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DASG

Logo

~~SENATE~~

BYLAWS

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~~DASB SENATE~~ *DASG* BYLAWS

TABLE OF CONTENTS

Article I	General Provisions _____	1
Section	<i>(1) Establishment</i> _____	<i>1</i>
	(2) Name _____	1
	(2) Objectives _____	1
	(3) Actions of the DASB <i>DASG</i> Senate _____	1
	(4) Authority _____	1
	(5) Parliamentary Authority _____	1
Article II	Membership _____	2
Section	(1) Representation _____	2
	(2) <i>Senator</i> Membership Eligibility _____	2
	(3) Term of Office _____	2
	(4) Vacancy _____	2
	(5) Resignations _____	2
	(6) Expulsion _____	2
	(7) Reinstatement _____	3
	(8) Duties of Members _____	3
Article IV <i>III</i>	Officers _____	9
Section	(1) DASB <i>DASG</i> Executive Officers _____	9
	(2) Eligibility Requirements _____	9
	(3) Duties and Responsibilities of Executive Officers _____	9
	(4) Duties and Responsibilities of Chairs _____	9
	(5) Duties and Responsibilities of Vice Chairs _____	9
	(6) Individual Duties and Responsibilities _____	10
	(7) Succession of Executive Officers _____	11
	(8) Committee Officers _____	11
Article V <i>IV</i>	Internships _____	12
Section	(1) DASB-Senate <i>DASG</i> Interns _____	12
	<i>(2) DASG Senate Internal Committee Intern</i> _____	<i>12</i>
	<i>(3) DASG External Shared Governance Committee Intern</i> _____	<i>12</i>
Article VI <i>V</i>	Employees _____	13
Section	(1) Employment _____	13
	(2) Employee Positions _____	13
	(3) DASB <i>DASG</i> Secretary _____	13
	(4) DASB Bike Program Coordinator _____	13
Article HV <i>VI</i>	<i>DASG Senate Internal</i> Committees _____	4
Section	(1) DASB <i>DASG Senate Internal</i> Committees _____	4
	(2) Ad Hoc Committees _____	4
	(3) Formation and Dissolution of Committees _____	4
	(4) Duties and Responsibilities of Committees _____	4

	(5) DASB <i>DASG</i> Finance Committee _____	5
	(6) DASB Student Rights and Services Committee _____	5
	<i>(6) DASG Student Services and Feedback Committee _____</i>	<i>5</i>
	(7) DASB <i>DASG</i> Marketing and Communications Committee _____	5
	(8) DASB Diversity and Events Committee _____	6
	<i>(8) DASG Equity and Diversity Committee _____</i>	<i>6</i>
	<i>(9) DASG Programs and Events Committee _____</i>	<i>6</i>
	(9) DASB <i>DASG</i> Environmental Sustainability Committee _____	6
	(10) DASB <i>DASG</i> Legislative Affairs Committee _____	6
	(11) DASB <i>DASG</i> Flea Market Committee _____	7
	(12) DASB <i>DASG</i> Elections Committee _____	7
	(13) DASB <i>DASG</i> Executive Advisory Committee _____	7
Article VII	<i>External</i> Shared Governance Committees _____	14
Section	<i>(1) Definition _____</i>	<i>14</i>
	(2) Student Representatives _____	14
	(3) Shared Governance Committee Positions _____	14
	(4) Duties and Responsibilities of Student Representatives _____	15
Article VIII	Meetings _____	16
Section	(1) California Open Meeting Laws _____	16
	(2) Regular Meetings of the DASB <i>DASG</i> Senate _____	16
	(3) Special Meetings of the DASB <i>DASG</i> Senate _____	16
	(4) Regular Meetings of the DASB <i>DASG</i> Committees _____	17
	(5) Quorum _____	17
Article IX	Elections _____	18
Section	(1) General Election _____	18
	(2) Internal Election _____	18
	(3) Midterm <i>Rolling</i> Elections of DASB <i>DASG</i> Senators _____	18
	(4) Filling of Vacant Executive Officer Positions _____	19
Article X	Absences _____	20
Section	(1) Excusing Absences _____	20
	(2) Leaves of Absences _____	20
Article XI	Removals _____	21
Section	(1) Automatic Removal _____	21
	(2) Peer Removal _____	21
	(3) Removal by the Student Body <i>DASG Constituents</i> _____	21
	(4) Reinstatement _____	22
Article XII	Amendment and Adoption _____	23
	(1) Amendment of Bylaws and Codes _____	23
	<i>(1) Amendment of DASG Bylaws _____</i>	<i>23</i>
	<i>(2) Amendment of DASG Codes _____</i>	<i>23</i>
	<i>(3) Bylaws and Code Changes from DASG Constituents _____</i>	<i>23</i>
	(4) Adoption of Bylaws and Codes _____	23

Article XIII	Right to Act	24
Article XIV	Glossary	25

ARTICLE I: GENERAL PROVISIONS

Section 1: Establishment

The Students of De Anza College, do hereby establish and adopt these Bylaws to provide for both fair and equitable representation of students and advocacy for their needs at the College, District, State, and Federal levels.

Section 12: Name

The collective name of all De Anza College Students as represented by these Bylaws shall be the De Anza Student Government (DASG). The name of ~~this~~ the representative executive and legislative body shall be the ~~De Anza Associated Student Body (DASB)~~ De Anza Student Government (DASG) Senate, hereinafter referred to as the ~~DASB~~ DASG Senate. The elected members of this body shall be referred to as ~~DASB~~ DASG Senators.

Section 23: Objectives

The ~~DASB~~ DASG Senate shall pursue the following, in addition to the objects stated in ~~the preamble~~ Section 1. Any matter that can be decided or considered by a ~~DASB~~ DASG Senator to affect the quality of student life within the College falls under the ~~DASB~~ DASG Senate's jurisdiction. The ~~DASB~~ DASG Senate shall be responsible for the allocation of the designated student ~~body~~ fee that forms the ~~DASB~~ DASG Budget. *To benefit from certain DASG funded programs or certain rights such as being a member of the DASG Senate or petitioning the DASG Senate, a DASG Constituent needs to pay the DASG Fee by their deadline to pay their fees.*

- A. To represent the voices and promote the general welfare of all ~~members of the DASB~~ DASG Constituents.
- B. To be a resource for ~~the DASB~~ DASG Constituents and ~~its~~ their on campus organizations.
- C. To cultivate leadership in its members and ~~the student body~~ all DASG Constituents.

Section 34: Actions of the ~~DASB~~ DASG Senate

The ~~DASB~~ DASG Senate shall fulfill its purpose by using the actions including, but not be limited to the following:

- A. Represent the interests of ~~the DASB~~ DASG Constituents on De Anza College Shared Governance Committees.
- B. Allocate each year's ~~DASB~~ DASG Budget and oversee the maintenance of all ~~DASB~~ DASG Budgetary Reserves in the manner it deems to be in the best interest of ~~the DASB~~ DASG Constituents.
- C. Take official stances on issues that it considers to be of importance to ~~the DASB~~ DASG Constituents and undertake projects and actions in advocacy of those stances.

Section 45: Authority

The authority of these Bylaws is the basis for the conduct of all business in the ~~DASB~~ DASG Senate. Where there is a contradiction between these Bylaws and the College/District Policies ~~and Guidelines or the DASB Constitution~~, those documents shall supersede these Bylaws. When there is a contradiction between these Bylaws and any ~~DASB~~ DASG Codes or policies adopted by the ~~DASB~~ DASG Senate, these Bylaws shall supersede those codes or policies.

Section 56: Parliamentary Authority

The proceedings of the ~~DASB~~ DASG Senate and its committees shall be governed by the *Standard Code of Parliamentary Procedure; Sturgis, Alice/American Institute of Parliamentarians*; most recent edition.

ARTICLE II: MEMBERSHIP

Section 1: Representation

The ~~DASB~~ *DASG* Senate shall comprise at least ~~sixteen (16)~~ *fifteen (15)* and ~~no more than a standard maximum of thirty (30)~~ *DASB* *DASG* Senators and the ~~DASB~~ *DASG* Senate Advisor(s). *If the standard maximum of thirty (30) DASG Senators has been reached and the DASG Senate does not feel the diversity of its membership is in accordance with the demographics of De Anza College, it may add up to five (5) additional members to increase the diversity of its membership.*

Section 2: Senator Membership Eligibility

A ~~DASB~~ *DASG* Senator cannot serve as a representative or officer on the Inter Club Council. In addition, a ~~DASB~~ *DASG* Senator must not be on academic or disciplinary probation. ~~Within two (2) weeks at the beginning of each quarter, each~~ *Each* ~~DASB~~ *DASG* Senator shall fulfill the following:

- A. ~~Be a current DASB member~~ *Pay the DASG Fee by their deadline to pay their fees* (not applicable during Summer Quarter).
- B. *Within two (2) weeks at the beginning of each quarter,* in accordance with the California State Education Code:
 1. Be enrolled in at least eight (8) quarter units for college credit (not applicable during Summer Quarter).
 2. Maintain a cumulative 2.0 or higher Grade Point Average (GPA).

