



# **DE ANZA STUDENT GOVERNMENT (DASG) BYLAWS**

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## ARTICLE I: GENERAL PROVISIONS

### **Section 1: Establishment**

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

### **Section 2: Name**

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

### **Section 3: Objectives**

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

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

### **Section 4: Actions of the DASG Senate**

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

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

### **Section 5: Authority**

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

### **Section 6: Parliamentary Authority**

The proceedings of the DASG Senate and its committees shall be governed by the current edition of Robert's Rules of Order.

## ARTICLE II: MEMBERSHIP

### **Section 1: Representation**

The DASG Senate shall comprise at least fifteen (15) and a standard maximum of twenty-six (26) DASG Senators, three (3) advocacy senator seatings assigned by each respective retention program, and the DASG Senate Advisor(s). If the standard maximum of twenty-six (26) DASG Senators has been reached and the DASG Senate does not feel the diversity of its membership is in accordance with the demographics of De Anza College, it may add up to five (5) additional members to increase the diversity of its membership. The De Anza College Student Trustee shall be considered one of the members of the DASG Senate with all the privileges and responsibilities of a DASG Senator, without the obligation to be a sitting member of any DASG committee besides the Executive Advisory Committee.

### **Section 2: Senator Membership Eligibility**

A DASG Senator cannot serve as a representative or officer on the Inter Club Council (ICC) except for the DASG Chair of Inter Club Council (ICC). In addition, a DASG Senator must not be on academic or disciplinary probation. Each DASG Senator shall fulfill the following:

- A. Adhere to all DASG, College, District, Local, State, and Federal Acts, Bylaws, Codes, Guidelines, Laws, Ordinances, Policies, Procedures, Rules, Regulations, etc., at all times, including, but not limited to, the DASG Code of Conduct and FHDA Student Code of Conduct.
- B. Pay the DASG Fee by their deadline to pay their fees (not applicable during Summer Quarter).
- C. Within two (2) weeks at the beginning of each quarter, in accordance with the California State Education Code:
  1. Be enrolled in at least eight (8) quarter units for college credit (not applicable during Summer Quarter).
  2. Maintain a cumulative 2.0 or higher Grade Point Average (GPA).

### **Section 3: Term of Office**

A DASG Senator shall begin a term of office after taking the DASG Oath of Office upon election and serve until the induction of the next DASG Senate unless they resign, 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 DASG Senator may hold office for more than three (3) consecutive or non-consecutive terms.

### **Section 4: Vacancy**

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

- A. Vacancies must be filled by Midterm Rolling Elections as outlined in these Bylaws.

### **Section 5: Resignations**

Any DASG Senator may resign from office at any time.

- A. Written resignations must be submitted to the DASG Senate to be presented at the next

DASG Senate meeting.

- B. Verbal resignations may be permitted, considered official only when made at DASG Senate meetings.
- C. All resignations are binding and cannot be rescinded.

### **Section 6: Expulsion**

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

- A. Any individual who exercises power or duty under the DASG Bylaws may be subject to expulsion.
- B. Expulsion by petition, as outlined in these Bylaws, shall require a two-thirds vote of the DASG Senate.
- C. Expulsion for violation of attendance rules shall follow the procedures as outlined in these Bylaws.
- D. Expulsion/removal from Senate could be for the rest of the current Senate term, multiple Senate terms, or indefinite.

### **Section 7: Reinstatement**

An expelled DASG Senator may appeal their expulsion.

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

### **Section 8: Duties and Responsibilities of Members**

Each DASG Senator shall:

- A. Adhere to all DASG, College, District, Local, State, and Federal Acts, Bylaws, Codes, Guidelines, Laws, Ordinances, Policies, Procedures, Rules, Regulations, etc., at all times, including, but not limited to, the DASG Code of Conduct and FHDA Student Code of Conduct.
- B. Perform all duties delegated to them by the DASG Senate.
- C. Accurately and equally represent the desires and opinions of all DASG Constituents to the best of their abilities in all their actions as a DASG Senator.
- D. Serve as a member of at least one (1) Internal DASG Committee and hold a designated position as mandated by the bylaws or codes of that particular committee.
- E. Serve as a member of and submit a written report for at least one (1) External Shared Governance Committee within one (1) week of the last meeting.
- E. Maintain a minimum of two (2) publicly posted office hours (one (1) hour must be in person on campus and one (1) hour must be online), and eight (8) field hours per quarter (see Article XIV: Glossary for definition and examples of Field Hours).

1. Attendance of DASG Senate meetings, meetings of their own committee(s), and Shared Governance Committee meetings do not count towards office hours or field hours.
2. Office hours are to be completed Monday through Friday excluding during breaks, first week, dead week, finals week, and summer.



