



# **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 voting members of this body shall be collectively 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, 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.
- D. To support students in accordance with the Mission and Values of De Anza College

### **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. The Senate must verbally read through the entire Bylaws at its first meeting of the year and allow for clarifying questions and discussion.
- B. Represent the interests of DASG Constituents on De Anza College Shared Governance Groups.
- C. 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.
- D. 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.
- E. Host events and programs that benefit DASG Constituents

### **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 Senators shall be comprised of nine (9) DASG Executive Officers, eighteen (18) DASG Internal Officers, and three (3) Program Liaisons for a total of thirty (30) voting members. The DASG Senate can have a maximum of forty (40) voting members. The De Anza College Student Trustee shall be considered a voting member of the DASG Senate as a DASG Executive Officer with all the privileges and responsibilities of a DASG Senator, without the requirement to serve as a member of at least one (1) Internal DASG Committee besides the DASG Executive Advisory Committee. The DASG Senate must be comprised of at least fifteen (15) voting members to be considered the official representative body for the DASG Constituents. If it falls below fifteen (15) members it can only continue to take action to fill vacancies. The DASG Senate shall also be comprised of the DASG Advisors and Committee Interns as non-voting members.

### **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. All candidates and members of the DASG Senate and ICC must adhere to all DASG, ICC, College, District, Local, State, and Federal Laws, at all times, everywhere, on campus and off campus, in person and online, including, but not limited to, the DASG Bylaws, ICC Code, DASG Code of Conduct and FHDA Standards of Student Conduct (AP 5510). Any sections of the FHDA Standards of Student Conduct (AP 5510) that apply to academics shall also apply more broadly for non-academic situations within the DASG Senate and ICC as applicable, including, but not limited to, Dishonesty, Academic Dishonesty, Plagiarism in whole or in part, having someone else or using tools such as Artificial Intelligence (AI) (ChatGPT, Copilot, Gemini, Apple Intelligence, etc.) to write answers, statements, or any other parts of any applications or forms, etc.
- 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 currently enrolled in at least eight (8.0) quarter units for college credit. Students must maintain any higher unit requirements for any other programs they are in such as the International Students Programs or Disability Support Programs and Services. These requirements are not applicable during Summer Quarter for DASG Senate Eligibility.
  2. Maintain a quarterly and cumulative 2.0 or higher Grade Point Average (GPA).

### **Section 3: Duties and Responsibilities of Members**

Each DASG Senator shall:

- A. All candidates and members of the DASG Senate and ICC must adhere to all DASG, ICC, College, District, Local, State, and Federal Laws, at all times, everywhere, on campus and off campus, in person and online, including, but not limited to, the DASG Bylaws, ICC Code, DASG Code of Conduct and FHDA Standards of Student Conduct (AP 5510). Any sections of the FHDA Standards of Student Conduct (AP 5510) that apply to academics shall also apply more broadly for non-academic situations within the DASG Senate and ICC as applicable,

including, but not limited to, Dishonesty, Academic Dishonesty, Plagiarism in whole or in part, having someone else or using tools such as Artificial Intelligence (AI) (ChatGPT, Copilot, Gemini, Apple Intelligence, etc.) to write answers, statements, or any other parts of any applications or forms, etc.

- 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 Code of that committee. The Student Trustee is only required to be a member of the *DASG* Executive Advisory Committee.
- E. Serve as a member of and submit a written report for at least one (1) External Shared Governance Group within one (1) week of the last meeting.
- E. Maintain a minimum of one (1) publicly posted on campus in person office hour per week and nine (9) field hours per quarter (see Article XV: Glossary for definition and examples of Field Hours).
  - 1. Attendance of *DASG* Senate meetings, meetings of their own committee(s), and Shared Governance Group 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.*
  - 3. Program Liaisons and the Public Policy Liaison do not need to maintain Office Hours or Field Hours for *DASG* Senate.

#### **Section 4: 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, leave the college, or are 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 5: Vacancy**

Vacancies must be announced by the *DASG* Chair of Administration during the next *DASG* Senate meeting. The student body must also be notified.