Section 3: Term of Office

A ~~DASB~~ *DASG* Senator shall begin a term of office after taking the ~~DASB~~ *DASG* Oath of Office upon election and serve until the induction of the next ~~DASB~~ *DASG* Senate unless he or she resigns, leaves the college, or is expelled.

- A. A term shall be defined as one (1) academic year.
- B. Holding office for any portion(s) of a term shall count as holding office for one (1) term.
- C. No ~~DASB~~ *DASG* Senator may hold office for more than three (3) consecutive or non-consecutive terms.

Section 4: Vacancy

Following the resignation of a member, the vacancy must be announced by the ~~DASB~~ *DASG* Vice President during the next ~~DASB~~ *DASG* Senate meeting. The student body must also be notified.

- ~~A. The DASB President shall hold the discretion of placing the Midterm Election on the DASB Senate meeting agenda as a business item.~~
- ~~B. Any DASB Senator may move to hold a Midterm Election, approved by majority vote, should there be a member of the student body interested in taking the vacated seat.~~
- ~~CA. The vacancy~~ *Vacancies* must be filled by Midterm *Rolling* Elections as outlined in these Bylaws.

Section 5: Resignations

Any ~~DASB~~ *DASG* Senator may resign from office at any time.

- A. Written resignations must be submitted to the ~~DASB~~ *DASG* Senate to be presented at the next ~~DASB~~ *DASG* Senate meeting.
- B. Verbal resignations may be permitted, considered official only when made at ~~DASB~~ *DASG* Senate meetings.
- C. All resignations are binding and cannot be rescinded.

Section 6: Expulsion

Expulsion shall be defined as the removal of an individual for misconduct from the ~~DASB~~ *DASG* Senate.

- A. Any individual who exercises power or duty under the ~~DASB Constitution and DASB Senate~~ *DASG* Bylaws may be subject to expulsion.
- B. Expulsion by petition, as outlined in these Bylaws, shall require a two-thirds vote of the ~~DASB~~ *DASG* Senate.
- C. Expulsion for violation of attendance rules shall follow the procedures as outlined in these Bylaws.

Section 7: Reinstatement

An expelled ~~DASB~~ *DASG* Senator may appeal his or her expulsion.

- A. The appeal must be made at the ~~DASB~~ *DASG* Senate meeting following the expulsion.
- B. The expelled ~~DASB~~ *DASG* Senator shall be given an opportunity to speak to the ~~DASB~~ *DASG* Senate and answer questions.
- C. A two-thirds vote of the ~~DASB~~ *DASG* Senate shall be required for reinstatement.
- D. If the expelled ~~DASB~~ *DASG* Senator is not reinstated, the expulsion is irrevocable.
- E. Failure to appear at the meeting where expulsion occurs or the appeal directly following the expulsion, without prior notice to the ~~DASB~~ *DASG* President or ~~DASB~~ *DASG* Vice President, will make that expulsion irrevocable.
- F. If prior notice is given, the ~~DASB~~ *DASG* Senate may consider reinstatement in the expelled ~~DASB~~ *DASG* Senator's absence.
- G. No ~~DASB~~ *DASG* Senator shall be expelled and no expulsion shall be made irrevocable through negligence or error on the part of the ~~DASB~~ *DASG* President or ~~DASB~~ *DASG* Vice President.

Section 8: Duties of Members

Each ~~DASB~~ *DASG* Senator shall:

- A. Adhere to the ~~DASB Constitution and DASB Senate~~ *DASG* Bylaws.
- B. Perform all duties delegated to them by the ~~DASB~~ *DASG* Senate.
- C. Accurately and equally represent the desires and opinions of all ~~the members of the student body~~ *DASG Constituents* to the best of their abilities in all their actions as a ~~DASB~~ *DASG* Senator.
- D. Serve as a member of at least one (1) ~~DASB~~ *DASG* Committee and at least one (1) Shared Governance Committee.
- E. Maintain a minimum of two (2) publicly posted office hours per week and ten (10) field hours per quarter.
 1. Attendance of ~~DASB~~ *DASG* Senate meetings, meetings of their own committee(s), and Shared Governance Committee meetings do not count towards office hours or field hours.
 2. Office hours are to be completed ~~between~~ Monday ~~and~~ *through* Friday ~~excluding during breaks, first week, dead week, finals week, and summer.~~

ARTICLE ~~IV~~III: OFFICERS

Section 1: ~~DASB~~ ~~DASG~~ Executive Officers

The ~~DASB~~ ~~DASG~~ Executive Officers shall consist of the following:

- ~~DASB~~ ~~DASG~~ President
- ~~DASB~~ ~~DASG~~ Vice President
- ~~DASB~~ ~~DASG~~ Chair of Finance
- ~~DASB~~ ~~Chair of Student Rights and Services~~
- ~~DASG~~ *Chair of Student Services and Feedback*
- ~~DASB~~ ~~DASG~~ Chair of Marketing and Communications
- ~~DASB~~ ~~Chair of Diversity and Events~~
- ~~DASG~~ *Chair of Equity and Diversity*
- ~~DASG~~ *Chair of Programs and Events*
- ~~DASB~~ ~~DASG~~ Chair of Environmental Sustainability
- ~~DASB~~ ~~DASG~~ Chair of Legislative Affairs
- ~~DASB~~ ~~DASG~~ Chair of Flea Market
- Chairs of Ad Hoc Committees
- Vice Chairs of ~~DASB~~ ~~DASG~~ Committees

Section 2: Eligibility Requirements

Each ~~DASB~~ ~~DASG~~ Executive Officer shall:

- A. Be a ~~DASB~~ ~~DASG~~ Senator.
- B. Not concurrently hold more than one (1) ~~DASB~~ ~~DASG~~ Executive *Officer* position.

Section 3: Duties and Responsibilities of Executive Officers

Each ~~DASB~~ ~~DASG~~ Executive Officer shall:

- A. Be a ~~DASB~~ ~~DASG~~ Senator.
- B. Be an authorized and required signer for the accounts assigned to them by their Code.
- C. Maintain and add to their collection of records, resources, and recommendations relating to their position, and ensure that it is passed on to the next holder of their ~~DASB~~ ~~DASG~~ Executive Officer position.

Section 4: Duties and Responsibilities of Chairs

Each Committee Chair shall:

- A. Chair their respective ~~DASB~~ ~~DASG~~ *Senate* Committee meetings.
- B. Schedule and set the agendas of all meetings of their respective ~~DASB~~ ~~DASG~~ *Senate* Committees.
- C. Appoint a Vice Chair to their respective ~~DASB~~ ~~DASG~~ *Senate* Committee with the approval by a majority vote of that ~~DASB~~ ~~DASG~~ *Senate* Committee.
- D. Instruct their respective ~~DASB~~ ~~DASG~~ *Senate* Committee Vice Chair on the duties to be performed in the Chair's absence.
- E. Recommend appointment and removal of members and Committee Officers to their respective ~~DASB~~ ~~DASG~~ *Senate* Committee as they see fit, with the approval by a majority vote of the ~~DASB~~ ~~DASG~~ Senate.
- F. Request or conduct a committee specific training during their first quarter as chair.
- G. ~~Conduct a committee specific training after Midterm Elections have been held before the end of the quarter.~~

Section 5: Duties and Responsibilities of Vice Chairs

Each Committee Vice Chair shall:

- A. Assume the duties of their respective Committee Chair when said Committee Chair is absent or unavailable.
- B. Ensure proper meeting minutes are recorded for their ~~DASB~~ *DASG Senate* Committee.
- C. If the respective Vice Chair of the Committee is absent, another voting member of the committee is responsible for taking minutes.
- D. Ensure that all ~~DASB~~ *DASG* senators who have excused or unexcused absences read the minutes of the missed committee meeting and report back with a summary of the minutes and relevant input to the committee at the next committee meeting during senate announcements.

