



Recognized Student Organization Handbook

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Message from the Senior Associate Vice President for Student Affairs and Campus Diversity

Dear Student Leader,

Welcome to San Diego State University! You have chosen to become an active student leader at one of the finest, most diverse and highly ranked universities in the country. The guiding philosophy of the Division of Student Affairs and Campus Diversity is that learning is continuous: in the classroom, outside of the classroom and in the community. Co-curricular activities are integral to your personal development, leadership involvement and education here at SDSU. To become a successful university student leader, we will assist you in establishing meaningful connections with the campus community by:

- Encouraging mentorship relationships with faculty, staff, peer-to-peer, alumni and community members
- Creating leadership and involvement opportunities
- Promoting positive wellness and health choices
- Supporting personal engagement within a diverse university and surrounding community
- Assisting with career exploration and purpose-driven development

The Division of Student Affairs and Campus Diversity is prepared to help you maximize your student experiences by helping to ensure that you have complete access to university resources and learning opportunities to promote your personal and professional aspirations. Make every experience count while at SDSU.

Sincerely,

Randy Timm, Ed.D.

Senior Associate Vice President

Division of Student Affairs and Campus Diversity

Message from the Interim Dean of Students

Dear Student Leader,

A college education is more than what you learn in the classroom. Our office exists to support you in making the most of your campus life at San Diego State University. Involvement in student organizations helps shape valuable personal, civic, social and leadership encounters that will enhance your learning experience at SDSU.

The Office of the Dean of Students is one of your most important resources on campus, and visiting us is your organization's first step in succeeding. Our office includes the following: the Center for Student Organizations & Activities; the Center for Fraternity & Sorority Life; the Campus Assistance, Response, Engagement, and Support (CARES) program; the Glazer Center for Leadership & Service; and the Commuter Resource Center. We enjoy a close collaboration with Associated Students, departments throughout the Division of Student Affairs and Campus Diversity and others across campus.

The Student Organization Handbook contains summaries of the policies, procedures, privileges and responsibilities of Recognized Student Organizations at SDSU. This handbook should be read carefully and retained annually for your reference, as it defines the conditions under which your association must operate. You and your organization will be held accountable for adhering to all of the policies detailed here.

We appreciate the contributions made by recognized student organizations to SDSU and the greater San Diego community and strongly encourage that your group be active in activities such as Welcome Week, Homecoming, Aztec Nights, One SDSU Community and Explore SDSU.

If you have questions about policies or procedures outlined in this handbook, or are looking for involvement opportunities, please contact the Office of the Dean of Students at 619-594-5221.

Sincerely,

Caryl Montero-Adams

Interim Dean of Students

Division of Student Affairs and Campus Diversity

Office of the Dean of Students at San Diego State University

Office of the Dean of Students Mission Statement

The Office of the Dean of Students promotes student engagement, development and success. We provide a balanced University experience for our diverse community through teaching, advising and programming.

Introduction

The Office of the Dean of Students is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the San Diego State University community by providing leadership development, spirit, activism, public service and social and cultural interaction. As a student at San Diego State University, you have the unique opportunity to participate in a wide variety of activities.

Involvement in student organizations is a great way to get connected to the campus, build leadership skills, meet people and have fun! There are many benefits to being involved on campus, such as:

- Easing the transition from one school to another.
- Having the ability to meet people and make friends with those who have similar interests.
- Being able to get involved, as engaged students are more likely to graduate.
- Involved students feel more connected to the university, the campus, the people and are more familiar with the resources the university provides.
- Experiencing higher levels of satisfaction with the college experience.
- Being involved in ways that encourage and advance your development on all levels: intellectual, cultural, spiritual and social.
- Taking advantage of opportunities to gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, budgeting and finance, presentation and public speaking, and much more!
- Having access to opportunities that allow you to become knowledgeable about what is happening on campus.
- Getting support to build your resume with co-curricular and leadership development activities.

Student organizations exist to build upon and enrich the classroom experience. Every student is invited to participate in activities and find a place to belong. The Office of the Dean of Students believes involvement outside of the classroom is an important aspect of your education at San Diego State University. Any student can take the initiative to create a new student organization. There is an organization to meet your needs, whether you arrive at San Diego State University with outstanding leadership ability or emerging potential.

The Office of the Dean of Students expects that all student organizations exemplify responsibility, respect and inclusion in all organization events and activities. As you represent your organization through its events and activities, please remember that you are also representing San Diego State University. Please review and pay close attention to the guidelines and policies in this handbook. Feel free to consult the Office of the Dean of Students for clarification, guidance and advice at any time. We encourage and welcome feedback on this handbook and all programs and services offered by our office. Stop by and visit!

San Diego State University Principles of Community

San Diego State University, a multi-campus, Hispanic-Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI) located on the lands of the Kumeyaay Nations and part of the US-Mexico transborder region, is committed to advancing access, justice, equity, diversity, and inclusion in everything we do. Our community of students, staff, faculty, alumni, and family honors the inherent value of all individuals. We strive to foster a scholarly environment that supports and is enriched by our intersectionality, diverse traditions, cultures, languages, perspectives, and experiences.

The [SDSU Principles of Community](#) is an aspirational statement that embodies this commitment, and reflects the ideals we seek to uphold.

- We promote a culture of inclusion in which all are valued and treated with respect, dignity, and fairness so that they may thrive.
- We acknowledge that imbalances of power, accessibility, equity, and privilege persist in higher education and in society and are committed to addressing and dismantling these imbalances.
- We affirm that freedom of expression and academic freedom are integral to the mission of the university and to its students, faculty, and staff.
- We respect the right of every individual to think, speak, and discuss any idea in the spirit of advancing knowledge. We further affirm our commitment to conduct that respects dignity and decency towards all.
- We condemn racism, sexism, homophobia, transphobia, ableism, antisemitism, islamophobia and other forms of discrimination across all our campus communities and extend the critical notion of inclusivity towards all cultures and identities.
- We honor shared governance among students, faculty, staff and administration as a foundational element to our university -- a forum where justice, equity, diversity, and inclusion allow us to meet challenges with innovative solutions, educate and learn with curiosity and compassion, promote respectful dialogue, and make meaningful discoveries.
- We value our differences, and take pride in the impact of our educational, research, and scholarly mission.
- We appreciate the service of our students, faculty, staff, and alumni to our campus, region, state, country, and global community.
- We embrace a culture of excellence and promote the success, growth, safety, and well-being of our students, faculty, staff, and the broader community.

We recognize our individual responsibilities to the university community and the principles that advance it in everything we do. We will each commit to positive actions that affirm learning and growth for all members of the community.

The SDSU Principles of Community statement was developed out of the university's strategic planning process and through a collaborative process involving students, faculty, staff, administrators, alumni, and also SDSU parents and families. Its intent is to serve as an affirmation of the value each member of the SDSU community holds, and as a guide for our personal and collective behavior. The principles of community are not official SDSU policy; nor do they replace existing policies, procedures or codes of conduct.

Freedom of Expression and the Campus Community

The [University Senate Policy File](#) declares: "Freedom of expression is a tenet of higher education; is integral to the mission of the University and to its students, staff, and faculty; is a central and inviolate freedom to learn and teach; necessary for an educated populace; is a requisite to a free society; is incompatible with the suppression of opinions; is incompatible with prior restraint; encompasses forms of expression other than speech; and defends the expression we abhor as well as the expression we support." We support and encourage the role of the university as a forum for debate and discovery. A central task of this community is to expand the knowledge of both the self and others and to utilize the diversity within our community to achieve those educational goals.

We recognize the right to freedom of expression and challenge you to express yourself in a manner that promotes and maintains the ideals of respect, equality, diversity and freedom from harassment. While the University does not approve or disapprove student organization activities based on content, student

organizations are strongly encouraged to be sensitive in selection of event themes, costumes, T-shirt designs and promotional materials that might portray an offensive or unintended stereotype based on race, color, ethnicity, culture, national origin, ancestry, citizenship, religion, gender, gender identity or expression, sexual orientation, disability or other personal characteristics. Programs and activities should contribute to creating a campus community that is free of conduct that interferes with any person's academic efforts or creates a hostile, intimidating, exploitative, or demeaning environment. A student or student organization that participates in harassment (as defined in the Student Code of Conduct and the Student Organization Code of Conduct) is subject to university discipline.

Should you ever believe that your rights to freedom of speech or expression have been violated you may submit a Freedom of Expression Appeal form to the Office of the Dean of Students (deanofstudents@sdsu.edu) to notify the university of your complaint.

Section I, Article A: Student Organization Recognition

New and continuing student organizations seeking official recognition must be recognized on an annual basis, per California State University (CSU) Executive Order 1068. Upon recognition, the organization becomes an official member of the university community and enjoys all benefits and privileges available. Becoming a Recognized Student Organization (RSO) also requires compliance by the organization to the policies outlined in this handbook.

Organizations that were expelled or suspended from the University for any designated amount of time must formally request to regain recognition from the University. Requests should be submitted in writing to the Office of the Dean of Students at deanofstudents@sdsu.edu. In addition to the request to the Office of the Dean of Students, fraternities and sororities must follow the organization's governing council's expansion/extension process. Applying for recognition does not guarantee official recognition status if the organization has prior judicial sanctions with the University.

Process for Obtaining Official Recognition

Complete the [online RSO Application](#) on the Office of the Dean of Students website. The online recognition process occurs in two seasons: May 1-September 1 and December 1-February 1. To complete the application organizations will need:

Officers. A list of officers and members, their RedIDs and their telephone numbers. Organizations need a minimum of five officers in order to be recognized.

Advisor. Contact information and RedID for an advisor who is a current SDSU faculty or staff member.

Bylaws. An electronic copy of the organization's most recently updated constitution and/or bylaws. Organizations that are chapters of national or parent organizations also need a current copy of the constitution and/or bylaws of the national or parent organization. Constitutions and/or bylaws must contain California State University required language. Sample bylaws with this required language can be found on the [Office of the Dean of Students](#) website.

Banking. Determine the banking type suitable for the student organization. Refer to the [Banking page](#) of the Associated Students website for details.

RSO Officer Training. Both the president and treasurer must complete the mandatory in-person student organization leadership training. This training only needs to be completed once during a student's enrollment and the completion of the training will be linked to each student's RedID number. All training dates are available on the [Center for Student Organizations & Activities](#) website, the [SDSU Events Calendar](#), and on the [Presence](#) platform.

Banking Training. If on-campus banking is selected, the Treasurer must complete banking training each academic year regardless of prior attendance.

Inclusive Leadership Awareness Training. Both the president and treasurer must complete the Inclusive Leadership Awareness Training (ILAT). Offered through the Center for Inclusive Excellence in collaboration with the Office of Restorative Practices, this workshop promotes the understanding and reflection of identity, bias, and power within student leadership. This three-hour workshop starts with introducing the concepts of implicit bias and microaggressions through a student-lens to increase the understanding of self-awareness and inequities on campus. The second half of this workshop focuses on

inclusive communication strategies such as practicing empathy, affective language, and conflict styles to offer tangible skills when working through differences. This is based on the CIE development framework that guides professional learning and development activities, and recognizes that in order to become equitable and inclusive leaders, individuals must not only develop Justice, Equity, Diversity, Inclusion (JEDI) knowledge and skills but must develop dispositions such as self-awareness, empathy, and that this is a continuous, on-going journey.

Advisor Training. The Organization faculty/staff advisor must complete a mandatory synchronous advisor training once per recognition period. The recognition period is considered May 1 - April 30 each year. All training dates are available on the [Center for Student Organizations & Activities website](#). Effective January 1, 2026, all advisors will be required to complete mandatory hazing prevention training, as administered by the Office of the Dean of Students and PreventZone.

Open Membership Agreement and Nondiscrimination Clause. Organizations must agree to and abide by the Open Membership Agreement section in the RSO Application. The Open Membership Agreement, including the nondiscrimination clause, must be included in the organization's bylaws. Social fraternities, social sororities and living groups may impose a gender limitation per Title 5, California Code of Regulations, Section 41500.

Rosters. All Recognized Student Organizations are required to update and confirm roster accuracy in the RSO Application at the time of submission and in an ongoing capacity. All members must be listed in the RSO Application.

Certificate of Liability Insurance (*social fraternities and social sororities*). Social fraternities and sororities are required to submit a current certificate of liability insurance and the policy endorsement, naming the university as an additional insured with primary coverage.

Fire Marshal Inspection (*residential organizations*). Residential organizations are required to submit proof of having passed a fire inspection within one year of the organization's most recent fire inspection.

Please note the following regarding the RSO Application:

- Student organizations must apply for recognition annually.
- Organizations are not recognized until the Office of the Dean of Students approves the RSO Application; this approval may come from staff in the Center for Student Organizations & Activities, the Pierce Greek Life Center, or the Glazer Center for Leadership & Service.
- Organizations approved for official recognition will be notified via email.
- Organizations not approved for official recognition can appeal to the Assistant Dean of Students for Student Life. Recommendations from the Assistant Dean of Students for Student Life will be reviewed by the Associate Vice President for Campus Life and Dean of Students, and when applicable, the Vice President for Student Affairs and Campus Diversity, who will make the final decision.

Changes or Updates to your Student Organization Application

If an organization wishes to change their name, advisor, officer list, or has minor updates to their constitution and/or bylaws, the organization's officer(s) must make an appointment with the center advising their organization (e.g. Center for Student Organizations & Activities, Pierce Greek Life Center, or the Glazer Center for Leadership & Service) to submit the change. If there is a major change to the organization's mission statement or purpose, a new recognition application may need to be submitted, and the organization will need to go through the approval process.

Open Membership Agreement

SDSU students, including regularly-enrolled undergraduate/graduate and Global Campus students are eligible to participate in Recognized Student Organizations and corresponding activities during their time of enrollment at San Diego State University.

Recognized Student Organizations must agree to the non-discrimination provision in the Open Membership Agreement section in the RSO Application. Additionally, the organization must include the Open Membership Agreement clause and non-discrimination provision in the organization's bylaws.

The Open Membership Agreement clause states:

"Participation in the organization shall be open to those regularly-enrolled at San Diego State University."

The Nondiscrimination Clause states:

"Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. Social fraternities, sororities or other university living groups may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500."

