

~~Red Strikethrough~~ = Deletion

Green Italics = Addition



DASG

PROGRAMS ~~AND~~

~~EVENTS~~ CODE

This Edition Amended: ~~6/9/2021~~ *[Date Approved by DASG Senate]*

ARTICLE I: PROGRAMS ~~AND EVENTS~~ COMMITTEE

Section 1: Membership

The DASG Programs ~~and Events~~ Committee shall consist of the following:

- A. Voting Members
 1. DASG Chair of Programs ~~and Events~~
 - ~~2. At least two (2) additional DASG Senators~~
 3. *DASG Vice Chair of Programs*
 4. *DASG Events Coordinator (2)*
 5. *DASG Flea Market Liaison (2)*
 6. *DASG Environmental Sustainability Coordinator*
 7. *DASG Bike Program Coordinator*
- B. Non-Voting Members
 1. Any number of Interns (*Interns may cast advisory votes*)
 - ~~2. DASG Senate Interns can cast advisory votes~~
- C. Advisors
 1. DASG Senate Advisor(s)

Section 2: Objectives

The objectives of the DASG Programs ~~and Events~~ Committee shall be *to*:

- A. Plan and host DASG endorsed events including but not limited to DASG Senate wide events, collaboration with clubs or organizations on and off campus.
- B. *Foster a strong and mutually beneficial partnership between the De Anza Flea Market and DASG.*
- C. *Work with the Flea Market Coordinator to develop new initiatives and programming that improves the overall Flea Market for visitors and vendors alike.*
- D. *Promote environmental sustainability at De Anza College and within DASG through projects, programs, and events.*
- E. *Ensure the DASG Senate operates in an environmentally sustainable manner.*
- F. *Work with other environmental sustainability groups.*

Section 3: Right to Act

The DASG Senate delegates authority to DASG Programs ~~and Events~~ to take action on behalf of the DASG Senate to fulfill its own objectives with the following restrictions:

- A. The DASG Senate must endorse or otherwise officially support an organization before DASG Programs ~~and Events~~ may sponsor an event to promote that organization.
- B. *Any environmental policy must be approved by the DASG Senate.*
- C. *Workshops hosted by DASG Programs are voluntary unless made mandatory by the DASG President, DASG Vice President, or by majority vote of the DASG Senate.*

Section 4: Committee Duties and Responsibilities

The DASG Programs ~~and Events~~ Committee shall:

- A. Schedule and hold events as following:
 1. At least two (2) day events every quarter excluding Summer quarter, including but not limited to:
 - a. Welcome Week Event for the first Wednesday of fall quarter.
 - b. Have at least one (1) ICC collaborative event per term.

- c. At least one (1) Senate committee collaborative event per term.
 - 2. At least one (1) evening event every quarter excluding Summer quarter.
 - a. Optional: At least one (1) summer event.
 - ~~a. The summer event can count towards the three required events for the Fall quarter.~~
 - 3. *Conduct a sustainability event during Fall or Winter quarter.*
 - 4. *Plan and host an Earth Week in April.*
 - 5. *Host a mini Flea Market each quarter to promote the De Anza Flea Market.*
 - 6. Recommended to schedule and host equity, diversity, and inclusion focused events in collaboration with the *Student Rights and Equity* Committee.
 - 7. Events must be publicized two (2) weeks in advance.
 - 8. Ensure all events accommodate accessibility requests.
 - 9. Provide accessible dietary options (vegetarian, vegan, allergies, gluten free, etc.)
 - 10. All RSVP or registration forms shall include accessibility and dietary questions.
- ~~B. Manage and oversee the DASG Programs and Events Account (41-55180).~~
 - B. *Work to conserve and preserve the De Anza College environment and community well-being within the boundaries of social justice and environmental sustainability.*
 - C. *Review or propose the Environmental Sustainability Policy for implementation by the DASG Senate and its Committees.*
 - D. *Ensure all applicants have equal access to the Bike Program and provide safe bikes to all students who are in need.*
 - E. *Ensure at least one (1) sitting Senator on the Committee attends Campus Facilities Committee to ensure all future De Anza projects fulfill students' needs and meet environmental standards.*
 - F. *Promote, process, and expand the EcoFund projects to all students in order to encourage innovations in an environmentally sustainable society as outlined in EcoFund Code.*
 - G. *Conduct a committee specific training immediately following midterm elections.*
 - H. Review its Committee Code at least once per year and submit any proposed amendments to the DASG Senate.