Section 6: Individual Duties and Responsibilities

A. ~~DASB~~ *DASG* President

The ~~DASB~~ *DASG* President shall:

1. Ensure the integrity and success of ~~DASB~~ *DASG* Senate operations as detailed in the ~~DASB Constitution, DASB Senate~~ *DASG* Bylaws, and the established objectives for the term of office.
2. Ensure that ~~the student body is~~ *DASG Constituents are* duly represented and ~~its~~ *their* best interests are served at Shared Governance Committees.
3. Deliver the State of the Senate Address, outlining the vision of the ~~DASB~~ *DASG* Senate for the year to the entire student body and the college community, by the Fall Quarter Week Six(6).
4. Chair the ~~DASB~~ *DASG* Senate meetings.
5. Set the agenda of all ~~DASB~~ *DASG* Senate Meetings.
6. Swear in the ~~DASB~~ *DASG* Senator elects.
7. Serve as the Chair of the ~~DASB~~ *DASG* Executive Advisory Committee.
8. Be an automatic member of the Finance Committee and adhere to committee rules.
9. Request that a president specific training be held immediately after elections with the attendance of the Vice President that includes a section conducted by returning senators if any and upon request.
10. ~~Conduct a training for the entire senate immediately following midterm elections with the assistance of the executive advisory committee.~~

B. ~~DASB~~ *DASG* Vice President

The ~~DASB~~ *DASG* Vice President shall:

1. Ensure that all ~~DASB~~ *DASG* Senators conduct their duties as detailed in the ~~DASB Constitution, DASB~~ *DASG* Bylaws, and the ~~DASB~~ *DASG* President's established objectives for the term of office.
2. Serve as the Vice Chair of the ~~DASB~~ *DASG* Executive Advisory Committee.
3. *Serve as the Chair of the DASG Elections Committee.*
3. Recommend the appointment and removal of members to Shared Governance Committees, with the approval by a majority vote of the ~~DASB~~ *DASG* Senate.
4. Maintain attendance records of all ~~DASB~~ *DASG* Senators at Shared Governance Committee meetings and ~~DASB~~ *DASG* Senate meetings.
5. Collect the shared governance reports, office hours, and field hour forms of all ~~DASB~~ *DASG* Senators by the end of each applicable week, and publicly post them by the following week.
6. Collect, log, file, and review all shared governance reports, and make them available to

- the public.
7. Ensure that all ~~DASB~~ *DASG* senators who have excused or unexcused absences read the minutes of the missed senate meeting and report back with a summary of the minutes and relevant input to the senate floor at the next senate meeting during senate announcements.
 9. Ensure that the presidential training be held immediately following elections with the attendance of returning senators if any and at their discretion.

Section 7: Succession of Executive Officers

- A. For times at which the ~~DASB~~ *DASG* President and ~~DASB~~ *DASG* Vice President are temporarily unable to perform their respective duties, the order of succession of ~~DASB~~ *DASG* Executive Officers to undertake their responsibilities shall be as follows:
 - ~~DASB~~ *DASG* Chair of Finance
 - ~~DASB~~ *Chair of Student Rights and Services*
 - *DASG Chair of Student Services and Feedback*
 - ~~DASB~~ *DASG* Chair of Marketing and Communications
 - ~~DASB~~ *Chair of Diversity and Events*
 - *DASG Chair of Equity and Diversity*
 - *DASG Chair of Programs and Events*
 - ~~DASB~~ *DASG* Chair of Environmental Sustainability
 - ~~DASB~~ *DASG* Chair of Legislative Affairs
 - ~~DASB~~ *DASG* Chair of Flea Market
- B. In any event where a ~~DASB~~ *DASG* Executive Officer is temporarily unable or unavailable to perform their duties:
 1. The respective Committee Vice Chair shall succeed the duties of their Committee Chair.
 2. The ~~DASB~~ *DASG* President and the ~~DASB~~ *DASG* Vice President shall succeed the duties of other ~~DASB~~ *DASG* Executive Officers without Vice Chairs.
- C. Vice Chairs shall be considered voting members of the ~~DASB~~ *DASG* Executive Advisory Committee whenever the Chairs of their respective Committees are absent.
- D. The succession of officers shall not represent the hierarchy of the organization.

Section 8: Committee Officers (Excluding Chairs and Vice Chairs)

Committees may assign their members to Committee Officer positions in accordance with their codes.

- A. Committee Officers may be Senators or Interns
- B. Committee Officer positions must be filled by Senators first and may only be filled by Interns once there are no more eligible Senators without any officer positions left on the committee.

ARTICLE ~~V~~IV: INTERNSHIPS

Section 1: *DASG Interns*

A. *Definition*

DASG Interns are DASG Constituents who are not DASG Senators who serve the DASG Senate and their fellow DASG Constituents on DASG Senate Internal Committees and External Shared Governance Committees.

B. *Eligibility Requirements*

DASG Interns shall:

- 1. Pay the DASG Fee by their deadline to pay their fees (not applicable during Summer Quarter).*
- 2. Be currently enrolled in at least eight (8) units at De Anza College at the time of application, confirmation, and throughout the term of office. (Not in effect during summer quarter.)*
- 3. Have an overall (cumulative) G.P.A. of at least 2.0 (on a 4 point scale) and not be on academic or disciplinary probation.*

Section ~~1~~2: *DASB DASG Senate Internal Committee Intern*

A. *Purpose of Position*

The intended purpose of the position of ~~DASB~~ the *DASG Senate Internal Committee* Intern shall be:

- 1. To provide prospective ~~DASB~~ *DASG* Senators a means to gain the necessary knowledge and experience to become ~~DASB~~ *DASG* Senators through the Midterm *Rolling* Elections.*
- 2. To provide ~~members of the student body~~ *DASG Constituents* a platform for leadership development.*

B. *Application*

Any ~~DASB-member~~ *DASG Constituent* may apply to be a ~~DASB~~ *DASG Senate Internal Committee* Intern through the following procedure:

- 1. Fully attend at least three (3) meetings of the ~~DASB~~ *DASG Senate Internal Committee* they wish to join*
- 2. Be interviewed by the Chair or Whole Committee at the discretion of the Chair at the end of the agenda during Introduction and Approval of Prospective Interns*
- 3. Be approved by the Chair or Whole Committee at the discretion of the Chair and receive the signature of the Chair on a completed ~~DASB~~ *DASG Senate Internal Committee Internship Application**
- 4. Submit the completed and signed ~~DASB~~ *DASG Senate Internal Committee Internship Application* to the Office of College Life. The Office of College Life will verify eligibility and *if eligible* submit *their name* for approval on the next *DASG Senate Consent Calendar*.*
- 5. Receive approval from the ~~DASB~~ *DASG Senate* through the *Consent Calendar*.*
- 6. Any candidate who is denied confirmation as an Intern may not be considered for that position again until they have attended at least three (3) additional meetings of the ~~DASB~~ *DASG Senate Internal Committee* they wish to join.*

~~C. — Eligibility Requirements~~

~~— DASB Senate Interns shall:~~

- ~~1. Be a current member of the DASB at the time of application, confirmation, and throughout the term of office.~~
- ~~2. Be currently enrolled in at least eight (8) units at De Anza College at the time of application, confirmation, and throughout the term of office. (Not in effect during summer quarter.)~~
- ~~3. Have an overall (cumulative) G.P.A. of at least 2.0 (on a 4 point scale) and not be on academic probation.~~

D. Duties and Responsibilities

~~DASB~~ *DASG* Senate *Committee* Interns shall:

1. Attend all meetings of applied committees.
 - a. Three (3) unexcused absences shall result in automatic removal from the committee. *DASG* Chairs will notify the *DASG* Vice President and ~~DASB~~ *DASG* Secretary so they can be placed on Consent Calendar for official removal.
2. Meet with the respective Chairs weekly to give a report on goals and actions taken on assigned tasks.
3. Support the committees to which they are members; they are not meant to take over the duties of *DASG* Senators (all committee work should be divided evenly amongst *DASG* Senators and *DASG* Interns)
4. Attend an all Intern training during week nine (9) of each quarter excluding summer

Section 3: *DASG External Shared Governance Committee Intern*

Following shared governance appointment procedures, ~~DASB members~~ *DASG Constituents* who are not ~~DASB~~ *DASG* Senators may be appointed to fill vacant positions on Shared Governance Committees that are not designated for specific ~~DASB~~ *DASG Senate* positions, provided that:

1. All ~~DASB~~ *DASG* Senators have at least one (1) Shared Governance Committee appointment, *or the position on the committee has specifically been designated for a non-Senator.*
- ~~2. The DASB member meets the academic eligibility requirements of DASB Senators, maintaining a cumulative and quarter GPA of 2.0 and enrollment in 8 quarter units at time of appointment and throughout term.~~
3. The ~~DASB member~~ *DASG Constituent* attends at least one (1) meeting of the Shared Governance Committee prior to appointment ~~and receives written approval to serve as Student Representative from the Chair of the Committee.~~
4. The ~~DASB member~~ *DASG Constituent* commits to carry out all of the Duties and Responsibilities of Student Representatives as outlined in Article VII, Section ~~3 4~~ of the ~~DASB~~ *DASG* Bylaws, including the submission of written reports to the ~~DASB~~ *DASG* Vice President within one week of Shared Governance Committee meeting attendance.
5. *Submit the completed DASG External Shared Governance Committee Internship Application to the Office of College Life. The Office of College Life will verify eligibility and if eligible forward the application to the DASG Elections Committee.*
6. *Be interviewed by the DASG Elections Committee at the end of the agenda during Introduction and Approval of Prospective Interns.*
7. *Be approved by the DASG Elections Committee with a majority vote.*
8. *The DASG Vice President shall submit the name to the DASG Secretary for approval on the next DASG Senate Consent Calendar.*

9. The ~~DASB-member~~ *DASG Constituent* shall serve in the appointed Student Representative position for no more than 1 academic year.
10. The ~~DASB-member~~ *DASG Constituent* may be removed from the Shared Governance Committee in accordance with ~~DASB~~ *DASG* procedures.

