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**Title
10
Bureaus of Student Government¹**

¹ SB [S] 50-003, Addition of Title 10, Bureaus of Student Government

Chapter

1000

Bureaus of Student Government²

- 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.
- 1000.2** 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 Bureaus of Student Government shall be:
- 1000.3.1** 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

² SB [S] 52-023 amends this Chapter

Chapter

1001

Activity and Service Fee Management Bureau³

- 1001.1** The name of this entity shall be the Activity and Service Fee Management Bureau (ASMB) may 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, and Student Organization A&S accounts.
- 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.
- 1001.4** The ASMB shall be comprised of the following individuals:
- 1001.4.1** Director
 - 1001.4.2** Accountant(s)
 - 1001.4.3** Accounting Assistants or their equivalents
 - 1001.4.4** Student Customer Service Representatives
- 1001.5** The Bureau shall be accountable to Student Government, the Division of Student Affairs, and the University Board of Trustees.
- 1001.6** The Bureau must follow all applicable Student Government governing documents, practices, and University Policies and Procedures.
- 1001.7** In addition to its primary purpose the Bureau must fulfill the following criteria:
- 1001.7.1** 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.⁴
 - 1001.7.2** Be able to provide the balance on all accounts under Bureau management within five days of any transactions taking place within said account.⁵
 - 1001.7.3** 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.
 - 1001.7.4** Keep an inventory of all property acquired by any of the accounts under Bureau management.

³ SB [S] 52-023 amends this Chapter

⁴ SB [S] 51-016 amends this clause

⁵ SB [S] 51-016 amends this clause and adds “within five business days”

- 1001.7.5** Ensure that all A&S accounts are spent according to the Finance Code, Proviso, and general regulations in regards to A&S monies.
- 1001.7.6** 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.
- 1001.7.7** All internal policies and operating procedures of the Bureau shall be explicitly set by the Director, in consultation with the Bureau Advisory Council.
- 1001.7.8** Said policies shall not conflict with Student Government Statutes, Student Body Constitution or University Regulations or Policy.

Chapter

1002

Student Government Advising, Training, and Operations⁶

- 1002.1** The name of this entity shall be Student Government Advising, Training, and Operations Bureau (SGATO), hereinafter referred to as the SGATO.
- 1002.2** The purpose of the SGATO 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.⁷
- 1002.4** The SGATO shall be comprised of the following:
- 1002.3.1** The Director
 - 1002.3.2** The Assistant Director⁸
 - 1002.3.3** The Office Manager
 - 1002.3.4** Graduate Advisor(s)
 - 1002.3.5** Office Assistant(s)
- 1002.5** The Director shall:⁹
- 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.

⁶ SB [S] 51-016 adds Student Government to the Bureau name

⁷ SB [S] 54-018 adds the mission and vision of SGATO

⁸ SB [S] 52-010 updates 1002.3.1 and 1002.4 and adds 1002.3.2

⁹ SB [S] 54-018 adds job duties of the SGATO Director

1002.6 The Assistant Director shall:¹⁰

- 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:¹¹

- 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:¹²

- 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:¹³

- 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.

¹⁰ SB [S] 54-018 adds job duties of the SGATO Assistant Director

¹¹ SB [S] 54-018 adds job duties of the SGATO Office Manager

¹² SB [S] 54-018 adds job duties of the SGATO Graduate Advisor(s)

¹³ SB [S] 54-018 adds job duties of the SGATO Office Assistant

Chapter

1003

S.A.F.E. Team Bureau¹⁴

- 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, Student Government Statutes, or the policies, procedures and related documents or directives of the University Police.

¹⁴ SB [S] 52-023 amends this Chapter

Chapter

1004

Bureau Advisory Council¹⁵

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

1004.2 The purpose of this entity is to advise and review all Bureaus of Student Government.

1004.3 The Bureau shall be comprised of the following:

- 1004.3.1** Student Body President (or designee)
- 1004.3.2** Student Senate President (or designee)
- 1004.3.3** Chairman of the Senate Committee on Appropriations
- 1004.3.4** The Attorney General
- 1004.3.5** The Chief Financial Officer (CFO)
- 1004.3.6** The Chairman of the Senate Committee on Judiciary and Ethics
- 1004.3.7** Director of SGATO, ex officio non-voting
- 1004.3.8** Director of ASMB, ex officio non-voting

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

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

1004.6 The Student Body President shall call the first meeting of the Bureau Advisory Council no later than the second Thursday of the applicable Student Government Term.¹⁶

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

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

¹⁵ SB [S] 52-023 adds this Chapter

¹⁶ SB [S] 51-016 adds this and all subsequent clauses