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

## **ARTICLE III: EXECUTIVE OFFICERS**

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

The DASG Executive Officers shall consist of the following:

- DASG President
- DASG Chair of Administration
- DASG Chair of Finance
- DASG Chair of Student Rights and Equity
- DASG Chair of Marketing
- DASG Chair of Programs
- DASG Chair of Environmental Sustainability
- DASG Chair of Inter Club Council (ICC)
- De Anza College Student Trustee

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

Each DASG Executive Officer shall:

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

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

Each DASG Executive Officer shall:

- A. Be a DASG Senator.
- B. Sign as the authorized Budgeter for any DASG accounts relevant to their position or committee as stated in the DASG Bylaws or Codes.
- 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. Prepare the agendas of all meetings of their respective DASG Committees and post them publicly on the DASG website (except Senate and Finance Committee).
- C. Post the minutes of all meetings of their respective DASG Committees publicly on the DASG website (except Senate and Finance Committee).
- C. Appoint an Internal Officer of the committee to take minutes, submit attendance information to the DASG Chair of Administration, and temporarily Chair committee meetings in the absence of the Chair.
- D. Instruct said appointed Internal Officer on the duties to be performed in the Chair's absence.
- I. Review its Committee Code at least once per year and submit any proposed amendments to the DASG Senate.

## **Section 5: 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 Governance Groups.
6. Create and prioritize a set of goals for the DASG Senate, amend such goals as necessary, and ensure the Senate is working towards those goals.
7. Facilitate communications with student organizations, college departments and programs, and external organizations.
8. Maintain constant communications with the College President, various shared Governance Groups, DASG Executives, and DASG Advisors.
9. 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.

## **Section 6: Succession of Executive Officers for Approval of Financial Transactions**

A. For times at which the DASG Chair of Finance is temporarily unable to approve Financial Transactions for the Student Accounts Office, the order of succession of DASG Executive Officers to approve financial transactions shall be as follows (the succession of officers shall not represent the hierarchy of the organization.):

- DASG President
- DASG Chair of Administration
- DASG Chair of Student Rights and Equity
- DASG Chair of Marketing
- DASG Chair of Programs
- DASG Chair of Environmental Sustainability
- DASG Chair of Inter Club Council (ICC)
- De Anza College Student Trustee

## ARTICLE IV: INTERNAL OFFICERS

### **Section 1: Internal Officers**

Each internal officer:

- A. Serves a specific set of responsibilities and duties as described in their committee's codes, with expectations that are 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 in Article V, Section II.
- C. One (1) Internal Officer shall be appointed by the Chair to take minutes, submit attendance information to the DASG Chair of Administration, and temporarily Chair committee meetings in the absence of the Chair.

## ARTICLE V: PROGRAM LIAISONS

### **Section 1: Purpose and Infrastructure**

The Program Liaisons shall provide an additional voice and vote on behalf of their Programs and representative groups to ensure that issues relating to advocacy, diversity, and equity are addressed in the DASG Senate. This includes increasing the connectedness of disproportionately impacted students.

### **Section 2: Appointment**

Program directors and coordinators shall hold an interview with all program-paid interns who applied for the Program Liaison position. The Program Coordinator and/or director, 3 faculty from the Equity Action Council, and the DASG Chair of Student Rights and Equity, will conduct interviews with the candidates.

In the case the DASG Chair of Student Rights and Equity can't make it to an interview, the Chair will appoint someone to go in their stead. This could mean one of the Student Rights and Equity Senators (E&D Officer or SR Officer), or another senator they feel has an equitable lens. There should be all 5 interviewer positions filled prior to the candidate's interview. Questions asked will be guided by the suggested question list recommended by Student Rights and Equity Senators.

In the case of a disagreement on which intern to appoint, interviewees will hold a vote between a maximum of two candidates. A majority vote (minimum of 3 of 5 interviewers) will be used to appoint the Liaison for their Program.

Program Liaisons will be selected and Coordinators will be onboarded by the end of the Spring Quarter prior to their tenure in order for Liaisons to attend Fall Training.

### **Section 3: Programs**

A maximum of 5 positions, 1 per program, will be filled, correlated with the number of committees in DASG, excluding Administration, as Public Policy Liaison is already appointed to be under the Administration Committee.