ARTICLE II: OFFICERS

Section 1: Officers

A. The DASG Programs Committee shall have following officers:

- *DASG Chair of Programs*
- *DASG Vice Chair of Programs*
- ~~DASG Marketing and Communications Committee Representative~~ *Events Coordinator (2)*
- *DASG Flea Market Liaisons (2)*
- ~~DASG Budget Manager~~ *Environmental Sustainability Coordinator*
- *DASG Bike Program Coordinator*

~~B. The position of DASG Budget Manager may only be held by a senator and not an intern.~~

~~C. Committee Officers are appointed or removed with a majority vote of the Committee.~~

B. The Committee Chair shall assume all duties and responsibilities of vacant positions.

Section 2: Individual Duties and Responsibilities

A. DASG Chair of Programs

- a. *Serve as the Chair and set the agenda of all DASG Programs Committee meetings.*
- b. *Oversee all DASG hosted programs and events that develop, educate, enrich, entertain, and connect DASG Constituents.*
- c. *Ensure all events accommodate accessibility requests. Recommended to schedule and host equity, diversity, and inclusion focused events in collaboration.*
- d. *Manage and delegate Vice Chair, Events Coordinator Senators, and interns to work in teams to complete work necessary for all programs and events.*
- e. *Ensure all DASG events are eco-friendly.*

B. DASG Vice Chair of Programs

- a. *Communicate with the Marketing committee about upcoming events in Programs and relay information between both committees.*
- b. *Make marketing requests on behalf of the Programs committee.*
- c. *Ensure that all Programs interns have an assigned senate mentor.*
- d. *Help create and delegate tasks for projects and/or initiatives the committee pursues.*
- e. *Take lead on outreach efforts both on and off campus while planning events.*
- f. *Keep track of the DASG Operational Account finances with the DASG Finance Vice Chair and report back to the committee and the Senate if necessary.*
- g. *Manage and oversee committee requisitions and independent Contractor Agreement Packets.*

C. DASG ~~Marketing and Communications Committee Liaison~~ Events Coordinator

- ~~1. Communicate with the Marketing and Communications Committee about upcoming events in Programs and Events and relay information between both committees.~~
- ~~2. Make marketing requests on behalf of the Programs and Events committee.~~
- ~~3. Take lead on outreach efforts both on and off campus while planning events.~~
 1. *Oversee all DASG hosted programs and events that develop, educate, enrich, entertain, and connect DASG Constituents.*
 2. *Ensure all events accommodate accessibility requests.*
 3. *Recommended to schedule and host equity, diversity, and inclusion focused events in collaboration.*

4. *Manage and delegate the Events Coordinator Senators and interns to work in teams to complete work necessary for all programs and events.*
5. *Work with the Environmental Sustainability Coordinator to ensure all DASG events are eco-friendly.*
6. ***Mentor and delegate tasks to interns.***

D. DASG Flea Market Liaison

- a. *Work closely with the Flea Market Coordinator to make improvements on the Flea Market to generate more money to fund student activities and services.*
- b. *Host events on behalf of the DASG Flea Market to support students and generate revenue.*
- c. *Mentor and delegate tasks to interns.*
- d. *Raise awareness of the Flea Market through marketing and other outreach efforts.*

E. DASG ~~Budget Manager~~ Environmental Sustainability Coordinator

- ~~1. Keep track of the DASG Programs and Events Account (41-55180) and report back to the committee and the Senate if necessary.~~
- ~~2. Keep track of all expenses of the DASG Programs and Events Account and report back to the committee and the Senate if necessary.~~
- ~~3. Manage and oversee committee requisitions and Independent Contractor Agreement Packets.~~
 1. *Research and recommend sustainability initiatives to DASG committees and programs.*
 2. *Plan and execute environmentally sustainable practices for DASG events and operations.*
 3. *Collaborate with other campus sustainability organizations and the Office of Sustainability to promote and advocate for sustainable practices.*
 4. *Maintain up-to-date knowledge of best environmental practices and emerging trends.*
 5. *Manage and delegate tasks to interns and work in teams to complete work necessary for all sustainability efforts.*
 6. *Act as an additional Events Coordinator on an as-needed basis.*
 7. *Promote and maintain the EcoFund budget.*
 8. ***Mentor and delegate tasks to interns.***

F. DASG Bike Program Coordinator

- a. *Ensure that the Bike Programs runs efficiently.*
- b. *Maintain contact with the Rotary Club.*
- c. *Work with the OCL to manage the distribution of bikes and e-bikes.*
- d. *Review and approve any new applications.*
- e. *Ensure bikes are in good condition to be distributed.*
- f. ***Mentor and delegate tasks to interns.***

Adopted: 6/12/2002
 Amended: 5/25/2011
 Amended: 10/26/2011
 Amended: 10/10/2012
 Amended: 6/5/2013
 Amended: 2/3/2016

Amended: 5/30/2018
Amended: 5/15/2019
Amended: 5/27/2020
Amended: 3/17/2021
Amended: 6/9/2021
Amended: [Date Approved by DASG Senate]