



SENATE BYLAWS

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DASB SENATE BYLAWS

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ARTICLE I: DE ANZA ASSOCIATED STUDENT BODY SENATE

Section 1: Name

The name of this representative executive and legislative body shall be the De Anza Associated Student Body Senate, hereinafter referred to as the DASB Senate.

Section 2: Purpose of the DASB Senate

The purpose of the DASB Senate shall be:

- A. To represent and promote the general welfare of all members of the De Anza Associated Student Body.
- B. To foster a spirit of democracy and unity on campus.
- C. To promote the growth and development of De Anza College and its student body.
- D. To provide students with the opportunity to gain experience in leadership roles.

Section 3: Actions of the DASB Senate

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

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

Section 4: Duties and Responsibilities of the DASB Senate

The DASB Senate shall:

- A. Perform all duties and responsibilities as specified in the DASB Constitution and the DASB Senate Bylaws.
- B. Hold meetings in accordance with the DASB Constitution.
- C. In accordance with the California Open Meeting Laws (Ralph M. Brown Act) Gov Code §§ 54950-54960.5, ensure that documents of those meetings are posted for public viewing.
- D. Publicize and communicate the activities and actions of the DASB Senate to the student body.
- E. Oversee all activities and programs promoted and/or funded by the DASB.
- F. Oversee, maintain, and regulate all DASB property, assets, and funds.
- G. Ensure appropriate membership to the senate and all its committees as provided for in these bylaws, as it sees fit.

ARTICLE II: MEMBERS

Section 1: Senate Membership

The DASB Senate shall consist of the following:

- A. DASB Senators
 - At least sixteen (16) but no more than thirty (30) DASB Senators.
- B. DASB Senate Advisor

Section 2: Eligibility Requirements

At the beginning of each quarter, each DASB Senator shall have up to two week to fulfill the following requirements:

- A. Be a current DASB member (not applicable during Summer Quarter).
- B. 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 2.5 Grade Point Average (GPA).
- C. Have attended the DASB New Senate Orientation.
- D. Not be on academic or disciplinary probation.
- E. Not be a current Inter Club Council representative or officer.
- F. Not be a current DASB Justice.
- G. Not become closely associated with any DASB Justice.

Section 3: Duties and Responsibilities

Each DASB Senator shall:

- A. Strive to always accurately and equally represent the desires and opinions of all the members of the DASB to the best of their abilities in all their actions as a DASB Senator.
- B. Attend all DASB retreats and DASB workshops that are deemed mandatory.
- C. Serve as a member of at least one (1) DASB Committee and at least one (1) Shared Governance Committee.
- D. Maintain a minimum of two (2) publicly posted office hours per week (except during Summer Quarter, breaks, or the first week, dead week or finals week of each quarter).
 - 1. Membership and attendance of DASB Senate meetings, DASB Committee meetings and Shared Governance Committee meetings do not count towards office hours.
- E. Participate and attend a minimum of 4 Events per quarter. DASB Senators must submit a completed "Event Form" within one (1) week of attending an Event.
 - 1. Of the four (4) Events, Senators are required to attend at least one (1) DASB Senate event and one (1) non-DASB Senate event.
- F. Submit their regular office hour schedule and "Pending Event Form" to the DASB EVP by the end of the first week of each quarter, or of holding office (except Summer Quarter).
 - 1. Office hours are to be completed between 6:30 AM – 7:30 PM.
- G. Adhere to all DASB Bylaws and DASB Codes.
- H. Be familiar with DASB fiscal matters.
- I. Be familiar with the form of parliamentary procedure adopted by the Senate.
- J. Perform all duties delegated to them by the DASB Senate.

Section 4: Privileges

- A. Be issued keys to the DASB Senate Office with access determined by the level of the key.
- B. Be issued copy codes.
- C. Be allocated a mailbox in the DASB Senate Office.
- D. Be allocated a locker in the DASB Senate Office.
- E. Have access to a computer and all office equipment in the DASB Senate Office for the purpose of conducting DASB Senate business.