As permitted by Title 5, California Code of Regulations, Section 41500, social fraternities, social sororities and other living groups may impose a gender limitation. Social fraternities, social sororities and other living groups may not impose any other limitations outlined in the Open Membership Agreement and Nondiscrimination Clause for memberships or officers.

The Open Membership Agreement and Nondiscrimination Clause also extends to online forums. Recognized Student Organizations may not limit, delete posts from, or "block" a San Diego State University student's participation in organizational social media or other web-based media. If an organization is concerned about a student's use of web-based media, the Recognized Student Organization is encouraged to report their concerns to the Office of the Dean of Students staff.

Organizations that do not uphold the Open Membership Agreement or Nondiscrimination Clause are subject to review and recognition may be withdrawn.

Student Organization Code of Conduct

Recognized Student Organizations and their members must uphold all policies found in the Student Organization Code of Conduct. Official recognition of a student organization may be withdrawn for violations of the Student Organization Code of Conduct (refer to Section III of the handbook).

Individual students may be referred to the Center for Student Rights and Responsibilities for alleged violations of the Student Code of Conduct, as specified in Section 41301 of the California Code of Regulations (refer to the SDSU General Catalog).

Responsibilities of Recognized Student Organizations

Organization Rights and Responsibilities

- Recognition is valid from the date of organization approval through April 30 of the recognition period, provided there are no changes to the organization.
- The RSO recognition period begins with the opening of the RSO Application on May 1 and concludes on April 30 of the following calendar year.
- All student organizations may apply for official recognition during two separate application seasons during the academic year. These application seasons include May 1-September 1 and December 1-February 1. Organizations who submit their application during the review seasons will receive priority review.
- Organizations that submit their RSO applications outside of the identified application seasons will be reviewed following the review of organizations that submit their applications during the priority review period (designated seasons). Additionally, these organizations may be required to meet with an Office of the Dean of Students Advisor in-person who will guide students through the recognition application process.
- Please review the complete list of existing campus organizations in order to avoid duplicate organizations and to strengthen existing organizations that may have similar missions and goals.
- All organizations affiliated with national, state, and/or local groups must keep on file in the RSO application the constitution or other governing document(s) of its affiliated group.
- Each organization will report all changes to its constitution, bylaws, or officers to the Office of the Dean of Students within **two (2)** weeks after the changes are adopted. Every organization must keep a current copy of its constitution and/or bylaws on file with the Office of the Dean of Students.
- Each organization will operate in accordance with federal and state laws, local ordinances, university and CSU regulations, policies of the Associated Students (A.S.), and the constitution and/or bylaws of the organization itself, including those of any national or international affiliate. If the policies of a national/international affiliate organization conflict with SDSU policies, the organization must comply with SDSU policies, including the Student Organization Code of Conduct.

Membership

Membership Lists and Rosters

All organizations are required to submit their membership lists in the RSO application. Membership lists are used for reporting statistical information and during urgent/emergent situations.

Membership lists are also used to receive insurance coverage from the Club Liability Insurance Program (CLIP), verification of requirements, and reporting statistical information. In order to receive insurance coverage from the Club Liability Insurance Program (CLIP), RSOs must have an updated roster in the RSO application system.

Presiding Officers

Officers are expected to act on behalf of the organization. Officers identified in the organization's recognition application are the only people allowed to make room reservations, submit Event Application System (EAS) requests and alter information about the organization. All officers of officially recognized organizations must be regularly-enrolled students of the university.

Undergraduate students must earn 6 units per semester while holding office and are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Students holding more than this number will no longer be eligible for office without approval from the Office of the Dean of Students.

Graduate and credential students must earn 3 units per semester while holding office and are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number will no longer be eligible for office.

The president **and** the treasurer must maintain cumulative SDSU and total grade point averages of at least 2.0.

The chief executive officer/president/coordinator/chairperson **and** the treasurer/financial officer must be in good standing and must not be on probation of any kind, including academic or disciplinary probation. If the chief executive officer/president/coordinator/chairperson or the treasurer/financial officer is placed on probation, they can no longer serve as an officer of the officially recognized student organization without approval from the Office of the Dean of Students.

The president and treasurer of each organization are required to complete the RSO Officer Obligation (RSO3) Training (formerly known as the RSO Leadership Training), which provides an overview of current policies, procedures, risk management, finance and funding, event planning, marketing and other resources. The president and treasurer of each organization are required to complete the Inclusive Leadership Awareness Training (ILAT) (formerly known as the SOCIA training). If on-campus banking is selected, the Treasurer must complete banking training each academic year regardless of prior attendance.

Effective the 2025-26 academic year, all officers will be required to complete mandatory hazing prevention training, as administered by the Office of the Dean of Students and PreventZone. Additionally, officers beyond the president and treasurer will be responsible for completing the Inclusive Leadership Awareness Training.

Associated Members

Up to a maximum of 20 percent of the members of a student organization may be individuals who are not CSU students (e.g., community members, students at other colleges). The Vice President of Student Affairs and Campus Diversity (or designee) may waive the twenty percent and voting provisions for fraternities and sororities to accommodate such organizations as the National Panhellenic Council that includes representatives from non-CSU campuses. Documentation for this waiver shall include copies of national charters or other appropriate documentation, and these documents shall be submitted to the Vice President of Student Affairs and Campus Diversity or designee. Campuses retain authority to include additional requirements for recognition and/or to make the requirements listed here more limiting.

These associated members can have all the privileges of membership without the right to vote or hold office.

Only students enrolled at SDSU may hold officer positions or vote on issues that come before the student organization.

Finances and Debts

All officially recognized organizations are responsible for debts to the university and university affiliate organizations (including Associated Students), such as duplication services and clean-up after sponsoring an event. Student organizations are responsible for all expenses incurred on behalf of the organization.

Benefits of Official Recognition

- Recognized Student Organizations may add “at San Diego State University” or “at SDSU” following the

name of the organization. “San Diego State University,” “SDSU,” or the like is not permitted to be added to the beginning of the organization’s name. Non-recognized student organizations are not permitted to use the university’s name, logo, or likeness. For detailed information of the use of SDSU’s name, logo and symbols, please review the [campus brand guidelines and policies](#).

- Meeting on campus, reserving A.S. and university facilities and equipment, applying for and receiving work space and/or storage space, subject to space availability.
- Scheduling and publicizing activities and events as approved by the Office of the Dean of Students.
- Participating in the Office of the Dean of Students and university events.
- Use of [Presence](#) for marketing, communication, tracking and assessment of the organization and organization-related activities.
- Posting of signs in the reserved areas.
- Maintaining an organizational mailbox in the Center for Student Organizations & Activities.
- Applying for and receiving A.S. funding of programs, subject to eligibility requirements.
- Belonging to and receiving funds from the A.S. College Council, as appropriate.
- Receiving tax-exempt charitable donations through provisions administered by A.S.
- Certifying campus recognition for national or statewide affiliated organizations.

Work Space and Basement Storage

Current Recognized Student Organizations are able to apply to utilize a work space in the Center for Student Organizations & Activities. A limited number of student organization work spaces are available and the application process is coordinated by the Center for Student Organizations & Activities. An email notification is sent to the president of each currently Recognized Student Organization to announce the work space application. Student organization work spaces are assigned during the Fall semester for the academic year. Applications will be reviewed and assigned on a rolling basis as space permits throughout the academic year. If provided a work space, it is the responsibility of the student organization to keep the space free of debris. All belongings must be kept within the assigned designated area. Student organization work spaces shall not serve as storage for either large items nor large quantities of items. Information can also be found on the [Center for Student Organizations & Activities website](#) when the application period opens.

Recognized Student Organizations are able to apply to utilize storage space in the Conrad Prebys Aztec Student Union basement. An application process is coordinated by the Center for Student Organizations & Activities during the fall semester and on a rolling basis as space permits. Recognized Student Organizations are eligible to apply each academic year.

Categories of Recognized Student Organizations

There are many categories of Recognized Student Organizations at San Diego State University, including:

Academic/Major Related

Foster the appreciation of a particular academic field or discipline. Academic or major-related organizations or department-affiliated organizations must obtain approval by their respective college’s College Council.

Cultural

Foster cultural diversity and support for their members and the campus community.

Greek Auxiliary Organizations

Provide inter-chapter governance, programming, and/or recognition for the social fraternities and sororities, including the Greek councils, Greek honoraries, and programming boards.

Honor Societies

To recognize academic accomplishments and/or leadership contributions, and/or co-curricular achievement among SDSU students or to promote programs encouraging academic success.

Academic Honor Societies will continue to receive campus recognition through and be governed by the provisions of this handbook.

SDSU Imperial Valley

Student organizations operating primarily at SDSU Imperial Valley should complete the online [RSO Application](#) for recognition. The Dean for Students at Imperial Valley and Office of the Dean of Students will collaborate to recognize and support these organizations. Such organizations must comply with the policies and procedures of SDSU Imperial Valley, as well as those contained herein, where applicable.

Leadership

Engage students in leadership education, develops leadership competencies, and empowers students to identify, understand and utilize their leadership capabilities.

Political

Related to organized political parties or involved in political advocacy.

Recreational

Focus on recreational activities that include: activities, games, sports, hobbies, and much more.

Religious-Based

Serve as a support for students of a particular religious faith or denomination.

Service & Support

Provide service to the campus, community and national organizations.

Social Fraternities and Sororities

Greek letter social organizations, including both general and culturally-based organizations, create smaller communities within the larger university environment for the purposes of facilitating growth in the areas of scholarship, personal and leadership development, campus involvement and community service.

All Recognized Student Organizations shall be governed by the provisions of this handbook, including the Student Organization Code of Conduct.

Section I, Article B: Recognized Student Organization Banking & Finance

Student Organization Banking Guidelines

As a part of the California State University (CSU) guidelines that went into effect July 1st, 2016 external bank accounts (i.e., U.S. Bank, Bank of America, Wells Fargo, Venmo, etc.) will not be permitted for RSO banking unless an exemption (Option B) is requested and granted. Recognized Student Organizations (RSOs) will must select one of three options for the financial management of their organization:

- **Option A:** use On-Campus banking (at SDSU this is facilitated through Associated Students);
- **Option B:** request an Off-Campus banking exemption to Option A and bank in *connection* with a national organization with the required documentation; or
- **Option C:** No-Banking (for student organizations that do not collect funds or have expenses).

Student Organization funds may not be collected or kept through a personal Venmo, PayPal, Zelle account, or other payment platforms. Keeping petty cash is also not permitted.

Establishing an Associated Students On-Campus Bank Account

- Student groups must apply to be a Recognized Student Organization (RSO) and select the On-Campus banking option as part of the RSO Application process.
- Student Groups must complete an [Account Application & Agreement form](#). The form can be completed electronically through the A.S website, or manually then emailed to as.RSObanking@sdsu.edu. The RSO treasurer must attend banking training. The president is also encouraged to attend.
- Student groups will be contacted by A.S. when their Account Application & Agreement form is approved and banking training is complete.
- If there is a change of Officer(s), a new Account Application and Agreement form must be submitted.

Requesting an Off-Campus Banking exemption to the CSU Regulation

Student Groups that are affiliated with a national organization can maintain their Off-Campus banking relationship by providing the following documentation each academic year:

1. A signed letter from the national organization confirming the SDSU chapter is in good standing, covered under the national organization's federal tax-exempt status.
2. Submission of tax documents (IRS 990 Form, 990-EZ Form, or 990-N e-Postcard) from the year prior of application

Funding Sources

The Financial Affairs Committee (FAC) budgets and awards funding for qualified RSO's. These funds can be used for the following.

- Travel Funding (Available to all RSO's)
- General Activities Unallocated - through the FAC subcommittee Campus Program Funding (available to all RSO's)
- General Activities Unallocated (Available to all RSO's that recruit and retain underrepresented students and are cultural in nature)
- College Council Allocations (Available to academic RSO's that report to a college council)

Requests for A.S. funding can be submitted electronically. All funding requests must be approved by the faculty advisor prior to submission.

The A.S. Business Office reviews and submits all funding requests to FAC for approval. If clarification on a funding request is needed, a representative of the Student Organization or College Council will be asked to attend the next FAC meeting. If approved, funds will be made available on the Monday following the official approval by FAC.

For further details, contact the A.S. Vice President of Financial Affairs or refer to the [Funding Page](#) of the A.S. website.

A.S. Campus Program Funding (CPF). To request funding for the programming costs associated with On-Campus events two applications must be submitted in the following order. .

1. [EAS application](#)
2. [CPF funding request application](#).

To determine the tier classification and subsequent submission timelines for EAS applications and CPF requests, refer to Section II, Article A. Refer to the [CPF All-in-One Guide](#) for funding and procedural policies.

Donations & Sponsorships

All gifts to San Diego State University are accepted and administered by the Campanile Foundation (TCF), an official 501(c)3 auxiliary organization of San Diego State University.

Section I, Article C: Recognized Student Organization Advisors

Defining Differences of Advisors: Community Advisor and Faculty/Staff Advisor

Many of our recognized student organizations have additional stakeholders that support their organization's endeavors and student leader development. These stakeholders are often serving in advisor roles for the student leaders and the larger student organization. It is important to delineate the differences between the advisor roles that a stakeholder may have in providing the organization with additional guidance.

Community Advisor:

- A Community Advisor can be a stakeholder in the local community and/or campus that provides additional support and guidance to an organization in a volunteer capacity. Oftentimes, the Community Advisor may be an alumnus/a of the university and/or organization. The community advisor may or may not have any official connection to San Diego State University.

Faculty/Staff Advisor (FSA)

- A Faculty/Staff Advisor is a university faculty and/or staff member that is serving as the advisor for an organization. A Faculty/Staff Advisor will need to complete training and various documents affirming their role as an advisor for a recognized student organization(s) per California State University (CSU) compliance. More information can be found in the following section.

Campus Recognition and Faculty/Staff Advisor Eligibility

All student organizations must have an on-campus faculty/staff advisor in order to obtain annual recognition. An organization's Faculty/Staff Advisor (also known as "FSA") must be part time or full time employee of SDSU; employee eligibility and confirmation of Faculty/Staff Advisor status is verified by Human Resources when organizations apply for annual recognition. Auxiliary organization staff (including Associated Students, SDSU Research Foundation, and Aztec Shops) may also serve as FSAs. Student assistants are not eligible to serve as Faculty/Staff Advisors per California State University Executive Order 1068. Faculty/Staff Advisors may be the primary advisor for no more than three student organizations and the secondary advisor for no more than two student organizations effective January 1, 2026.