ARTICLE ~~VI~~: EMPLOYEES

Section 1: Employment

- A. The ~~DASB~~ *DASG* Senate does not employ nor hire employees.
- B. Only the Foothill-De Anza Community College District and/or the College may hire employees to work to serve the ~~DASB~~ *DASG* Senate.
- C. The ~~DASB~~ *DASG* Senate recognizes that the hiring party of an employee may authorize the ~~DASB~~ *DASG* Senate to dictate duties and responsibilities of some employees.
- D. If the hiring party requests or requires consultation from the ~~DASB~~ *DASG* Senate as to hiring an individual, then it is the responsibility of the ~~DASB~~ *DASG* President to fulfill such request or requirement.

Section 2: Employee Positions

The ~~DASB~~ *DASG* Employee positions shall include, but not be limited to the following:

- ~~DASB~~ *DASG* Secretary
- ~~DASB Bike Program Coordinator~~

A. Eligibility Requirements

The employee shall:

1. ~~Be a current DASB member~~ *Pay the DASG Membership Fee by their deadline to pay their fees* (not applicable during Summer Quarter).
 - a. ~~At the beginning of each quarter, each employee shall have up to two (2) weeks to comply with this requirement.~~
2. Not concurrently serve as a DASB Senator.

Section 3: ~~DASB~~ *DASG* Secretary

A. Purpose of Position

The intended purpose of the position of ~~DASB~~ *DASG* Secretary shall be:

1. To provide a position for ~~a DASB member~~ *a DASG Constituent* to *officially* record the actions of the ~~DASB~~ *DASG* Senate and make such records accessible to all interested parties.

B. Duties and Responsibilities

The ~~DASB~~ *DASG* Secretary shall:

1. Act in accordance with the ~~DASB~~ *DASG* Secretary Job Announcement and Description.

~~Section 4: DASB Bike Program Coordinator~~

~~A. Purpose of Position~~

~~The intended purpose of the position of the Bike Program Coordinator shall be:
To ensure the Bike Program runs efficiently and effectively.~~

- ~~2. Provide recommendations if needed to improve the program.~~
- ~~3. Promotes benefits of alternative transportation primarily through bike program.~~
- ~~4. Maintains inventory of bikes, related equipment.~~
- ~~5. Continuously update applicant information.~~

~~B. Duties and Responsibilities~~

~~The DASB Bike Program Coordinator shall:~~

~~Act in accordance with the DASB Bike Program Coordinator Job Announcement and Description.~~

ARTICLE ~~HVI~~: *DASB DASG SENATE INTERNAL COMMITTEES*

Section 1: ~~DASB~~ *DASG Senate Internal Committees*

The ~~DASB~~ *DASG* Senate shall comprise the following committees:

- ~~DASB~~ *DASG* Finance Committee
- ~~DASB Student Rights and Services Committee~~
- *DASG Student Services and Feedback Committee*
- ~~DASB~~ *DASG* Marketing and Communications Committee
- ~~DASB Diversity and Events Committee~~
- *DASG Equity and Diversity Committee*
- *DASG Programs and Events Committee*
- ~~DASB~~ *DASG* Environmental Sustainability Committee
- ~~DASB~~ *DASG* Legislative Affairs Committee
- ~~DASB~~ *DASG* Flea Market Committee
- ~~DASB~~ *DASG* Elections Committee
- ~~DASB~~ *DASG* Executive Advisory Committee

Section 2: ~~Ad Hoc~~ Committees

Ad Hoc Committees shall be formed by the ~~DASB~~ *DASG* Senate as needed for special projects for a period of less than one year during the current term.

Section 3: ~~Formation and Dissolution of~~ Committees

- A. ~~DASB~~ *DASG Senate* Committees shall be formed by no later than Fall Quarter Week Three.
- B. If at any time a ~~DASB~~ *DASG Senate* Committee does not fulfill its minimum membership as specified in the respective ~~DASB~~ *DASG Senate* Committee Codes, then that body automatically becomes inactive and that ~~DASB~~ *DASG Senate* Committee must meet its minimum membership to resume duties.
 1. The duties and responsibilities during such time are to be assumed by the Executive Advisory Committee.
- C. Ad Hoc Committee shall be formed by a majority vote of the ~~DASB~~ *DASG* Senate. All ~~DASB~~ *DASG Senate* Ad Hoc Committees must be formed with the following definitions:
 1. Name of the body.
 2. Purpose of the body.
 3. Authority of the committee to take action on behalf of the ~~DASB~~ *DASG* Senate under specific circumstances.
- D. Ad Hoc Committee shall be dissolved by a majority vote of the ~~DASB~~ *DASG* Senate. All members of dissolved Ad Hoc Committees shall automatically be removed.

Section 4: ~~Duties and Responsibilities of~~ Committees

Each ~~DASB~~ *DASG Senate* Committee shall:

- A. Conduct its business in accordance with the ~~DASB-Senate~~ *DASG* Bylaws and its Committee Code.
- B. Hold meetings in accordance with the ~~DASB-Constitution and DASB-Senate~~ *DASG* Bylaws.
- C. Work on business referred to it by the ~~DASB~~ *DASG* Senate.
- D. Review its Committee Code at least once per year and submit any proposed amendments to the ~~DASB~~ *DASG* Senate.

Section 5: ~~DASB~~ *DASG* Finance Committee

- ~~A. The objectives of the DASB Finance Committee is financial accountability with the following areas of focus:~~
- ~~1. Audit and evaluate programs funded or requesting funding from the DASB Senate and recommend requests for funding to the DASB Senate.~~
 - ~~2. Ensure that all financial activities of the DASB Senate legally comply with all Federal, State, and local laws, District rules, and DASB Senate rules (to include Budget Stipulations).~~
 - ~~3. Prepare the annual budget of the DASB Senate's accounts.~~
- ~~B. The DASB Senate delegates authority to the DASB Finance Committee to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:~~
- ~~1. Funding must be approved by the DASB Senate by procedures specified by the DASB Finance Code.~~
 - ~~2. Amending or allowing special exceptions for budget stipulations must be approved by the DASB Senate.~~
 - ~~3. The prepared annual budget must be approved by the DASB Senate by procedures to be outlined in the DASB Finance Code.~~
- A. The DASG Finance Committee is responsible for all financial matters of the DASG, including but not limited to revenue generation, allocation of funds, accountability, transparency, accessibility, equity, and other Objectives, Duties, and Responsibilities in accordance with the DASG Finance Code.*

Section 6: ~~DASB~~ Student Rights and Services Committee

- ~~A. The objectives of DASB Student Rights and Services are the continuity of services to students and the preservation of good relations between students and the college by focusing on student concerns.~~
- ~~B. The DASB Senate delegates authority to DASB Student Rights and Services to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:~~
- ~~1. The DASB Senate reserves the right to create an Ad-Hoc Committee to address any specific student concern.~~
 - ~~2. The DASB Senate must approve any correspondence that is to be mass mailed on behalf of the DASB Senate.~~

Section 6: *DASG* Student Services and Feedback Committee

- A. The DASG Student Services and Feedback Committee is responsible for advocating for a method for students to provide feedback on their courses, assisting students with filing student grievances, advocating for student rights and services on campus, collecting student concerns, and other Objectives, Duties, and Responsibilities in accordance with the DASG Student Services and Feedback Code.*

Section 7: ~~DASB~~ *DASG* Marketing and Communications Committee

- ~~A. The objectives of the DASB Marketing and Communications Committee are:~~
- ~~1. Relay information between the student body and the DASB Senate including, but not limited to, student concerns and shared governance news.~~
 - ~~2. Promote the DASB Senate and its activities.~~
 - ~~3. Ensure promotional practices of the Marketing and Communications Committee are environmentally sustainable.~~

4. ~~Promote events, services, and programs offered to students that the DASB Senate and its committees wish to support through advertising.~~
- B. ~~The DASB Senate delegates authority to the DASB Marketing and Communications Committee to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:~~
 1. ~~The DASB Senate must endorse or otherwise officially support an organization before the DASB Marketing and Communications Committee may advertise that organization.~~
- A. *The DASG Marketing and Communications Committee is responsible for acting as a bridge for communication between the DASG Senate and its Constituents, promoting the DASG Senate and its activities, promoting events, services, and programs, and other Objectives, Duties, and Responsibilities in accordance with the DASG Marketing and Communications Code.*