Section 5: Terms of Office

- 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. All DASB Senators may hold office for a total of three (3) consecutive or non-consecutive terms.
- D. All DASB Senators shall take office after they have been sworn in.
- E. All DASB Senators shall continue to hold office until the newly elected DASB Senate is sworn in.

Section 6: Resignations

- A. Any DASB Senator may resign from office at any time by submitting a resignation in writing to the DASB President or the DASB Executive Vice President.
- B. Verbal resignations shall be considered official and binding only when made at DASB Senate meetings.
- C. Each resigned DASB Senator shall not be permitted to retract their resignation.
- D. The EVP shall inform the DASB senate of all resignations at the next DASB senate meeting.
- E. Resignations are immediately effective unless a date is otherwise specified.

ARTICLE III: OFFICERS

Section 1: DASB Officers

The DASB Officers shall consist of the following:

- DASB President
- DASB Executive Vice President (EVP)
- Chair of Administration
- Chair of Finance
- Chair of Student Rights and Services
- Chair of Marketing
- Chair of Diversity and Events
- Chair of Environmental Sustainability
- Intramural Affairs Officer
- Legislative Affairs Officer
- Historian
- Website Manager
- Chairs of Ad Hoc Committees
- Vice Chairs of DASB Committees

Section 2: Eligibility Requirements

Each DASB Officer shall:

- A. Be a DASB Senator.
- B. Not concurrently hold more than one (1) DASB Officer position.
- C. Have attended at least one (1) full meeting of the respective DASB Committee if they are a DASB Committee Chair.

Section 3: Duties and Responsibilities

Each DASB Officer shall:

- A. Be an authorized and required signer for the accounts assigned by the Budget Code.
- B. 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 Officer position.
- C. Submit a written business report of their respective DASB Committee or Officer position to the DASB Senate at every regular DASB Senate meeting

In Addition, each Committee Chair shall:

- A. Chair their respective DASB Committee meetings.
- B. Schedule and set the agendas of all meetings of their respective DASB Committees.
- C. Appoint a Vice Chair to their respective DASB Committee with the approval by a majority vote of that DASB Committee.
- D. Instruct their respective DASB Committee Vice Chair on the duties to be performed in the Chair's absence.
- E. Recommend appointment and removal of members to their respective DASB Committee as they see fit, with the approval by a majority vote of the DASB Senate.

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 Committee.

Section 4: Individual Duties and Responsibilities

A. DASB President

The DASB President shall:

1. Chair the DASB Senate meetings.
2. Deliver the State of the Senate Address, outlining the vision of the DASB Senate for the year to the entire student body and the college community, by the Fall Quarter Week Two (2).
3. Set the agenda of all DASB Senate meetings.
4. Swear in the DASB Senator elects and Justice elects.

B. DASB Executive Vice President

The DASB EVP shall:

1. Assist the DASB President in their duties.
2. Serve as the Vice Chair of the DASB Executive Advisory Committee.
3. Recommend appointment and removal of members to Shared Governance Committees as they see fit, with the approval by a majority vote of the DASB Senate.
4. Maintain attendance records of all DASB Senators.
5. Collect the office hours and "Pending Event Forms" of all DASB Senators by the first (1st) week of each quarter or of holding office (except Summer Quarter) and publicly post them by the following Monday.
6. Collect, log, file, and review all written business reports, and make them available to the public.

C. Intramural Affairs Officer

The Intramural Affairs Officer shall:

1. Maintain relations and coordinate events with the Athletics and Arts divisions and report their concerns and events to the DASB Senate.

D. Legislative Affairs Officer

The Legislative Affairs Officer shall:

1. Report state legislative issues to the DASB Senate.

E. Historian

The Historian shall:

1. Create audio and/or visual records of DASB events and DASB Senators.
2. Maintain all records created by the DASB Senate.
3. Prepare and archive records for long term storage.

F. Website Manager

The Website Manager shall:

1. Maintain and update the DASB Website.
2. Maintain and update additional internet resources proscribed by the DASB Senate.
3. Maintain a wiki technological resource (website) for collecting resources.

