



DASG

EVENTS

CODE

This Edition Amended: 2/26/2025

ARTICLE I: EventsCOMMITTEE

Section 1: Membership

The DASG Events Committee shall consist of the following:

- A. Voting Members
 - 1. DASG Chair of Events
 - 2. DASG Events Coordinator (2)
 - 3. DASG Flea Market Liaison (2)
- B. Non-Voting Members

1. Any number of Interns (Interns may cast advisory votes)

2. Events Intern Lead (3)

C. Advisors

1. DASG Senate Advisor(s)

Section 2: Objectives

The objectives of the DASG 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.

Section 3: Right to Act

The DASG Senate delegates authority to DASG 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 Events may sponsor an event to promote that organization.
- B. Workshops hosted by DASG Events 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 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 second 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 academic year excluding Summer quarter. a. Optional: At least one (1) summer event.
 3. Host a minimum of one event each quarter to promote the De Anza Flea Market.
 4. Recommended to schedule and host equity, diversity, and inclusion focused events in collaboration with the Student Rights and Equity Committee.
 5. Events must be publicized two (2) weeks in advance.
 6. Ensure all events accommodate accessibility requests.
 7. Provide accessible dietary options when events provide meals (vegetarian, vegan, allergies, gluten free, etc.)
 8. All RSVP or registration forms shall include accessibility and dietary questions.

DASG EVENTS CODE PAGE 1 OF 4

- B. Conduct a committee specific training immediately following midterm elections.
- C. Review its Committee Code at least once per year and submit any proposed amendments to the DASG Senate.

Section 1: Officers

A. The DASG Events Committee shall have following officers:

- DASG Chair of Events
- DASG Events Coordinator (2)
- DASG Flea Market Liaisons (2)
- Events Intern Lead (3)

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

Section 2: Individual Duties and Responsibilities

A. DASG Chair of Events

1. Serve as the Chair and set the agenda of all DASG Events Committee meetings.
2. Oversee all DASG Events Committee hosted events that develop, educate, enrich, entertain, and connect DASG Constituents.
3. Ensure all events accommodate accessibility requests. Recommended to schedule and host equity, diversity, and inclusion focused events in collaboration.
4. Manage and delegate Events Coordinators, Flea Market Liaisons, and interns to work in teams to complete work necessary for all programs and events.
5. Ensure that all Events interns have an assigned senate mentor and help create and delegate tasks for initiatives the committee pursues.
6. Take lead on outreach efforts both on and off campus while planning events. 7. Keep track of the DASG Operational Account finances with the DASG Finance Chair and report back to the committee and the Senate if necessary.
8. Manage and oversee committee requisitions and independent Contractor Agreement Packets.

B. DASG Events Coordinator

1. Oversee all DASG Events Committee hosted 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 Committee to ensure all DASG events are eco-friendly.
6. Conduct outreach both on and off campus while planning events.
7. Communicate with the Marketing Committee about upcoming events in Programs and relay information between both committees.
8. Make marketing requests on behalf of the Events committee.
- ~~9. Mentor and delegate tasks to interns.~~
9. Each quarter, a different one (1) out of the three (3) event coordinators will assist the Flea Market Liaison with all work pertaining to Flea Markets for that quarter.

C. DASG Flea Market Liaison

1. Work closely with the **Flea Market Coordinator** to brainstorm ideas for attracting more shoppers and vendors, explore additional revenue sources, enhance overall experiences to ensure repeat business, consider food truck opportunities, and improve services and comfort.
2. Promote the Saturday flea market by hosting one event per quarter on campus.
3. Provide ideas on how the flea market can generate more money to fund student activities and services.
4. Mentor and delegate tasks to interns for the flea market, including food truck outreach, posting flyers, and conducting outreach with businesses, other schools, and the community.
5. Raise awareness of the Flea Market through marketing and other outreach efforts.
6. At least one Flea market liaison(1) must attend all De Anza Flea Market on the first Saturday of every month during the three quarters of the school year and to support student assistants on market day.
7. Respond to shoppers and vendor questions on social media.
8. Collaborate with the DASG Marketing Committee to execute all promotional activities of the DASG Flea Market.
9. Submit all forms at least two weeks before each Flea Market is set to happen.

D. DASG Intern Lead

1. Works closely with the Event Coordinator and Flea market liaisons to help brainstorm, organize, and structure events(includes flea market) ideas.
2. Update Event Committee senators on intern work (deadlines, updates, and intern tasks).
3. Help direct interns during events to handle tasks like setting up equipment, teardown, and purchasing materials.
4. Show up on time and help manage volunteers on days of the event(includes flea market).
5. Must attend all Events Meetings unless a valid reason is otherwise provided.

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: 2/21/2024
Amended: 2/26/2025

DASG EVENTS CODE PAGE 4 OF 4