

*Green Italics = Addition*  
~~Red Strikethrough = Deletion~~



# DASG

# ENVIRONMENTAL

# SUSTAINABILITY

# CODE

This Edition Amended: ~~3/17/2021~~ *[date approved by DASG Senate]*

## Article I: Environmental Sustainability Committee

### Section 1: Membership

The DASG Environmental Sustainability shall consist of the following:

- A. Voting Members
  - 1. DASG Chair of Environmental Sustainability ~~(must be a committee officer)~~
  - ~~2. — At least two (2) additional DASG Senators~~
  - 3. *DASG Vice Chair of Environmental Sustainability*
  - 4. *DASG Environmental Sustainability Coordinator (2)*
  - 5. *DASG Bike Program Coordinator*
- B. Non-Voting Members
  - 1. Any number of Interns *(Interns may cast advisory votes)*  
~~i. — In informal committee votes, Interns may cast advisory votes.~~
- C. Advisors
  - 1. DASG Senate Advisor(s)

### Section 2: Objectives

- ~~A. — Plan and host events that raise awareness regarding environmental sustainability.~~
- B. Promote environmental sustainability *at De Anza College and within DASG* through projects, ~~and~~ programs, *and events*.
- C. Ensure the DASG *Senate* operates in an environmentally sustainable manner.
- D. Work with other environmental sustainability groups.

### Section 3: Right to Act

The DASG Senate delegates authority to DASG Environmental Sustainability Committee to take action on behalf of the DASG Senate to fulfill its own objectives with the following restrictions:

- A. Any environmental policy must be approved by the DASG Senate.
- B. Workshops hosted by DASG Environmental Sustainability are voluntary unless made mandatory by the DASG President, DASG Vice President, or by majority vote of the DASG Senate.
- C. The DASG Senate must endorse or otherwise officially support an organization before DASG Environmental Sustainability may sponsor an event to promote that organization.

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

- A. Work to conserve and preserve the De Anza College environment and community well-being within the boundaries of social justice and environmental sustainability.
- B. Review or propose the Environmental Sustainability Policy for implementation by the DASG Senate and its Committees.
- C. Schedule and hold at least one (1) event every quarter (not applicable during Summer Quarter).
- D. Conduct a sustainability *workshop event* during Fall or Winter quarter.
- E. *Plan and host an Earth Week in April.*
- ~~F. Manage and oversee the DASG Campus Environment and Sustainability Account (41-51173).~~
- G. Review the Committee Code at least once per term and submit any proposed amendments to the DASG Senate for approval.
- ~~H. Review amendments proposed to the code by the DASG Senate, make appropriate changes to be presented again to the DASG Senate for the second (2<sup>nd</sup>) read.~~
- I. Ensure all applicants have equal access to the Bike Program and provide safe bikes to all students who are in need.
- J. Ensure at least one (1) sitting Senator on the Committee attends Campus Facilities Committee to ensure all future De Anza projects fulfill students' needs and meet environmental standards.
- K. *Ensure at least one (1) sitting Senator on the Committee attends Environmental Sustainability Action Council (ESAC) Committee meetings to ensure that the Environmental Sustainability Committee is aware and involved in environmental projects and initiatives that are ongoing on campus.*
- L. Promote, process, and expand the EcoFund projects to all students in order to encourage innovations in an environmentally sustainable society as outlined in the EcoFund Code.
- M. Conduct a committee specific training immediately following midterm elections.
- N. *Conduct a DASG Sustainability Survey rating the sustainability of each event immediately after each event occurs.*
- O. *Conduct a DASG Sustainability Survey rating the sustainability of DASG as a whole at the end of each term.*

## ARTICLE II: OFFICERS

### Section 1: Officers

- A. DASG Environmental Sustainability Committee shall have the following positions:
- DASG *Chair of Environmental Sustainability Projects Manager*
  - DASG *Vice Chair of Environmental Sustainability Analyst*
  - DASG Environmental *Relations Sustainability Coordinator (2)*
  - DASG *EcoFund Bike Program Coordinator*
- 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. — DASG Environmental Projects Manager shall:~~

- ~~1. — Oversee the events, projects and programs of the DASG Environmental Sustainability Committee.~~
- ~~2. — Fill out Event Planning Forms, product and service requests, and other paperwork for events.~~
- ~~3. — Write an evaluation for each event that will be filed for future reference.~~

#### ~~B. — DASG Environmental Sustainability Analyst shall:~~

- ~~1. — Analyze and research ways that other DASG committees can be environmentally sustainable.~~
- ~~2. — Advise other committees on how they can operate in a more environmentally sustainable manner.~~
- ~~3. — Review and implement the DASG environmental sustainability policy.~~
- ~~4. — Lead the planning and preparation for the Environmental Sustainability workshop.~~