## **ARTICLE III: OFFICERS**

### **Section 1: DASG Executive Officers**

The DASG Executive Officers shall consist of the following:

- DASG President
- DASG Vice President
- DASG Chair of Finance
- DASG Chair of Student Rights and Equity
- DASG Chair of Marketing
- DASG Chair of Programs
- DASG Chair of Inter Club Council (ICC)
- De Anza College Student Trustee
- Chairs of Ad Hoc Committees
- Vice Chairs of DASG Committees

### **Section 2: Eligibility Requirements**

Each DASG Executive Officer shall:

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

### **Section 3: Duties and Responsibilities of Executive Officers**

Each DASG Executive Officer shall:

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

### **Section 4: Duties and Responsibilities of Chairs**

Each Committee Chair shall:

- A. Chair their respective DASG Committee meetings.
- B. Submit a weekly written report on their committee to the DASG Senate.
- B. Schedule and set the agendas of all meetings of their respective DASG Committees.
- C. Appoint a Vice Chair to their respective DASG Committee with the approval by a majority vote of that DASG Committee.
- D. Instruct their respective DASG 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 DASG Committee as they see fit, with the approval by a majority vote of the DASG Senate.
- F. Request or conduct a committee specific training during their first quarter as chair.
- G. Instruct new members of the committee on the function of the committee and their individual duties.
- H. Work with the Vice Chair in assigning all interns a senator mentor on their committee.
- I. Review its Committee Code at least once per year and submit any proposed amendments to the DASG Senate.

## **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. Keep organizational accounts (e.g. Microsoft Teams, OneDrive) updated with committee meeting agendas and minutes, proposed, in progress, and completed project reports, committee member testimonials, and an internal contact sheet for staff, faculty, and clubs previously contacted. All materials must be updated by the end of dead week of each quarter.
- C. Ensure proper meeting minutes are recorded for their DASG Committee.
- D. If the respective Vice Chair of the Committee is absent, another voting member of the committee is responsible for taking minutes.
- E. Ensure that all DASG senators who have excused or unexcused absences read the minutes of the missed committee meeting and report back with a summary of the minutes and relevant input to the committee at the next committee meeting during senate announcements.

## **Section 6: Internal Officers**

Each internal officer:

- A. Serves a specific set of responsibilities and duties as described underneath their committee's codes, with expectations that're supposed to be met in relation to their position's purpose.
- B. In-charge of supervising and ensuring the development of their respective interns as outlined underneath Article IV, Section II.
- C. Frequently communicates with their respective Vice Chair, or in the case of the Administration Committee, the Vice President, concerning the progression of the tasks ascertained to them and the needs that the committee may need to fulfill.
- D. Considers and reserves the privilege to vote upon motions proposed in the senate and within their committee.

## **Section 7: Individual Duties and Responsibilities**

### **A. DASG President**

The DASG President shall:

- 1. Serve as the Chair and set the agenda of all DASG Senate and Executive Advisory meetings.
- 2. Swear in the DASG Senator elects.
- 3. Act as the official spokesperson of the Senate.
- 4. Be an automatic voting member of the Finance Committee and adhere to committee rules and codes.
- 5. Be an automatic member of Chancellor's Advisory Council and College Council Shared Governances.
- 6. Communicate with the Student Trustee on Board Reports monthly.
- 7. Create and prioritize a set of goals for the DASG Senate and amend such goals as necessary.
- 8. Coordinate the operations of the DASG Senate and Ad Hoc Committees, evaluate the functions of those committees, conduct reviews of their status, and recommend appropriate action to the DASG Senate.

9. Deliver the State of the Senate Address, outlining the vision of the DASG Senate for the year to the entire student body and the college community during Fall quarter (during College Opening Day).
10. Facilitate communications with other system partners and student organizations.
11. Maintain constant communications with the College President, various shared governances (Classified and Academic Senates), DASG Executives, and DASG Advisors.
12. Veto any motion approved by a simple majority of the senate if they don't believe that the motion in question is in the best interest of DASG constituents, however this veto may be overridden by two-thirds of the senate.

**B. DASG Vice President**

The DASG Vice President shall:

1. Ensure that all DASG Senators conduct their duties as detailed in the DASG Bylaws and the DASG President's established objectives for the term of office.
2. Serve as Chair of the Administration Board.
3. Maintain attendance records of all DASG Senators at Shared Governance Committee meetings and DASG Senate meetings.
4. Collect the shared governance reports, office hours, and field hour forms of all DASG Senators by the end of each applicable week, and publicly post them by the following week.
5. Liaise with the Office of College Life and the DASG Senate Advisor(s) to prepare and ensure training and onboarding for all incoming Senators after Midterm Rolling Elections and the General Elections. Training and onboarding for midterm rolling elections shall take place within one week of new Senators getting appointed.