- Any De Anza Program with paid interns is eligible to apply for a Program Liaison through the Program Liaison Application, as described in the Student Rights and Equity Code.
- Student Rights and Equity makes a recommendation with which Programs should fill the Program Liaison positions based on the Program Appointment Rubric, as explained in the Student Rights and Equity Code.
  - If a Program gets selected for a Program Liaison, but after interviews there are no interns that are able to hold the position, the Program will be removed from consideration and a Program from the Backup Pool (a list of alternate programs) will be contacted instead.
- Student Rights and Equity will then give their recommendations to Equity Faculty (Office of Equity Program Coordinator, DASG Advisor and Learning Communities Coordinator).

- Possible programs to create recommendations from are the SSRS programs, VIDA programs and any other student success and retention programs like MESA, EOPS, etc.

Examples of questions that will be used to evaluate programs as a part of the Student Rights and Equity Program Appointment Rubric:

- Is the Program Coordinator available during Spring Quarter to aid in the establishment of the Program Liaison?
  - If not, the Program Coordinator should appoint someone to take care of the Program Liaison selection process in order to ensure that a Program Liaison is able to attend Fall Training.
- Does the program have interns that have the capacity to hold both an intern position in their program and be a DASG senator?

Note: DASG Equity Advisory Council will conduct the interviews. This includes the program director/coordinator, a few members of the EAC, and the Student Rights and Equity Senators (primarily Chair).

#### **Section 4: Eligibility Requirements**

Each Program Liaison shall:

- A. Be a DASG Senator.
- B. Not concurrently hold a DASG Senator position, ICC Chair position, M@DA Senior Mentor position, nor any other OCL program position.
- C. Be a paid intern of a program that assists Disproportionately Impacted students as stated in De Anza's Equity Plan Re-Imagined.
  - Despite Program Liaisons being interns, they will still have access to the scholarship due to the additional work they put in outside of being an intern.
  - It's up to the Program Coordinators to decide to adjust their Program Liaison workload.

#### **Section 5: Duties and Responsibilities**

Each Program Liaison shall:

- A. All candidates and members of the DASG Senate and ICC must adhere to all DASG, ICC, College, District, Local, State, and Federal Laws, at all times, everywhere, on campus and off campus, in person and online, including, but not limited to, the DASG Bylaws, ICC Code, DASG Code of Conduct and FHDA Standards of Student Conduct (AP 5510). Any sections of the FHDA Standards of Student Conduct (AP 5510) that apply to academics shall also apply more broadly for non-academic situations within the DASG Senate and ICC as applicable, including, but not limited to, Dishonesty, Academic Dishonesty, Plagiarism in whole or in part, having someone else or using tools such as Artificial Intelligence (AI) (ChatGPT, Copilot, Gemini, Apple Intelligence, etc.) to write answers, statements, or any other parts of any applications or forms, etc.
- B. Attend all DASG Senate meetings as a voting member.
- C. Perform all duties delegated to them by the DASG Senate.
- D. Accurately and equally represent the desires and opinions of their DASG Constituents to the best of their abilities in all their actions as a DASG Senator.
- E. Serve as a voting member of an Internal DASG Committee and attend at least two (2) committee meetings per month.

- F. Check in with the DASG Equity and Diversity Officer at least once per month.
- G. Attend a quarterly meeting with the DASG Student Rights and Equity Committee and all other Program Liaisons
- H. Create at least 1 collaborative activity, project or event between their program and DASG per quarter.
  - a. Projects may include an event, proposal or any sort of collaborative effort between the program except asking for a budget request.
  - b. This type of project or event should be tracked by the Program Coordinators.

**Section 6: Accountability and Removal Process**

- A. If the Program Liaison is not fulfilling their work, DASG will have to contact their respective program coordinator.
  - a. Similar to the appointment process, a council of equity members including the Student Rights and Equity Senators, Program Coordinator, DASG Advisor, and Office of Equity Coordinator will hold a meeting and discuss how to proceed.
  - b. If the council of equity members decide on removal, then Program Coordinators will appoint a replacement intern who is willing and eligible to be a DASG Senator.
    - i. To foster a smooth transition between the replacement Program Liaison and the removed Program Liaison, there will be two weeks of onboarding where the new Program Liaison will shadow the soon to be removed Program Liaison. An announcement shall also be made during the Senate prior to removal.
    - ii. If no such additional intern exists, the position will be left vacant.
- B. Refer to DASG Bylaws for the Impeachment and Removal Processes.