In addition to the written confirmation from the Faculty/Staff advisor to the Office of the Dean of Students and the Human Resources employment verification, all Faculty/Staff Advisors must complete annual synchronous training in order for the organization to be recognized. Training expires on April 30th each year. Training is required for all Faculty/Staff advisors, regardless if they are the primary or secondary advisor.

Faculty that are on sabbatical or research leave are not eligible to serve as a primary Faculty/Staff Advisor, unless granted permission by the Vice President for Student Affairs and Campus Diversity or their designee.

Selecting an Advisor

Faculty and staff employed by San Diego State University or an auxiliary affiliated with SDSU are able to serve as Faculty/Staff Advisors for Recognized Student Organizations. Student organizations may choose their own Faculty/Staff Advisor from any department or college within the campus community who supports the purpose of the organization. Advisors are selected by the RSO with a typical appointment or assignment for one academic year, from May to April. Continuity of advising from year to year is desirable. In these cases, the organization generally requests the assignments to be renewed. The relationship between Faculty/Staff Advisor and organization is to be determined by the organization and Faculty/Staff Advisor themselves.

Tips for students when selecting a Faculty/Staff Advisor:

- Sit down and talk as an organization about your expectations of a Faculty/Staff Advisor.

- Before making a selection, consider finding someone who will have the time to devote to your organization, who will take the role willingly and seriously.
- If possible, choose someone who shares some of the same interests of your organization and someone with whom you are in contact with regularly.
- If your organization is departmental, try to find someone in that department to be your advisor.
- When approaching your potential advisor for the first time, make certain they have a clear understanding of your organization's purpose as well as what will be required of them in their role, duties and time commitment as advisor.
- Allow the person a reasonable length of time to consider the decision.
- Once a faculty/staff member has agreed to be your advisor, they must complete an Advisor Orientation in order for your organization to complete the annual Student Organization recognition process.

Role of RSO Advisors

Advisors take on different responsibilities depending on the needs of their organization. It is important to remember that an advisor is not an administrator, executive officer or leader of the organization. Some common roles of the advisors are as a mentor, team builder, motivator, role model, educator, institutional policy interpreter, source of information and ideas, and liaison between the organization and university administration.

The duties and expectations of an advisor include maintaining regular contact and involvement with the officers of their student organizations, being knowledgeable about the missions, goals, and purpose of the student organization, helping the group understand the university's policies and guidelines, being familiar and involved with activities and events of the group, and being available to provide resources and support for events and usage of spaces, and to consult with respect to the administration of the financial affairs of the group in general.

RSO advisors must fulfill responsibilities as a Campus Security Authority in accordance with requirements outlined in CSU policy, Implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act").

Advisor Indemnification

As volunteers, faculty/staff advisors are indemnified by The California State University provided they adhere to university policies and procedures.

Resources for Advisors

The Center for Student Organizations & Activities (619-594-5221, sll@sdsu.edu) provides oversight for officially recognized student organizations and should be utilized as a resource for advisors.

Working with Advisor: Tips for Students

- At the beginning of their tenure, the organization's executive officers should meet with the advisor to determine their roles and expectations for each other. It is helpful for the advisor to work with the executive officers to develop realistic goals for the upcoming academic year.
- Learn from your advisor. The most important reason for having an advisor is to enhance the learning opportunities associated with student involvement. Any consultation with your advisor can be useful whether it is in regards to organization matters or otherwise.
- Include your advisor in the group. Relations with your advisor can remain positive by introducing them to the group and by providing the advisor time to address the organization.
- It is the responsibility of the organization to communicate its needs to the advisor. Advisors should be willing to get involved with the organization, but don't make them guess what you need.
- Allow the advisor to say "no" when needed.
- Maintain contact with your advisor. Establish and maintain lines of communication with your advisor.

Consider meeting with your advisor prior to scheduled organization meetings to discuss agenda items or how to effectively conduct the meeting. Send the advisor a copy of each meeting agenda prior to the meeting

- Make sure your advisor has copies of your bylaws, directories, calendars, budgets, and other important organizational documents.
- Use your advisor as an observer if things in your organization seem to be stuck.

Section II, Article A: Event Application and Permitting for Recognized Student Organizations

The following policy went into effect for events implemented by Recognized Student Organizations and Non-SDSU Entities beginning August 1, 2019.

In a large, dynamic campus community such as San Diego State University (SDSU), the use of space for events on campus is sought after and limited. There is a need for structuring a process that provides an opportunity for individuals and organizations to request, be approved, and assigned space in a timely manner. No on-campus or university-funded event may be held without prior university permitting. At SDSU, the Office of the Dean of Students assists Recognized Student Organizations in obtaining the proper permits for events from campus entities.

The timeline for events requests and permits varies based on the elements of the specific event. To address the necessitated structure and complexity of events, the university has implemented a tiered programming model for campus activities. The Event Application System (EAS) Tiered Model features four tiers that address the following elements: the activity, space type, audience, size, safety and security assessment, event insurance, risk management, publicity, speaker(s), performer(s), Fire Marshal review, outdoor amplified sound, food, alcohol, Environmental Health & Safety review, funding sources, event registration and ticketing, commercial activity, and fundraising. The elements of the activity determine the tier, and therefore, the timeline for the event application submission, review, and university permitting.

EAS Tiered Model

	Tier One	Tier Two	Tier Three	Tier Four
Event Application System (EAS) Submission and Permitting* Timelines <i>*University permitting is contingent on the successful completion and review of all required materials</i>	EAS Submission: 2 weeks in advance SDSU Permit: 48-hours in advance	EAS Submission: 4 weeks in advance SDSU Permit: 1 week in advance	EAS Submission: 8 weeks in advance SDSU Permit: 2 weeks in advance	EAS Submission: 4 months in advance SDSU Permit: 4 weeks in advance
Activity Description	Simple Tabling Regular Meetings Basic Workshops Basic Student Organization gathering (ex. tabling event to promote a single organization)	Multiple Groups Tabling Programs Events (ex. Student Involvement Expos)	Programs Events (ex. Film Screening)	Large Scale Activities Programs Events (ex. Relay for Life)

Space Type	Outdoor Tabling Classrooms during regularly-scheduled hours CPASU Meeting Rooms	All reservable space in CPASU Classrooms during regularly-scheduled and weekend hours Outdoor space	All reservable space on campus	All reservable space on campus
Audience/Participants	Tabling participants Organization members and advisors	Organization members and advisors Invited guests	Open to the SDSU Community Invited Guests	Open to the general public
Crowd Size	<200	<300	301-500	501+
Safety & Security Assessment	Not necessitated	Not necessitated	May be necessitated	Speaker brings their own security protocol Speaker requests security
Risk Management: Event Insurance	Not necessitated	Not necessitated	May be necessitated	Special Event Insurance Required
Risk Management	Not necessitated	Not necessitated	May be necessitated, risk management assessment required and any corresponding directives must be followed (ex. waivers)	Necessitated, all processes including risk management assessment, plans, and waivers requirements must be followed
Publicity	Within the Organization	SDSU Community	SDSU Community Invited Guests	Inside and Outside of the University Public

Speaker(s)	SDSU Faculty and Staff SDSU Students SDSU Alumni	SDSU Faculty and Staff SDSU Students	Local, off-campus contracted speakers	Nationally and Internationally Recognized Speakers
Performer(s)	SDSU Faculty and Staff SDSU Students SDSU Alumni	SDSU Faculty and Staff SDSU Students	Local, off-campus contracted performers	Nationally and Internationally Recognized Performers
Fire Marshal	Not necessitated	May be necessitated	May be necessitated	May be necessitated
Outdoor Amplified Sound	Outdoor Amplified Sound is not part of the event	May be requested	May be requested	May be requested
Food	Food is not part of the event	May be included; on-campus vendors	May be included; on and off campus vendors	May be included; on and off campus vendors
Alcohol	Alcohol is not part of the event	Alcohol is not part of the event	Alcohol requests may be part of the event; University processes, including approval from the Office of the Vice President for Student Affairs and Campus Diversity (VPSACD) and risk management plans required	Alcohol requests may be part of the event; University processes, including approval from the Office of the Vice President for Student Affairs and Campus Diversity (VPSACD) and risk management plans required

Environmental Health & Safety (non-food)	Not necessitated	Not necessitated	May be necessitated	May be necessitated
Funding Sources	No cost or organizational funds used	No cost or organizational funds used	Student Success Fee Campus Programming Funds Organizational Funds Campus/Auxiliary Funding	Campus/auxiliary Funding Funding sources outside of the University Tickets anticipated to pay for event
Ticketing	Ticketing is not part of the event	Ticketing is not part of the event	Ticketing may be part of the event and University process must be followed	Ticketing may be part of the event and University process must be followed
Commercial Activity and Sales	Commercial activity and/or sales is not part of the event	Commercial activity and/or sales is not part of the event	Commercial activity and/or sales may part of the event; University process must be followed	Commercial activity and/or sales may part of the event; University process must be followed
Fundraising and Philanthropy	There is no collection of funds for the event	Fundraising/philanthropy may be part of the event	Fundraising/philanthropy may be part of the event	Fundraising/philanthropy may be part of the event

Tier One

Tier One events must be submitted in the Event Application System at least two weeks prior to the date of the event. Tier One events are activities that include simple tabling, regular meeting spaces and basic workshops facilitated by university employees and students. The event proposals do not include food, beverages, or outdoor amplified sound requests. Additionally, the activities do not necessitate risk management, safety and security assessment or Fire Marshal approval.

Tier One events must be permitted in the Event Application System and require that space reservations are reserved through outlined processes. Spaces that may be utilized for Tier One events include approved outdoor tabling locations, classrooms during regularly-scheduled hours and meeting rooms in the Conrad Prebys Aztec Student Union. Tier One events must be permitted by the university 48-hours in advance in order for the event to take place.

Tier Two

Tier Two events must be submitted in the Event Application System at least four weeks prior to the date of the event. Tier Two events are programs and activities that include multiple groups tabling at one event (ex. expos) and programs publicized outside of the organization. The event proposals may or may not include food, beverages, or outdoor amplified sound requests. Tier Two activities do not necessitate risk management, safety and security assessment or Fire Marshal approval. Additionally, the events do not include contracts with off-campus vendors/speakers.

Tier Two events must be permitted in the Event Application System and require that space reservations are reserved through outlined processes. Spaces that may be utilized for Tier Two events include approved outdoor tabling locations, classrooms during regularly-scheduled and weekend hours, and all event spaces in the Conrad Prebys Aztec Student Union. Tier Two events must be permitted by the university one week in advance in order for the event to take place.

Tier Three

Tier Three events must be submitted in the Event Application System at least eight weeks prior to the date of the event. Tier Three events are programs and activities that include speakers/activities publicized on campus outside of the organization, and events involving Campus Program Funding. If the event involves contracts with off-campus vendors/speakers, the event would be considered, at minimum, Tier Three. The events may include food, beverages, outdoor amplified sound and facilities requests. Tier Three speakers/performers/activities may necessitate risk management, safety and security assessment, and/or Fire Marshal approval.

Tier Three events must be permitted in the Event Application System and require that space reservations are reserved through outlined processes. Spaces that may be utilized for Tier Three events include all reservable spaces on campus. Tier Three events must be permitted by the University two weeks in advance in order for the event to take place.

Tier Four

Tier Four events must be submitted in the Event Application System at least four months prior to the date of the event. Tier Four events are large-scale activities that may be open to the general public and may include ticketing. Tier Four events typically include contracts with off-campus vendors/speakers. The event proposals could include food, beverages, outdoor amplified sound and facilities requests. Tier Four speakers/activities may necessitate risk management, safety and security assessment, and/or Fire Marshal approval.

Tier Four events must be permitted in the Event Application System and require that the event planner and advisor meet with the Office of the Dean of Students staff following the event submission, at least ten weeks prior to the event. Space reservations must be reserved through the outlined process and include all reservable spaces on campus. Tier Four events must be permitted by the university four weeks in advance in order for the event to take place.

Event Application System

The Event Application System (EAS) is an online platform designated by the university as the system used to request, review, and permit campus events facilitated by Recognized Student Organizations and off-campus entities. EAS applications must provide all accurate details for the event and must be submitted in the timeline reflected in the EAS Tiered Model. Recognized Student Organizations and off-campus entities that do not submit an event application in accordance with the appropriate tier, or change details after the application submission, may be advised to modify event elements or change the date to best reflect the activity. The Office

of the Dean of Students (ODOS) manages the EAS system and serves as a liaison with campus entities that provide event logistic approvals. For questions involving the EAS process, Recognized Student Organizations should consult their Student Life Advisor in the Office of the Dean of Students.

Right of Refusal

Because SDSU gives priority to San Diego State University affiliated activities, SDSU reserves the right to deny permits to any organization that is not affiliated with the university.

Requests for Review of Events Outside the Tiers Timeline

Recognized Student Organizations, SDSU affiliates, and organizations that are unaffiliated with SDSU may submit a request for the university to review events that fall outside of the tiers timelines. Submission of the request does not guarantee that the entire event, or all elements of the event, will be permitted. To submit a request, the RSO should email their Student Life Advisor and sll@sdsu.edu.

Section II, Article B: Event Planning & Publicity

One of the privileges associated with official recognition is the ability to utilize on-campus facilities for organizational events. Student Organization events on-campus are subject to university permitting through the Office of the Dean of Students. The Office of the Dean of Students staff are available to advise you as you plan your events.

It is the intent of the university to promote a wide variety of activities and to aid student organizations where possible in the sponsorship of successful events. The Office of the Dean of Students may offer direction as to the time and place for the event, means of promotion, security and safety stipulations, as well as assist organizations in obtaining the proper permits for events from campus entities. No on-campus or university-funded event may be held without prior university permitting; therefore, purchases should not be made nor contracts signed prior to the event being submitted for permitting. Promotional materials should align with the university's brand guidelines and must be reviewed by the Office of the Dean of Students through the Event Application System, and receive event permitting before distribution (including social media and other locations on the Internet). Exceptions can be requested through the Office of the Dean of Students for distribution prior to permitting.