**Section 8: Succession of Executive Officers**

- A. For times at which the DASG President and DASG Vice President are temporarily unable to perform their respective duties, the order of succession of DASG Executive Officers to undertake their responsibilities shall be as follows:
  - DASG Chair of Finance
  - DASG Chair of Student Rights and Equity
  - DASG Chair of Marketing
  - DASG Chair of Programs
  - DASG Chair of Inter Club Council (ICC)
  - De Anza College Student Trustee
- B. In any event where a DASG Executive Officer is temporarily unable or unavailable to perform their duties:
  1. The respective Committee Vice Chair shall succeed the duties of their Committee Chair.
  2. The DASG President and Vice President shall choose a DASG constituent(s) within the respective committee to assume the responsibility of Chair and Vice Chair.
- C. Vice Chairs shall be considered voting members of the DASG Executive Advisory Committee whenever the Chairs of their respective Committees are absent.
- D. The succession of officers shall not represent the hierarchy of the organization.

**Section 9: 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 IV: INTERNSHIPS

### **Section 1: DASG Interns**

#### **A. Definition**

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

#### **B. Eligibility Requirements**

DASG Interns shall:

1. Adhere to all DASG, College, District, Local, State, and Federal Acts, Bylaws, Codes, Guidelines, Laws, Ordinances, Policies, Procedures, Rules, Regulations, etc., at all times, including, but not limited to, the DASG Code of Conduct and FHDA Student Code of Conduct.
2. Pay the DASG Fee by their deadline to pay their fees (not applicable during Summer Quarter).
3. 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.)
4. Have an overall (cumulative) G.P.A. of at least 2.0 (on a 4 point scale) and not be on academic or disciplinary probation.

### **Section 2: Internal DASG Committee Intern**

#### **A. Purpose of Position**

The intended purpose of the position of the Internal DASG Committee Intern shall be:

1. To provide prospective DASG Senators a means to gain the necessary knowledge and experience to become DASG Senators through the Midterm Rolling Elections and the General Elections.
2. To provide DASG Constituents a platform for leadership development.

#### **B. Application**

Any DASG Constituent may apply to be an Internal DASG Committee Intern through the following procedure:

1. Fully attend at least two (2) meetings of the Internal DASG Committee they wish to join, and complete any prerequisite training that the committee believes is necessary to fulfilling their position's requirements and executing their duties efficiently, which may include a project or any designated courses on the Canvas module.
2. Be interviewed by the Whole Committee at the end of the agenda during Introduction and Approval of Prospective Interns, and submit any assessments, assignments, or etc., that the committee believes would indicate a sufficient understanding of their duties and of their abilities in that role.
3. Be approved by the voting members of the committee and receive the signature of the Chair on a completed Internal DASG Committee Internship Application.
4. Submit the completed and signed Internal DASG Committee Internship Application to the Office of College Life. The Office of College Life will verify eligibility, and if eligible, submit their name for approval on the next DASG Senate Consent

Calendar.

5. Receive approval from the DASG Senate through the Consent Calendar.
6. Any candidate who is denied confirmation as an Intern may not be considered for that position again until they have attended at least two (2) additional meetings of the Internal DASG Committee they wish to join.

### **C. Duties and Responsibilities**

Internal DASG Committee Interns shall:

1. Adhere to all DASG, College, District, Local, State, and Federal Acts, Bylaws, Codes, Guidelines, Laws, Ordinances, Policies, Procedures, Rules, Regulations, etc., at all times, including, but not limited to, the DASG Code of Conduct and FHDA Student Code of Conduct.
2. Attend all meetings of applied committees as well as those convened by the internal officer they're interning underneath.
  - a. Two (2) unexcused absences per quarter shall result in automatic removal from the committee. DASG Chairs will notify the DASG Vice President and DASG Secretary so they can be placed on Consent Calendar for official removal.
  - b. Prospective interns that are willing and able to do DASG committee work but are unable to attend the main committee meeting are still eligible to become interns by filling out an exemption form and obtaining approval from their respective Internal Officer and the DASG Vice President.
3. Meet with the respective internal officer weekly to give a report on goals and actions taken on assigned tasks.
4. Support the committees to which they are members; they are not meant to take over the duties of DASG internal officer (all committee work should be divided evenly amongst DASG internal officers and DASG Interns).