Section 5: Succession of Officers

- A. For times at which the President and EVP are temporarily unable to perform their respective duties, the order of succession of their responsibilities shall be as follows:
- Chair of Administration
 - Chair of Finance
 - Chair of Student Rights and Services
 - Chair of Marketing
 - Chair of Diversity and Events
 - Chair of Environmental Sustainability
 - Intramural Affairs Officer
 - Legislative Affairs Officer
 - Historian
 - Website Manager
- B. In any event where a DASB Officer is temporarily unable or unavailable to perform their duties:
- a. The respective Committee Vice Chair shall succeed the duties of their Committee Chair.
 - b. The President and the EVP shall succeed the duties of Officers without Vice Chairs.
- C. Vice Chairs shall be considered voting member of the 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.

ARTICLE IV: Junior Senators

Section 1: Junior Senators

Each Junior Senator shall:

- Have a minimum of one (1) regular office hour with at least one (1) other senator per week.
- Have a minimum of one (1) field hour per week.

ARTICLE V: EMPLOYEES

Section 1: Employment

- A. The DASB 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 Senate.
- C. The DASB Senate recognizes that the hiring party of an employee may authorize the DASB Senate to dictate duties and responsibilities of some employees.
- D. If the hiring party requests or requires consultation from the DASB Senate as to hiring an individual, then it is the responsibility of the DASB President to fulfill such request or requirement.
- E. The DASB Executive Council shall prepare an evaluation of employees specifically tasked to service the DASB Senate at least once per quarter.

Section 2: Employee Positions

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

- DASB Secretary

Section 3: DASB Secretary

A. Purpose of Position

The intended purpose of the position of DASB Secretary shall be:

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

B. Eligibility Requirements

The DASB Secretary shall:

1. Be a current DASB member (not applicable during Summer Quarter).
 - a. At the beginning of each quarter, each DASB Secretary shall have up to two (2) weeks to comply with this requirement.
2. Not concurrently serve as a DASB Senator or Justice.

C. Duties and Responsibilities

The DASB Secretary shall:

1. Act in accordance with the DASB Secretarial Code.

ARTICLE VI: COMMITTEES

Section 1: DASB Committees

The DASB Committees shall include and be limited to the following:

- Administration Committee
- Finance Committee
- Student Rights and Services Committee
- Marketing Committee
- Diversity and Events Committee
- Environmental Sustainability Committee
- Executive Advisory Committee

Section 2: Ad Hoc Committees

The Ad Hoc Committees shall include, but not be limited to the following:

- Elections Committee
- Retreat Committee
- Scholarships Committee

Section 3: Formation and Dissolution of Committees

- A. DASB Committees shall be formed by no later than the Summer Quarter Week Two (2).
- B. If at any time a DASB Committee does not fulfill its minimum membership as specified in the respective DASB Committee Codes, then that body automatically becomes inactive and that DASB Committee must meet its minimum membership to resume duties.
 - a. 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 Senate. All DASB Ad Hoc Committees must be formed with the following definitions:
 - a. Name of the body.
 - b. Purpose of the body
 - c. Authority of the committee to take action on behalf of the DASB Senate under specific circumstances.
- D. Ad Hoc Committee shall be dissolved by a majority vote of the DASB Senate. All members of dissolved Ad Hoc Committees shall automatically be removed.

Section 4: Duties and Responsibilities of Committees

Each DASB Committee shall:

- A. Conduct its business in accordance with its Committee Code
- B. Hold meetings in accordance with these Bylaws.
- C. Work on business referred to it by the DASB Senate.
- D. Review its Committee Code at least once, and submit any proposed amendments to the Administration Committee.
- E. Review amendments proposed to its code by the Administration Committee, make a recommendation, and report the result to the Administration Committee.