## ARTICLE VI: INTERNS

### **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 Groups.

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

DASG Interns shall:

1. All candidates and members of the DASG Senate and ICC must adhere to all DASG, ICC, College, District, Local, State, and Federal Laws, at all times, everywhere, on campus and off campus, in person and online, including, but not limited to, the DASG Bylaws, ICC Code, DASG Code of Conduct and FHDA Standards of Student Conduct (AP 5510). Any sections of the FHDA Standards of Student Conduct (AP 5510) that apply to academics shall also apply more broadly for non-academic situations within the DASG Senate and ICC as applicable, including, but not limited to, Dishonesty, Academic Dishonesty, Plagiarism in whole or in part, having someone else or using tools such as Artificial Intelligence (AI) (ChatGPT, Copilot, Gemini, Apple Intelligence, etc.) to write answers, statements, or any other parts of any applications or forms, etc.
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 (8.0) units at De Anza College. (Not in effect during summer quarter.) Students must maintain any higher unit requirements for any other programs they are in such as the International Students Programs or Disability Support Programs and Services. These requirements are not applicable during Summer Quarter for DASG Senate Eligibility.
4. Have an quarterly and 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 DASG Constituents a platform for leadership development.
2. To provide DASG Constituents an opportunity to participate in the DASG Senate even if they are unable to fulfil all duties of a Senator at that time.
3. To provide support for the DASG Committees in carrying out their duties.
4. To provide DASG Constituents an opportunity to learn new skills.

#### **B. Application and Approval**

Any DASG Constituent may become an Internal DASG Committee Intern through the following procedures during fall and winter quarters (Prospective Interns cannot be approved during spring quarter):

1. Fully attend at least two (2) meetings of the Internal DASG Committee they wish to join and announce their intention to become an Intern during Introduction of Prospective Interns at the end of the agenda.

2. Complete prerequisite training, projects, designated courses on Canvas, and quizzes as dictated by each individual committee.
3. After the second (2<sup>nd</sup>) meeting be interviewed by Senator(s) of the committee.
4. Be approved by the voting members of the committee
5. Submit a DASG Intern Application form. The Office of College Life will verify eligibility, and if eligible, submit their name for approval on the next DASG Senate Consent Calendar.
6. Receive approval from the DASG Senate through the Consent Calendar.
7. 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. All candidates and members of the DASG Senate and ICC must adhere to all DASG, ICC, College, District, Local, State, and Federal Laws, at all times, everywhere, on campus and off campus, in person and online, including, but not limited to, the DASG Bylaws, ICC Code, DASG Code of Conduct and FHDA Standards of Student Conduct (AP 5510). Any sections of the FHDA Standards of Student Conduct (AP 5510) that apply to academics shall also apply more broadly for non-academic situations within the DASG Senate and ICC as applicable, including, but not limited to, Dishonesty, Academic Dishonesty, Plagiarism in whole or in part, having someone else or using tools such as Artificial Intelligence (AI) (ChatGPT, Copilot, Gemini, Apple Intelligence, etc.) to write answers, statements, or any other parts of any applications or forms, etc.
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 Chair of Administration and DASG Secretary so they can be placed on Consent Calendar for official removal.
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 Officers (all committee work should be divided evenly amongst DASG Internal Officers and DASG Interns).