### **Section 3: DASG External Shared Governance Committee Intern**

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

1. They adhere to all DASG, College, District, Local, State, and Federal Acts, Bylaws, Codes, Guidelines, Laws, Ordinances, Policies, Procedures, Rules, Regulations, etc., at all times, including, but not limited to, the DASG Code of Conduct and FHDA Student Code of Conduct.
2. All DASG Senators have at least one (1) Shared Governance Committee appointment, or the position on the committee has specifically been designated for a non-Senator by the DASG Senate or the External Shared Governance Committee at the time of appointment.
3. If a DASG External Shared Governance Committee Intern gets elected as a DASG Senator through the Midterm Rolling Election process, they may continue to serve as a student representative on the committee until their term ends unless the position on the committee has specifically been designated for a non-Senator by the External Shared Governance Committee.
4. The DASG Constituent attends at least one (1) meeting of the Shared Governance Committee prior to appointment.

5. The DASG Constituent commits to carry out all of the Duties and Responsibilities of Student Representatives as outlined in Article VII, Section 4 of the DASG Bylaws, including the submission of written reports to the DASG Vice President within one week of Shared Governance Committee meeting attendance.
6. Submit the completed DASG External Shared Governance Committee Internship Application to the Office of College Life. The Office of College Life will verify eligibility and if eligible forward the application to the DASG Elections Committee.
7. Be interviewed by the DASG Elections Committee at the end of the agenda during Introduction and Approval of Prospective Interns.
8. Be approved by the DASG Elections Committee with a majority vote.
9. The DASG Vice President shall submit the name to the DASG Secretary for approval on the next DASG Senate Consent Calendar.
10. The DASG Constituent shall serve in the appointed Student Representative position for no more than 1 academic year.
11. The DASG Constituent may be removed from the Shared Governance Committee in accordance with DASG procedures.

## **ARTICLE V: INTERNAL DASG COMMITTEES**

### **Section 1: Internal DASG Committees**

The DASG Senate shall comprise the following committees:

- DASG Finance Committee
- DASG Student Rights and Equity Committee
- DASG Marketing Committee
- DASG Programs Committee
- DASG Administration Committee
- DASG Elections Committee
- DASG Inter Club Council (ICC)
- DASG Executive Advisory Committee

### **Section 2: Ad Hoc Committees**

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

### **Section 3: Formation and Dissolution of Committees**

- A. DASG Committees shall be formed by the Friday before the start of fall quarter.
- B. If at any time a DASG Committee does not fulfill its minimum membership as specified in the respective DASG Committee Codes, then that body automatically becomes inactive and that DASG 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 DASG Senate. All DASG Senate Ad Hoc Committees must be formed with the following definitions:
  - 1. Name of the body.
  - 2. Purpose of the body.
  - 3. Authority of the committee to take action on behalf of the DASG Senate under specific circumstances.
- D. Ad Hoc Committee shall be dissolved by a majority vote of the DASG Senate. All members of dissolved Ad Hoc Committees shall automatically be removed.

### **Section 4: Duties and Responsibilities of Committees**

Each DASG Committee shall:

- A. Conduct its business in accordance with the DASG Bylaws and its Committee Code.
- B. Hold meetings in accordance with the DASG Bylaws.
- C. Work on business referred to it by the DASG Senate.
- D. Review its Committee Code at least once per year and submit any proposed amendments to the DASG Senate.
- E. Maintain institutional memory of all proposed, in progress, and completed projects and committee members' testimonies.



#### **Section 5: DASG Finance Committee**

- A. The DASG Finance Committee is responsible for all financial matters of the DASG, including but not limited to revenue generation, allocation of funds, accountability, transparency, accessibility, equity, and other Objectives, Duties, and Responsibilities in accordance with the DASG Finance Code.

#### **Section 6: DASG Student Rights and Equity Committee**

- A. The Student Rights and Equity Committee is a bridge of communication between the student body and De Anza Student Government as a whole. They are not only tasked with maintaining and ensuring that DASG acts equitably, but in charge of being a representative of their fellow students' voices, as well as other Objectives, Duties, and Responsibilities in accordance with the DASG Student Rights and Equity Code.

#### **Section 7: DASG Marketing Committee**

- A. The DASG Marketing Committee is responsible for acting as a bridge for communication between the DASG Senate and its Constituents, promoting the DASG Senate and all its activities, promoting events, services, and programs, and other Objectives, Duties, and Responsibilities in accordance with the DASG Marketing Code.

#### **Section 8: DASG Programs Committee**

- A. The DASG Programs Committee is responsible for planning and hosting events for DASG Constituents that develop, educate, enrich, entertain, and connect DASG Constituents, and other Objectives, Duties, and Responsibilities in accordance with the DASG Programs Code.