Student Organization Activities, Events, and Business Meetings

All SDSU student organization on-campus activities, meetings, and events must adhere to the established event application process. An event is defined as any activity outside of a regular business meeting time and location where space must be reserved or secured. Space reservations must be made when stationary objects are present (i.e. table, chairs, a-frame sign etc).

There may be multiple steps and review processes involved in the successful execution of your event. The event application process is in place to ensure that all of those steps are being followed correctly by each student organization.

Business Meetings. All SDSU student organizations' general membership meetings held on campus must be open to members of the general public (those who are not SDSU students, faculty or staff) unless:

- It is exempted by the organization's state or national policies or charters;
- It is a closed session that was previously included on the agenda or added to the agenda with a 2/3 vote of the members, and with officers of the organization present at the start of each meeting.

Regular business meetings are offered free of charge to Recognized Student Organizations in the Conrad Prebys Aztec Student Union through the Student Organization Weekly Meeting Reservation process. Reservations for weekly meetings are scheduled through a lottery process in April (for the following school year). After this process has been completed, availability is on a first-come, first-served basis. For more information, contact [Union Programs & Services](#) (located on the third floor of the Conrad Prebys Aztec Student Union).

Business meetings are always subject to the event permitting process on a per-meeting basis if any portion of the meeting's activities requires further permitting. Student organizations who misuse their business meetings for other purposes or events without obtaining proper permits may be subject to disciplinary action.

Student Organization Events Requiring Permitting

All student organization events held on-campus require an Event Application System (EAS) application to be reviewed and permitted by the Office of the Dean of Students before the event may occur. All such events that are not regular business meetings require following the event application process. Some of the event elements that are included in the application process, are:

- Events open to the public (campus or community)

- Fundraising (charge or donation)
- Safety and security
- Hazardous materials
- Outdoor amplified sound
- Large outdoor displays
- Dispensing of any food or beverage
- Dispensing of alcoholic beverages
- Sales of any type
- Ticketed or admission-based events
- Commercial representation
- Use of copyrighted materials for public distribution or use
- Recruitment efforts by off-campus organizations
- Transportation
- Physical activity
- Organization fairs
- Events involving minors

Reviews shall involve the event sponsor and an Office of the Dean of Students representative to examine event logistics including staging and properties, food handling, safety, and parking. The Office of the Dean of Students will invite representatives from the campus community to advise on the above areas, when appropriate. During such types of events, a representative from the Office of the Dean of Students and the student organization's on-campus faculty/staff advisor may be required to facilitate and monitor the activities.

On-Campus Event Permitting Process

There are several important steps to observe when planning your event. To make sure that your event is well organized and ready for review by the Office of the Dean of Students, remember to follow these steps. Keep in mind that these processes require the requestor to be a listed officer of your organization.

- Complete the Event Application System application at:
http://sll.sdsu.edu/student_affairs/sll/event-planning.aspx
- Contact the appropriate facility representative (ex. Union Programs & Services) to make a tentative space reservation for the facility you would like to use.
- Make an appointment and meet with the organization's Student Life Advisor in Office of the Dean of Students to review event details and logistics

In most circumstances, event applications will not be accepted less than the tier classification time period, with the exception of time-sensitive activities related to immediate current events or issues, or for events with extenuating circumstances. Recognized Student Organizations should contact the Office of the Dean of Students to request a qualified exception by contacting their Student Life Advisor and sll@sdsu.edu.

Please be aware of the following:

- All requests for events are **tentative** until reviewed by the Office of the Dean of Students and San Diego State University campus partners.
- The student organization officer who submitted the event application, and the organization advisor, will receive an email with the status of the event.
- After permitting your event, it is a good idea to check in and reconfirm with all of the parties involved in making your event a success.
- Student Organizations may not host an event during finals week, commencement, and Explore SDSU. Special consideration may be requested from the Office of the Dean of Students for an event.
- Outside of the Student Involvement Expos, Recognized Student Organizations may not table or have events during Welcome Week (first week of Fall semester). Special consideration may be requested from

the Office of the Dean of Students.

Appearances, Appeals and Waivers

Representatives from a Recognized Student Organization may be required to meet with the Office of the Dean of Students staff or called upon to provide clarification about event application requests. Failure to appear or to respond may result in the event request not being recommended for permitting.

Requests for waivers of university policies may be made in writing directly to the Assistant Dean of Students for Student Life. Appeals of decisions made by the Assistant Dean of Students for Student Life should be directed to the Associate Vice President for Campus Life and Dean of Students. Recommendations from the Associate Vice President will be reviewed by the Vice President for Student Affairs and Campus Diversity, who makes the final decision. Appeals may be submitted in writing in letter form to the attention of the Assistant Dean of Students for Student Life.

Facilities Use and Reservations

Statement on Use of University Facilities. A wide variety of campus buildings and other facilities are available for non-instructional use by students, faculty, staff, and campus guests, provided this use does not interfere with instructional and research programs of San Diego State University, and all such activity is consistent with the *Regulations for Use of SDSU Building and Grounds*. The university reserves the right to establish standards of time, place, and manner for all campus activities and events occurring on campus property or in the name of the university regardless of location, and to set further requirements on the activity itself, including but not limited to size and duration, sound level, concessions, security, ticketing, Environmental Health and Safety (EHS) standards, publicity, insurance, facility rental requirements, and damage repair. The campus auxiliaries -- Associated Students, Aztec Shops, Campanile Foundation and SDSU Research Foundation -- also own or lease facilities on behalf of the university.

SDSU Campus Facilities. The SDSU campus has many facilities available for use by student organizations for events and meetings. Academic, athletic, residential facilities and outdoor spaces are maintained, reserved, and managed by university departments. Conrad Prebys Aztec Student Union, Scripps Cottage, Open Air Theatre, Viejas Arena, Mission Bay Aquatic Center, Aztec Recreation Center, and Children's Center are managed, reserved, and maintained by Associated Students. Dining halls, commercial outlets, all campus eating establishments and the SDSU Bookstore are operated by Aztec Shops. Each facility is governed by the facility use policies set forth by the *Regulations for Use of SDSU Buildings and Grounds*. To reference the Policy in its entirety, please visit:

<http://bfa.sdsu.edu/safety/riskmanagement/campus-activities/guidelines.aspx>

Campus Facilities Reservations. Each facility is entitled to use its own set of additional regulations for use and to implement its own policies and procedures for reservations beyond those specified by the *Regulations for Use of SDSU Buildings and Grounds*. For specific information about reservation policies, please contact the department or area directly responsible for the space you wish to use.

For all SDSU facilities, the organization reserving the space or facility must be the **primary** organizer of the event and must have organization officers and members present at the event. If the primary organizer changes, the organization is required to contact the Office of the Dean of Students staff within one week of the change in organizer to communicate the updated contact. No organization may reserve space on behalf of another organization/department, sell, sublease, or transfer services to another individual or organization. Doing so may result in disciplinary action for the student organization. All promotions for the event must be handled by, paid for by, and specify the sponsoring organization; and promotions must not specify or imply sponsorship by organizations other than those on the Event Application Form. Off-campus promoters may not be used without

the prior approval of the facility and the university. Organizations violating this policy may be subject to applicable rate charges and/or suspension of facility reservation privileges.

To ensure that your organization remains in good standing with the university and other campus entities, please make sure that you inform yourself of the cancellation policies for each of the facilities you wish to reserve, as they may differ. It is the responsibility of the student organization to cancel reservations for use of facilities *in advance* in accordance with the reservation policies set forth by each facility. Failure to comply may result in fines and/or suspension of future reservations and other student organization privileges.

Note: Recognized Student Organizations are considered the equivalent of “off-campus” users of the facilities in the summer, weekends, and during breaks between regular academic semesters. Student organizations that schedule meetings on weekends or during periods when classes are not in session will be assessed a utility and clean up fee. If admission is charged at any student event, the group will also be charged a facility rental fee.

University Facilities

Classrooms

University classrooms are available for use, subject to availability. Classrooms must be reserved in accordance with the Event Application System Tiers timeline and are not available until the end of the “add/drop” period at the beginning of each semester. No rooms are available during final examination periods, Explore SDSU, and Commencement weekend. Food and drink are not permitted in classroom facilities at any time and the sponsoring group must clean and restore the room to its original condition. Noise from an event may not disrupt adjacent campus activities.

Ranging in seating size from 12 to 500, university classrooms are available Monday - Friday between 3:30am and 7:00pm for student, faculty, or staff meetings and activities without a charge provided no admission or registration fee is charged, and no clean up is required. Use of classrooms during after hours (weekdays 7:01pm to 3:29am and weekends 7:01pm Friday to 3:29am Monday) and breaks shall be subject to additional fees. Reservation by off-campus individuals and organizations or for charge events shall be subject to room rental, utilities, and custodial charges and proof of liability coverage. Rental agreements for classroom reservations are coordinated by the Office of the Dean of Students via the Event Application System.

Rental agreements for evening and weekend events in the following venues are also coordinated through Business and Financial Affairs. Rental agreements for weekday reservations are coordinated directly through each facility.

As outlined in the EAS confirmation letter, if any fees are required, organizations are instructed to complete the following:

- SDSU Facilities may charge a fee for the use of the facility, and/or for custodial and maintenance services for after hours or break usage. These fees are established and collected by Business Services. Student Organizations should provide their Associated Students bank account number or off-campus bank account (for organizations approved to have an off-campus bank account) for payment.
- Provide Business Services with the Approval Letter for use of SDSU Smart Classroom and ITS Smart Classroom Service Order

Don Powell Theatre

The 500-seat main stage is occasionally available when not in use by the School of Theatre, Television and Film. A staff supervision charge will be imposed. For weekday rental reservations, contact the Outside Events Coordinator in the School of Theatre at 619- 594-6345. The Box Office number is 619-

Smith Recital Hall

The 300-seat Recital Hall in the Music Building is reserved, subject to availability. For weekday rental reservations, contact 619-594-1696.

Sports Facilities & Recreational Space

Student organization use of on-campus sports facilities can be arranged through Business and Financial Affairs, Business Services. Additional requirements, supervisory fees, and provision of liability insurance may be necessary to ensure the safe use of the facilities by all participants. Facility availability may be limited by use for instructional activities, intercollegiate sport practice and competition, and intramural programs.

Recognized Student organizations may also request the use of recreational space on campus. Please note that due to the high number of requests for recreational space, student organizations can only use up to eight hours of recreational space per week.

Associated Student Facilities

Conrad Prebys Aztec Student Union and Scripps Cottage

The Conrad Prebys Aztec Student Union is SDSU's student union and home to the University Information Center, the Backdoor Studio, Aztec Lanes, AS Food Pantry, Cal Coast Credit Union, Starbucks, The Habit, Oggi's, Shake Smart, and the Aztec Market. Enjoy some fresh air and live entertainment, with your meal on the Conrad Prebys Aztec Student Union Goldberg Courtyard. Reservations for Aztec Lanes can be made directly with the Aztec Lanes front desk or by completing a reservation form at <https://azteclanes.sdsu.edu/>. ***All reservations must be made at least 48 hours in advance.*** An event application would need to be submitted following the appropriate tier timeline for permitting prior to the event.

The Conrad Prebys Aztec Student Union is also home to the AS Business Office, the Aztec Student Union Board, the AS Government Affairs Office, Union Programs and Services, Center for Student Organizations & Activities, Glazer Center for Leadership & Service, Commuter and Transfer Resource Center, APIDA Center, Center for Intercultural Relations, Center for Graduate Life and Diversity and the campus Lost and Found. Many student organizations house their offices in this central hub of activity as well.

Union Programs & Services can assist you with reserving space in the Conrad Prebys Aztec Student Union and Scripps Cottage for any size event from a large conference of several hundred people to small intimate receptions for twenty. Please refer to the Union Programs and Services web page for additional details <https://as.sdsu.edu/union/ups/>

The Conrad Prebys Aztec Student Union and Scripps Cottage offer several meeting rooms and special events spaces to meet your programming needs. Certain privileges are offered to recognized SDSU student organizations such as priority reservations, complimentary room rentals and discounted equipment.

RSO's are invited to participate in a lottery every spring (March/April) to get up to two hours per week of complimentary meeting space to host weekly meetings during the academic semesters. This lottery takes place so all student organizations have an equal opportunity to apply for weekly meeting space. It is each RSO's responsibility to submit their regular meeting request form along with scheduling a meeting/consultation with the Union Program and Services staff to review the lottery results. After all

regular meeting consultations have occurred, it is a first come first served basis for availability. These meetings can be held weekly, every other week, or monthly. A Student Organization can maintain three (3) Current Reservation Bookings on the calendar at any given time. A reservation booking is considered a single room.

The Conrad Prebys Aztec Student Union and Scripps Cottage facilities have a partnership with Aztec Shops and will observe and enforce exclusivity for all food service and sales taking place in the facilities in conjunction with student organization events.

Union Programs and Services also reserves the use of the following outdoor spaces where amplified sound is permitted by prior approval:

- Goldberg Courtyard/North Grand Entry
- Scripps Cottage Patio
- Conrad Prebys Aztec Student Union: Third Floor Terrace

Please call or visit Union Programs and Services for complete information on facility policies and reserving space, or visit their website. <https://as.sdsu.edu/union/ups/>

Viejas Arena

The 12,400 seat, state-of-the-art Viejas Arena is managed by Associated Students (AS). Viejas Arena is home to Aztec Men's and Women's Basketball teams, family shows, concerts, commencements and other university and community events. All event booking is handled through the Viejas Arena administrative office. Rental rates, staffing, production, parking and ticketing costs, as well as other event related expenses are charged at rates current at the time of booking.

Cal Coast Credit Union Open Air Theatre

With a capacity of over 4,900, the Cal Coast Credit Union Open Air Theatre (OAT), a natural outdoor amphitheater, managed by Associated Students has been host to today's most popular entertainers as well as community and campus events. All event booking is handled through the Viejas Arena Administrative office. Rental rates, staffing, production, parking and ticketing costs, as well as other event related expenses are charged at rates current at the time of booking. Certain restrictions regarding amplified sound may be imposed and approval must be obtained prior to booking.