Section 8: ~~DASB Diversity and Events Committee~~

- A. ~~The objectives of the DASB Diversity and Events Committee are:~~
 1. ~~Plan and host events endorsed by the DASB Senate.~~
 2. ~~Plan and host events that promote or celebrate diversity.~~
 3. ~~Ensure events and promotional practices are environmentally sustainable.~~
- B. ~~The DASB Senate delegates authority to the DASB Diversity and Events Committee to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:~~
 1. ~~The DASB Senate must endorse or otherwise officially support an organization before the DASB Diversity and Events Committee may sponsor an event to promote that organization.~~

Section 8: *DASG Equity and Diversity Committee*

- A. *The DASG Equity and Diversity Committee is responsible for promoting Equity and Diversity within the DASG Senate and the rest of the Campus and District, and other Objectives, Duties, and Responsibilities in accordance with the DASG Equity and Diversity Code.*

Section 9: *DASG Programs and Events Committee*

- A. *The DASG Programs and Events Committee is responsible for planning and hosting events for DASG Constituents that Develop, Educate, Enrich, Entertain, and Connect DASG Constituents, and other Objectives, Duties, and Responsibilities in accordance with the DASG Programs and Events Code.*

Section 910: ~~DASB~~ *DASG* Environmental Sustainability Committee

- A. ~~The objectives of the DASB Environmental Sustainability Committee are:~~
 1. ~~To explore, promote, and implement environmentally friendly programs on campus.~~
 2. ~~To encourage and educate the student body to take part in environmentally responsible practices.~~
 3. ~~To advocate for and ensure clean and efficient use of resources on the De Anza College Campus and surrounding community.~~
 4. ~~To ensure environmentally friendly practices within the DASB Senate.~~
 5. ~~Plan and host events that raise awareness regarding environmental sustainability.~~
- B. ~~The DASB Senate delegates authority to the DASB Environmental Sustainability Committee to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:~~
 1. ~~The DASB Senate reserves the right to create an Ad-Hoc Committee to address any specific environmental issues.~~

~~2. The DASB Senate must endorse or otherwise officially support an organization before the DASB Environmental Sustainability Committee may sponsor or market an event to promote that organization.~~

A. *The DASG Environmental Sustainability Committee is responsible for exploring, promoting, implementing, encouraging and providing education for environmentally friendly and responsible events, practices, and programs on Campus, and other Objectives, Duties, and Responsibilities in accordance with the DASG Environmental Sustainability Code.*

Section 1011: DASB DASG Legislative Affairs Committee

~~A. The objectives of the DASB Legislative Affairs Committee shall be to:~~

~~1. Represent the interest of De Anza students on at the college, district, state, and federal levels.~~

~~2. Cultivate relationships between local associated student organization colleges.~~

~~3. Motivate students for responsible citizenship in ways that both deepen their education and improve the quality of community life.~~

~~B. The DASB Senate delegates authority to DASB Legislative Affairs Committee to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:~~

~~1. The DASB Senate must endorse or otherwise officially support a candidate or an organization before the DASB Legislative Affairs committee may support said candidate or an organization.~~

~~2. The DASB Senate must endorse or otherwise officially support a ballot measure, proposition, assembly bill, or senate bill before the DASB Legislative Affairs committee may support said ballot measure, proposition, assembly bill, or senate bill.~~

A. *The DASG Legislative Affairs Committee is responsible for representating the interests of DASG Constituents at the College, District, State, and Federal levels, cultivating relationships with other Community College Studdents, motivating DASG Constituents in responsible citizenship and civic engagement, and other Objectives, Duties, and Responsibilities in accordance with the DASG Legislative Affairs Code.*

Section 1112: DASB DASG Flea Market Committee

~~A. The objectives of the DASB Flea Market Committee shall be to:~~

~~1. Maintain the ability to operate the DASB Flea Market.~~

~~2. Resolve all issues pertaining to the DASB Flea Market.~~

~~3. Develop and implement ideas to improve the DASB Flea Market.~~

~~4. Increase the number of vendors and shoppers attending the DASB Flea Market.~~

~~5. Promote the DASB Flea Market to De Anza students, faculty/staff, and the community.~~

~~B. The DASB Senate delegates authority to DASB Flea Market Committee to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:~~

~~1. Any change in policy and operation of the DASB Flea Market must be approved by the DASB Senate.~~

~~2. The DASB Senate must endorse or otherwise officially support a business idea before DASB Flea Market may execute.~~

A. *The DASG Flea Market Committee is responsible for all aspects of the DASG Flea Market, including but not limited to, maintaining operations, resolving issues, improving the market, increasing attendance of vendors and shoppers, promoting the market, and other Objectives, Duties, and Responsibilities in accordance with the DASG Flea Market Code.*

Section 1213: ~~DASB~~ ~~DASG~~ Elections Committee

- ~~A. The objectives of the DASB Elections Committee shall be to:~~
- ~~1. Ensure that all candidates are eligible to hold office.~~
 - ~~2. Encourage students to apply for DASB Senate and De Anza Student Trustee positions.~~
 - ~~3. Advertise and promote the DASB Senate and De Anza Student Trustee General Elections.~~
 - ~~4. Manage and oversee the DASB Election Account (41-55150).~~
 - ~~5. Provide an expense report template to all candidates.~~
- ~~B. The DASB Senate delegates authority to DASB Elections Committee to take action on behalf of the DASB Senate to fulfill its own objectives.~~
- A. The DASG Elections Committee is responsible for all aspects of Student Elections at De Anza College, including but not limited to, recruiting candidates, educating candidates, marketing and promoting the elections, and other Objectives, Duties, and Responsibilities in accordance with the DASG Elections Code.*

Section 1314: ~~DASB~~ ~~DASG~~ Executive Advisory Committee

- A. The objective of the ~~DASB~~ ~~DASG~~ Executive Advisory Committee is to provide leadership to the ~~DASB~~ ~~DASG~~ Senate and its officers through the following:
1. Create and prioritize a set of goals for the ~~DASB~~ ~~DASG~~ Senate and amend such goals as necessary.
 2. Initiate and guide the work of the ~~DASB~~ ~~DASG~~ Senate.
 3. Coordinate the operations of the ~~DASB~~ ~~DASG~~ Senate and Ad Hoc Committees, evaluate the functions of those committees, conduct reviews of their status, and recommend appropriate action to the ~~DASB~~ ~~DASG~~ Senate.
 4. Ensure that goals are being accomplished by assisting individuals and/or committees.
 6. Author policies and procedures that are necessary but are not specifically addressed by these Bylaws nor any codes adopted by the ~~DASB~~ ~~DASG~~ Senate and forward such documents to the ~~DASB~~ ~~DASG~~ Senate for approval.
- B. The membership of the ~~DASB~~ ~~DASG~~ Executive Advisory Committee shall be:
1. Voting members
 - ~~DASB~~ ~~DASG~~ President
 - ~~DASB~~ ~~DASG~~ Vice President
 - ~~DASB~~ ~~DASG~~ Chair of Finance
 - ~~DASB~~ ~~DASG~~ Chair of Student Rights and Services
 - ~~DASG~~ Chair of Student Services and Feedback
 - ~~DASB~~ ~~DASG~~ Chair of Marketing and Communications
 - ~~DASB~~ ~~DASG~~ Chair of Diversity and Events
 - ~~DASG~~ Chair of Equity and Diversity
 - ~~DASG~~ Chair of Programs and Events
 - ~~DASB~~ ~~DASG~~ Chair of Environmental Sustainability
 - ~~DASB~~ ~~DASG~~ Chair of Legislative Affairs
 - ~~DASB~~ ~~DASG~~ Chair of Flea Market
 2. Non-voting members:
 - Chairs of Ad Hoc Committees

ARTICLE VII: *EXTERNAL* SHARED GOVERNANCE COMMITTEES

Section 1: Definition

Shared Governance Committees, also known as Participatory Governance Committees, include faculty, staff, students, and administrators of De Anza College (DAC) and the Foothill-De Anza Community College District (FHDA CCD) to provide guidance to college and district leadership.