#### **Section 9: DASG Administration Committee**

- A. The DASG Administration Committee is responsible for overseeing the administrative, advocacy, and student elections work at De Anza College, including but not limited to, recruiting candidates, educating candidates, marketing and promoting the elections, as well as maintaining the DASG Bylaws and any Resolutions addressed by the DASG Senate, representing the interests of DASG Constituents at the College, District, State, and Federal levels, cultivating relationships with other Community College Students, and motivating DASG Constituents in responsible citizenship and civic engagement, along with other Objectives, Duties, and Responsibilities in accordance with the DASG Elections and Legislative Affairs Codes.

#### **Section 10: DASG Inter Club Council (ICC)**

- A. The DASG Inter Club Council (ICC) is an independent-partnered body responsible for managing De Anza club affairs, and other Objectives, Duties, and Responsibilities in accordance with the Inter Club Council (ICC) Code. Unlike other DASG Committees the DASG Inter Club Council (ICC) shall be comprised of the DASG Chair of Inter Club Council (ICC), the other appointed Inter Club Council (ICC) Officers as specified in the Inter Club Council (ICC) Code, and representatives from each De Anza Club.

## **Section 11: DASG Executive Advisory Committee**

- A. The objective of the DASG Executive Advisory Committee is to provide leadership to the DASG Senate and its officers through the following:
1. Create and prioritize a set of goals for the DASG Senate and amend such goals as necessary.
  2. Initiate and guide the work of the DASG Senate.
  3. Coordinate the operations of the DASG Senate and Ad Hoc Committees, evaluate the functions of those committees, conduct reviews of their status, and recommend appropriate action to the DASG Senate.
  4. Ensure that goals are being accomplished by assisting individuals and/or committees.
  6. Author policies and procedures that are necessary but are not specifically addressed by these Bylaws nor any codes adopted by the DASG Senate and forward such documents to the DASG Senate for approval.
  7. Host an event or create a space led by the Executives and be an entire Senate effort at least once an academic year, such as a Town Hall, for students to share their needs and concerns, and to increase the accessibility of the DASG.
- B. The membership of the DASG Executive Advisory Committee shall be:
1. Voting members
    - DASG President
    - DASG Vice President
    - DASG Chair of Finance
    - DASG Chair of Student Rights and Equity
    - DASG Chair of Marketing
    - DASG Chair of Programs
    - DASG Chair of Inter Club Council (ICC)
    - De Anza College Student Trustee
  2. Non-voting members:
    - Chairs of Ad Hoc Committees

## ARTICLE VI: EXTERNAL SHARED GOVERNANCE COMMITTEES

### **Section 1: Definition**

Shared Governance Committees, also known as Participatory Governance Committees, include faculty, staff, students, and administrators of De Anza College (DAC) and the Foothill-De Anza Community College District (FHDA CCD) to provide guidance to college and district leadership. Additional information is available online at the following locations:

- Governance @ De Anza - <https://www.deanza.edu/gov/>
  - Governance Handbook (current link available at Governance @ De Anza)
- Participatory Governance at FHDA - [https://www.fhda.edu/\\_about-us/\\_participatorygovernance/](https://www.fhda.edu/_about-us/_participatorygovernance/)
- Best Practices for Student Voices in Shared Governance - <https://www.deanza.edu/dasg/documents/Best-Practices-for-Student-Voices-in-Shared-Governance.pdf>
- External Shared Governance Committee Information - <https://www.deanza.edu/dasg/documents/External-Shared-Governance-Committee-Information.pdf>

### **Section 2: Student Representatives**

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

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

### **Section 3: Shared Governance Committee Positions**

The Shared Governance Committees as defined by De Anza College (DAC) and the Foothill-De Anza Community College District (FHDA CCD) shall be open to all student representatives as per these Bylaws. The only mandated positions and committee assignments as per these Bylaws are that the DASG President must be assigned to the De Anza College Council and the FHDA Chancellor's Advisory Council and that the Legislative Affairs Liaison is assigned as a delegate to the Student Senate of California Community Colleges (SSCCC) external shared governance committee. Other DASG Senators may be mandated via their respective DASG Committee Codes.

### **Section 4: Duties and Responsibilities of Student Representatives**

Each Student Representative shall:

1. Adhere to all DASG, College, District, Local, State, and Federal Acts, Bylaws, Codes, Guidelines, Laws, Ordinances, Policies, Procedures, Rules, Regulations, etc., at all times, including, but not limited to, the DASG Code of Conduct and FHDA Student Code of Conduct.
2. Act in accordance with the governing documents of their Shared Governance Committee.
3. Identify and consider matters pertaining to the general welfare of DASG Constituents and recommend appropriate actions to the DASG Senate.
4. Submit a shared governance report to the DASG Vice President within one (1) week of their respective Shared Governance Committee meetings.
5. DASG Senators must present the shared governance report during the following DASG Senate meeting.