Mission Bay Aquatic Center

The Mission Bay Aquatic Center offers for-credit and non-credit recreational programs in water skiing, wakeboarding, surfing, kayaking, sailing, Olympic rowing, windsurfing, and many other activities and also has facilities available for group activities.

Aztec Shops Facilities

The following facilities may be reserved for meetings, meals, and special events on a fee basis:

- Charles B. Bell Jr. Pavillion, 619- 594-7641
- Cuicacalli Dining Hall, 619- 594-4932 or 619- 594-1633
- Faculty-Staff Club, 619- 594-5178

Outdoor Spaces and Events

To foster a variety of cultural and organizational activities on campus, to encourage the success of those endeavors, and to avoid disruption to the academic and administrative operations of the campus, the university has designated certain campus outdoor areas for specific types of events.

The Office of the Dean of Students reserves and manages the following outdoor spaces through the "Outdoor

Space Permitting Process”:

- Open Air Theatre Walkway (South Centennial Hall, La Tienda, West War Memorial, East War Memorial, West OAT Gates, and East OAT Gates)
- Centennial Walkway
- Campanile Walkway
- Cuicacalli Walkway
- Aztec Walkway
- South Campus Plaza
- North Library Walkway

Associated Students Union Programs & Services reserves and manages the following outdoor spaces:

- Scripps Cottage Patio
- Conrad Prebys Aztec Student Union: Goldberg Courtyard/North Grand Entry

Time, Place and Manner

SDSU supports and promotes the freedom of expression and assembly by students, faculty, staff and the general public on its campus. Public universities and colleges are legally allowed to enact “time, place and manner” regulations regarding free speech activities to promote order and safety on campus. Those regulations must be viewpoint and content neutral.

The California State University published the systemwide Time, Place, and Manner Policy in August 2024 and SDSU published the campus-specific TPM Addendum in August 2024. Information about free speech and these policies can be found on the SDSU Free Speech website: <https://www.sdsu.edu/freespeech>. Recognized Student Organizations are required to adhere to the time, place, and manner policies.

Additionally, specific regulations have been developed for broad categories of activities, including those listed below, and should be accessed through the *Regulations for Use of SDSU Buildings and Grounds* available at: <http://bfa.sdsu.edu/safety/riskmanagement/campus-activities/guidelines.aspx>

To reserve an event in an outdoor space, visit <https://stuapp.sdsu.edu/EAS/Login/officer>, to submit an outdoor space application through the EAS. Outdoor events are defined as any activity where space must be reserved or secured. Space reservations must be made when stationary objects are present (i.e. table, chairs, a-frame, oversized signs, etc.) and/or could obstruct walkways, or foot traffic. Please remember to plan in advance of your event to allow sufficient time for processing outdoor space requests in accordance with the tiers timelines.

Informational Tabling, Displays, Fairs, and Sales

Reservations for outdoor informational tables and other displays; food, beverage, or other sales; and fairs or celebrations fall under the responsibility of Office of the Dean of Students. Recognized Student Organizations are responsible for informing themselves of and adhering to all use policies for the spaces they reserve.

Recognized Student Organizations may conduct information tabling in both the Conrad Prebys Aztec Student Union and university open space. Tabling is permitted by prior reservation only and is subject to content-neutral permitting by the Office of the Dean of Students. All AS and university policies for publicity, food sales and service, commercial representation and sales, and other applicable regulations must be followed and approvals must be obtained before requests for tabling will be permitted.

Outdoor Space Tabling Policy

Reservations. An Event Application Request (EAS) must be submitted to the Office of the Dean of Students no later than two weeks prior to the date of the simple tabling. Weekly or bi-weekly tabling is limited to two days per week. An organization is able to include all tabling requests for a single semester on one Event Application

Form. All requests are reviewed and given final permitting by the Office of the Dean of Students.

Approvals for Commercial Sales or Representation. Aztec Shops is the authorizing department for commercial sales, promotion, and representation for the SDSU campus. Signatures must be obtained from Aztec Shops at 619-594-6954.

Food and Beverage. Commercial food and beverage products must be approved through the Event Application Process with approval by Aztec Shops. All food and beverage dispensing requires an approval from Environmental Health & Safety (EHS) through the Event Application System process. All campus food handling policies and procedures must be strictly observed.

Permitting. The Office of the Dean of Students grants tabling permits after appropriate steps have been followed by organization advisors. All required signatures must be obtained and tabling resources must be available.

Exceptions. Requests for exception to the policy must be made in writing to the Office of the Dean of Students no later than three weeks in advance and will be reviewed, as appropriate.

Associated Students Conrad Prebys Aztec Student Union Tabling Policy

Purpose. To provide SDSU student organizations and Associated Students with an outlet to disseminate information, to promote awareness, to recruit for involvement and to raise funds in the AS student union facility.

Users. Tabling in the Conrad Prebys Aztec Student Union is limited to SDSU Recognized Student Organizations, Associated Students departments, offices within the Division of Student Affairs and Campus Diversity, SDSU Alumni and Conrad Prebys Aztec Student Union lessees. Conrad Prebys Aztec Student Union does not permit tabling by off-campus entities.

Logistics. Tabling is permitted on the Conrad Prebys Aztec Student Union Walkway in specified tabling locations during academic semesters only, Monday-Friday, 8:00am-4:30pm. Tabling is not permitted during final examinations, academic break periods, or holidays. One table and two chairs per approved request can be checked out free of charge by the University Information Center in exchange for a valid identification card for use in Conrad Prebys Aztec Student Union **only**. Requests are processed through Union Programs and Services and requires an application submitted through the Event Application System.

Policy Adherence. Associated Students upholds all university tabling policies related to the food, beverages and commercial sales.

Conrad Prebys Aztec Student Union Facility Guidelines. *Items not permitted* — tents, canopies, pop-up banners, appliances with exposed heating elements, barbecues, portable stereos and other amplified sound sources.

Furniture and Audio-Visual Equipment Use

Each facility and department is entitled to have its own rules and regulations in place regarding the use and rental of its furniture and audio-visual equipment and other property. In many instances, the use of furniture and audio-visual equipment is either free or at a greatly discounted rate to recognized SDSU student organizations. For certain equipment, special staffing fees may apply for set-up, operation and monitoring. Some departments may place restrictions on the use of their equipment outside of their facilities. For a complete listing of the rules and regulations regarding the use of such equipment, contact the facility or department directly.

Campus Facilities

Classrooms

There is no equipment checkout/rental available from the campus Instructional Technology Services (ITS) Office for student organizations to use in reserved classrooms. There are pull-down screens and overhead projectors available for use in every classroom. You can provide your own equipment to use in classrooms or request access to smart classroom technology.

Smart Classroom Technology Reservations

Rooms are available on an “as-is” basis. Use of audio-visual equipment must be arranged separately. Only authorized faculty and staff members may access audio-visual equipment or “smart classroom” equipment. The process to utilize “smart classroom” technology is listed below. This procedure is adjusted on a semester basis and may include fees:

Student organization must be recognized in order to utilize “smart classroom” technology
Student organization must submit an Event Application System (EAS) request for usage of an event in a classroom

On the EAS, the student organization must indicate the need to utilize the smart classroom equipment.

Once student organization has received an approved EAS confirmation email from Office of the Dean of Students, the organization will need to acquire keys/access to facilities and equipment:

- For RSO special events that are NOT regularly scheduled meetings, the Faculty/Staff advisor must be present
- For weekly general body meetings, an officer can check out a smart key for the semester through Key Issue (located by Public Safety):
 - First the officer will need to view the Smart Classroom Orientation Video at: https://youtu.be/0D_jPTURPK4
 - The Recognized Student Organization officer must visit the Office of the Dean of Students to pick up a Key Authorization Request form from their organization’s Student Life Advisor.
 - Key Authorization Request form must be turned in to Key Issue to obtain a smart classroom key
 - At the end of the term (and as indicated on the Key Issue Form), please return the smart classroom key to Key Issue.
 - If key is returned late, Public Safety will charge \$30.
 - If key is lost, Public Safety will charge \$50. Fees will be billed through Student Account Services (SAS).

Please Note: If you are utilizing the Smart Classroom equipment outside of approved event requests or viewing inappropriate items, **ITS will remotely shut the system down**. This will also put your smart room equipment usage privileges at risk of being disqualified for future terms.

Associated Students’ Facilities Equipment Policies

Conrad Prebys Aztec Student Union and Scripps Cottage. For the Conrad Prebys Aztec Student Union and Scripps Cottage, all furniture and other program equipment is provided free of charge to recognized student organizations with confirmed facility reservations coordinated through Union Programs and Services. A full complement of tables, chairs, staging, and some decorative items may be requested for events according to availability.

The Conrad Prebys Aztec Student Union and Scripps Cottage offer their own audio-visual equipment inventory to student organizations. The inventory includes a variety of built-in and portable audio-visual equipment to meet your standard meeting and event needs. Requests for advanced audio-visual equipment, including audio-visual staff may incur additional charges responsible by the student organization and may be required at the discretion of Union Programs and Services for complex events.

In order to provide the best service to all of its customers, Union Programs and Services does not rent or lend its equipment out for use outside of its facilities. Requests for items not in the Conrad Prebys Aztec Student Union and Scripps Cottage inventory may be secured from a local rental company through the Union Programs and Services Office for a fee. All furniture and other equipment is ultimately the responsibility of the customer while in use during reservations. The loss, theft, damage, and/or destruction of any equipment or property while in the custody of the customer may be recuperated by Associated Students from the customer.

Please contact the Union Programs and Services office at (619)594-5278 for additional details, including equipment and pricing.

Viejas Arena and Cal Coast Credit Union Open Air Theatre. Viejas Arena and the Cal Coast Credit Union Open Air Theatre offer professional-quality venues for special event production. Coordination of furniture, audio-visual equipment, and all staffing is arranged on a per-event basis. These venues are managed by AS and their capable staff will meet with you to coordinate your special event needs.

Visit the Viejas Arena website for venue and contact information for both facilities at <http://www.viejasarena.com>.

Other AS Facilities. The Aztec Recreation Center, Aztec Lanes and the Mission Bay Aquatic Center offer limited equipment in their facilities for customer use in conjunction with regularly scheduled activities. For more information, contact these departments directly.

Special Event Parameters

Planning an event on the SDSU campus is a process that may have many steps for the organization with corresponding review/permitting by the university. To ensure that an organization's event is a success, there are several factors to consider when you are in the planning process, including campus policies, facility use policies, local, federal, and state laws.

Listed below are some of the various event elements that may require additional policies and/or require further review. This may not be a complete list covering every possible event or activity, so make sure to check with your advisor, Office of the Dean of Students and/or your facility reservations contact if you have any questions about whether you need to make further arrangements or get additional approvals. It is the responsibility of the student organization to provide accurate information regarding the parameters of the planned event both on the Event Application Form and to the facility reservations contacts well in advance of the event; failure to provide complete information about event parameters may result in event cancellation.

Ticketing/Admission/Paid Registration. The practice of charging an admission price to an event, whether by ticket or by registration, is under the management of the university. All student organization events involving admission fees for entrance are subject to review of the facility, and permitting by the Office of the Dean of Students. Facility rental fees will apply and the university and/or the facility may collect a percentage of ticket sales when admission is charged. Under no circumstances is it permitted for student organizations to collect fees in exchange for admission without previous permission from and arrangements made with the university and/or

When admission-based events occur in Associated Students facilities, the AS Viejas Ticket Office may be required and all associated fees for labor and supplies will be assessed to the event organizer. Under no circumstances will groups be permitted to collect funds by cash, check, or credit at the venue in exchange for admission; violation of this policy will result in disciplinary action.

Food Service and Sales. Aztec Shops has exclusive rights to all food and beverage service and sales on the SDSU campus. The SDSU Department of Environmental Health and Safety (EHS) has official oversight for the safe provision of food and beverage on the SDSU campus. All use of food and beverage by student organizations – whether provided free of charge or in conjunction with sales – is subject to the rules, regulations, and approval of both Aztec Shops and EHS. Food and beverage of any sort may not be provided to the public or in conjunction with official events without the written approval of both Aztec Shops and EHS. Violations of this policy may result in fines and/or disciplinary action. See Section II, Article B regarding “Food and Beverages” for more details about proper food handling and dispensing and for information about Aztec Shops.

Cash Handling. Student Organizations are not permitted to collect cash for campus sales. RSO members can make an electronic deposit through [A.S. Cashnet](#). Student organization funds MAY NOT be collected or kept through a personal Venmo, PayPal, Zelle account, or other payment platforms. Keeping petty cash is also not permitted.

Commercial Sales and Representation. Aztec Shops controls all commercial sales and representation on the SDSU campus. Sales of items and services must be approved in advance in writing by Aztec Shops. Commercial representation, promotions, and affiliation or co-sponsorship in advertising must be approved by Aztec Shops in advance of your event. Commercial representation or partnerships that may portray San Diego State University to the public in any way is given strict oversight by the Office of Marketing & Communications in the division of University Relations & Development. Permission is required for activities that imply sponsorship or endorsement by San Diego State University to the general public.

Promotion. All promotions must be handled by, paid for by, and specify the sponsoring organization. Promotions must not specify or imply sponsorship by organizations contrary to those indicated on the reservation form. Organizations violating this policy may be subject to applicable rate charges and/or suspension of facility reservation privileges. All events must be equally promoted in terms of expenditure, on and off-campus (i.e., one half of the promotion expenses must be on campus). Off-campus promoters may not be used to promote events for other organizations. Organization members must be present at the event to assist in event management and coordination. Advertising on San Diego commercial radio stations is considered off-campus promotion.

Security, Special Event, and Public Safety Staffing. At the discretion of each facility and reviews by the Office of the Dean of Students, Aztec Shops, Associated Students, Risk Management, and/or the event planner, security, special event, and/or SDSU Police Department, staffing may be determined and required for the safe execution of your event. All related fees for required security and Public Safety officers are the responsibility of the event organizer. Events that may require staffing at cost to the organization include, but are not limited to:

- Admission-based events;
- Publicly advertised events;
- Events where the capacity of the facility may be reached;
- Events where alcohol is being served;
- Dances;
- Concerts;

- Events that pose safety and security concerns; and
- Events or organizations with a history of police or incident reports, violence, or other policy violations.

Only licensed and bonded security agencies with contractual agreements with the university and its auxiliaries may provide security officers and services for university functions.

