



# Student Rights and Services Code

*This Edition Amended: 2/8/2012*

## **ARTICLE I: STUDENT RIGHTS AND SERVICES COMMITTEE**

### **Section 1: Membership**

The DASB Student Rights and Services Committee shall consist of the following:

- A. Voting Members
  - 1. DASB Chair of Student Rights and Services (must be a committee officer)
  - 2. At least two (2) additional DASB Senators
- B. Non-Voting Members
  - 1. No more than five (5) Agents
  - 2. Agents must be approved by a simple majority vote of the committee
  - 3. Agents must meet the eligibility requirements of DASB Senators specified in the Bylaws
- C. Advisors
  - 1. DASB Senate Advisor

### **Section 2: Objectives**

The objectives of the DASB Student Rights and Services Committee shall be:

- A. The continuity of services to students and the preservation of good relations between students and the college with the following areas of focus:
  - 1. Increasing awareness on campus about pertinent issues/concerns in relation to higher education
  - 2. Educating students about all of the services provided by De Anza College
  - 3. Creating and conducting programs/services to facilitate the well-being of students
  - 4. Providing opportunities for student voices/concerns to be heard and taking the lead in the DASB Senate to ensure the concerns are addressed

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

The DASB Senate delegates authority to DASB Student Rights and Services Committee to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:

- A. The DASB Senate reserves the right to create an Ad-Hoc Committee to address any specific student concern
- B. The DASB Senate must approve any correspondence that is to be mass mailed on behalf of the DASB Senate

### **Section 4: Committee Duties and Responsibilities**

The DASB Student Rights and Services Committee shall:

- A. Work to provide, and improve the services provided to the DASB members and develop other incentives for students to become DASB members.
- B. Collect, investigate, and address all student concerns
- C. Manage DASB Student Discounts, and coordinate with Marketing Committee to develop and distribute promotional materials pertaining to it.
- D. Hold a Student Services Day event once a year and a Student Forum event every quarter
- E. Work to maintain relations between the DASB Senate and other campus organizations.
- F. Manage and oversee the DASB Student Rights and Services Account (41-XXXXX)
- G. Review its Committee Code at least once, and submit any proposed amendments to the Administration Committee.
- H. Review amendments proposed to its code by the Administration Committee, make a recommendation, and report the result to the Administration Committee.

## **ARTICLE II: OFFICERS**

### **Section 1: Officers**

- A. The DASB Student Services Committee shall have following positions:
- DASB Student Discounts Director
  - DASB Student Services Liaison
  - DASB Student Concerns 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 Student Discounts Director shall:**
1. List local businesses that could offer Student Discounts, and ensure that they are contacted.
  2. Review and update existing business contracts as necessary and report the results.
  3. Contact participating businesses every quarter to verify if the Student Discounts are still offered.
  4. Coordinate with Marketing Committee to promote the Student Discounts
- B. DASB Student Services Liaison**
1. Collect information on all of the services provided on campus
  2. Coordinate with the DASB Marketing Committee to inform students of services on campus
  3. Act as the point person for organizing events that inform students of resources available to DASB members
- C. DASB Student Concerns Manager shall:**
1. Compile all student concerns for input into the student concerns database.
  2. Ensure that all student concerns are addressed by the DASB Senate.
  3. Publish status of all concerns on the DASB website.

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