## ARTICLE VII: MEETINGS

### **Section 1: California Open Meeting Laws**

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

### **Section 2: Regular Meetings of the DASG Senate**

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

### **Section 3: Special Meetings of the DASG Senate**

- A. The DASG Senate shall conduct a special meeting within two (2) weeks of receiving a petition calling for one signed by at least one hundred (100) DASG Constituents, or through a  $\frac{2}{3}$  vote by DASG Senators at the Senate meeting prior to the special meeting.
- B. The special DASG Senate meeting agenda shall consist of, and be limited to the following:
  - Call to Order
  - Roll Call
  - Public Comments (to be held at the beginning and at the end of the meeting)
  - Business Items
  - Adjournment

#### **Section 4: Regular Meetings of the DASG Committees**

- A. The DASG Committees shall conduct regular meetings at least two (2) times per month as deemed necessary by the respective DASG Committee Chair, excluding during breaks, first week, dead week, finals week, and summer with each meeting convening with quorum. Additional meetings may be called by the DASG Committee in accordance with these Bylaws and their Code.
- B. The DASG Ad Hoc Committees shall conduct regular meetings at least two (2) times per month as deemed necessary by the respective DASG Ad Hoc Committee Chair, excluding during breaks, first week, dead week, finals week, and summer with each meeting convening with quorum throughout the entire period from formation to the dissolving of the Ad Hoc Committee. Additional meetings may be called by the DASG Ad Hoc Committee in accordance with these Bylaws.
- C. The agenda for regular Committee 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)
  - Advisor Announcements (to be held at the beginning and at the end of the meeting)
  - External Shared Governance Committee Reports (for relevant External Shared Governance Committees if any)
  - Business Items
  - Burning Issues
  - Introduction and Approval of Prospective Interns
  - Adjournment
- D. Senators can request an item be put on the following meeting's agenda, regardless of the consent of the DASG Chair, upon earning 2/3 vote during Business Items.

#### **Section 5: Quorum**

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

- D. The DASG President and Vice President may join a committee meeting for quorum to be established within that subordinate body and will be provisionally provided with the privileges of a senator within that committee, including, but not limited to, voting and proposing and seconding motions.

## ARTICLE VIII: ELECTIONS

### **Section 1: General Election**

- A. The DASG general election shall be conducted in accordance with the adopted DASG Elections Code.

### **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 DASG President nor the DASG Vice President may be nominated to fill other DASG Executive Officer positions.
  - 2. After nominations have been closed, each nominee shall be afforded an opportunity to express their candidacy by giving a speech not to exceed two (2) minutes.
  - 3. The nominees shall be reduced to two (2) candidates by run-off voting
    - a. The chair may vote 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 vote, *however it's advised that they do not in order to ensure that a tie doesn't remain in the final outcome.*

### **Section 3: Midterm Rolling Elections of DASG Senators**

- A. Any DASG Constituent may be approved as a DASG Senator through the following procedure:
  - 1. A vacant internal officer position must currently exist.
  - 2. Go through the process of becoming an Internal DASG Committee Intern as described in Article IV, Section 2, B and become an Internal DASG Committee Intern.
  - 3. Attend at least one (1) full meeting of their Internal DASG Committee as an Intern of that committee.
  - 4. Fully attend at least three (3) out of four (4) consecutive DASG Senate meetings within the current Term of Office as described in Article II, Section 3 (attendance at DASG Senate meetings can take place at the same time as going through the process of becoming an Internal DASG Senate Intern and attending their committee meeting as an

Intern).

5. Submit a completed DASG Senate application for a vacant internal officer position within the committee that was served in and send or attach portfolio work to the application if it's specifically requested for the position on the application.
  6. Be interviewed by the DASG Senate at or after their third (3<sup>rd</sup>) Senate meeting using the following process (candidates must inform the DASG Secretary by Thursday at 2:30 pm if they wish to postpone their interview).
    - a. Give an up to two (2) minute introduction.
    - b. Participate in an up to seven (7) minute Question and Answer session with the Senate.
    - c. Give an up to one (1) minute closing statement. (optional)
    - d. Step outside the room so the Senate can deliberate for up to ten (10) minutes.
    - e. Re-enter the room when called in by the Senate to hear the results of the vote.
  7. Receive approval from the DASG Senate by internal election.
    - a. Each candidate shall be approved by a majority vote of the DASG Senate.
    - b. If there are more candidates than there are positions available, then candidates shall be approved by an approval run-off voting session.
  8. Be sworn in by the DASG President.
- B. Any candidate who is denied confirmation as a DASG Senator may not be considered for that position again until they have attended at least three (3) out of four consecutive additional DASG Senate meetings within the current Term of Office as described in Article II, Section 3.

