



# DIVERSITY AND EVENTS CODE

*This Edition Amended: 10/26/2011*

## **ARTICLE I: DIVERSITY AND EVENTS COMMITTEE**

### **Section 1: Membership**

The DASB Diversity and Events Committee shall consist of the following:

- A. Voting Members
  - 1. DASB Chair of Diversity and Events (must be a committee officer)
  - 2. At least two (2) additional DASB Senators
- B. Non-Voting Members
  - 1. Junior Senators must be approved by a simple majority vote of the committee
  - 2. Junior Senators must meet the eligibility requirements of DASB Senators specified in the Bylaws
- C. Advisors
  - 1. DASB Senate Advisor
  - 2. College Life Specialist

### **Section 2: Objectives**

The objectives of the DASB Diversity and Events Committee shall be:

- A. Plan and host DASB endorsed events including events collaborated with clubs.
- B. Plan and host events that promote or celebrate diversity and collaborate with the Multicultural Diversity Committees.
- C. Plan and host events that raise awareness regarding environmental sustainability

### **Section 3: Right to Act**

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

- A. The DASB Senate must endorse or otherwise officially support an organization before DASB Diversity and Events may sponsor an event to promote that organization

### **Section 5: Committee Duties and Responsibilities**

The DASB Diversity and Events Committee shall:

- A. Schedule and hold events as following:
  - 1. At least four (4) day events every quarter including:
    - a. Welcome Week Entertainment for the first Monday and Wednesday of every quarter.
    - b. One club collaborative event every quarter.
  - 2. At least one (1) evening event every quarter.
  - 3. At least one (1) Senate committee collaborative event per quarter.
  - 4. At least one (1) speaker shall be scheduled every quarter.
  - 5. Events must be publicized two (2) weeks in advance.
- B. Draft and maintain a calendar of events for each quarter.
- C. Manage, oversee and assist all Multicultural / Diversity Committees.
- D. Hold an orientation for the Multicultural / Diversity Representatives.
- E. Manage and oversee the DASB Diversity and Events Committee Events Account (41-55180) and DASB General Diversity Events Account (41-55505).
- F. Review its Committee Code at least once, and submit any proposed amendments to the Administration Committee.
- G. Review amendments proposed to its code by the Administration Committee, make a recommendation, and report the result to the Administration Committee.
- H. Conduct an orientation for designated Multicultural / Diversity Committees in which all Diversity and Events Committee Codes pertaining to the group will be presented.

## ARTICLE II: OFFICERS

### **Section 1: Officers**

- A. The DASB Diversity and Events Committee shall have following officers:
- DASB General Events Manager
  - DASB Diversity Events Manager
  - DASB Environmental Events Manager
  - DASB Multicultural / Diversity Committees' Liaison
  - DASB Marketing Manager
- The Vice Chair of the Committee must also be a Committee Officer
- B. The Committee shall reserve the right to create or dissolve ad hoc positions as deemed necessary.
- 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. DASB General Events Manager shall:**
1. Manage all events that are not focused on Diversity or Environmentalism.
  2. Fill out Event Planning Forms, Requisitions, and other paperwork for events.
  3. Write an evaluation after each event that will be filed for future reference.
  4. Plan speaker events
- B. DASB Diversity Events Manager shall:**
1. Manage all events that are focused on Diversity but do not already have a Multicultural / Diversity Committee.
  2. Fill out Event Planning Forms, Requisitions, and other paperwork for events.
  3. Write an evaluation after each event that will be filed for future reference.
  4. Plan diversity club collaborative events.
- C. DASB Environmental Events Manager shall:**
1. Manage all events that are focused on Environmentalism.
  2. Fill out Event Planning Forms, Requisitions, and other paperwork for events.
  3. Write an evaluation after each event that will be filed for future reference.
- D. DASB Multicultural / Diversity Committees' Liaison shall:**
1. Oversee an orientation for designated Multicultural / Diversity Committees in which all Diversity and Events Codes pertaining to the group will be presented.
  2. Contact the designated Multicultural / Diversity Committees with updates, collect and research information, and be available to the designated committee when necessary.
  3. Report to the Diversity and Events Committee of the status of designated Multicultural / Diversity committees.
- E. DASB Marketing Manager**
1. Manage all paperwork and forms required for marketing events.
  2. Communicate consistently with the Marketing Committee
  3. Update Senate on current events, including giving updates at Senate meetings.

