

Spring 2013

Senate Bill (S) 54-018 Bureau Efficiency, Standardization, & Transparency Act (BEST)

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University of South Florida Student Government Senate



SB [S] 54-018
Bureau Efficiency,
Standardization, and Transparency Act
(BEST)
54th Term
Spring 2014

The goal of this legislation is to update Title X Chapter 1002 to accurately reflect the current and future duties, goals and vision of Student Government Advising, Training, and Operations.

A SENATE STATUTORY AMENDMENT

Be it enacted by the Senate of the University of South Florida Student Government assembled, that the following changes be made to the Student Government Statutes:

Chapter

1002

Student Government Advising, Training, and Operations

1002.1 The name of this entity shall be Student Government Advising, Training, and Operations Bureau (SGATO), hereinafter referred to as the SGATO Bureau.

1002.2 The purpose of the SGATO 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 mission and vision of SGATO is to advise and assist Student Government members with the planning and implementation of programs, operations, and services to ensure student success in order to create an adaptive, ethical environment where students aspire to change the world.

~~1002.2~~ **1002.4** SGATO ~~The Bureau~~ shall be comprised of the following:

1002.3.1 The Director

1002.3.2 The Assistant Director

1002.3.3 The Office Manager

- 1002.3.4 Graduate Advisor~~assistant~~(s)
- 1002.3.5 ~~Student Worker(s)~~Office Assistant(s)

1002.5 The Director shall:

- 1002.5.1 Supervise the office staff and graduate advisors.
- 1002.5.2 Oversee all related business, human resources, and Student Affairs duties
- 1002.5.3 Chair the JuSenEx Committee
- 1002.5.4 Consult with the Director of ASMB on financial matters.
- 1002.5.5 Advise Student Government branches and/or members on questions, concerns, or initiatives.
- 1002.5.6 Be familiar with Student Government governing documents.
- 1002.5.7 Sign grievances that have been time stamped and create a hard copy file of any grievance.
- 1002.5.8 Serve as the Custodian of Public Records or assign a designee for public records requests.
- 1002.5.9 Attend any meeting deemed appropriate to fulfill the vision of Student Government and/or Student Affairs
- 1002.5.10 Perform all other actions necessary and proper to fulfill the duties of this position.

1002.6 The Assistant Director shall:

- 1002.6.1 Assist the Director in their duties and carry out all necessary and proper tasks delegated to them.
- 1002.6.2 Supervise graduate advisor(s).
- 1002.6.3 Advise Student Government members on questions, concerns, or initiatives.
- 1002.6.4 Attend any meeting deemed appropriate to fulfill the vision of Student Government and/ or Student Affairs
- 1002.6.5 Be familiar with Student Government documents.
- 1002.6.6 Serve as ex-officio non-voting member of the Activity and Service Fee Recommendation (ASRC) Committee meetings.
- 1002.6.7 Assist and collaborate with Student Government members to execute programs, events, or initiatives.
- 1002.6.8 Perform all other actions necessary and proper to fulfill the duties of this position.

1002.7 The Office Manager shall:

- 1002.7.1 Oversee all day-to-day fiscal and operational duties of the office.
- 1002.7.2 Oversee human resources duties including but not limited to hiring, time sheets, payroll, and termination processes.
- 1002.7.3 Provide a notary public service.
- 1002.7.4 Supervise the office assistants.
- 1002.7.5 Perform all other actions necessary and proper to fulfill the duties of this position.

1002.8 The Graduate Advisor(s) shall:

- 1002.8.1 Assist the SGATO full time staff in advising all members of Student Government
- 1002.8.2 Attend weekly standing meetings.

1002.8.3 Advise Student Government members on questions, concerns, or initiatives.

1002.8.4 Serve on the Leadership Development Team.

1002.8.5 Perform all other actions necessary and proper to fulfill the duties of this position.

1002.9 The Office Assistant shall:

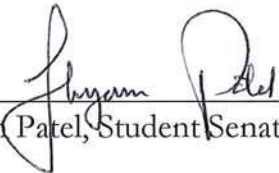
1002.9.1 Perform any clerical duties assigned by the SGATO staff

1002.9.2 Audit Student Government employee work times with class schedules

1002.9.3 Provide information and support services for the Student Government suite offices.

~~1002.3 The Director shall consult with the Director of ASMB on financial matters specifically related to Student Government.~~




Shyam Patel, Student Senate President

February 24th 2014
Date


William Warmke, Student Body President

2/27/14
Date

SB [S] 54-018

Authors: Abdool Aziz, Committee on Judiciary and Ethics Chairman

Gary Manka, Director, Student Government Advising, Training, and Operations

Sponsor: Abdool Aziz, Committee on Judiciary and Ethics Chairman

Committee Action: (6-0-1)

First Reading: February 11th, 2014

Second Reading: February 11th, 2014

Final Vote Count: (32-0-1)