



Student Rights and Services Code

This Edition Amended: October 28, 2020

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
 - 2. At least two (2) additional DASB Senators
- B. Non-Voting Members
 - 1. DASB Senate Interns must meet the eligibility requirements as specified in the DASB Senate 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. DASB Student Rights and Services Committee cannot mass mail on behalf of the DASB Senate without approval.

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 students in De Anza College and advocate for student rights for the betterment of student experiences on campus.
- B. Collect, investigate, and address all student concerns once per term
 - 1. Address the Midterm Senator Application student signature concerns.
 - 2. Have an anonymous concerns box for students to voice their concerns.
- C. Hold a Student Resources Fair Event each quarter, excluding summer.
- D. Work to maintain relations between the DASB Senate and other campus organizations.
- E. Manage and oversee the DASB Student Rights and Services Account (41-XXXXX)
- F. Review its Committee Code at least once, and submit any proposed amendments to the DASB Senate.

ARTICLE II: OFFICERS

Section 1: Officers

- A. The DASB Student Rights and Services Committee shall have following positions:
- DASB Student Services Liaison
 - DASB Student Concerns Director
 - DASB Student Rights and Services Historian
- The Chair of the Committee will serve as the DASB Student Services Liaison.
The Vice Chair of the Committee will serve as the DASB Student Rights and Services Historian
- 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 Services Liaison shall:**
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 De Anza College students
- B. **DASB Student Concerns Director shall:**
1. Compile all student concerns for input into the student concerns documents.
 - a. Have an online concerns form available for students.
 2. Ensure that all pressing student concerns are addressed by the DASB Senate.
 3. Publish status of all concerns on the DASB website.
 4. Place Student Concern boxes in student accessible areas including, but not limited to:
 - a. Two (2) in the Campus Center (one per floor)
 - b. Two (2) in the Library (one per floor)
 - c. One (1) in the pool area
 5. Collect Student Concerns biweekly and compile them in a centralized folder in the DASB Senate office.
 6. In the event that campus is closed for an extended period of time, physical student concerns boxes are not required to be maintained, however, the online concerns form is still a requirement.
 7. When necessary, maintain communication and work frequently with the Student Feedback (Ad Hoc) Committee, and all other internal committees.

C. DASB Student Rights and Services Historian shall:

1. Take minutes of all SRS meetings and make them available to the public to ensure transparency and accountability.
2. Compile the SRS Committee Binder for institutional memory (including the SRS code, mission statement, annual calendar, events, planning tips, etc.) by Week 9 of Spring Quarter.
3. Keep the Google Drive folder and organizational accounts updated.

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