

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
 - 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, *especially those on campus*.

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. Plan and host at least one EcoFund Info Session Per Quarter*
- G. Plan and host at least one Sustainable Transportation Info Session in the Fall Quarter that promotes both the DASG Bike Program and the VTA SmartPass Program.*
- ~~H. Manage and oversee the DASG Campus Environment and Sustainability Account (41-51173).~~
- I. Review the Committee Code at least once per term and submit any proposed amendments to the DASG Senate for approval.
- ~~J. Review amendments proposed to the code by the DASG Senate, make appropriate changes to be presented again to the DASG Senate for the second (2nd) read.~~
- K. Ensure all applicants have equal access to the Bike Program and provide safe bikes to all students who are in need.
- L. 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.
- M. 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.*
- N. 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.
- O. Conduct a committee specific training immediately following midterm elections.
- P. Conduct a DASG Sustainability Survey rating the sustainability of each event immediately after each event occurs.*
- Q. 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
 - DASG *EcoFund Bike Program* Coordinator
 - *DASG Sustainability 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. **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 shall:

- 1. *Serve as the Chair and set the agenda of all DASG Environmental Sustainability meetings.*
- 2. *Manage and delegate the Environmental Sustainability Coordinator 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 and enforce the use of the Sustainability Criteria Surveys after every event and at the end of the year.*
- 4. *Ensure there is communication with the Marketing and Programs Committees*
- 5. *Take lead on outreach efforts both on and off campus.*
- 6. *Manage and oversee committee requisitions and agreements.*
- 7. *Keep track of DASG Operational Account Finances*
- 8. *Ensure that all Environmental Sustainability Interns have an assigned senate mentor.*

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 shall:*

1. *Research and recommend sustainability initiatives to DASG committees and programs.*
2. *Plan and execute environmentally sustainable practices for DASG events and operations, including bulk purchasing recyclable or compostable dishware and utensils to use at all DASG Events at the beginning of the year and during the year as needed.*
3. *Collaborate with other campus sustainability organizations including VIDA SEED, Environmental Sustainability Action Council, De Anza ESA, 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 by the 3rd Week of the Fall Quarter.*
7. *Be the primary point-person for the EcoFund Information Sessions and include the personal benefits of the EcoFund as a passion project for resumes or transfer.*
8. *If there are no EcoFund applications by the 3rd Week of the Spring Quarter, oversee or assign the EcoFund application to a team of interns to submit.*
9. *Be the primary point-person for Earth Week.*

D. *DASG Bike Program Coordinator shall:*

1. *Ensure that the DASG Bike Program runs efficiently.*
2. *Ensure bikes and e-bikes are in good condition to be distributed every quarter.*
3. *Review and approve any new applications while maintaining and promoting equity and diversity.*
4. *Host the DASG Bike Program Orientation for new rentals/loans as needed.*
5. *Coordinate with the Office of College Life to manage the distribution and return of bikes and e-bikes.*

6. *Coordinate with Office of College Life to resolve any issues with the bikes or e-bikes (stolen, damaged, maintenance required, etc.) throughout every quarter.*
 7. *Contact organizations such as the Foothill-De Anza (FHDA) Foundation, Rotary Club of Cupertino, Community Cycles of California, and others as needed.*
 8. *Promote sustainable transportation methods on campus, including both the DASG Bike Program and the VTA SmartPass Program.*
 9. *Plan at least one info session by week 4 in the Fall Quarter promoting both the DASG Bike Program and the VTA SmartPass Program.*
 10. *Mentor and delegate tasks to interns.*
 11. *Assist with Earth Week, EcoFund Info Sessions, and other committee projects as needed.*
- E. DASG Sustainability Officer shall:*
1. *Fill out the DASG Sustainability Survey rating the sustainability of each event immediately after each event occurs.*
 2. *Fill out the DASG Sustainability Survey rating the sustainability of DASG as a whole at the end of each term.*
 3. *Using DASG Sustainability Survey data, create an End of the Year DASG Sustainability presentation and a report. Present at the end of the school year, and ensure the report is archived.*
 4. *Research, plan, and execute sustainability initiatives and events for the Environmental Sustainability Committee.*
 5. *Work in close collaboration with the DASG Environmental Sustainability Coordinator.*
 6. *If there are no EcoFund applications by the 3rd Week of the Spring Quarter, submit the EcoFund application.*

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 *when possible*.

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 *by adding a sustainability clause in the DASG Oath of Office*.

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