



SENATE BYLAWS

This Edition Amended: 5/20/2020

DASB SENATE BYLAWS

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ARTICLE I: GENERAL PROVISIONS

Section 1: Name

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

Section 2: Objectives

The DASB Senate shall pursue the following, in addition to the objects stated in the preamble. Any matter that can be decided or considered by a DASB Senator to affect the quality of student life within the College falls under the DASB Senate's jurisdiction. The DASB Senate shall be responsible for the allocation of the designated student body fee that forms the DASB Budget.

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

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.

Section 4: Authority

The authority of these bylaws is the basis for the conduct of all business in the DASB 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 codes or policies adopted by the DASB Senate, these bylaws shall supersede those codes or policies.

Section 5: Parliamentary Authority

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

ARTICLE II: MEMBERSHIP

Section 1: Representation

The DASB Senate shall comprise at least sixteen (16) and no more than thirty (30) DASB Senators and the DASB Senate Advisor.

Section 2: Membership Eligibility

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

- 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 2.0 or higher Grade Point Average (GPA).

Section 3: Term of Office

A DASB Senator shall begin a term of office after taking the DASB Oath of Office upon election, and serve until the induction of the next DASB 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 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 Vice President during the next DASB 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.
- C. The vacancy must be filled by Midterm Election as outlined in these bylaws.

Section 5: Resignations

Any DASB Senator may resign from office at any time.

- A. Written resignations must be submitted to the DASB Senate to be presented at the next DASB Senate meeting.
- B. Verbal resignations may be permitted, considered official only when made at DASB 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 Senate.

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

bylaws.

Section 7: Reinstatement

An expelled DASB Senator may appeal his or her expulsion.

- A. The appeal must be made at the DASB Senate meeting following the expulsion.
- B. The expelled DASB Senator shall be given an opportunity to speak to the DASB Senate and answer questions.
- C. A two-thirds vote of the DASB Senate shall be required for reinstatement.
- D. If the expelled DASB 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 President or DASB Vice President, will make that expulsion irrevocable.
- F. If prior notice is given, the DASB Senate may consider reinstatement in the expelled DASB Senator's absence.
- G. No DASB Senator shall be expelled and no expulsion shall be made irrevocable through negligence or error on the part of the DASB President or DASB Vice President.

Section 8: Duties of Members

Each DASB Senator shall:

- A. Adhere to the DASB Constitution and DASB Senate Bylaws.
- B. Perform all duties delegated to them by the DASB Senate.
- C. Accurately and equally represent the desires and opinions of all the members of the student body to the best of their abilities in all their actions as a DASB Senator.
- D. Serve as a member of at least one (1) DASB 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 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 Friday.

ARTICLE III: COMMITTEES

Section 1: DASB Committees

The DASB Senate shall comprise the following committees:

- DASB Finance Committee
- DASB Student Rights and Services Committee
- DASB Marketing and Communications Committee
- DASB Diversity and Events Committee
- DASB Environmental Sustainability Committee
- DASB Legislative Affairs Committee
- DASB Flea Market Committee
- DASB Elections Committee
- DASB Executive Advisory Committee

Section 2: Ad Hoc Committees

Ad Hoc Committees shall be formed by the DASB 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 Committees shall be formed by no later than Fall Quarter Week Three.
- 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.
 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 Senate. All DASB 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 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 the DASB Senate Bylaws and its Committee Code.
- B. Hold meetings in accordance with the DASB Constitution and DASB Senate Bylaws.
- C. Work on business referred to it by the DASB Senate.
- D. Review its Committee Code at least once per year, and submit any proposed amendments to the DASB Senate.

Section 5: 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 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 7: DASB 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.

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 9: 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.
 - 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.

Section 10: DASB 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.

Section 11: DASB 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.

Section 12: DASB 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.

Section 13: 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. Initiate and guide the work of the DASB Senate.
 - 3. Coordinate the operations of the DASB Senate and Ad Hoc Committees, evaluate the functions of those committees, conduct reviews of their status, and recommend appropriate action to the DASB 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 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 Vice President
 - Chair of Finance
 - Chair of Student Rights and Services
 - Chair of Marketing and Communications
 - Chair of Diversity and Events
 - Chair of Environmental Sustainability
 - Chair of Legislative Affairs
 - Chair of Flea Market
 2. Non-voting members:
 - Chairs of Ad Hoc Committees

ARTICLE IV: OFFICERS

Section 1: DASB Executive Officers

The DASB Executive Officers shall consist of the following:

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

Section 2: Eligibility Requirements

Each DASB Executive Officer shall:

- A. Be a DASB Senator.
- B. Not concurrently hold more than one (1) DASB executive position.

