this entity shall be Activity and Service Fee Management Bureau (ASMB) may be hereinafter be referred to as the Bureau. This entity may also be referred to as the Activity and Service Fee Business Office or Business Office.

1001.2 The purpose of the Bureau shall be to manage all Activity and Service Fee funds, Student Government financial accounts, Student Organization A&S accounts, and all receivable and payable accounts of all entities receiving more than 50% of their operating budget from A&S fees.

1001.3 The mission of this Bureau is to provide Student Government, the Student Body, Student Organizations the Division of Student Affairs and the University Administration transparent and accurate accounting data, as well as top of the line fiscal, administrative support and customer services to A&S funded entities.

1001.11001.4 The ASMB shall be comprised of the following individuals:

1001.1.11001.4.1 Director

1001.1.21001.4.2 Accountant(s)

1001.1.31001.4.3 Accounting Assistants or their equivalents

1001.1.41001.4.4 Student Customer Service Representatives

1001.21001.5 The Bureau shall be accountable to the Student Body, Student Government, the Division of Student Affairs and the University Board of Trustees.

1001.31001.6 The Bureau must follow all applicable Student Government governing documents, practices, and Student Government Statutes, the Student Body Constitution, University Policy and Procedure.

1001.41001.7 In addition to its primary purpose the Bureau must fulfill the following criteria's

1001.4.11001.7.1 Communicate the current financial status of all accounts under bureau management on a regular basis to the Senate Committee on Appropriations and the Chief Financial Officer.¹

1001.4.21001.7.2 Be able to provide the balance on all accounts under Bureau management within five days of any transactions taking place within said account.²

1001.4.31001.7.3 Provide a front-end system that is user friendly for students and department financial officers to use to conduct front-end purchasing and access to their respective accounts.

1001.4.41001.7.4 Keep an inventory of all property acquired by any of the accounts under Bureau management.

1001.4.51001.7.5 Ensure that all A&S accounts are spent according to the Finance Code, Proviso and general regulations in regards to A&S monies.

1001.4.61001.7.6 Train all financial officers of A&S entities, in conjunction with the Office of Management and Budget, on a yearly basis or as needed, in the rules and guidelines of A&S funds.

¹ SB [S] 51-016 amends this clause

² SB [S] 51-016 amends this clause and adds "within five business days"

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2 ~~1001.4.7~~1001.7.7 All internal policies and operating procedures of the Bureau shall be explicitly set by the
3 Director, in consultation with the Bureau Advisory Council.

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5 ~~1001.4.8~~1001.7.8 Said policies shall not conflict with Student Government Statutes, Student Body
6 Constitution or University Regulations or Policy.
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Chapter

1002

Student Government Advising, Training, and Operations³

- 1002.1 The name of this entity shall be Student Government Advising, Training, and Operations Bureau (SGATO), hereinafter referred to as the Bureau.
- 1002.2 The purpose of the Bureau is to provide advising, training and leadership development to all student officers of Student Government as well as general administrative support.
- 1002.3 The Bureau shall be comprised of the following:
- 1002.3.1 The Director,
 - 1002.3.2 The Assistant Director⁴
 - 1002.3.3 The Office Manager
 - 1002.3.4 Graduate Assistant(s)
 - 1002.3.5 Student Worker(s)
- 1002.4 The Director shall consult with the Director of ASMB on financial matters specifically related to Student Government.

³ SB [S] 51-016 adds Student Government to the Bureau name

⁴ SB [S] 52-010 updates 1002.3.1 and 1002.4 and adds 1002.3.2

Chapter

1003

S.A.F.E. Team Bureau Bureau Advisory Council

1003.1 The name of this entity shall be The Safe And Free Escort (S.A.F.E. Team).

1003.2 The Student Government S.A.F.E. Team shall be overseen, managed and administered in accordance with the terms mutually agreed upon by the USF Chief of Police and Student Government.