Additional information is available online at the following locations:

- *Governance @ De Anza - <https://www.deanza.edu/gov/>
 - *Governance Handbook (current link available at Governance @ De Anza)**
- *Participatory Governance at FHDA - <http://www.fhda.edu/about-us/participatorygovernance/index>*
- *Best Practices for Student Voices in Shared Governance - <https://www.deanza.edu/dasb/documents/Best-Practices-for-Student-Voices-in-Shared-Governance.pdf>*
- *External Shared Governance Committee Information - <https://www.deanza.edu/dasb/documents/External-Shared-Governance-Committee-Information.pdf>*

Section 12: Student Representatives

Each **DASB** *DASG* Senator *and DASG External Shared Governance Committee Intern* shall:

1. Serve as a Student Representative on at least one (1) Shared Governance Committee.

[Moved to Article V: Internships]:

~~Following shared governance appointment procedures, DASB members who are not DASB Senators may be appointed to fill vacant positions on Shared Governance Committees that are not designated for specific DASB positions, provided that:~~

- ~~11. All DASB Senators have at least one (1) Shared Governance Committee appointment;~~
- ~~12. The DASB member meets the academic eligibility requirements of DASB Senators, maintaining a cumulative and quarter GPA of 2.0 and enrollment in 8 quarter units at time of appointment and throughout term;~~
- ~~13. The DASB member attends at least one (1) meeting of the Shared Governance Committee prior to appointment and receives written approval to serve as Student Representative from the Chair of the Committee;~~
- ~~14. The DASB member commits to carry out all of the Duties and Responsibilities of Student Representatives as outlined in Article VII, Section 3 of the DASB Bylaws, including the submission of written reports to the DASB Vice President within one week of Shared Governance Committee meeting attendance;~~
- ~~15. The DASB member shall serve in the appointed Student Representative position for no more than 1 academic year;~~
- ~~16. The DASB member may be removed from the Shared Governance Committee in accordance with DASB procedures.~~

Section 23: Shared Governance Committee Positions

The Shared Governance Committees *as defined by De Anza College (DAC) and the Foothill-De Anza Community College District (FHDA CCD) shall be open to all student representatives as per these Bylaws. The only mandated positions and committee assignments as per these Bylaws are that the DASB*

President must be assigned to the De Anza College Council and the FHDA Chancellor's Advisory Council. Other DASB Senators may be mandated via their respective DASG Senate Committee Codes.

~~and their representatives shall include, but not be limited to the following:~~

- ~~● Academic Senate _____ Vice Chair of Students Rights and Services~~
- ~~● Administrative Services Planning and Budget Team (APBT) _____ 1 member of Finance~~
- ~~● Associated Students of Foothill College (ASFC) Campus Council _____ 1 DASB Senator~~
- ~~● Campus Center Advisory Board _____ 3 DASB Senators~~
- ~~● Campus Facilities Team _____ 1 member of Environmental Sustainability~~
- ~~● Chancellor's Advisory Council _____ President~~
- ~~● Classified Senate _____ 1 DASB Senator~~
- ~~● College Council _____ President, Vice President, and Chair of Student Rights and Services~~
- ~~● College Planning Committee _____ 1 DASB Senator~~
- ~~● Course Scheduling and Enrollment Management Task Force (CSEM) _____ 2 DASB Senators~~
- ~~● Curriculum Committee _____ 2 DASB Senators~~
- ~~● Educational Technology Advisory Committee (ETAC) _____ 1 DASB Senator~~
- ~~● Equity Action Council (EAC) _____ 1 member of Diversity and Events~~
- ~~● Instructional Planning and Budget Team (IPBT) _____ 2 DASB Senators~~
- ~~● Inter Club Council (ICC) _____ 1 DASB Senator~~
- ~~● Student Health Advisory Committee _____ 1 DASB Senator~~
- ~~● Student Senate for California Community Colleges (SSCCC) _____ Chair of Legislative Affairs~~
- ~~● Student Services Planning and Budget Team (SSPBT) _____ 1 DASB Senator and 1 member of
_____ Student Rights and Services~~
- ~~● Technology Committee _____ 1 DASB Senator~~

Section 34: Duties and Responsibilities of Student Representatives

Each Student Representative shall:

1. Act in accordance with the governing documents of their Shared Governance Committee.
2. Identify and consider matters pertaining to the general welfare of ~~the student body~~ *DASG Constituents* and recommend appropriate actions to the ~~DASB~~ *DASG* Senate.
3. Submit a shared governance report to the ~~DASB~~ *DASG* Vice President within one (1) week of their respective Shared Governance Committee meetings.
4. *DASG Senators must* present the shared governance report during the following ~~DASB~~ *DASG* Senate meeting.

ARTICLE VIII: MEETINGS

Section 1: California Open Meeting Laws

All meetings of the ~~DASB~~ *DASG* Senate and its subordinate bodies shall be conducted in accordance with the California Open Meeting Laws (Ralph M. Brown Act) Govt. Code §§ 54950-54963.

Section 2: Regular Meetings of the ~~DASB~~ *DASG* Senate

- A. In accordance with the ~~DASB Constitution~~ *DASG Bylaws*, the ~~DASB~~ *DASG* Senate shall conduct regular meetings *at least two (2) times per month* on Wednesdays, excluding during breaks, first week, dead week, ~~and~~ finals week, *and summer* with each meeting convening before 4:30 PM with quorum. *Additional meetings may be called by the DASG Senate in accordance with these Bylaws.*
- B. The agenda for regular ~~DASB~~ *DASG* Senate meetings shall include, but not be limited to the following:
- Call to Order
 - Roll Call
 - Approval of Minutes
 - Public Comments (to be held at the beginning and at the end of the meeting)
 - Senate Announcements (to be held at the beginning and at the end of the meeting)
 - Student Trustee Announcements
 - Internal Committee Reports
 - Shared Governance *Committee* Reports
 - Advisor Announcements
 - Consent Calendar
 - Business
 - Introduction and Approval of Prospective Senators
 - Burning Issues
 - Adjournment
 - Upcoming Events
- C. The order of items on the agenda may be listed differently than the list of items specified here.
- D. The ~~DASB~~ *DASG* Senate shall not adjourn regular ~~DASB~~ *DASG* Senate meetings until the following conditions are met:
1. At least one (1) session of Public Comments has been completed.
- E. Senators can request an item be put on the following meeting's agenda, regardless of the consent of the ~~DASB~~ *DASG* President, upon earning $\frac{2}{3}$ vote during business.

Section 3: Special Meetings of the ~~DASB~~ *DASG* Senate

- A. The ~~DASB~~ *DASG* Senate shall conduct a special meeting within two (2) weeks of receiving a petition calling for one signed by at least one hundred (100) ~~DASB members~~ *De Anza College Students*.
- B. The special ~~DASB~~ *DASG* Senate meeting agenda shall consist of, and be limited to the following:
- Call to Order
 - Roll Call
 - Business
 - Adjournment

Section 4: Regular Meetings of the ~~DASB~~ ~~DASG~~ Committees

- A. The ~~DASB~~ ~~DASG~~ Committees shall conduct regular meetings at least ~~three (3)~~ *two (2)* times per month as deemed necessary by the respective ~~DASB~~ ~~DASG~~ Committee Chair, excluding during breaks, first week, dead week, ~~and~~ finals week, *and summer with each meeting convening with quorum. Additional meetings may be called by the ~~DASG~~ Committee in accordance with these Bylaws and their Code.*
- B. The ~~DASB~~ ~~DASG~~ Ad Hoc Committees shall conduct regular meetings at least ~~three (3)~~ *two (2)* times per month as deemed necessary by the respective ~~DASB~~ ~~DASG~~ Ad Hoc Committee Chair, excluding during breaks, first week, dead week, ~~and~~ finals week, *and summer with each meeting convening with quorum* throughout the entire period from formation to the dissolving of the Ad Hoc Committee. *Additional meetings may be called by the ~~DASG~~ Ad Hoc Committee in accordance with these Bylaws.*

Section 5: Quorum

- A. Quorum for ~~DASB~~ ~~DASG~~ Senate and its subordinate bodies shall be established when no less than the majority (more than 50%) of the respective members are present.
- B. The ~~DASB~~ ~~DASG~~ Senate and ~~DASB~~ ~~DASG~~ Committees shall be permitted in the absence of quorum to have the following:
- Call to Order
 - Roll Call
 - Public Announcements
 - Senate Announcements
 - Information Items
 - ~~{~~Introduction of Prospective Senators *or Committee Interns* (not approval)~~}~~
 - Adjournment
- C. The ~~DASB~~ ~~DASG~~ Senate and ~~DASB~~ ~~DASG~~ Committees shall not take any official vote upon or take any official action regarding any issue at any of their meetings when quorum is not in effect.
1. At the discretion of those ~~DASB~~ ~~DASG~~ Senators in attendance, the ~~DASB~~ ~~DASG~~ Senate or ~~DASB~~ ~~DASG~~ Committee shall be permitted to take official votes and actions on an emergency basis when quorum is not in effect, but if not subsequently ratified at a meeting of that body with quorum, all such actions shall be considered null and void.