#### ~~C. — DASG Environmental Relations Coordinator shall:~~

- ~~1. — Conduct meetings with any De Anza College community members that are involved with environmental affairs.~~
- ~~2. — Promote the DASG Environmental Sustainability Committee and be a spokesperson for the DASG Environmental Sustainability Committee by, but not limited to, the following:
  - ~~i. — Communication with Environmental, Natural, and Physical Science professors~~
  - ~~ii. — Coordinate tabling events~~~~
- ~~3. — Work with the DASG Marketing and Communications Committee to promote Environmental Sustainability events, projects and programs.~~

#### ~~D. — DASG EcoFund Coordinator shall:~~

- ~~1. — Ensure that EcoFund runs efficiently.~~
- ~~2. — Provide recommendations if needed to improve the program.~~
- ~~3. — Promote and recruit applicants for the EcoFund.~~
- ~~4. — Collect project feedback from the Project Team Lead.~~
- ~~5. — Review the EcoFund Code at least once per term and submit any proposed amendments to the Committee then DASG Senate for approval.~~
- ~~6. — Fulfill responsibilities outlined in Article IV of the EcoFund Codes.~~

- A. *DASG Chair of Environmental Sustainability*
  - 1. *Serve as the Chair and set the agenda of all DASG Environmental Sustainability meetings.*
  - 2. *Manage and delegate Vice Chair, Environmental Sustainability Coordinators, and Bike Program Coordinator to work in teams to complete work necessary for all projects, programs, and events.*
  - 3. *Ensure all DASG events are eco-friendly.*
- B. *DASG Vice Chair of Environmental Sustainability*
  - 1. *Communicate with the Marketing committee about upcoming Programs and Events and relay information between both committees.*
  - 2. *Make marketing requests on behalf of the Environmental Sustainability committee.*
  - 3. *Ensure that all Environmental Sustainability interns have an assigned senate mentor.*
  - 4. *Help create and delegate tasks for projects and/or initiatives the committee pursues.*
  - 5. *Take lead on outreach efforts both on and off campus while planning events.*
  - 6. *Keep track of the DASG Operational Account finances with the DASG Vice Chair of Finance and report back to the committee and the Senate if necessary.*
  - 7. *Manage and oversee committee requisitions and agreements.*
- C. *DASG Environmental Sustainability Coordinator*
  - 1. *Research and recommend sustainability initiatives to DASG committees and programs.*
  - 2. *Plan and execute environmentally sustainable practices for DASG events and operations.*
  - 3. *Collaborate with other campus sustainability organizations and the Office of Sustainability to promote and advocate for sustainable practices.*
  - 4. *Maintain up-to-date knowledge of best environmental practices and emerging trends.*
  - 5. *Manage and delegate tasks to interns and work in teams to complete work necessary for all sustainability efforts.*
  - 6. *Promote and maintain the EcoFund budget, including updating the application as needed each term.*
  - 7. *Mentor and delegate tasks to interns.*
- D. *DASG Bike Program Coordinator*
  - 8. *Ensure that the Bike Program runs efficiently.*
  - 1. *Maintain contact with the Rotary Club.*
  - 2. *Work with the OCL to manage the distribution of bikes and e-bikes.*
  - 3. *Review and approve any new applications.*
  - 4. *Ensure bikes are in good condition to be distributed.*
  - 5. *Mentor and delegate tasks to interns.*

## ARTICLE III: Environmental Sustainability Policy

### Section 1 Objectives and Goals

- A. Ensure the DASG Senate and office is participating in sustainable practices and encourage programs to integrate sustainable activities.
- B. Encourage sustainable transportation services to DASG Constituents
  - i. VTA SmartPass
  - ii. Carpooling Initiatives
  - iii. Public Transit
  - iv. Bicycling
  - v. *Pedestrian Transportation*
- B. Stay informed of De Anza College campus and FHDA District wide sustainability events, workshops, and plans.
- C. Adhere to Board Policy 3214 Environmentally Sustainable Practices.

### Section 2 Internal DASG Policy

- A. All committees must use recyclable or compostable dishware and utensils at in-person events.
  - a. These will be provided by the Environmental Sustainability Committee and kept in the DASG Office.
- B. DASG office lights and unused appliances must be turned off and unplugged (when applicable) if the office is empty for more than 45 minutes.
- C. All DASG events in person must serve vegetarian food options.
  - a. If the event hosts more than 50 people, vegan options must be offered as well.
- D. The DASG Senate shall coordinate and provide carpool options for all DASG Senate Members to participate in.
- E. All DASG Committees and events must practice recycling of proper materials.
  - a. Recycling bins must be available at all in-person events
  - b. Advertising materials, such as flyers and posters, must be repurposed and recycled.
- F. DASG Senate events shall procure any materials from sustainable and local or small businesses.

### Section 3: Implementation

- A. The Environmental Sustainability Committee shall lend aid where applicable to ensure the Environmental Sustainability Policy is being implemented.
- B. The DASG Senate and its Committees shall pledge to honor the Environmental Sustainability Policy and follow its rules.

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