## **ARTICLE III: MULTICULTURAL / DIVERSITY COMMITTEES**

### **Section 1: Purpose of Multicultural / Diversity Committees**

The purpose of a Multicultural / Diversity Committee shall be to hold events that:

- A. Promote education, awareness and culture, that is reflective of a specific population on the De Anza College campus which may not be widely represented in society (i.e. ethnic minorities, gay, disabled, women, etc).
- B. Allow a wide range of students, staff, faculty and clubs of De Anza College to participate in the planning, coordination, scheduling, and production of such events.
- C. Educate and enrich the diverse nature of De Anza College.

### **Section 2: Multicultural / Diversity Committee Membership**

- A. Members
  - At least three (3) DASB cardholders.
- B. Advisor
  - At least one (1) De Anza faculty or staff advisor

### **Section 3: Formation of Multicultural / Diversity Committees**

- A. Students, staff, faculty, and clubs who may hold interest in joining the committee must be made aware through some type of outreach (flyer, email, letter, etc).
- B. When forming a committee, members must submit a description of the purpose, goals, and a draft schedule of events.
- C. Clubs requesting money will be directed to the Inter Club Council.
- D. The committee must appoint a Diversity and Events Representative who must attend any mandatory meetings.

### **Section 4: Duties and Responsibilities of Multicultural / Diversity Committees**

The Multicultural/ Diversity Committee shall:

- A. Propose events at least four (4) weeks in advance to the DASB Diversity and Events Committee and present information and advertisements as requested.
- B. Report updates to the DASB Multicultural / Diversity Committees' Liaison.
- C. Adhere to the DASB Diversity and Events Code.

### **Section 4: Multicultural / Diversity Committee Finance**

- A. Committees shall submit a budget proposal in writing, with a description of the proposed event to the Diversity and Events Committee for financial consideration.
- B. Committees must adhere to the Diversity and Events Code in order to be allocated funds.
- C. One individual speaker's fee may not exceed two-thirds (2/3) of the entire Multicultural / Diversity Events budget for that particular group, not to exceed one thousand five hundred dollars (\$1,500) per speaker per event and two thousand dollars (\$2,000) per performance.
- D. Food / refreshments are limited to one-fifth (1/5) of the total budget not to exceed five hundred dollars (\$500) per recognition account with two hundred fifty dollars (\$250) limit per event. Refreshments/meals are for the speakers/performing groups or for a group of twenty-five (25) or more people.
- E. Supplies and Promotional items are limited up to six hundred dollars (\$600) each.
- F. All expenses need to be closed within two (2) months after the event date, or for events in May and June by the end of the fiscal year.
- G. Newly established committees will be restricted to a maximum fund of one thousand five

hundred dollars (\$1,500) for the first year in existence.

- H. The maximum amount that may be allocated is six thousand five hundred dollars (\$6,500).
- I. Budgeters requesting line item transfers of budgeted items shall submit completed DASB Diversity and Events Committee Agenda Item Request forms in advance to the Office of College Life. The DASB Chair of Diversity and Events shall authorize all Line Item Transfers with his/her signature with a confirming signature by a DASB Diversity and Events Committee Advisor. Any discrepancy between the DASB Chair of Diversity and Events and the DASB Diversity and Events Committee Advisor's signatures shall be brought to the DASB Diversity and Events Committee for approval/disapproval.

**Section 5: Multicultural / Diversity Committee Events**

- A. All events must be advertised two (2) weeks in advance. Advertisement drafts must be submitted to the Diversity and Events Committee at least two (2) weeks prior to the event's date. All advertisements must credit the DASB for funding.
- B. The event must be highly accessible to the students of De Anza College (i.e. not during breaks, holidays and finals week, etc.).
- C. In planning for Diversity Events, the following types of events should be considered: entertainment, films, speakers, discussion panels, etc.
- D. Events conducted in a language other than English must be accompanied with an appropriate form of interpreted media containing an English description for each segment of the event. (This is to insure outreach to all De Anza students, while allowing committees to conduct their events in any language they choose).

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