



# DASG

# PROGRAMS AND

# EVENTS

# CODE

This Edition Amended: 6/9/2021

## **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
  - 2. At least two (2) additional DASG Senators
- B. Non-Voting Members
  - 1. Any number of Interns
  - 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:

- 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. 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) 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.
  - 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).
- D. 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:
  - DASG Marketing and Communications Committee Representative
  - 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 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.

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