



# DASG

# ADMINISTRATION

# CODE

This Edition Amended: 1/29/2025

## ARTICLE I: ADMINISTRATION COMMITTEE

### **Section 1: Membership**

The DASG Administration Committee shall consist of the following:

- A. Voting Members
  - 1. DASG Chair of Administration
  - 2. Public Policy Liaison
  - 3. Elections Commissioner (2)
- B. Non-Voting Members
  - 1. Any Number of Interns
- C. Advisors
  - 1. DASG Senate Advisor(s)

### **Section 2: Objectives**

The objectives of the DASG Administration Committee shall be to:

- A. Represent the interest of De Anza students at the college, district, state, and federal levels.
- B. Cultivate relationships between local associated student organization colleges.
- C. Motivate students for responsible citizenship in ways that both deepen their education and improve the quality of community life.
- D. Recruit and educate candidates and market and promote the elections, as well as any other duties that pertain to the execution and general welfare of the DASG elections.
- E. Review the DASG Administration Code and propose any necessary updates at least once per year.
- F. Review the DASG Bylaws and propose any necessary updates at least once per year.

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

The DASG Senate delegates authority to DASG Administration Committee to take actions on behalf of the DASG Senate to fulfill the Senate's objectives with the following restrictions:

- A. The DASG Senate must endorse or otherwise officially support a ballot measure, proposition, assembly bill, senate bill, or candidate for public office before the DASG Administration committee may publicly announce said endorsement or support.

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

The DASG Administration Committee shall:

- A. Perform all of the tasks necessary and related to administration and the standardized operations of DASG, including, but not limited to, the respective responsibilities and duties of the internal officers sitting within the committee.
- B. Oversee the recording of the senators' completion of their duties and responsibilities as outlined in Article II, Section 8 of the DASG Bylaws, such as the sharing of external shared

governance reports, completion of field hours and office hours, and others as mandated by the section.

- C. Periodically and regularly enforce the procedures as outlined in Article XI of the DASG Bylaws and ensure that the expectations and consequences are widely known throughout the DASG Senate.

## ARTICLE II: OFFICERS

### **Section 1: Officers**

- A. The DASG Administration Committee shall have, but is not limited to, the following officer positions:
  1. DASG Chair of Administration
  2. DASG Public Policy Liaison
  3. DASG Elections Commissioner (2)
- B. Any replacement for the preceding officer positions will be chosen by the senate through internal elections, but if there aren't any senators who are willing to assume the additional responsibilities and duties afforded by the position, then the individual will be chosen through midterm rolling elections.
- C. The committee may establish additional officer positions within the committee for which the committee's interns may be considered, but they may not abolish those that are ordained by Article II, Section I.
- D. Committee Officers whose positions are established at the discretion of the committee's voting members, are appointed or removed by a simple majority vote by the committee.

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

All committee members are eligible to attend meetings, conferences, and events depending on availability, relation to duties, and financial capacity of DASG Senate.

#### **A. DASG Chair of Administration:**

1. Preside over all committee meetings.
2. Delegate tasks to respective members.
3. Ensure that all committee members are aware of all policies and events that the committee is involved in.
4. Assign DASG Shared Governance Group Representatives
5. Maintain attendance records of all DASG Senators at DASG Senate, DASG Committee, and Shared Governance Group meetings
6. Maintain attendance records of all DASG Senators for Office Hours and Field Hours
7. Ensure shared governance reports are being submitted to the DASG Senate.
8. 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 Elections and the General Elections. Training and onboarding for midterm elections shall take place within one week of new Senators getting appointed.
9. Take Minutes for the DASG Executive Advisory Committee
10. Act as Vice Chair of the DASG Senate and DASG Executive Advisory Committee
11. Sign as the authorized Budgeter for any relevant DASG accounts, including but not limited to, the DASG Elections and DASG Office Supplies accounts.

12. Shall assume responsibilities of all other officers on the occasion said officers are absent or vacant pro tempore until a replacement is found.

**B. DASG Public Policy Liaison:**

1. Attend all Region IV Student Senate for California Community Colleges (SSCCC) meetings as the delegate from De Anza College, unless already holding an executive position in SSCCC, and present a report before the DASG Senate about the activities of Region IV at the senate meeting within one (1) week after a meeting of the Region IV Delegate Assembly.
2. Attend the annual Student Senate for California Community Colleges (SSCCC) General Assembly as the delegate from De Anza College and present a report before the DASG Senate at the next meeting after the General Assembly.
3. Assume all tasks delegated by the DASG Senate that relate to forwarding the interests of De Anza students, including the authorship, adoption, and ratification of resolutions, letters, and documents that unequivocally state the position and interests of the senate's constituents, to the concerned administrators, faculty, and shared governances.
4. Amend the bylaws as necessary to reflect the current understanding and needs of the structure, clarifying the policies and procedures, and incorporating nuanced solutions to issues relating to operations that may arise, of and pertaining to the DASG Senate.
5. Ensure that DASG senate and committee meetings follow all of the required parliamentary and operating procedures, as outlined by Robert's Rules of Order and the DASG Bylaws.
6. Collaborate with individuals from other campus and off-campus organizations and neighboring community colleges to find solutions to regional problems and issues encountered by DASG constituents.

**C. DASG Elections Commissioners:**

1. Take the Minutes for the DASG Administration Committee meetings.
2. The Elections Commissioner should be prepared to step into the role of the Chair during meetings, in the absence of the Chair.
3. Ensure timely execution of the annual DASG elections.
4. Comply with all articles and sections outlined in the DASG Elections Code and ensure its compliance among all of the candidates.
5. Aim to host and administer Elections Informational Sessions to ensure all applicants understand the timeline, requirements and elections processes. (a minimum of 6 sessions in Fall Quarter and 6 sessions in Winter Quarter).
6. Brainstorm ways to engage De Anza's student body and increase interest in DASG elections and voting processes.
7. Work with the Chair of the Administration Committee to ensure that the elections are held in a fair, just, and respectful manner.

Adopted: 11/7/2018  
Amended: 3/17/2021  
Amended: 5/24/2023  
Amended: 2/14/2024  
Amended: 1/29/2025