#### **Section 4: Filling of Vacant Executive Officer Positions**

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



## ARTICLE IX: ABSENCES

### **Section 1: Excusing Absences**

- A. An absence may be recognized as excused by the DASG Vice President or Chair of the respective DASG Committee or during the approval of the minutes for the meeting(s) in which the absence occurred by amending those minutes normally.
  - 1. Excused Absences shall be at the discretion of the DASG Vice President or Chair of the respective DASG Committee, and the following guidelines should be considered:
    - a. Must notify the DASG Vice President or Chair of the respective DASG Committee at least 12 hours before the meeting.
    - b. In the case of illness or unforeseen circumstances the 12-hour requirement may be waived, and the absence may be excused.
- B. When a DASG Senator misses 33% or more of a Senate or Committee meeting they shall receive an unexcused absence.
  - 1. Partial Absences shall be at the discretion of the DASG Vice President or Chair of the respective DASG Committee, and the following guidelines should be considered:
    - a. Must notify the DASG Vice President or Chair of the respective DASG Committee at least 12 hours before the meeting.
    - b. In the case of illness or unforeseen circumstances the 12-hour requirement may be waived, and the absence may be excused.
- C. 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.
- D. A leave of absence automatically considers absences during the time in question to be excused.

### **Section 2: Leaves of Absences**

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

DASG Committee meetings.

## ARTICLE X: REMOVALS

### **Section 1: Automatic Removal**

- A. When a DASG Senator fails to meet their eligibility requirements, they shall be removed from the DASG Senate.
- B. A Senator has up to one (1) week to fulfill all Duties and Responsibilities as outlined in Article II, Section 8 if they become ineligible at any point during a quarter.
- C. When a DASG Senator fails to fulfill their duties outlined in Article II, Section 8 and those for their respective position as described in their respective committee's codes, within one (1) quarter, they shall be automatically removed from the DASG Senate at the start of the next quarter.
- D. When a DASG Senator has three (3) or more unexcused absences from any source(s) (e.g. DASG Senate meetings, Internal DASG Committee or External Shared Governance Committee meetings, Office Hours, Online Interactions, etc.) within one (1) quarter, they shall be removed from the DASG Senate.
- E. The DASG Vice President will notify the Senate in cases of automatic removal during Senate Announcements on the DASG Senate Agenda.

### **Section 2: Peer Removal**

- A. Any five (5) DASG Senators may submit a Bill of Particulars to the DASG Senate at any time.
  - 1. The Bill of Particulars may be submitted at any time, before the DASG Senate meeting where the Peer Removal will be addressed, calling for the expulsion of a DASG Senator from the DASG Senate or the removal of a DASG Executive Officer from their Officer position.
- B. The Bill of Particulars must cite the section(s) of the DASG Bylaws, the DASG Codes, or College/District Regulations that have been violated by the DASG Senator or DASG Executive Officer in question.
  - 1. Include dates, witnesses, situations and/or evidence as appropriate.
  - 2. Any documentation or evidence that is to be publicized must censor the legal and preferred names, usernames, and profile pictures of anyone not involved in the infraction, serving as a current or prospective DASG Senate Members, nor the current De Anza Student Trustee.
- C. The DASG Vice President shall notify the DASG Senator or DASG Executive Officer in question of their right to appear at the removal proceeding, which shall be at the next regular DASG Senate meeting.
- D. The DASG Vice President shall place the expulsion or removal proceeding on the DASG Senate agenda and present the DASG Senator's case to the DASG Senate.
  - 1. Exception: If the DASG Vice President is in question, the DASG President shall present the case to the DASG Senate.
- E. The DASG Senate shall debate the act of expelling or removing the DASG Senator in question, from which the DASG Senator in question cannot be excluded.
  - 1. The debate must include one argument for and one argument against before the debate may end.
  - 2. The Senator in question must be afforded two (2) minutes to speak.
- F. The DASG Senate may remove the DASG Senator or DASG Executive Officer with the approval by a two-thirds (2/3) vote of the DASG Senate. The DASG Senator in question may vote on this matter.

- G. A DASG Senator expelled or removed from office shall be allowed one (1) appeal within two (2) regular DASG Senate meetings of their removal.