ARTICLE IX: ELECTIONS

Section 1: General Election

- A. The ~~DASB~~ *DASG* general election shall be conducted in accordance with the adopted ~~DASB~~ *DASG* Elections Code.
- ~~B. The DASB President shall chair the first meeting of each DASB Committee until a Committee Chair is elected.~~

Section 2: Internal Election

- A. The procedure for Internal Elections may be modified by the provision calling for Internal Election and the rule(s) listed by such provision shall amend their respective rule(s) here
- B. Filling a vacant position by Internal Election
 - 1. Nominations shall automatically be opened at the presentation of the vacancy of the position
 - a. Eligible members shall be nominated by voting members.
 - b. Self nomination is allowed.
 - c. Neither the ~~DASB~~ *DASG* President nor the ~~DASB~~ *DASG* Vice President may be nominated to fill ~~DASB~~ *other DASG* Executive Officer positions.
 - 2. After nominations have been closed, each nominee shall be afforded an opportunity to express their candidacy by giving a speech not to exceed two (2) minutes.
 - 3. The nominees shall be reduced to two (2) candidates by run-off voting
 - a. The chair may vote normally during this period.
 - b. In the event that all candidates receive the same number of votes, each candidate shall be afforded an additional opportunity to express their candidacy by giving a speech not to exceed One (1) minute and then run-off voting shall continue.
 - c. In the event that only one candidate remains, then that candidate automatically wins the Internal Election and succeeds the vacant position.
 - 4. The final two candidates shall each be afforded an additional opportunity to express their candidacy by giving a speech not to exceed One (1) minute.
 - 5. The vacant position shall be filled by a roll call vote between the final Two (2) candidates
 - a. The chair may not vote if doing so would result in a tie.

Section 3: Midterm *Rolling* Elections of ~~DASB~~ *DASG* Senators

- A. Any ~~DASB member~~ *DASG Constituent* may be approved as a ~~DASB~~ *DASG* Senator through the following procedure:
 - 1. A vacant position must currently exist.
 - 2. Fully attend at least three ~~DASB~~ *DASG* Senate meetings within a quarter before the Midterm Election.
 - 3. In the case a prospective Senator cannot attend a ~~DASB~~ *DASG* Senate Meeting, one (1) ~~DASB~~ *DASG* Senate Meeting may be substituted by two (2) ~~DASB~~ *DASG Senate Internal* Committee meetings.
 - 4. Submit a completed *DASG* Senate application.
 - 5. Receive approval from the ~~DASB~~ *DASG* Senate by internal election.
 - a. Each candidate shall be approved by a majority vote of the ~~DASB~~ *DASG* Senate.
 - b. If there are more candidates than there are positions available, then candidates shall be approved by an approval run-off voting session.
 - 6. Be sworn in by the ~~DASB~~ *DASG* President.
- B. Any candidate who is denied confirmation as a ~~DASB~~ *DASG* Senator may not be considered for that position again until they have attended at least three (3) additional ~~DASB~~ *DASG* Senate

meetings within a quarter of the Midterm Election.

Section 4: Filling of Vacant Executive Officer Positions

- A. Vacancy of the ~~DASB~~ *DASG* President position shall automatically be filled by the ~~DASB~~ *DASG* Vice President which is effective immediately.
- B. Vacancy of the ~~DASB~~ *DASG* Vice President position shall be filled by a recommendation by the *DASG* President which must receive majority approval by the ~~DASB~~ *DASG* Senate before becoming effective.
- C. In the event that the positions of ~~DASB~~ *DASG* President and ~~DASB~~ *DASG* Vice President both become vacant, the ~~DASB~~ *DASG* Senate shall conduct an internal election to fill the positions.
- D. In the event there is a vacancy in any Chair position, the Vice Chair of the respective ~~DASB~~ *DASG* Committee shall succeed to that position after confirmation by a majority vote of the ~~DASB~~ *DASG* Senate.
- E. If the Committee Vice Chair does not succeed the position for any reason, the position shall be filled by internal election within the committee.
- F. Once a ~~DASB~~ *DASG* Executive Officer is elected, they shall immediately assume all the duties and responsibilities of their position.
- G. If a ~~DASB~~ *DASG* Officer succeeds to another ~~DASB~~ *DASG* Officer position, then they are assumed to resign all other ~~DASB~~ *DASG* Officer positions.
- H. These ~~DASB~~ *DASG* Executive Officer positions only include ones that have been outlined in Article ~~IVIII~~, Section 1 of the ~~DASB-Senate~~ *DASG* Bylaws.

ARTICLE X: ABSENCES

Section 1: Excusing Absences

- A. An absence may be recognized as excused by the ~~DASB~~ *DASG* Vice President or Chair of the respective ~~DASB~~ *DASG* Committee or during the approval of the minutes for the meeting(s) in which the absence occurred by amending those minutes normally.
- B. Absences not recorded by meeting minutes may be excused by an agenda item at a later meeting or when absences have accumulated enough to cause a member to be put on the agenda for removal proceedings.
- C. A leave of absence automatically considers absences during the time in question to be excused.

Section 2: Leaves of Absences

- A. Any ~~DASB~~ *DASG* Senator may request up to forty-five (45) leave of absence days per term. Leaves of Absence can be for longer than forty-five (45) days in special circumstances (health issues, maternity leave, extended jury duty, etc.).
- B. All leaves of absence must be at least six (6) calendar days in duration.
- C. All leaves of absence must be approved by the ~~DASB~~ *DASG* Senate prior to their commencements.
- D. Each ~~DASB~~ *DASG* Senator shall immediately resume their duties and responsibilities upon returning from their leave of absence.
- E. All requests for leave of absence must be submitted to the ~~DASB~~ *DASG* Vice President at least seven (7) calendar days prior to the commencement date of the requested leave of absence.
- F. The ~~DASB~~ *DASG* Vice President may grant an emergency leave of absence if seven (7) calendar days requirement cannot be met. The Senate may override the ~~DASB~~ *DASG* Vice President's decision.
- G. All ~~DASB~~ *DASG* Senators on leave of absence cannot participate in any ~~DASB~~ *DASG* Senate meetings or ~~DASB~~ *DASG* Committee meetings.

ARTICLE XI: REMOVALS

Section 1: Automatic Removal

- A. When a ~~DASB~~ *DASG* Senator fails to meet their eligibility requirements, they shall be removed from the ~~DASB~~ *DASG* Senate.
- B. When a ~~DASB~~ *DASG* Senator has three (3) or more unexcused absences from the ~~DASB~~ *DASG* Senate or committees within one (1) quarter, they shall be removed from the ~~DASB~~ *DASG* Senate.
- C. The ~~DASB~~ *DASG* Vice President will notify the Senate in cases of automatic removal with an “Information” agenda item.

Section 2: Peer Removal

- A. Any five (5) ~~DASB~~ *DASG* Senators may submit a Bill of Particulars to the ~~DASB~~ *DASG* Senate at any time.
 - 1. The Bill of Particulars may be submitted at any time, at least one week before the ~~DASB~~ *DASG* Senate meeting where the Peer Removal will be addressed, calling for the expulsion of a ~~DASB~~ *DASG* Senator from the ~~DASB~~ *DASG* Senate or the removal of a ~~DASB~~ *DASG* Executive Officer from their Officer position.
- B. The Bill of Particulars must cite the section(s) of the ~~DASB-Senate~~ *DASG* Bylaws, the ~~DASB~~ *DASG* Codes, or College/District Regulations that have been violated by the ~~DASB~~ *DASG* Senator or ~~DASB~~ *DASG* Executive Officer in question.
 - 1. Include dates, witnesses, situations and/or evidence as appropriate.
- C. The ~~DASB~~ *DASG* Vice President shall notify the ~~DASB~~ *DASG* Senator or ~~DASB~~ *DASG* Executive Officer in question of their right to appear at the removal proceeding, which shall be at the next regular ~~DASB~~ *DASG* Senate meeting.
- D. The ~~DASB~~ *DASG* Vice President shall place the expulsion or removal proceeding on the ~~DASB~~ *DASG* Senate agenda and present the ~~DASB~~ *DASG* Senator’s case to the ~~DASB~~ *DASG* Senate.
 - 1. Exception: If the ~~DASB~~ *DASG* Vice President is in question, the ~~DASB~~ *DASG* President shall present the case to the ~~DASB~~ *DASG* Senate.
- E. The ~~DASB~~ *DASG* Senate shall debate the act of expelling or removing the ~~DASB~~ *DASG* Senator in question, from which the ~~DASB~~ *DASG* Senator in question cannot be excluded.
 - 1. The debate must include one argument for and one argument against before the debate may end.
 - 2. The Senator in question must be afforded two (2) minutes to speak.
- F. The ~~DASB~~ *DASG* Senate may remove the ~~DASB~~ *DASG* Senator or ~~DASB~~ *DASG* Executive Officer with the approval by a two-thirds (2/3) vote of the ~~DASB~~ *DASG* Senate. The ~~DASB~~ *DASG* Senator in question may vote on this matter.
- G. A ~~DASB~~ *DASG* Senator expelled or removed from office shall be allowed one (1) appeal within two (2) regular ~~DASB~~ *DASG* Senate meetings of their removal.