Section 5: DASB Administration Committee

- A. The objectives of DASB Administration are:
 - 1. Maintain the ability of the DASB Senate to perform work in the DASB Senate office
 - 2. Maintain documents and forms of the DASB Senate
 - 3. 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
 - 4. Maintain the equipment and technological resources of the DASB Senate
- B. The DASB Senate delegates authority to DASB Administration to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:
 - 1. Any policy regarding office use must be approved by the DASB Senate
 - 2. Any reduction of equipment must be approved by the DASB Senate
 - 3. Any project to implement new technology or equipment must be approved by the DASB Senate prior to beginning the project
 - 4. Any amendments to Bylaws or Codes must follow procedures outlined in these Bylaws and be approved by the DASB Senate
 - 5. Training workshops hosted by DASB Administration are voluntary unless made mandatory by the DASB President, DASB EVP, or by majority vote of the DASB Senate

Section 6: DASB 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

Section 7: 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 with the following areas of focus:
 - 1. Vendor discounts
 - 2. Student Concerns
 - 3. Scholarships offered by the DASB Senate
- 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 8: DASB Marketing Committee

- A. The objectives of the DASB Marketing Committee are:
 1. Promote the DASB Senate and its activities
 2. Promote environmental sustainability across campus
 3. Promote services and programs offered to students that the DASB Senate wishes to support through advertising
- B. The DASB Senate delegates authority to the DASB Marketing 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 Committee may advertise that organization

Section 9: DASB Diversity and Events Committee

- A. The objectives of DASB D&E are:
 1. Plan and host DASB endorsed events
 2. Plan and host events that promote or celebrate diversity
 3. Plan and host events that raise awareness regarding environmental sustainability
- B. The DASB Senate delegates authority to DASB D&E 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 DASB D&E may sponsor an event to promote that organization

Section 10: DASB 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
- 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 DASB ES may sponsor or market an event to promote that organization

Section 11: DASB Executive Advisory Committee

- A. The objective of the DASB Executive Advisory Committee is to provide leadership to the DASB Senate and its officers through the following:
1. Create and prioritize a set of goals for the DASB Senate, and amend such goals as necessary
 2. Ensure that goals are being accomplished by assisting individuals and/or committees
 3. Author policies and procedures that are necessary but are not specifically addressed by these Bylaws nor any codes adopted by the DASB Senate, and forward such documents to the DASB Senate for approval
- B. The membership of the DASB Executive Advisory Committee shall be:
1. Voting members
 - DASB President
 - DASB Executive Vice President
 - Chair of Administration
 - Chair of Finance
 - Chair of Student Rights and Services
 - Chair of Marketing
 - Chair of Diversity and Events
 - Chair of Environmental Sustainability
 2. Non-voting members:
 - Chairs of Ad Hoc Committees
- C. The DASB Senate delegates authority to the DASB Executive Advisory Committee to propose Agenda items for DASB Senate meetings
1. Items that are not outlined by the objectives written in Article I, Section 2 of these Bylaws may not be introduced, unless originally referred to this committee by the DASB Senate

ARTICLE VII: SHARED GOVERNANCE COMMITTEES

Section 1: Shared Governance Committee Positions

The Shared Governance Committees and their representatives shall include, but not be limited to the following:

- De Anza College Council (President, EVP, and Chair of Student Rights and Services)
- Chancellor’s Advisory Council (1 DASB Senator)
- Campus Budget Team (Chair of Finance)
- Instructional Planning and Budget Team (2 DASB Senators)
- Student Services Planning and Budget Team (1 DASB Senator)
- Finance and College Services Planning and Budget Team (2 DASB Senators)
- Curriculum Committee (2 DASB Senators)
- Diversity Advisory Council (Chair of Diversity and Events + 1 DASB Senators)
- Facilities Team (2 DASB Senators)
- Campus Environmental Advisory Group (Chair of ES + 2 DASB Senators)
- Campus Center Board (3 DASB Senators)
- Technology Taskforce (2 DASB Senators)
- Educational Technology Advisory Committee (1 DASB Senator)
- Student Senate for California Community Colleges (Legislative Affairs Officer)
- Associated Students of Foothill College Campus Council (1 DASB Senator)
- Inter Club Council (1 DASB Senator)
- Academic Senate (1 DASB Senator)
- Classified Senate (1 DASB Senator)

Section 2: Duties and Responsibilities of Student Representatives

Each Shared Governance Committee representative shall:

1. Act in accordance with the governing documents of their Shared Governance Committee.
2. Submit a written business report to the DASB EVP within one (1) week of their respective Shared Governance Committee meetings.