**Section 3: Removal by DASG Constituents**

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

**Section 4: Reinstatement**

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

## ARTICLE XI: AMENDMENT AND ADOPTION

### **Section 1: Amendment of DASG Bylaws**

All amendments to the DASG Bylaws must follow this process:

- A. Process in the DASG Administration Committee
  - 1. The Legislative Affairs Liaison shall propose and solicit amendments to the DASG Bylaws.
  - 2. All amendments shall require an approval by a two-thirds (2/3) vote of the DASG Administration Committee before it can be sent to the DASG Senate.
  - 3. Once the amendments have been approved by the committee, they shall be sent to the DASG Senate.
- B. Process in the DASG Senate:
  - 1. The amendments shall first appear as an information/discussion item on the DASG Senate meeting agenda for the first two (2) weeks. No adoption action may take place during the introduction of amendments to the DASG Senate. The amendments to the DASG Bylaws must be made widely known to DASG Constituents.
  - 2. The DASG Senate shall then discuss and review the amendments.
  - 4. The amendments shall then be placed on the next DASG Senate meeting agenda as an action item.
  - 5. The DASG Bylaws may be adopted by a two-thirds (2/3) vote of the DASG Senate.

### **Section 2: Amendment of DASG Codes**

All amendments to the DASG Codes must follow this process:

- A. Process in the DASG Committee
  - 1. The DASG Committee shall propose amendments to their DASG Code.
  - 2. All amendments shall require an approval by a two-thirds (2/3) vote of the DASG Committee before it can be sent to the DASG Senate.
  - 3. Once the amendments have been approved by the committee, they shall be sent to the DASG Senate.
- B. Process in the DASG Senate
  - 1. The amendments shall first appear as an information/discussion item on the DASG Senate meeting agenda. No adoption action may take place during the introduction of amendments to the DASG Senate. The amendments to the DASG Code must be made widely known to DASG Constituents.
  - 2. The DASG Senate shall then discuss and review the amendments.
  - 3. The amendments shall then be placed on the next DASG Senate meeting agenda as an action item.
  - 4. The DASG Codes may be adopted by a two-thirds (2/3) vote of the DASG Senate.

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

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

#### **Section 4: Adoption of Bylaws and Codes**

- A. Upon adoption by the DASG Senate, these Bylaws shall become effective and shall supersede all conflicts with the DASG Codes specified below and with any previous DASG Bylaws.
- B. The following DASG Codes shall be enabled by these Bylaws:
  - 1. DASG Finance Code
  - 2. DASG Student Rights and Equity Code
  - 3. DASG Marketing Code
  - 4. DASG Programs Code
  - 5. DASG Environmental Sustainability Code
  - 6. DASG EcoFund Code
  - 7. DASG Administration Code
  - 8. DASG Flea Market Code
  - 9. DASG Elections Code
  - 10. DASG Code of Conduct
  - 11. DASG Inter Club Council (ICC) Code
  - 12. DASG Inter Club Council (ICC) Financial Code

## ARTICLE XII: RIGHT TO ACT

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

## ARTICLE XIII: GLOSSARY

Ad Hoc	A temporary entity that convenes as deemed necessary.
Approval Vote	A vote in which each voting member of a body may vote for as many candidates or proposals as they wish, and the candidate or proposal that receives the most votes is approved by the voting body.
Bill of Particulars	A statement detailing the particular reasons or causes for action.
Break	Periods of time the Foothill-De Anza Community College District closes for holidays or flex days.
Business Report	A report detailing what was discussed at a meeting.
DASG Constituent	Current De Anza College Student.
Dead Week	Week Eleven (11) of a quarter; the week before finals week.
Field Hours	Hours spent actively conducting DASG Senate business outside of DASG Senate and Committee 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. Examples of field hours include, but are not limited to, the following: tabling (e.g. Club Day, Outreach, Enrollment Day, Meet Your Senate, Open House, Welcome Day, promotions, events, etc.), Presentations (e.g. classes, clubs, programs, cohorts, learning communities, departments, divisions, etc.), helping at events (e.g. Club Day, Outreach, Enrollment Day, Spring Carnival, Meet Your Senate, Open House, Welcome Day, etc.), conducting student surveys, etc.
Internal Officer	An internal officer is a senator serving within a particular committee with a specific description as to their duties and responsibilities and serves underneath the Vice Chair and Chair of that committee. All internal officers are senators with all of the privileges and responsibilities afforded in Article II, Section 8, however, not necessarily all senators are internal officers.
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 DASG Senator is available for general interaction with DASG Constituents.
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 DASG Bylaws, and/or the DASG 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 DASG Senate as the representative body, which shall be dated and addressed to specific groups or persons.
Runoff Vote	A vote held to break a tie between two (2) or more candidates or proposals, where the candidates or proposals with the 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 DASG Senate member in which the member has the right to speak and raise points of order, clarification, privilege, move, second, and vote.

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