Section 3: Duties and Responsibilities of Executive Officers

Each DASB Executive Officer shall:

- A. Be a DASB 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 Executive Officer position.

Section 4: Duties and Responsibilities of Chairs

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 and Committee Officers to their respective DASB Committee as they see fit, with the approval by a majority vote of the DASB 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 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 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 President

The DASB President shall:

- 1. Ensure the integrity and success of DASB Senate operations as detailed in the DASB Constitution, DASB Senate Bylaws, and the established objectives for the term of office.
- 2. Ensure that the student body is duly represented and its best interests are served at Shared Governance Committees.
- 3. 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 Six(6).
- 4. Chair the DASB Senate meetings.
- 5. Set the agenda of all DASB Senate Meetings.
- 6. Swear in the DASB Senator elects.
- 7. Serve as the Chair of the DASB 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 Vice President

The DASB Vice President shall:

- 1. Ensure that all DASB Senators conduct their duties as detailed in the DASB Constitution, DASB Bylaws, and the DASB President's established objectives for the term of office.
- 2. Serve as the Vice Chair of the DASB Executive Advisory Committee.
- 3. Recommend the appointment and removal of members to Shared Governance Committees, with the approval by a majority vote of the DASB Senate.
- 4. Maintain attendance records of all DASB Senators at Shared Governance Committee meetings and DASB Senate meetings.
- 5. Collect the shared governance reports, office hours, and field hour forms of all DASB 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 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 President and DASB Vice President are temporarily unable to perform their respective duties, the order of succession of DASB Executive Officers to undertake their responsibilities shall be as follows:
- Chair of Finance
 - Chair of Student Rights and Services
 - Chair of Marketing and Communications
 - Chair of Diversity and Events
 - Chair of Environmental Sustainability
 - Chair of Legislative Affairs
 - Chair of Flea Market
- B. In any event where a DASB 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 President and the DASB Vice President shall succeed the duties of other DASB Executive Officers without Vice Chairs.
- C. Vice Chairs shall be considered voting members of the DASB 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: INTERNSHIPS

Section 1: DASB Senate Intern

A. Purpose of Position

The intended purpose of the position of DASB Senate Intern shall be:

1. To provide prospective DASB Senators a means to gain the necessary knowledge and experience to become DASB Senators through the Midterm Election.
2. To provide members of the student body a platform for leadership development.

B. Application

Any DASB member may apply to be a DASB Senate Intern through the following procedure:

1. Fully attend at least three (3) meetings of the DASB 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 Senate Internal Committee Internship Application
4. Submit the completed and signed DASB Senate Internal Committee Internship Application to the Office of College Life. The Office of College Life will verify eligibility and submit for approval on the next Consent Calendar.
5. Receive approval from the DASB 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 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 Senate Interns shall:

1. Attend all meetings of applied committees.
 - a. Three (3) unexcused absences shall result in automatic removal from the committee. Chairs will notify the Vice President and DASB 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 Senators (all committee work should be divided evenly amongst Senators and Interns)
4. Attend an all Intern training during week nine (9) of each quarter excluding summer

ARTICLE VI: 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.

Section 2: Employee Positions

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

- DASB Secretary
- DASB Bike Program Coordinator

A. Eligibility Requirements

The employee shall:

1. Be a current DASB member (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 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. Duties and Responsibilities

The DASB Secretary shall:

1. Act in accordance with the DASB 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:

1. 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:

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

ARTICLE VII: SHARED GOVERNANCE COMMITTEES

Section 1: Student Representatives

Each DASB Senator shall:

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

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:

1. All DASB Senators have at least one (1) Shared Governance Committee appointment;
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 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 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;
5. The DASB member shall serve in the appointed Student Representative position for no more than 1 academic year;
6. The DASB member may be removed from the Shared Governance Committee in accordance with DASB procedures.

Section 2: Shared Governance Committee Positions (Section Revised 6/6/2019)

The Shared Governance Committees 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

- Technology Committee _____ 1 DASB Senator

Section 3: 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 and recommend appropriate actions to the DASB Senate.
3. Submit a shared governance report to the DASB Vice President within one (1) week of their respective Shared Governance Committee meetings.
4. Present the shared governance report during the following DASB Senate meeting.

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) Govt. Code §§ 54950-54963.