ARTICLE VIII: MEETINGS

Section 1: California Open Meeting Laws

All meetings of the DASB Senate and its subordinate bodies shall be conducted in accordance with the California Open Meeting Laws (Ralph M. Brown Act), also known as Gov Code §§ 5490-5460.5.

Section 2: Regular Meetings of the DASB Senate

- A. In accordance with the DASB Constitution, the DASB Senate shall conduct regular meetings on every Wednesday, excluding during break, first week, dead week and finals week, with each meeting convening before 5:00 PM and adjourning after 5:00 PM.
- B. The agenda for regular DASB Senate meetings shall include, but not be limited to the following:
- Call to Order
 - Roll Call
 - Approval of Minutes
 - Public Announcements (to be held at the beginning and at the end of the meeting)
 - Senate Announcements
 - Consent Calendar
 - Business
 - Introduction and Approval of Prospective Senators
 - Adjournment
- C. The order of items on the agenda may be listed differently than the list of items specified here.
- D. The DASB Senate shall not adjourn regular DASB Senate meetings until the following conditions are met:
1. At least one (1) session of Public Announcements has been completed.
 2. One (1) hour has elapsed from the Call to Order.

Section 3: Special Meetings of the DASB Senate

- A. The special DASB Senate meeting agenda shall consist of, and be limited to the following:
- Call to Order
 - Roll Call
 - Business
 - Adjournment
- B. The DASB 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.

Section 4: Regular Meetings of the DASB Committees

- A. The DASB Committees shall conduct regular meetings at least three (3) times per month as deemed necessary by the respective DASB Chair, excluding during break, first week, dead week and finals week.
- B. The DASB Ad Hoc Committees shall conduct regular meetings at least three (3) times per month as deemed necessary by the respective DASB Ad Hoc Committee Chair, excluding during break, first week, dead week and finals week, throughout the entire period from formation to the dissolving of the Ad Hoc Committee.

Section 5: Quorum

- A. Establishment of Quorum
Quorum for DASB Senate and its subordinate bodies shall be established when no less than fifty-percent (50%) plus one of the respective members are present.
- B. Actions Sanctioned in the Absence of Quorum
The DASB Senate and DASB 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 (not approval)
 - Adjournment
- C. Actions Prohibited in the Absence of Quorum
The DASB Senate and DASB 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 Senators in attendance, the DASB Senate or DASB 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 general election shall be conducted in accordance with the adopted DASB Elections Code.
- B. DASB Senators may only join one committee until all committee chairs have been selected.
- C. The DASB President shall chair the first meeting of each DASB Committee with the only business to be selecting the Committee Officers and Committee Chair.

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 President nor the DASB EVP may be nominated to fill DASB 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) minutes 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) minutes
 - 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 Election of DASB Senators

- A. Any DASB member may be approved as a DASB Senator through the following procedure:
 - 1. A vacant position must currently exist.
 - 2. Fully attend at least three DASB Senate meetings within a four meeting period.
 - 3. Submit a completed Senate application.
 - 4. Receive approval from the DASB Senate by internal election.
 - a. Each candidate shall be approved by a majority vote of the DASB Senate.
 - b. If there are more candidates than there are positions available, then candidates shall be approved by an approval run-off voting session.
 - 5. Be sworn in by the DASB President.
- B. Any candidate who is denied confirmation as a DASB Senator may not be considered for that position again until they have attended at least three (3) additional DASB Senate meetings within a four (4) meeting time period.

Section 4: Filling of Vacant Officer Positions

- A. Vacancy of the DASB President position shall automatically be filled by the DASB EVP which is effective immediately.
- B. Vacancy of the DASB EVP position shall be filled by a recommendation by the President which must receive majority approval by the DASB Senate before becoming effective.
- C. In the event that the positions of DASB President and DASB EVP both become vacant, the Chair of Administration (or designee if running for either position) shall conduct an internal election to fill the positions.
- D. In the event there is a vacancy in any Officer Chair position, the Vice Chair of the respective DASB Committee shall succeed to that position after confirmation by a majority vote of the DASB 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 Officer is elected, they shall immediately assume all the duties and responsibilities of their position.
- G. If a DASB Officer succeeds to another DASB Officer position, then they are assumed to resign all other DASB Officer positions.