Outdoor Amplified Sound. The following is the official university policy, taken from *Regulations for Use of SDSU Buildings and Grounds*, for the use of amplified sound in exterior areas of the SDSU campus. Failure to follow the policy may result in disciplinary action including suspension of student organization privileges.

Outdoor Amplified Sound Policy for San Diego State University. Use of amplified sound in outdoor space is restricted and must be approved in advance in order to preserve the academic and research mission of the university. Amplified sound is permitted in designated campus outdoor locations from 10:00am to 2:00pm, Monday through Friday; in the Cal Coast Credit Union Open Air Theatre per pre-approved guidelines; and at Athletics events. For a list of designated campus outdoor locations See the *Regulations for Use of SDSU Buildings and Grounds*:

<http://bfa.sdsu.edu/safety/riskmanagement/campus-activities/guidelines.aspx>

Requests for exception to the permitted times, locations and/or type of sound amplification may be submitted for consideration with a reservation request for use of outdoor space through the Office of the Dean of Students and will be considered on a case by case basis. The type of sound requested and the proximity of the location to classrooms, outdoor instructional area, and residential halls will be taken into consideration before any exception is granted. When applying for amplified outdoor sound, please consider the following:

- *Aztec Central Green and Central Green Walkway:* The use of amplified sound in the Aztec Central Green and the Central Green Walkway is specifically prohibited during scheduled class times due to its close proximity to the classrooms and faculty offices located in the Adams Humanities building.
- Amplified sound is intended to be heard in the immediate area only and may not, at any time, exceed reasonable levels: 90 decibels when measured at 50 feet from the source utilizing an “A” scale; the sound level inside the nearest office or classroom shall not exceed 65 decibels.
- The Office of the Dean of Students and/or other campus officials reserve the right to enforce reasonable outdoor sound amplification levels as described herein, including, but not limited to, immediate revocation of the outdoor amplified sound permit, if necessary.
- Only one (1) event with amplified sound will be allowed at any one time.
- No outdoor amplified sound events are permitted during the final examination period.

Publicity/Contracts/Purchases. Publicity, contractual agreements with performers or service providers, and purchases are not to be entered into or finalized until the event has been reviewed by the Office of the Dean of Students. Rules, regulations, and policies must be followed with regard to publicity, contracts, and the use of university and Associated Students funds. All plans for publicity and contracts must be disclosed in the Event Application System request and copies of supporting documents may be required by the Office of the Dean of Students and the facility.

Copyrighted Materials for Public Performance. Copyrighted materials including, but not limited to, films, videos, and music are subject by law to restrictions on public performance. It is the ultimate responsibility of the event sponsor to adhere to copyright law and secure public performance licenses for the use of copyrighted materials.

It is unlawful for student organizations to show copyrighted films to its members without obtaining a public

performance license. It is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie will be shown, how large the audience will be, etc. While fees vary, they are generally inexpensive for smaller performances. The major firms that handle these licenses include:

- Criterion Picture USA, Inc. 1-800-890-9494; www.criterionpicusa.com
- Swank Motion Pictures, Inc. 1-800-876-5577; www.swank.com
- Motion Picture Licensing Corp. 1-800-338-3870; www.mplc.com

A student organization officer must show a public performance license or proof of permission from the copyright owner to show the work publicly on-campus.

Ownership, rental or borrowing a film/video from a library does not constitute public performance rights.

The Motion Picture Association of America (MPAA) and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Lawsuits have been filed against cruise ships and bus companies for unauthorized on-board exhibitions. If you are uncertain about your responsibilities under the copyright law, contact the MPAA, firms that handle public performance licenses, or the studios directly.

Per the *United States Copyright Revision Act of 1976*, the following guidelines apply:

- All non-private exhibitors of registered copyrighted videos or DVDs must obtain a public performance license.
- The copyright laws apply whether or not an admission is charged.
- Local video stores are in the business of renting video-cassettes and DVDs for home use only and they cannot provide legal protection or advice.
- Personal ownership of the videotape or DVD and the right to show it publicly are two separate issues.
- The copyright holder retains exclusive public performance rights to that program.
- The purchase of a videocassette or DVD from any source such as a local video store or retail outlet does not convey or carry with it the right to exhibit that cassette or DVD in public or semi-public locations.

“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

Special Events

Dances/Concerts/Other Large Events and Activities/Events Posing Safety and Security Concerns. These types of events are subject to review and permitting by each facility in accordance with its use policies and by the Office of the Dean of Students. Each of these areas is entitled to make recommendations and requirements regarding the parameters of the event being proposed.

Restrictions on admission and publicity may be limited to allow access to SDSU students only, and all costs associated with those restrictions for staffing and supervision will be assessed to the sponsoring organization. Public Safety in conjunction with the facility will have ultimate responsibility for determining appropriate minimum security levels.

Supervision by the student organization faculty/staff advisor, representatives from the Office of the Dean of Students, Public Safety, and/or other representatives may be required to attend for the event to be approved. Any fees involved for supervision will be assessed to the sponsoring organization. Members of the sponsoring organization must be present to assist with the event management and execution. Appropriate staffing by the

student organization will be determined by the Office of the Dean of Students, the facility and Public Safety.

When making determinations about the appropriate management practices for student organization special events, the facility and the Office of the Dean of Students will take into account the following: event and organization history; the nature of the event; publicity; safety and security concerns; legality; and adherence to the academic mission of the university.

Fundraising Events. Fundraising is defined as receiving monies in exchange for merchandise, entertainment, or chance to win a prize. Fundraising can be implemented to benefit the organization or as a philanthropic endeavor. Fundraising may be permitted if the project is consistent with the purpose of the organization and university policy. The Office of the Dean of Students must review and recommend approval of any direct solicitation at open events on campus. Fundraising events must adhere to the following:

- Requests should be submitted via the Event Application System in advance, and in accordance with the EAS tiers submission timelines.
- The net proceeds must be used for the stated purposes of the organization, for purposes related to the educational mission of the university, or for donation to a charitable organization.
- Organizations using the campus to raise funds must keep adequate records showing how the money was raised, the uses for the funds, and the amount raised.
- Records must be kept current and be available for inspection. The Office of the Dean of Students may request an audit and may require the submission of an “Accounting of Funds” within two weeks after the conclusion of the event. Failure to file the accounting of funds may lead to the withdrawal of fundraising privileges.
- Under no circumstances may any payment or profit be accrued by any individual member(s) of the organization.
- Student organizations are required to use AS Viejas Ticket Office for the sale of admission to any event in Associated Students’ facilities. Use of the Ticket Office is strongly encouraged for other campus events.
- If any fundraising occurs off-campus, the activity and the organization are subject to the solicitation, registration, fundraising, and activity policies of the city or county in which the activity occurs.

Organization Sales. Members of officially Recognized Student Organizations may sell the organization’s items on campus to raise funds for their treasury or for a designated charity, with the following conditions:

- Items must be purchased or donated. Consignment of items from a vendor is prohibited.
- Approved sales may occur only in an approved campus facility, AS facility or approved open space.
- A limit of three days per fundraising event is allowed for each organization.
- Such items are generally limited to art or craft items and may not be items for sale in the campus bookstore or conflict with exclusive contractual agreements signed by the university. Contact Aztec Shops for information about exclusive contract agreements.
- The sale of t-shirts and other clothing items is permissible only if the items are made by or for the organization and relate directly to the purpose and intent of the organization.
- General merchandise resale is not permitted. Organizations may not sell tickets or conduct credit card or service contract sign-ups on behalf of other entities.
- Organization sales are limited to Recognized Student Organizations. Pledge/new member classes and auxiliary groups may not conduct independent fundraisers. Such fundraising must be sponsored and conducted by the parent organization and will be counted as part of the three-day limitation.
- Individuals wishing to sell commercial goods and services must contact Aztec Shops and obtain written approval.
- Use of the university name or logo in sales items must be approved in writing in advance by Aztec Shops. Requests to sell trademarked material must include written authorization. For further information, contact Aztec Shops.

Opportunity Drawings. Recognized Student Organizations may apply to the Office of the Dean of Students for permission to conduct a maximum of one opportunity drawing per academic year. The event must be submitted in the Event Application System and a representative of the sponsoring organization must meet with the Office of the Dean of Students following the appropriate event tier submission timeline. **Under no circumstances should tickets or publicity be printed/published before permitting has been recommended by the Office of the Dean of Students.**

An “opportunity drawing” or “free drawing” is a drawing for a service or goods with no exchange of value. No price may be included and no money or goods shall be required in exchange for a ticket. Recipients may elect to give a suggested donation to the ticket provider but the donation must be totally voluntary and not a condition for the receipt of a ticket. Opportunity drawing tickets must contain the following information:

- Name of the sponsoring organization
- Amount of the suggested donation and the word “donation”
- Major prizes offered
- Date and place of actual drawing
- Where the proceeds are going if other than to the sponsoring organization’s treasury
- Space for contributor’s name, address, telephone number and a student’s official SDSU email address.
- “Opportunity Drawing” on the top of the ticket. Do not use the term “raffle.”

Tickets should be numbered and the recipient should receive a ticket stub with the same number as the entry ticket. Prizes may be goods or services. Prizes of cash or alcoholic beverages are not permitted. Prizes may be donated to or purchased by the organization. The name of the merchant or brand name of any prize may be mentioned in drawing publicity. Recipients of tickets cannot be required to purchase any article or service to be eligible to enter the drawing. A date, time, and place for the actual drawing must be selected prior to ticket distribution. Recipients must be given the information if requested. The drawing must be open to the public and held on campus. All prizes must be awarded even if donations are insufficient to cover costs. The actual drawing must be conducted by someone who is neutral (a non-organization member who is not a friend or a relative of any organization member) and must have at least two organization members present. Failure to comply with the “opportunity drawing” procedures, particularly in ticket form and donation solicitation, may result in activity termination and possible criminal and civil prosecution.

Free Casino and Gaming Events. Campus organizations may request, through the Office of the Dean of Students, to sponsor a free casino night. An organization representative must meet with an Office of the Dean of Students advisor at least two months prior to the event to review the legal and procedural restrictions on such events. An individual organization may sponsor only one “free casino night” per academic year.

The sponsoring organization must comply with all provisions of Chapter III, Article 3, and Division 41 of the San Diego Municipal Code permitting casino parties. A casino party license must be secured from the San Diego Police Licensing Department. License applicants must provide proof of non-profit, charitable, tax exempt status, time and place of the event, equipment company information, and names, addresses, phones, and physical descriptions of all volunteers at least 30 days prior to the event.

The event must be open to the public. No person under the age of 18 is permitted to attend. There can be no entrance fee or advance registration. Scrip (substitute money) or chips must be used; no money can be used. Scrip/chips must be distributed free with no connection to any voluntary donations. Prizes must be awarded through a drawing of tickets given to game winners. Total prizes may not exceed \$5,000 and no single prize may exceed \$2,500 in fair market value. Cash may not be awarded.

All advertising must indicate that no purchase or donation is required to participate and that the event is open to

the public. All volunteers must wear identification chest-high throughout the event. Organizations must scrupulously abide by these and the city's regulations. Failure to comply will result in event termination and possible administrative sanctions and criminal prosecution.

Gambling of any kind is prohibited on the SDSU campus. Sale of California and other lottery tickets is not permitted.

Things to Remember When Event Planning

- Recognized Student Organizations are reminded that no event utilizing campus facilities or funded by the university may occur without the prior permitting from the Office of the Dean of Students. If the event is other than a regular meeting, an appointment must first be made with a Student Life Advisor in the Office of the Dean of Students.
- Organizations are responsible for being familiar with the policies and procedures of the Student Organizations Handbook and the Regulations for Use of SDSU Buildings and Grounds. Failure to "be aware of the policy" shall not be sufficient grounds for granting waivers to the policies and procedures.
- As all requests for events are tentative until permitted by the Office of the Dean of Students. Organizations must not enter into contracts or publicize events prior to the event being permitted.
- In case of conflicts in large events on campus requested for the same date, priority will be given to the organization filing the request at the earliest date.
- Campus events are not scheduled during final examination periods, Explore SDSU or during the first week of the Fall semester. Special consideration may be requested from the Office of the Dean of Students for an event which is academic in nature or does not interfere with the heavy academic demands of these time periods. No Recognized Student Organization events shall occur in classrooms during finals week.
- All organizations are responsible for all voluntarily incurred debts related to their events.
- Students are not permitted to sign or agree to contracts on behalf of San Diego State University. The university will not be liable for any contract signed by the officers of student organizations or any other student or group of students.
- Student organizations that enter into written or verbal contacts fraudulently or otherwise misrepresent their organization (for example, providing a false organization identity when making a reservation at an off-campus facility) will be subject to disciplinary action.
- Each organization will operate itself and conduct all events in accordance with federal and state laws, local ordinances, official CSU and university policies, policies of the Office of the Dean of Students and the constitution and/or bylaws of the organization itself.
- The "SDSU Principles of Community" serve as the guiding document and set of values important to student life on our campus.

Food and Beverages

San Diego State University espouses numerous policies related to food and beverages at on and off campus events. All Recognized Student Organizations are expected to be familiar with and uphold these policies, which are outlined in Section II, Article B of this handbook.

Fire and Electrical Safety

All campus event participants at San Diego State University are required to adhere to Cal-OSHA and California Fire Code regulations. All participants in campus events shall comply with any request by an EHS representative to inspect their tables/booths or events to ensure compliance with regulations.

- The following cooking methods are acceptable on campus: liquid propane gas appliances; electric appliances; propane barbecues or charcoal barbecues using self-starting charcoal. Use of liquid starter fuel is prohibited. Each officially recognized student organization or department shall dispose of their

used charcoal in an appropriate manner. Charcoal must be cooled and contained in a metal can before disposal into a trashcan or dumpster.