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

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

1. All candidates and members of the DASG Senate and ICC must adhere to all DASG, ICC, College, District, Local, State, and Federal Laws, at all times, everywhere, on campus and off campus, in person and online, including, but not limited to, the DASG Bylaws, ICC Code, DASG Code of Conduct and FHDA Standards of Student Conduct (AP 5510). Any sections of the FHDA Standards of Student Conduct (AP 5510) that apply to academics shall also apply more broadly for non-academic situations within the DASG Senate and ICC as applicable, including, but not limited to, Dishonesty, Academic Dishonesty, Plagiarism in whole or in part, having someone else or using tools such as Artificial Intelligence (AI) (ChatGPT, Copilot, Gemini, Apple Intelligence, etc.) to write answers, statements, or any other parts of any applications or forms, etc.
2. All DASG Senators have at least one (1) Shared Governance Group appointment, or the position on the committee has specifically been designated for a non-Senator by the DASG Senate or the External Shared Governance Group at the time of appointment.
3. The DASG Constituent attends at least one (1) meeting of the Shared Governance Group prior to appointment.
4. 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 Senate within one week of Shared Governance Group meeting attendance.
5. Submit the completed DASG External Shared Governance Group 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 Executive Advisory Committee.
6. Be interviewed by the DASG Executive Advisory Committee..
7. Be approved by the DASG Executive Advisory Committee with a majority vote.
8. The DASG Chair of Administration shall submit the name to the DASG Secretary for approval on the next DASG Senate Consent Calendar.
9. The DASG Constituent shall serve in the appointed Student Representative position until the end of the current DASG Senate term of office.
10. The DASG Constituent may be removed from the Shared Governance Group in accordance with DASG procedures.

## **ARTICLE VII: INTERNAL DASG COMMITTEES**

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

The DASG Senate shall comprise the following committees:

- DASG Administration Committee
- DASG Finance Committee
- DASG Student Rights and Equity Committee
- DASG Marketing Committee
- DASG Events Committee
- DASG Environmental Sustainability 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 DASG Term or Office.

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

A.

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 act 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 from the committee.

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

Each DASG Committee shall:

- A. Committees must verbally read through their entire Code(s) at their first meeting of the year and allow for clarifying questions and discussion.
- B. Conduct its business in accordance with the DASG Bylaws and its Committee Code.
- C. Hold meetings in accordance with the DASG Bylaws.
- D. Work on business referred to it by the DASG Senate.
- E. Review its Committee Code at least once per year and submit any proposed amendments to the DASG Senate.
- F. Maintain institutional memory of all proposed, in progress, and completed projects and committee members' testimonies.

**Section 5: 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 Administration and DASG Elections Codes.

**Section 6: 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 7: 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 8: 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 9: DASG Events Committee**

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

**Section 10: DASG Environmental Sustainability Committee**

- A. Ensure that the DASG Senate and office actively participate in sustainable practices while encouraging programs to integrate sustainability initiatives and promoting sustainable transportation services for DASG constituents. Work to make the campus more eco-friendly through various initiatives, and stay informed about sustainability events, workshops, and plans across De Anza College and the FHDA district.

**Section 11: 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 12: 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.
  5. 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.
  6. 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 Chair of Administration
    - DASG Chair of Finance
    - DASG Chair of Student Rights and Equity
    - DASG Chair of Marketing
    - DASG Chair of Programs
    - DASG Chair of Environmental Sustainability
    - DASG Chair of Inter Club Council (ICC)
    - De Anza College Student Trustee

## ARTICLE VIII: EXTERNAL SHARED GOVERNANCE GROUPS

### **Section 1: Definition**

Shared Governance Groups, also known as Participatory Governance Groups, include faculty, staff, students, and administrators of De Anza College 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 Group 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 Group Intern shall:

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

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

The Shared Governance Groups as defined by De Anza College 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 group 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, the De Anza Student Trustee must be assigned to the FHDA Board of Trustees, and the Public Policy Liaison is assigned as a delegate to the Student Senate of California Community Colleges (SSCCC) external shared governance group. 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. All candidates and members of the DASG Senate and ICC must adhere to all DASG, ICC, College, District, Local, State, and Federal Laws, at all times, everywhere, on campus and off campus, in person and online, including, but not limited to, the DASG Bylaws, ICC Code, DASG Code of Conduct and FHDA Standards of Student Conduct (AP 5510). Any sections of the FHDA Standards of Student Conduct (AP 5510) that apply to academics shall also apply more broadly for non-academic situations within the DASG Senate and ICC as applicable, including, but not limited to, Dishonesty, Academic Dishonesty, Plagiarism in whole or in part, having someone else or using tools such as Artificial Intelligence (AI) (ChatGPT, Copilot, Gemini, Apple Intelligence, etc.) to write answers, statements, or any other parts of any applications or forms, etc.

