

Red Strikethrough = Deletion  
Green Italics = Addition



# DASG

# ~~PROGRAMS~~

# *EVENTS* CODE

This Edition Amended: ~~2/21/2024~~ *[Date Approved by DASG Senate]*

## ARTICLE I: **PROGRAMS EVENTS** COMMITTEE

### **Section 1: Membership**

The DASG **Programs Events** Committee shall consist of the following:

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

### **Section 2: Objectives**

The objectives of the DASG **Programs 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 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 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 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 **Programs 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~~ **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 quarter~~ *every academic year* excluding Summer quarter.
  - a. Optional: At least one (1) summer event.
- ~~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~~ *a minimum of one event* 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. Work to conserve and preserve the De Anza College environment and community wellbeing 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~~ *Events* Committee shall have following officers:
- DASG Chair of *Programs Events*
  - ~~DASG Vice Chair of Programs~~
  - DASG Events Coordinator (2)
  - DASG Flea Market Liaisons (2)
  - ~~DASG Environmental Sustainability Coordinator~~
  - ~~DASG Bike Program Coordinator~~
- B. The Committee Chair shall assume all duties and responsibilities of vacant positions.

### Section 2: Individual Duties and Responsibilities

#### A. DASG Chair of *Programs Events*

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

#### ~~B. DASG Vice Chair of Programs~~

- ~~Communicate with the Marketing committee about upcoming events in Programs and relay information between both committees.~~
- ~~Make marketing requests on behalf of the Programs committee.~~
- ~~Ensure that all Programs interns have an assigned senate mentor.~~
- ~~Help create and delegate tasks for projects and/or initiatives the committee pursues.~~
- ~~Take lead on outreach efforts both on and off campus while planning events.~~
- ~~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.~~
- ~~Manage and oversee committee requisitions and independent Contractor Agreement Packets.~~

#### C. DASG Events Coordinator

- Oversee all DASG hosted ~~programs and~~ events that develop, educate, enrich, entertain, and connect DASG Constituents.
- Ensure all events accommodate accessibility requests.

- c. Recommended to schedule and host equity, diversity, and inclusion focused events in collaboration.
- d. Manage and delegate the Events Coordinator Senators and interns to work in teams to complete work necessary for all programs and events.
- e. Work with the Environmental Sustainability ~~Coordinator~~ *Committee* to ensure all DASG events are eco-friendly.
- f. *Conduct outreach both on and off campus while planning events.*
- g. *Communicate with the Marketing committee about upcoming events in Programs and relay information between both committees.*
- h. *Make marketing requests on behalf of the Programs committee.*
- i. 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.~~ *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.*
- ~~b. Host events on behalf of the DASG Flea Market to support students and generate revenue.~~
- c. *Promote the Saturday flea market by hosting one event per quarter on campus.*
- d. *Provide ideas on how the flea market can generate more money to fund student activities and services.*
- e. 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.~~
- f. Raise awareness of the Flea Market through marketing and other outreach efforts.
- g. *Support student assistants on market day at least once per quarter.*
- h. *Respond to shoppers and vendor questions on social media.*
- i. *Collaborate with the DASG Marketing Committee to execute all promotional activities of the DASG Flea Market.*

#### ~~E. DASG Environmental Sustainability Coordinator~~

- ~~a. Research and recommend sustainability initiatives to DASG committees and programs.~~
- ~~b. Plan and execute environmentally sustainable practices for DASG events and operations.~~
- ~~c. Collaborate with other campus sustainability organizations and the Office of Sustainability to promote and advocate for sustainable practices.~~
- ~~d. Maintain up-to-date knowledge of best environmental practices and emerging trends.~~
- ~~e. Manage and delegate tasks to interns and work in teams to complete work necessary for all sustainability efforts.~~
- ~~f. Act as an additional Events Coordinator on an as-needed basis.~~
- ~~g. Promote and maintain the EcoFund budget.~~
- ~~h. 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.~~

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Amended: 10/26/2011

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*Amended: [Date Approved by DASG Senate]*

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