- Each table or booth where an open flame is located shall have a class “ABC” fire extinguisher within 10 feet of the flames at all times. The location of the extinguisher shall be clearly marked and identifiable to everyone in the area. At their own expense, each student organization or department is required to supply the fire extinguisher for their event.
- All open flames shall be constantly attended by a person knowledgeable in how to use a fire extinguisher. An attendant from the organization shall supervise the open flame until it has been extinguished.
- Barbequing is approved at North Campanile Walkway (east of the flagpole at the top of the steps) and Scripps Patio (one BBQ only).
- Commercial barbecues or open flame cooking equipment shall not be located closer than 10 feet from any combustible materials. Cooking equipment shall be separated from customer contact areas.
- A minimum 20 feet clearance is required between a BBQ and a building or a canopy. Overhead brush is not permitted above BBQs.
- Any material used as a structural cover (tent or canopy) shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner.
- Electrical cords shall be maintained in good condition and are not to be laid in an area that is wet or could become wet. Electrical cords are not to be located in the main paths of travel and are to be taped to the ground or covered so they are not tripping hazards.
- Extension cords are approved for temporary use only.
 - Extension cords shall be UL approved, heavy-duty, and 3-pronged grounded type.
 - Extension cords shall be plugged directly into an approved receptacle for the booth.
 - Extension cords shall be grounded when servicing grounded portable appliances.
 - Cords and circuits shall not be overloaded with excessive appliances. Unless an approved power strip is used, extension cords shall serve only one portable appliance.
- Parked vehicles, booths, tables or equipment shall not impede access to fire vehicle lanes, fire hydrants, fire department connections, handrails, building exits, steps, disabled access ramps, pedestrian access, or driveways.
- A minimum 20 feet clearance is required in fire lanes at all times to allow for emergency vehicle access.
- The turning radius for emergency vehicles onto fire lanes must include a minimum of 50 feet clearance at all times.

Hazardous Materials and Equipment

Activities involving hazardous materials—such as solvents, fuels, flammable, corrosive, or toxic substances, explosives, compressed gases, biohazards, or radioactive materials—or hazardous equipment—such as shop tools, welders, and lasers—require additional oversight, permitting, and training in compliance with university and regulatory standards. Groups working with these materials or equipment will be registered in the campus Safety Software System and subject to inventory, inspection, and training requirements, consistent with all other academic and research units. Within this system, the Advisor will be designated as the Principal Investigator, and the President (or highest-ranking officer) will serve as the Compliance Liaison.

All students must complete appropriate training and work under the supervision of a faculty member or designee before using hazardous materials or equipment. No hazardous materials may be brought onto campus without prior approval from the Department of Environment, Health and Safety (EH&S). For approval, training, storage, handling, or disposal guidance, please contact EH&S at ehsresearchsafety@sdsu.edu.

Cleanliness of Facilities and Events

During weekly meetings, events, and activities, Recognized Student Organizations are responsible for cleaning up all facilities used according to the following standards:

- Pickup and proper disposal of garbage
- Remove all leftover food/beverage items
- Leave room(s) in the same condition they were found
- Immediately notify facility manager of any spills and/or stains on carpets and floors

Groups who fail to conduct the minimum standard cleaning requirements may be billed for cleaning expenses or forfeit the ability to serve food at future meetings/events/activities.

Publicity Opportunities and Information

Conrad Prebys Aztec Student Union Publicity Opportunities. Requests for use of the Conrad Prebys Aztec Student Union Electronic Message Board may be made with Union Programs and Services. There is no posting on columns, ground, or walls. No hanging of signs from columns or railings.

Handbills and Flyers. Handbills and flyers may be distributed in person in open areas of the campus provided that pedestrian and vehicular traffic and building access are not obstructed. Handbills and flyers may not be distributed inside campus residence halls without prior permission. Officially Recognized Student Organizations must clearly identify themselves on all handbills and flyers.

Flyers and Publicity. Flyers and posters smaller than 14" by 28" may be placed on any general-purpose bulletin board on campus without prior approval. Posted material must be on actual bulletin boards, not on chalkboards or board rims. Only one copy of a flier should be placed on a single board. Flyers can be posted for up to seven days. No posting is permitted inside Love Library. Bulletin boards are routinely cleared throughout the academic year. Painting, tacking, taping, gluing or stapling messages on walks, footbridges, benches, trash cans, trees, *Daily Aztec* stands, windows, walls, columns, buildings, fences, or other permanent structures (except where noted above) are not permitted. Chalking is only permitted on the Open Air Theatre Walkway.) Messages may not be written or posted on classroom chalkboards, or instructor and departmental bulletin boards without permission from the instructor or department. To publicize in residence halls please review the Residential Education Office's policies.

Large Signs and Banners. The posting of signs or banners larger than 18" x 22" (but not to exceed 36" x 72") is permitted only in one area on campus. Such signs may be placed on the retaining wall around the dining area just east of the Administration Building and extending to the southwest corner of the front of the building. Posting in this area shall be limited to officially recognized organizations, Associated Students, and student election candidates. No commercial posting is permitted. Banners must contain the name of the sponsoring organizations and posting date and must be taped with painters tape, not glued, to the walls only. Sponsoring groups may not remove or post over other organization's banners and are limited to only one banner per organization per area at a single time unless prior approval is obtained from the Office of the Dean of Students. Banners must be removed within 24 hours after the advertised event or within seven days of posting.

The *Daily Aztec* Newspaper. *The Daily Aztec* provides a number of ways to publicize student organizations and special events. *The Daily Aztec* cannot guarantee space; however, information is always welcome. For stories, please submit a press release containing the "who, what, where, when" and contact information via e-mail or drop-off at least one to two weeks in advance. In addition to stories, both classified and display advertising is available at special student rates. To place a classified ad, call 619- 594-4199 or come by the office in the basement of the Business Administration building. To place a display ad, call 619- 594-4199.

Residence Halls. The posting of flyers in the campus residence halls is subject to special regulations due to solicitation and safety concerns. Inquire at the Residential Education Office for specific details and approval. Only individually addressed mail may be placed in student mailboxes. No materials may be placed under student room doors. Door-to-door solicitation is prohibited.

Posting on Other Campuses. If publicity is planned for other college campuses, approval should be obtained before posting. Inquiries should be addressed to the department that handles student activities at the respective college or university. Many campuses, particularly community colleges, require all posted materials to be stamped or signed by a campus official prior to posting.

Staked Signs. Staked signs (i.e., signs attached to stakes or poles) are not permitted at any time inside campus facilities. For outdoor demonstrations, participants must comply with Section 53.30 of the City of San Diego Municipal Code, which states: “No person shall carry or possess while participating in any demonstration, rally, picket line or public assembly any metal stake, club or pipe, or any length of lumber, wood, or lath, unless that wooden object is ¼ inch or less in thickness, and 2 inches or less in width. If not generally rectangular in shape, such wooden object shall not exceed 1/2 inch in its thickest dimension.”

Removal of Publicity Violating SDSU Buildings and Grounds Policy

Violations of the Regulations for Use of SDSU Buildings and Grounds and/or the above regulations on publicity will result in the immediate removal of the material and may further result in the discontinuance of the publicity, event cancellation, charges for clean-up and, building repair, disciplinary sanctions against individuals or officers of officially Recognized Student Organizations, and possible suspension of campus recognition.

Removal of Publicity of Other Organizations by Organizations

Student organizations shall not remove flyers, signs, or banners of other organizations, unless all of the events advertised thereon have been concluded. Violation of this policy may result in suspension of posting privileges.

Section II, Article C: Event Planning, Food & Beverages

Food Service, Sale and Safety On-Campus

Particular care must be taken at all stages of food handling, including transport, storage, preparation and service by officially recognized student organizations and departments wishing to serve, sell or promote food. People may potentially suffer from food poisoning or foodborne illness from contaminated food. Associated Students, Aztec Shops and the university assume no responsibility for the quality of food served, sold or promoted on campus by officially recognized student organizations and departments, or for the health of individual preparers or servers.

Food Event Permitting Process

AS Facilities. Officially Recognized Student Organizations wishing to serve, sell or promote food at an Associated Students facility must submit an Event Application System request, potentially including a Temporary Food Facility Application Form and/or a Catering Waiver, to the Office of the Dean of Students in accordance with the tiers submission timelines for the event.

Campus Facilities and Approved Open Space. For events planned in campus facilities and outdoor areas, a request must be submitted in the Event Application System, potentially including a Temporary Food Facility Application Form and/or a Catering Waiver, in accordance with the tiers submission timelines for the event for permitting.

Environmental Health and Safety Requirements (any facility or open space). Service, sale or promotion of *all* food and beverages requires approval from SDSU Environmental Health and Safety (EHS). A Temporary Food Facility (TFF) Application Form must be submitted to EHS for review and permitting. EHS will issue a health permit to serve or sell food and/or beverages once the TFF Application Form is approved. The TFF Application will not be approved and the EHS Health Permit will not be issued unless the Food Service, Sale and Safety Training is completed. Post the EHS permit during your event. Food service or sale is prohibited on campus without a valid and current permit from EHS.

Submit the TFF Application Form and additional information if applicable **following the submission timelines for the event tier** for issuance of a permit. The TFF Application Form should be submitted earlier than three weeks for more complex events. *Please see Section II, Article A for more details on event permitting timelines.*

Food preparation and handling requirements are specified in the California Health and Safety Code, Chapter 10.5: Nonprofit Charitable Temporary Food Facilities commencing with Section 114332.

Food preparation and handling requirements are specified in the California Health and Safety Code, Article 13: Temporary Food Facilities, commencing with Section 114310.

All food that is served, sold or promoted must be from an approved source. No food prepared and stored in a private home may be offered for sale or given away. Food may be prepared or cooked on campus immediately prior to the event.

Officially recognized student organizations and departments that serve or sell food from an off-campus food establishment must obtain the following:

- current health permit
- current health inspection report

Complete EHS Food Service, Sale and Safety Requirements and the TFF Application Form are available at <http://bfa.sdsu.edu/safety/ehs/environmentalhealth/food.aspx>

Aztec Shops Catering. Exclusive rights to all catering on campus have been granted to Aztec Shops Food Services. Aztec Shops controls all commercial sales and representation on the SDSU campus. Aztec Shops has an exclusive agreement with Pepsi, and all beverages served or sold on campus must be products distributed by Pepsi. Contact the Catering Office, 619- 594-7641 or catering@sdsucatering.edu, for more information.

An off-campus source may be used only when Aztec Shops cannot meet the needs of a specific event. A [Catering Waiver](#) must be submitted to Aztec Shops to review and permit any off-campus food sources. Off-campus caterers, must provide proof of \$1,000,000 in product liability insurance, possess appropriate catering and food handling licenses, demonstrate the ability to prepare, transport, store, and serve food on campus safely and without campus kitchen facilities, and be subject to oversight from EHS, the Office of the Dean of Students, and A.S. (if appropriate). A.S. will assess supervision and clean-up fees when an off-campus caterer is employed in its facilities. Late fees will also be assessed if the Catering Waiver is not completed by the deadline.

Complete Aztec Shops catering menus, policies and the Catering Waiver are available at <http://www.sdsucatering.com/Home.aspx>

Concessions. Exclusive rights for concessions at special events on campus are exercised by the Aztec Shops. Groups planning events with food concession sales should contact Aztec Shops Concessions 619- 594-7621 for arrangements or to discuss possibilities for a waiver of concession rights.

Policy Enforcement. The above provisions must be adhered to for consumer safety and sponsor protection. Food events will be monitored, and food may be confiscated or the food handling or cooking operation suspended by the EHS representative. If the above provisions are violated, the event may be terminated by the Office of the Dean of Students or other campus officials. Future food events may not be permitted by the university.

Food and Beverages at Off-Campus Events

The university does not issue food permits or conduct food service inspections for off-campus events. However, student organizations are encouraged to follow the Food Handling Guidelines described below.

Food Handling Guidelines

Regardless of the location of the event, practicing proper food handling techniques can prevent food-borne illness and food contamination. The following are recommendations for preparing, storing and cooking food:

- Food Source and Transportation
 - All foods must be purchased from an approved source (a food establishment with a health permit and inspected by a county health department). Foods must be prepared on site or in an approved kitchen or commissary. Foods shall not be prepared or stored at home unless it is from a registered or permitted Cottage Food Operation.

- Store raw meat separately from produce or ready to eat food during transportation.
- Consider using ice or frozen gel packs in the cooler to maintain cold food. Use an insulated bag or container for hot food.
- Handwashing
 - Handwashing station includes a 5 gallon insulated container with warm water, soap in a pump dispenser, and paper towels.
 - Handwashing shall take place before handling food, after using the restroom, after eating or drinking, in between activities, and before putting on gloves.
- Safe Grilling Tips
 - Don't use the same platter and utensils that previously held raw meat or seafood to serve cooked meats and seafood.
 - Cook food thoroughly and use a food probe thermometer to ensure that food is cooked at the proper temperature before serving. Minimum internal temperature:
 - Meat (red) and fish – 145 °F
 - Ground pork and ground beef--155°F
 - Poultry--165°F
 - Liquid starting fuel is prohibited.
 - Have a fire extinguisher available.
- Serving Food Safely
 - Food should be handled with utensils and use gloves when handling ready to eat food.
 - Keep cold foods cold (below 45 °F) and hot foods hot (above 135 °F).
 - Foods such as chicken salad and desserts in individual serving dishes can also be placed directly on ice, or in a shallow container set in a deep pan filled with ice. Drain off water as ice melts and replace ice frequently.
 - Don't let perishable food sit out longer than 2 hours.
 - Food should not sit out for more than 1 hour in temperatures above 90°F.
 - Ice used in beverages should be protected from contamination. Do not use ice used for refrigeration.
 - Individuals who are sick must not serve or handle food and beverages.

Alcoholic Beverages and Illegal Drugs

Alcoholic Beverages at On-Campus Events. The possession, dispensing, and consumption of alcoholic beverages on campus is only permitted within designated facilities or at the special events specified below. Alcohol at an event on campus requires an Alcohol Approval Request Form with the designated University Vice President's approval and signature. Recognized Student Organizations must also provide a Risk Management Plan with specific alcohol serving and monitoring instructions. The organizer must meet with an Office of the Dean of Students representative to review the Risk Management Plan. Aztec Shops have the right of first refusal and must be hired and present for the serving of alcoholic beverages. Use of such beverages is governed by the university Alcoholic Beverages Policy.

Beer and/or wine may not be served at events open to the public. Attendance at events with alcohol must be limited to the organization's members and their invited guests. Events at which alcohol will be served must have a preponderance of individuals over 21 years of age in attendance.