2. Act in accordance with the governing documents of their Shared Governance Group.
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 Chair of Administration within one (1) week of their respective Shared Governance Group meetings.
5. DASG Senators must present the shared governance report during the following DASG Senate meeting.

## ARTICLE IX: MEETINGS

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

All meetings of the DASG Senate and its subordinate bodies shall be conducted in accordance with the [Ralph M. Brown Act \(California Open Meeting Law for Local Legislative Bodies\) Government Code - GOV §§ 54950-54963\\*](#).

([https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=GOV&title=5.&division=2.&part=1.&chapter=9.&article=](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&title=5.&division=2.&part=1.&chapter=9.&article=))

\*Government Code - GOV, TITLE 5. LOCAL AGENCIES [50001 - 57607], DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 55821], PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 54999.7], CHAPTER 9. Meetings [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)
    - Public Comments can be about any items.
  - 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 Group Reports
  - Internal DASG Committee Reports
  - Consent Calendar
  - Business Items
  - Introduction 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 2/3 vote during the Business Items section.

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

- A. The DASG Senate shall conduct a special meeting as needed at the discretion of the DASG President, within two (2) weeks of receiving a petition calling for one signed by at least one hundred (100) DASG Constituents, or through a 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)
    - Public Comments must be about items on the Special Meeting agenda.
  - 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)
  - 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)
    - Public Comments can be about any items.
  - Advisor Announcements (to be held at the beginning and at the end of the meeting)
  - Committee Announcements (to be held at the beginning and at the end of the meeting)
  - External Shared Governance Group Reports (for relevant External Shared Governance Committees if any)
  - Business Items
  - Introduction 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 the Business Items section.

### **Section 5: Special Meetings of the DASG Committees**

- A. The DASG Committees shall conduct a special meeting as needed at the discretion of the Chair.
- B. The special DASG Committee 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)
    - Public Comments must be about items on the Special Meeting agenda.
  - Advisor Announcements (to be held at the beginning and at the end of the meeting)
  - Committee Announcements (to be held at the beginning and at the end of the meeting)
  - Business Items
  - Adjournment

### **Section 6: 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 only be permitted in the absence of quorum to have the following:
  - Call to Order
  - Roll Call
  - Public Announcements
  - Senate Announcements
  - 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 Chair of Administration 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 X: ELECTIONS**

### **Section 1: Annual DASG Executive Officer General Election**

- A. The annual DASG Executive Officer General Election shall be conducted in accordance with the adopted DASG Elections Code.

### **Section 2: Annual DASG Internal Officer Internal Election**

- A. The Annual DASG Internal Officer Internal Election shall be conducted in accordance with the adopted DASG Elections Code.

### **Section 3: Midterm Internal Elections for Filling Vacancies**

- A. This section details the process for filling vacancies during the current term of office.
1. The Midterm Internal Election process during the Senate meetings shall use the Internal Officer Election process outlined in the DASG Elections Code except it will only include the DASG Senate for the current Term of Office.
- B. Midterm President Internal Election
- a. The Chair of Administration will take over the President position.
  - b. If there is no Chair of Administration, one of the other Chairs must nominate themselves. If there is more than one nomination, the Midterm Internal Election process will be used to select the new President.
- C. Midterm Chair Internal Election
- a. The Internal Officer appointed by the Chair to take minutes, submit attendance information to the DASG Chair of Administration, and temporarily Chair committee meetings in the absence of the Chair in accordance with Article III, Section 4, C, shall be appointed as the new Chair.
  - b. If an Internal Officer has not been appointed or the appointed officer is unable to accept the position, the DASG Executive Advisory Committee will appoint a current Internal Officer from the Committee to the Chair position.
- D. Midterm Internal Officer Election
1. Any DASG Constituent may be approved as a DASG Internal Officer through the following procedures during fall and winter quarters (Midterm Internal Officer Elections cannot take place during spring quarter):
  2. A vacant Internal Officer position must currently exist.
  3. Go through the process of becoming an Internal DASG Committee Intern for that committee as described in Article IV, Section 2, B and become an Internal DASG Committee Intern.
  4. Attend at least one (1) full meeting of their Internal DASG Committee as an Intern of that committee.
  5. 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).
  6. Submit a completed DASG Internal Officer application for the vacant position within the committee that they served as an Intern in and include portfolio work to the application if it is specifically requested for the position on the application.