1003.3 The design of S.A.F.E. Team shall be:

1003.3.1 One student Director

1003.3.2 One or more Assistant Directors

1003.3.3 Staff members & Base Dispatchers

1003.3.4 Alternate staff members as needed

1003.4 The Director shall be responsible for carrying out duties contained in this Statute; be the official representative of S.A.F.E. Team before all other entities; prepare the yearly budget for proposal to the Student Government Senate; serve as the S.A.F.E. Team accountable officer; and develop, implement, and maintain policies, procedures, and programs in accordance with the policies and procedures of the University Police and Student Government.

1003.4.1 In addition the Director shall maintain open communication with students, faculty, administration, the University Police, and any other person(s) or agency deemed necessary; and provide guidance to other universities setting up similar programs.

1003.5 The Assistant Director(s) shall be responsible for assisting the Director in carrying out the duties of that office and assisting in the development of programs, policies, and procedures of S.A.F.E. Team.

1003.6 The staff members shall serve as supervisors of daily operations of S.A.F.E. Team, be required to conduct themselves in a manner becoming a Student Government employee, follow the Rules of Procedure of S.A.F.E. Team, and have the responsibility to attend all staff meetings held by the agency (unless notified otherwise).

1003.7 S.A.F.E. Team shall operate under its own Rules of Procedure, which shall not be in conflict with the Student Body Constitution, the Student Government Statutes, or the policies, procedures and related documents or directives of the University Police.

1003.1 The name of this entity shall be the Bureau Advisory Council, hereinafter referred to as the BAC.

1003.2 The purpose of this entity is to provide policy advice to all Bureaus of Student Government.

1003.3 The Bureau shall be comprised of the following:

1003.3.1 Student Body President

1003.3.2 Student Senate President

1003.3.3 Chairman of the Senate Committee on Appropriations

1003.3.4 The Attorney General

1003.3.5 The Chief Financial Officer (CFO)

1003.3.6 The Chairman of the Senate Committee on Judiciary and Ethics

1003.3.7 Director of SGATO, ex officio non-voting

1003.3.8 Director of ASMB, ex officio non-voting

1003.4 Bureaus shall consult with the BAC before making any policy or structural changes to their respective Bureaus.

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1 ~~1003.5 All Bureaus should consult with the BAC on hiring decisions.~~

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3 ~~1003.6 The Student Body President shall call the first meeting of the Bureau Advisory Council no later than the~~
4 ~~second Thursday of the applicable Student Government Term.⁵~~

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6 ~~1003.6.1 The Student Body President shall have ten (10) business days to call the council to order upon the~~
7 ~~ratification of this amendment.~~

8
9 ~~1003.7 The Student Body President shall serve as the chair of the council and shall only vote in the event of a tie.~~
10

⁵ SB [S] 51-016 adds this and all subsequent clauses

1 Chapter

2
3 1004

4
5 Bureau Advisory Council

6
7 1004.1 The name of this entity shall be the Bureau Advisory Council, hereinafter referred to as the BAC.

8
9 1004.2 The purpose of this entity is to ~~provide policy~~ advise and review all Bureaus of Student Government.

10
11 1004.3 The Bureau shall be comprised of the following:

12
13 1004.3.1 Student Body President (or designee)

14 1004.3.2 Student Senate President (or designee)

15 1004.3.3 Chairman of the Senate Committee on Appropriations

16 1004.3.4 The Attorney General

17 1004.3.5 The Chief Financial Officer (CFO)

18 1004.3.6 The Chairman of the Senate Committee on Judiciary and Ethics

19 1004.3.7 Director of SGATO, ex officio non-voting

20 1004.3.8 Director of ASMB, ex officio non-voting

21
22 1004.4 Bureaus shall consult with the BAC before making any policy or structural changes to their respective Bureaus.
23 Student Government shall not be held responsible for any action or change implemented without prior consent
24 of the council.

25
26 1004.5 All Bureaus should consult with the BAC on hiring decisions.

27
28 1004.6 The Student Body President shall call the first meeting of the Bureau Advisory Council no later than the
29 second Thursday of the applicable Student Government Term.⁶

30
31 1004.6.1 The Student Body President shall have ten (10) business days to call the council to order upon the
32 ratification of this amendment.

33
34 1004.7 The Student Body President shall serve as the chair of the council and shall only vote in the event of a tie.
35

⁶ SB [S] 51-016 adds this and all subsequent clauses