Section 3: Removal by ~~the Student Body~~ *DASG Constituents*

- A. ~~The student body~~ *DASG Constituents* shall be permitted to seek to directly discipline or remove any ~~DASB~~ *DASG* Senator by submitting a petition to the ~~DASB~~ *DASG* Advisor signed by at least five hundred (500) ~~DASB-members~~ *DASG Constituents*. The petition must include the following:
 - 1. Description of the manner in which the ~~DASB~~ *DASG* Senator in question has failed to fulfill their duties.
 - 2. Request of disciplinary action and/or removal of that ~~DASB~~ *DASG* Senator.

3. Each signer's full printed name, signature, and student identification number.

Section 4: Reinstatement

- A. A person removed may appeal to the *DASG* Senate if there are vacant positions.
 1. The person may appeal once they have met the eligibility required if removed by automatic removal.
 2. The person removed by peer removal may appeal to the *DASB* Senate.
 3. The person removed by ~~the Student Body~~ *DASG Constituents* may appeal to the *DASG* Senate, including a submitted petition to the ~~DASB~~ *DASG* Advisor signed by at least five hundred (500) ~~DASB-members~~ *DASG Constituents*.
- B. If they receive a super-majority (2/3) vote to approve the appeal, then they shall be reinstated as a Senator.
- C. The *DASG* Senate must address the appeal within two weeks.

ARTICLE XII: AMENDMENT AND ADOPTION

Section 1: Amendment of DASG Bylaws

All amendments to the DASG Bylaws must follow this process:

- A. *Process in the DASG Senate Committee*
 - 1. *The DASG Senate Committee shall propose amendments to the DASG Bylaws.*
 - 2. *All amendments shall require an approval by a two-thirds (2/3) vote of the DASG Senate Committee before it can be sent to the DASG Senate.*
 - 3. *Once the amendments have been approved by the committee, they shall be sent to the DASG Senate.*

- B. *Process in the DASG Senate*
 - 1. *The amendments shall first appear as an information/discussion item on the DASG Senate meeting agenda for three weeks. No adoption action may take place during the introduction of amendments to the DASG Senate. The amendments to the DASG Bylaws must be made widely known to DASG Constituents.*
 - 2. *The DASG Senate shall then discuss and review the amendments.*
 - 4. *The amendments shall then be placed on the next DASG Senate meeting agenda as an action item.*
 - 5. *The DASG Bylaws may be adopted by a two-thirds (2/3) vote of the DASG Senate.*

Section 12: Amendment of ~~Bylaws and~~ DASG Codes

All amendments to ~~the DASB Bylaws and~~ the ~~DASB~~ DASG Codes must follow this process:

- A. *Process in the ~~DASB~~ DASG Senate Committee*
 - 1. *The ~~DASB~~ DASG Senate Committee shall propose amendments to their ~~DASB~~ DASG Code.*
 - 2. *All amendments shall require an approval by a two-thirds (2/3) vote of the ~~DASB~~ DASG Senate Committee before it can be sent to the ~~DASB~~ DASG Senate.*
 - 3. *Once the amendments have been approved by the committee, they shall be sent to the ~~DASB~~ DASG Senate.*

- B. *Process in the ~~DASB~~ DASG Senate*
 - 1. *The amendments shall first appear as an information/discussion item on the ~~DASB~~ DASG Senate meeting agenda. No adoption action may take place during the introduction of amendments to the DASB Senate. *The amendments to the DASB Code must be made widely known to DASG Constituents.**
 - 2. *The ~~DASB~~ DASG Senate shall then discuss and review the amendments.*
 - 3. *The amendments shall then be placed on the next ~~DASB~~ DASG Senate meeting agenda as an action item.*
 - 4. *The ~~DASB Bylaws and the~~ ~~DASB~~ DASG Codes may be adopted by a two-thirds (2/3) vote of the ~~DASB~~ DASG Senate.*

Section 3: *Bylaws and Code Changes from DASG Constituents*

DASG Constituents can suggest Bylaw and Code changes by submitting them to the DASG President, Chair of the Respective Committee, and the DASG Advisors.

Section 24: Adoption of Bylaws and Codes

- A. Upon adoption by the ~~DASB~~ *DASG* Senate, these Bylaws shall become effective and shall supersede all conflicts with the ~~DASB~~ *DASG* Codes specified below and with any previous ~~DASB-Senate~~ *DASG* Bylaws.
- B. The following ~~DASB~~ *DASG* Codes shall be enabled by these Bylaws:
1. ~~DASB~~ *DASG* Finance Code
 2. ~~DASB Student Rights and Services Code~~
 3. *DASG Student Services and Feedback Code*
 4. ~~DASB~~ *DASG* Marketing and Communications Code
 5. ~~DASB Diversity and Events Code~~
 6. *DASG Equity and Diversity Code*
 7. *DASG Programs and Events Code*
 8. ~~DASB~~ *DASG* Environmental Sustainability Code
 9. ~~DASB~~ *DASG* Legislative Affairs Code
 10. ~~DASB~~ *DASG* Flea Market Code
 11. ~~DASB~~ *DASG* Elections Code
 12. ~~DASB~~ *DASG* Code of Conduct

ARTICLE XIII: RIGHT TO ACT

- Section 1:** No ~~DASB~~ *DASG* Senator or Committee shall have the right to incur any debt or get involved in any business on behalf of the ~~DASB~~ *DASG* unless they are given the authority or responsibility to do so by the ~~DASB-Senate~~ *DASG* Bylaws, the ~~DASB~~ *DASG* Codes, or the ~~DASB~~ *DASG* Senate.
- Section 2:** No ~~DASB~~ *DASG* Senator or Committee shall misrepresent the official stance of the ~~DASB~~ *DASG* on any issue, or claim explicitly or implicitly to represent the official stance of the ~~DASB~~ *DASG* on any issue that the ~~DASB~~ *DASG* has not officially taken a stance on.

ARTICLE XIV: GLOSSARY

Ad Hoc	A temporary entity that convenes as deemed necessary.
Approval Vote	A vote in which each voting member of a body may vote for as many candidates or proposals as they wish, and the candidate or proposal that receives the most votes is approved by the voting body.
Bill of Particulars	A statement detailing the particular reasons or causes for action.
Break	Periods of time the Foothill-De Anza Community College District closes for holidays or flex days.
Business Report	A report detailing what was discussed at a meeting.
DASB Member	A De Anza College student who has paid the student body association fee (DASB membership fee).
DASG Constituent	Current De Anza College Student
Dead Week	Week Eleven (11) of a quarter; the week before finals week.
Field Hours	Hours spent actively conducting DASB <i>DASG</i> Senate business outside of DASB <i>DASG</i> Senate <i>and Committee</i> meetings, and Shared Governance Committee meetings. Attendance of meetings outside of their own committee(s) may count toward a Senator's Field Hours, provided they are engaged and contribute during their time. A signature from the Chair must be provided. (i.e. having classroom presentation, participating in DASB <i>DASG</i> Events, conducting surveys, etc.)
Majority Approval Vote	An approval vote in which a candidate or proposal must receive fifty percent (50%) plus one of the votes cast in order to be approved by the voting body. Each voting member of a body may vote to approve or to disapprove for each candidate or proposal.
Majority Vote	A vote in which a candidate or proposal must receive fifty percent (50%) plus one of the votes cast in order to be approved by the voting body.
Motion	Demand of action in matters within the jurisdiction of the respective body.
Office Hours	Regular and publicly posted hours during which a DASB <i>DASG</i> Senator is available for general interaction with DASB members <i>DASG Constituents</i> .
Petition	A written request signed by many people demanding a particular action from an authority or government.
Policy	Statement to supplement the areas not explicitly covered by the DASB Constitution , the DASB <i>DASG</i> Bylaws, and/or the DASB <i>DASG</i> Codes, which shall be dated and addressed to specific groups or persons affected by the policy.
Quorum	The number or proportions of the members of an organization that must be present at a meeting in order to legitimately take action.
Regular Meeting	A meeting of a body that is held on regular basis.
Resolution	Expression of the opinion of the DASB <i>DASG</i> Senate as the representative body, which shall be dated and addressed to specific groups or persons.
Runoff Vote	A vote held to break a tie between two (2) or more candidates or proposals, where as the candidates or proposals with <i>the</i> least number of votes will be taken off from the ballot. This procedure shall be repeated until the tie is broken.
Special Meeting	A meeting of a body that is not held on regular basis.
Voting Member	A DASB <i>DASG</i> Senate member in which the member has the right to speak and raise points of order, clarification, privilege, move, second, and vote.

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