7. Be interviewed by the DASG Senate at or after their third (3<sup>rd</sup>) Senate meeting using the Midterm Internal Officer Election process.
8. Be sworn in by the DASG President.
9. 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: Switching Positions within a Committee**

1. If a Chair decides they are unable to continue as Chair but would still be able to continue as an Internal Officer in their Committee, they may switch positions with an Internal Officer in the committee with confirmation by the DASG Senate.

## **ARTICLE XI: ABSENCES**

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

- A. An absence may be recognized as excused by the DASG Chair of Administration or the Chair of their 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 Chair of Administration or the Chair of the respective DASG Committee, and the following guidelines must be considered:
    - a. Notify the DASG Chair of Administration or the Chair of the respective DASG Committee at least 12 hours before the meeting.
    - b. In the case of illness or unforeseen circumstances, the 12-hours 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 Chair of Administration or Chair of the respective DASG Committee, and the following guidelines must be considered:
    - a. Notify the DASG Chair of Administration 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. Excused Absences shall count as half of an Unexcused Absence unless it is for illness or unforeseen circumstances.
- E. If a Senator requires a larger number of Excused Absences they should consider requesting a Leave of Absence.
- F. 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 of office. 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 announced to the DASG Senate.
- 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 Chair of Administration at least seven (7) calendar days prior to the commencement date of the requested leave of absence.

- F. The DASG Chair of Administration may grant an emergency leave of absence if the seven (7) calendar day requirement cannot be met. The Senate may override the DASG Chair of Administration's decision.
  - 1. The DASG Chair of Administration 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 XII: RESIGNATIONS AND REMOVALS

### **Section 1: 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 2: Automatic Removal**

- A. When a DASG Senator fails to meet their Eligibility Requirements as outlined in Article II, Section 2, they shall be automatically removed from the DASG Senate.
  1. If a DASG Senator can meet their Eligibility Requirements within one (1) of automatic removal the shall be reinstated.
- B. 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 code(s), within one (1) quarter, they shall be automatically removed from the DASG Senate at the start of the next quarter.
- C. 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.
- D. The DASG Chair of Administration will notify the Senate in cases of automatic removal during Senate Announcements on the DASG Senate Agenda.

### **Section 3: 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.
- 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 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 Chair of Administration shall notify the DASG Senator in question of their right to appear at the removal proceeding, which shall be at the next regular DASG Senate meeting.
- D. The DASG Chair of Administration shall place the expulsion or removal proceeding on the DASG Senate agenda and present the case for removal to the DASG Senate.
  1. Exception: If the DASG Chair of Administration 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 with the approval by a two-thirds (2/3) vote of the DASG Senate.
- 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 4: 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 5: Appeals**

An expelled DASG Senator may appeal their expulsion. Automatic Removals cannot be appealed.

- 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 Chair of Administration, 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 Chair of Administration.

## ARTICLE XIII: 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 *DASG Administration* Committee shall propose and solicit amendments to the DASG Bylaws.
  - 2. All amendments shall require 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 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 Administration Code
  - 2. DASG Finance Code
  - 3. DASG Student Rights and Equity Code
  - 4. DASG Marketing Code
  - 5. DASG Events Code
  - 6. DASG Environmental Sustainability Code
  - 7. DASG EcoFund Code
  - 8. DASG Elections Code
  - 9. DASG Code of Conduct
  - 10. DASG Inter Club Council (ICC) Code
  - 11. DASG Inter Club Council (ICC) Financial Code

## ARTICLE XIV: 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 XV: GLOSSARY

Ad Hoc	A temporary entity that convenes as deemed necessary.
Approval Vote	A vote in which each voting member of a body may vote for as many candidates or 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 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 a 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.

Adopted: 3/17/2021 (DASG)  
 Amended: 6/9/2021  
 Amended: 11/10/2021  
 Amended: 5/11/2022  
 Amended: 11/23/2022  
 Amended: 5/31/2023  
 Amended: 2/12/2025  
 Amended: 6/11/2025