ARTICLE X: ABSENCES

Section 1: Absence Points

- A. Roll Call shall be taken at the beginning of each meeting to establish attendance and may be called throughout the meeting to verify attendance.
- B. A DASB Senator will lose Point(s) when they have:
The word “meeting” refers to the DASB Senate, committee and shared governance meetings.
 - 1. Received (3) “tardies” within the first twenty (20) minutes of three (3) meetings. [1 point]
 - 2. Arrived 20 minutes or more after Roll Call has been taken at a meeting. [1 point]
 - 3. Missed an entire meeting (*from start to adjournment*). [2 point]
 - 4. Failed to fully complete the total of two (2) office hours required per week. [1 point]
 - a. Office hours can be completed in two intervals of 1 hour each.
 - 5. Failed to attend an official mandatory event (including retreats and workshops). [1 point]
 - 6. Failed to attend (and the absence was unexcused) an event they have signed up for. [1 point]
 - 7. Failed to submit their “Event Form” within a week after attending an event they have signed up for. [1 point]

Section 2: Excusing Absences

- A. An absence may be recognized as excused 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 3: Leaves of Absences

- A. Any DASB Senator may request up to forty five (45) leave of absence days per term.
- 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 Senate prior to their commencements.
- D. Leaves of absence shall not commence until the DASB Senate office key has been turned in to be held for the duration of the leave of absence.
- E. Each DASB Senator shall immediately resume their duties and responsibilities upon returning from their leave of absence.
- F. All requests for leave of absence must be submitted to the EVP at least seven (7) calendar days prior to the commencement date of the requested leave of absence.
- G. The EVP may grant an emergency leave of absence if seven (7) calendar days requirement cannot be met. The Senate may override the EVP’s decision.
- H. All DASB Senators on leave of absence cannot participate in any DASB Senate meetings or DASB Committee meetings.

Section 4: Award System

- A. When a DASB Senator has completed a minimum of 4 events within the quarter, they are eligible to gain additional points.
- B. For every 2 additional events completed by the DASB Senator, a point will be rewarded to their current number of points for the quarter.
 - 1. If the DASB Senator already has 6 points, the extra point earned will carry over to their following quarter.
- C. A DASB Senator is able to gain no more than 2 points from the Award System per quarter.

ARTICLE XI: REMOVALS

Section 1: Automatic Removal

- A. When a DASB Senator fails to meet their eligibility requirements, they shall be removed from the DASB Senate.
- B. When a DASB Senator has zero (0) Attendance Points, they shall automatically be removed from the DASB Senate.
 - 1. The person removed may appeal to the Senate. If they receive a super-majority (2/3) vote to approve the appeal, then they shall be reinstated as a Senator with one (1) attendance point remaining.
 - 2. The appeal must be done within two (2) Senate meetings.
 - 3. There may only be one (1) appeal opportunity per term for each DASB Senator.
- C. The EVP will notify the Senate in cases of automatic removal with an 'Information' agenda item.

Section 2: Peer Removal

- A. Any five (5) DASB Senators may submit a Bill of Particulars to the DASB Senate at any time calling for the removal of a DASB Senator from the DASB Senate or the removal of a DASB Officer from their Officer position.
- B. The Bill of Particulars must cite the section(s) of the DASB Senate Bylaws, the DASB Codes or College/District Regulations that have been violated by the DASB Senator or DASB Officer in question.
- C. The DASB EVP shall notify the DASB Senator or DASB Officer in question of their right to appear at the removal proceeding, which shall be at the next regular DASB Senate meeting.
- D. The DASB EVP shall place the removal proceeding on the DASB Senate agenda and present the DASB Senator's case to the DASB Senate.
 - 1. Exception: If the DASB EVP is in question, the DASB President shall present the case to the DASB Senate.
- E. The DASB Senate shall debate the act of removing the DASB Senator in question, from which the DASB 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 Senate may remove the DASB Senator or DASB Officer with the approval by a two-thirds (2/3) vote of the DASB Senate. The DASB Senator in question may vote on this matter.
- G. A DASB Senator removed from office shall be allowed one (1) appeal within two (2) regular DASB Senate meetings of their removal.

