



# ADMINISTRATION CODE

*This Edition Amended: 6/9/2010*

## **ARTICLE I: ADMINISTRATION COMMITTEE**

### **Section 1: Membership**

The DASB Administration Committee shall consist of the following:

- A. Voting Members
  - 1. DASB Chair of Administration (must be a committee officer)
  - 2. At least two (2) additional DASB Senators
- B. Non-Voting Members
  - 1. No more than five (5) Agents
  - 2. Agents must be approved by a simple majority vote of the committee
  - 3. Agents must meet the eligibility requirements of DASB Senators specified in the Bylaws
- C. Advisors
  - 1. DASB Senate Advisor

### **Section 2: Objectives**

The objectives of the DASB Administration Committee shall be:

- A. Maintain the ability of the DASB Senate to perform work in the DASB Senate office
- B. Maintain documents and forms of the DASB Senate
- C. Offer training to all members of the DASB Senate in regards to parliamentary procedure and the position of the DASB Senate in the organizational structure of De Anza College
- D. Maintain the equipment and technological resources of the DASB Senate

### **Section 3: Right to Act**

The DASB Senate delegates authority to DASB Admin to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:

- A. Any policy regarding office use must be approved by the DASB Senate
- B. Any reduction of equipment must be approved by the DASB Senate
- C. Any project to implement new technology or equipment must be approved by the DASB Senate prior to beginning the project
- D. Any amendments to Bylaws or Codes must follow procedures outlined in these Bylaws and be approved by the DASB Senate
- E. Training workshops hosted by DASB Admin are voluntary unless made mandatory by the DASB President, DASB EVP, or by majority vote of the DASB Senate

### **Section 4: Committee Duties and Responsibilities**

The DASB Administration Committee shall:

- A. Conduct a New Senate Orientation workshop for all new DASB Senators.
- B. Conduct a Parliamentary Procedure workshop at least once (1) per quarter.
- C. Review the DASB Senate Bylaws, DASB codes and other official DASB documents, draft and review proposed amendments and present the recommendation to the DASB Senate for approval.
- D. Review proposed amendments to the DASB Constitution, DASB Senate Bylaws, DASB codes, or DASB policies.
- E. Generally work to maintain and improve the DASB Senate Office and any equipment that belongs to the DASB Senate.
- G. Manage and oversee the DASB Office Supplies Account (41-51180) and the DASB New Senate Orientation Account (41-51163)

## ARTICLE II: OFFICERS

### **Section 1: Officers**

- A. The DASB Administration Committee shall have following officers:
- DASB Office and Technology Director
  - DASB New Senate Orientation Coordinator
  - DASB Amendments Officer
- The Vice Chair of the Committee must also be a Committee Officer
- B. The Committee shall reserve the right to create or dissolve ad hoc positions as deemed necessary.
- C. Committee Officers are appointed or removed with a majority vote of the Committee.
- D. The Committee Chair shall assume all duties and responsibilities of vacant positions.

### **Section 2: Individual Duties and Responsibilities**

- A. DASB Office and Technology Director shall:**
1. Oversee the order and cleanliness of the DASB Senate Office.
  2. Enforce the adopted office use policy with the EVP.
  3. Create and maintain an office inventory list.
  4. Order office supplies as deemed necessary with approval of DASB Chair of Administration.
  5. Maintain the readiness of DASB equipment (Computers, Printer...).
- B. DASB New Senate Orientation Coordinator shall:**
1. Plan, prepare, and hold the New Senate Orientation as necessary.
  2. Plan, prepare, and hold the Parliamentary Procedure workshop.
- C. DASB Amendments Officer shall:**
1. Maintain updated documents and forms of the DASB Senate
  2. Collect, classify, and compile amendments of DASB Bylaws and Codes.
  3. Prepare proposals of DASB Bylaws and Codes to be presented to the DASB Senate.

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