

DASG PROGRAMS AND EVENTS CODE

This Edition Amended: 3/17/2021

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
3. At least two (2) additional DASG Senators

B. Non-Voting Members

1. DASG Senate Interns must meet the eligibility requirements as specified in the DASG Bylaws.

2. DASG Senate Interns could cast advisory votes

C. Advisors

1. DASG Senate Advisor(s)
- ~~2. Student Activities Specialist~~

Section 2: Objectives

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

- 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.* ~~including events collaborated with clubs.~~

~~B. Plan and host events that promote or celebrate diversity and collaborate with all the Multicultural Diversity groups if needed.~~

C. Ensure all the DASG events are eco-friendly.

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

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)* ~~three (3)~~ 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 academic year*.

c. At least one (1) Senate committee collaborative event per *term quarter*.

2. At least one (1) evening event every quarter *excluding Summer quarter*.

3. Optional: At least one (1) summer event.

a. The summer event can count towards the three required events for the Fall quarter.

4. Recommended to schedule and host equity, diversity, and inclusion focused events in collaboration with the Equity and Diversity Committee.

5. Events must be publicized two (2) weeks in advance.

6. Ensure all events accommodate accessibility requests.

7. Provide accessible dietary options (vegetarian, vegan, allergies, gluten free, etc.)

8. All RSVP or registration forms shall include accessibility and dietary questions.

B. Manage and oversee the DASG Programs and Events Account (41-55180).

C. 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 and Events Committee shall have following officers:

1. DASG Marketing and Communications Committee Representative
2. DASG Budget Manager

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.

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

Section 2: Individual Duties and Responsibilities

A. DASG Marketing and Communications Committee *Representative Liaison*

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.*

B. DASG Budget Manager

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.

Adopted: 6/12/2002

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