Section 3: Removal by the Student Body

- A. The student body shall be permitted to seek to directly discipline or remove any DASB Senator by submitting a petition to the DASB Advisor signed by at least five hundred (500) DASB members. The petition must include the following:
 - 1. Description of the manner in which the DASB Senator in question has failed to fulfill their duties
 - 2. Request of disciplinary action and/or removal of that DASB Senator
 - 3. Each signer's full printed name, signature, and student identification number

ARTICLE XII: PARLIAMENTARY AUTHORITY

All meetings of the DASB Senate and its subordinate bodies shall be conducted in accordance with Standard Code of Parliamentary Procedure; Sturgis, Alice; 4th Edition.

ARTICLE XIII: AMENDMENT AND ADOPTION

Section 1: Amendment of Bylaws and Codes

All amendments to the DASB Bylaws and the DASB Codes must follow this two step process:

- A. Process in the DASB Administration Committee
 - 1. The DASB Administration Committee shall propose amendment to the DASB Bylaws and the DASB Codes.
 - 2. All proposed amendments to the DASB Committee Codes must be referred to the respective DASB Committees for approval.
 - 3. Each DASB Committee may approve, approve as amended or reject the proposed amendments.
 - 4. The DASB Administration Committee may only consider amendments approved or approved as amended by the respective DASB Committee.
 - 5. All amendments shall require an approval by a two-thirds (2/3) vote of the DASB Administration Committee before it can be sent to the DASB Senate.

- B. Process in the DASB Senate
 - 1. The bill shall first appear as an information/discussion item on the DASB Senate meeting agenda. No adoption action may take place during the introduction of bills to the DASB Senate.
 - 2. The DASB Senate shall then discuss and review the bill.
 - 3. The bill shall then be placed upon the next DASB Senate meeting agenda as an action item, within a time period of no less than six (6) calendar days.
 - 4. Prior to the second vote, the bill shall be published at least twice in documents available to all DASB members.
 - 5. Prior to the second vote, DASB members shall be given opportunity to comment on the bill in the DASB Senate meeting.
 - 6. The DASB Bylaws and the DASB Codes may be adopted by two (2) two-thirds (2/3) votes of the DASB Senate, within a time period of no less than six (6), but not greater than thirty (30) calendar days.

Section 2: Adoption of Bylaws and Codes

- A. Upon adoption by the DASB Senate, these Bylaws shall become effective and shall supersede all conflicts with the DASB Codes specified below and with any previous DASB Senate Bylaws.
- B. The following DASB Codes shall be enabled by these Bylaws:
 - 1. DASB Administration Code
 - 2. DASB Finance Code
 - 3. DASB Student Rights and Services Code
 - 4. DASB Marketing Code
 - 5. DASB Diversity and Events Code
 - 6. DASB Environmental Sustainability Code
 - 7. DASB Retreat Code
 - 8. DASB Elections Code
 - 9. DASB Secretarial Code
 - 10. DASB Code of Conduct

ARTICLE XIV: RIGHT TO ACT

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

ARTICLE XV: 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 proposal 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).
Dead Week	Week Eleven (11) of a quarter; the week before finals week.
Field Hours	Hours spent actively conducting DASB Senate business outside of DASB Senate meetings, DASB Committee meetings and Shared Governance Committee meetings (i.e. having classroom presentation, participating in DASB 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 Senator is available for general interaction with DASB members.
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 Bylaws, and/or the DASB 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 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, whereas the candidates or proposals with 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 Senate member in which the member has the right to speak and raise points of order, clarification, privilege, move, second, and vote.

Adopted: 06/30/1992
Amended: 05/26/2010
Amended: 5/25/2011
Amended: 10/19/2011