Section 2: Regular Meetings of the DASB Senate

- A. In accordance with the DASB Constitution, the DASB Senate shall conduct regular meetings on Wednesdays, excluding during break, first week, dead week, and finals week, with each meeting convening before 4:30 PM with quorum.
- 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 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 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 Senate shall not adjourn regular DASB 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 president, upon earning $\frac{2}{3}$ vote during business.

Section 3: Special Meetings of the DASB Senate

- A. 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.
- B. The special DASB 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 Committees

- A. The DASB Committees shall conduct regular meetings at least three (3) times per month as deemed necessary by the respective DASB Committee 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. Quorum for DASB 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 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. 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. 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 President nor the DASB Vice President may be nominated to fill DASB 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 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 quarter before the Midterm Election.
 - 3. In the case a prospective Senator cannot attend a DASB Senate Meeting, one (1) DASB Senate Meeting may be substituted by two (2) DASB Committee meetings.
 - 4. Submit a completed Senate application.
 - 5. 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.
 - 6. 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 quarter of the Midterm Election.

Section 4: Filling of Vacant Executive Officer Positions

- A. Vacancy of the DASB President position shall automatically be filled by the DASB Vice President which is effective immediately.
- B. Vacancy of the DASB Vice President 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 Vice President both become vacant, the DASB 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 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 Executive 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.
- H. These DASB Executive Officer positions only include ones that have been outlined in Article IV, Section 1 of the DASB Senate Bylaws.

ARTICLE X: ABSENCES

Section 1: Excusing Absences

- A. An absence may be recognized as excused by the DASB Vice President or Chair of the respective DASB 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 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 Senate prior to their commencements.
- D. Each DASB 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 Vice President at least seven (7) calendar days prior to the commencement date of the requested leave of absence.
- F. The DASB Vice President may grant an emergency leave of absence if seven (7) calendar days requirement cannot be met. The Senate may override the DASB Vice President's decision.
- G. All DASB Senators on leave of absence cannot participate in any DASB Senate meetings or DASB Committee meetings.

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 three (3) or more unexcused absences from the DASB Senate or committees within one (1) quarter, they shall be removed from the DASB Senate.
- C. The DASB 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 Senators may submit a Bill of Particulars to the DASB Senate at any time.
 - 1. The Bill of Particulars may be submitted at any time, at least one week before the DASB Senate meeting where the Peer Removal will be addressed, calling for the expulsion of a DASB Senator from the DASB Senate or the removal of a DASB Executive 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 Executive Officer in question.
 - 1. Include dates, witnesses, situations and/or evidence as appropriate.
- C. The DASB Vice President shall notify the DASB Senator or DASB Executive 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 Vice President shall place the expulsion or removal proceeding on the DASB Senate agenda and present the DASB Senator’s case to the DASB Senate.
 - 1. Exception: If the DASB Vice President is in question, the DASB President shall present the case to the DASB Senate.
- E. The DASB Senate shall debate the act of expelling or 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 Executive 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 expelled or 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.

Section 4: Reinstatement

- A. A person removed may appeal to the 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 Senate.
 - 3. The person removed by the Student Body may appeal to the Senate, including a submitted petition to the DASB Advisor signed by at least five hundred (500) DASB members
- B. If they receive a super-majority (2/3) vote to approve the appeal, then they shall be reinstated as a Senator.
- C. The Senate must address the appeal within two weeks.

ARTICLE XII: AMENDMENT AND ADOPTION

Section 1: Amendment of Bylaws and Codes

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

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

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

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 Finance Code
 - 2. DASB Student Rights and Services Code
 - 3. DASB Marketing and Communications Code
 - 4. DASB Diversity and Events Code
 - 5. DASB Environmental Sustainability Code
 - 6. DASB Legislative Affairs Code
 - 7. DASB Flea Market Code
 - 8. DASB Elections Code
 - 9. DASB Code of Conduct

ARTICLE XII: 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 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 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, 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 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: 6/30/1992
Amended: 5/26/2010
Amended: 5/25/2011
Amended: 10/19/2011
Amended: 5/29/2013

Amended: 5/14/2014
Amended: 4/29/2015
Amended: 8/5/2015
Amended: 8/26/2015
Amended: 9/16/2015

Amended: 11/29/2017
Amended: 11/7/2018
Amended: 5/15/2019
Amended: 10/23/2019
Amended: 10/30/2019

Amended: 5/13/2020
Amended: 5/20/2020