Policy for On-Campus Events with Alcoholic Beverages. Subject to this policy, consumption and possession of alcoholic beverages is limited to brewed/fermented alcoholic beverages. Distilled liquor is not permitted at

any time. In sponsoring a function where brewed/fermented alcoholic beverages is present, the organization and its officers accept the following responsibilities and conditions:

- An organization sponsoring an event has an obligation to provide for the safety of any members or guests who exhibit intoxication. This might require taking the person home and ensuring that someone is present to monitor their condition until they are sober. If the person is unconscious, is breathing irregularly, has a weak pulse, or has discolored skin, **immediate medical attention must be sought**.
- Requests must be submitted to the university via the Event Application System form, completing a “Request for the use of Alcoholic Beverages” form, and a risk management plan, or, if a tailgate, through the Modern Campus RSO Event Registration Form and risk management process.
- Observe all applicable federal, state, and local laws and university policies.
- Limit participation in an authorized event to members of the sponsoring organization and its invited guests. Members and the RSO are responsible for the behavior of guests they invite.
- Brewed/fermented alcoholic beverages must be clearly incidental and supplementary to the main purpose of the function. Food must be a meaningful part of the function, if alcohol is available.
- To refrain from advertising to the public the availability of alcoholic beverages or otherwise using alcoholic beverages as an event inducement. Events promoted to the public may not have alcohol present.
- Unless a sponsor is licensed, brewed/fermented alcoholic beverages may NOT be sold at student-sponsored events, nor may a specified amount or donation be collected.
- Provide non-alcoholic beverages, to be served in the same manner as alcoholic beverages.
- To assure that no minor or intoxicated person is accessing alcoholic beverages. It is the responsibility of the organization to ensure that only those of legal drinking age consume alcoholic beverages. Participants who demonstrate signs of intoxication must not be permitted to continue consuming alcohol.
- For events at San Diego State University-San Diego any alcohol must be managed and served by Aztec Shops Catering. Self-service is not permitted and a server must be at least 21 years old. Servers must be trained in accordance with the California Responsible Beverages Service Training Program Act.
- Events at San Diego State University require Aztec Shops personnel to verify the proof of age of those being served.
- Tailgating activities held outdoors at SDSU Mission Valley require the RSO to register the tailgate. Registration does **not** include a parking pass or access to any of the parking lots or outdoor space in Snapdragon Stadium. Registration does not guarantee the ability to tailgate.
- All alcoholic beverages consumed at RSO-hosted tailgates must be brought by the individual members and guests attending the function for their own personal consumption. Possession of alcohol by those under age 21 remains prohibited at such events.
- For tailgates at SDSU Mission Valley, guests 21 years of age or older may bring no more than one fermented/brewed alcoholic beverage per hour of the event. A brewed/fermented alcoholic beverage is defined as a beverage that is, or has the same amount of alcohol as, 12 ounces with 5% ABV.
- The purchase and/or use of any bulk quantity of alcoholic beverages or providing a common source of alcohol (e.g., kegs, miniature kegs, alcoholic punch, open bars, etc.) is expressly prohibited at tailgates.
- Provision of meals must be available and substantially accompany alcohol sale or service where minors are permitted in accordance with California license requirements. Alcoholic beverages may be served only in areas where food is normally served.
- Alcoholic beverages may not be removed from the room or designated area within which alcohol access has been permitted. The organization must provide one or more individuals to be positioned by the exits for enforcement of this condition.
- For events at San Diego State University, the amount of alcoholic beverages present must be appropriate for the nature of the event, the estimated attendance, and the amount of food and non-alcoholic beverages present.
- To maintain decorum appropriate to the university setting.

- To pay for any/all damages incurred during the activity.
- To clean and restore the facility to its original condition.
- In accordance with State law unless licensed, alcohol may not be sold for fundraising or offered as a prize in a “free drawing.”
- Recognized Student Organizations, including fraternities and sororities, may not invite prospective new members to events with alcohol, including tailgates. Further, alcohol may not be present during recruitment, bid day, new member processes, big/little reveal nights, or before/during/following initiation.

Alcoholic Beverages at Off-Campus Events. The following policies apply to all off-campus events sponsored, organized, planned, coordinated, financed, or promoted by the organization, any activity held at an organization-related facility, or any activity that an observer would reasonably associate with the organization. This policy extends to all organizational activities, including those that may be overnight, multiple-day events, and include travel. For example, a social event or a retreat where most of those invited are members of the same organization would normally be considered to be an organization-related event.

- An organization sponsoring an event has an obligation to provide for the safety of any members or guests who exhibit intoxication. This might require taking the person home and ensuring that someone is present to monitor their condition until they are sober. If the person is unconscious, is breathing irregularly, has a weak pulse, has discolored skin or otherwise appears to be in distress, **immediate medical attention must be sought.**
- Organizations are expected to be familiar with and comply with federal, local and State of California laws regulating the sale and consumption of alcoholic beverages.
- Unless held at a licensed establishment with professional bartenders, distilled spirits (hard liquor) shall not be available or consumed at organization events.
- Neither “grain alcohol” nor any such distilled liquor that exceeds 100 proof, or above 50% pure grade alcohol per volume (e.g., “Everclear,” etc.), shall be present in any form or mixture during an organization event, including those held at a licensed establishment.
- The purchase and/or use of any bulk quantity of alcoholic beverages or providing a common source of alcohol (e.g., kegs, miniature kegs, alcoholic punch, coolers filled with canned beer, open bars, etc.) is expressly prohibited. Organizations that attend a jointly-sponsored event where a common source of alcohol is present shall have ten minutes to either have the source removed or have all members leave the function; otherwise, all participating organizations become jointly responsible for the presence of the common source of alcohol. A keg shell present on organization premises shall be considered evidence of a violation of this policy.
- At “BYOB” functions, individuals 21 years of age or older may bring no more than one fermented/brewed alcoholic beverage per hour of the event. A brewed/fermented alcoholic beverage is defined as a beverage that is, or has the same amount of alcohol as, 12 ounces with 5% ABV.
- Whenever a social event is taking place at organization-related facilities (such a Fraternity Row and fraternity and sorority chapter houses), all alcohol consumption is prohibited in bedrooms and apartments.
- Open parties, meaning those with unrestricted access by non-members without specific invitation, where alcoholic beverages are present are forbidden. Members are responsible for the behavior (including underage drinking) of guests they invite. An organization’s guest list may be requested by the university.
- At events where the number of guests exceeds the number of members, private, licensed security guards, or employees of licensed establishment, shall be responsible for checking the identification and providing wristbands or hand-stamps to persons over the age of 21 who wish to consume alcoholic beverages. The security personnel are responsible for patrolling the event to ensure that only those persons with the designated wristband or hand-stamp are consuming alcoholic beverages.
- In promoting events, alcoholic beverages may not be referred to in publicity, including signs, fliers, mailings, email lists, websites, and social media announcements. Illustrations must not make reference

to alcoholic beverages (i.e., no pictures of kegs, cocktail glasses, beer mugs, etc.).

- At all events where alcoholic beverages are consumed, except those held at licensed establishments where beverages are sold, provisions shall be provided for the free and conspicuous distribution of non-alcoholic beverages and food in adequate supply. An “adequate supply” of beverages is a quantity sufficient to provide at least one non-alcoholic beverage serving per hour for all members and guests. An “adequate supply” of food is a minimum of one serving for all members and guests in attendance (for example, one large pizza for each eight guests).
- No organization shall permit any person who is under the age of 21 or who is obviously intoxicated to consume alcoholic beverages at organization functions. Use of wristbands and/or private security guards hired to check age identification may be required. At joint functions each organization is responsible for keeping those under the age of 21 from consuming alcoholic beverages.
- Unless the event is held within a half-mile of the SDSU campus, whenever alcohol is being consumed at an event, buses, rideshare, or public transportation must be provided. If buses are provided, no intoxicated person shall be permitted to board the bus to the event, nor may alcohol be consumed or brought onto the bus.
- No organization shall at any time compel or encourage individuals to consume alcoholic beverages. Organizations should consider that guests may be persons in recovery or have medical conditions in which consumption is contra-indicated.
- No money whatsoever, including “donations,” entertainment fees, admission charges, etc., may be collected at any function where alcoholic beverages are provided, unless held at an establishment with a license from the California Department of Alcoholic Beverage Control.
- Organized competitions involving the consumption of alcoholic beverages (ex. drinking games) are prohibited at all organization functions.
- An organization may not purchase or reimburse a person for the purchase of alcoholic beverages through the use of any organization funds or credits nor may the purchase of the same be undertaken or coordinated by any member on behalf of the organization.
- No organization members may provide alcoholic beverages directly or indirectly to members or guests by selling tickets or cups, by collecting admission fees or donations, by special assessments (e.g., a formal dance assessment that includes drink tickets), by taking a collection (e.g. Venmo, “passing the hat,” etc), by dues rebates, by maintaining a “social fund” or account, or by using any means of collecting monies from persons attending organization functions.
- All alcoholic beverages consumed at organization functions held off-campus must be brought by the individual members and guests attending the function for their own personal consumption or through a cash bar operated by a licensed establishment where the function is held. Drink tickets, regardless of how they are financed, cannot be given away at chapter events held at hotels, etc. – even if the tickets can be redeemed for either alcoholic or non-alcoholic beverages. Members must purchase their own drinks or drink tickets directly from the licensed establishment.
- No alcoholic beverages shall be present at any organization recruitment function, regardless of location. A recruitment function is defined as any activity where the primary purpose is membership recruitment.
- No alcoholic beverages shall be present at any Recognized Student Organization, fraternity, or sorority pledge/associate/new member program or activity including, but not limited to, induction, initiation or pre-initiation activities, pledge or associate member retreats, pledge/new member exchanges, new member interviews, and big brother/sister revealing. This includes bringing alcoholic beverages as gifts.
- No organization shall at any time compel or encourage individuals to consume alcoholic beverages. Organizations should consider that guests may be persons in recovery or have medical conditions in which consumption is contra-indicated.
- Student organizations may not sponsor or co-sponsor events out of the United States where alcoholic beverages are consumed.
- Commonly referred to as “Dry Period,” Recognized Student Organization, fraternity, and sorority events and activities with alcohol off-campus, must be alcohol-free from August 1-October 1 during the Fall

semester. Additionally, events hosted by Recognized Student Organizations, fraternities and sororities in the Spring term are to be alcohol-free during the first three weeks of the semester.

Other Drugs at Organizations Events, Activities, or Facilities. The possession, sale, distribution, and/or use of any illegal drug or controlled substance or drug-related paraphernalia (except as expressly permitted by law and University regulations), or the misuse of legal pharmaceutical drugs, at an organization-related event or at a organization-related facility is prohibited. If organization officers become aware of such activity, it is their responsibility to immediately terminate the activity and initiate disciplinary action against the responsible members. If the organization officers fail to take such action, the organization assumes responsibility for the activity.

Section II, Article D: Risk Management & Insurance Requirements

Student organization events and activities held on campus are assessed to determine the level of risk to participants, bystanders and the university. Complete event details are necessary in order to complete the assessment and to ensure adequate protection for all.

Recognized Student Organizations - Club Liability Insurance Program (CLIP)

SDSU's new Club Liability Insurance Program provides general liability coverage for third party bodily injury or property damage to Recognized Student Organizations (RSO) and their members (some fraternal organizations excluded).

For coverage to be effective, organizations must be officially recognized by SDSU and must have a list of current members on file with the Office of the Dean of Students (in the RSO application). Coverage is provided for permitted on campus events/activities and *certain* off campus events/activities, subject to the following:

On-Campus Events and Activities

Any on campus event/activity with a campus event permit obtained through the Event Application System (EAS). Additional requirements, as determined through the EAS process, may also apply.

Off-Campus Events and Activities

It is the responsibility of the RSO to involve the Faculty/Staff Advisor in planning and implementing off-campus activities, including those that are covered under CLIP. Additionally, all RSOs must register each of their off-campus events in the Modern Campus Involve form. Provided they meet the advisor awareness and registration standards, as well as adhere to all applicable policies and laws, the following off-campus events/activities may also be covered:

- academic related events
- community service activity
- competitions
- conferences
- social events

Waivers are required from SDSU students participating in registered off-campus RSO-sponsored events/activities.

For more information about the requirement to register off-campus events, please view Addendum B for the complete policy.

Excluded Activities

The following activities are not covered by CLIP:

- No coverage for events/activities where alcohol or other drugs are consumed or served.
- No coverage for automobile liability (student's personal automobile coverage is primary).

Contact the SDSU Risk Management Office at sdsuriskmanagement@sdsu.edu to request to file a claim.

Special Event Insurance: On Campus Activities and Events

For events where CLIP does not apply to the Recognized Student Organization or the activity and to determine whether or not Special Event insurance is required, an organization's event planner may be asked to complete a **Risk Assessment**, which can be found on the Event Application System (EAS) or by visiting the SDSU Risk Management website.

Students sponsoring activities or events in campus outdoor space or in campus facilities (including facilities managed by the Associated Students) that present a liability exposure to the university may be required to purchase Special Event Insurance, unless evidence of general liability insurance is on file with the university. Special Event Insurance premiums are determined by the type of activity, number of participants, and duration of the event. The below list of activities are typical of events that require insurance coverage:

- event attendees are off campus visitors (or event is advertised to the general public)
- event attendees or participants are minors
- event includes vendors or exhibitors
- event includes musicians or entertainers
- event includes rides, mechanical devices, inflatables, or animals
- event includes alcoholic beverages served
- event includes fireworks and pyrotechnics

If it is determined that Special Event Insurance is required, event planners will be provided the insurance premium which must be paid in advance of the activity or event at SDSU eCashier (appropriate pay link will be provided to event planners via email to the President and/or Treasurer's official SDSU email address). After payment is made, a Certificate of Insurance will be provided to the event planner via email.

Waivers may also be required (see **Release of Liability** below for additional information).

Off Campus Activities and Events

Students planning activities or events off campus may be asked to provide evidence of general liability insurance when renting a facility or off campus space. Please note, outside of CLIP, *the university does not provide insurance covering student sponsored off campus events*. Students may not sign contracts or agreements obligating the university.

Student organizations must register their off-campus events and activities using the Modern Campus Involve RSO Event Registration Form.

Students participating in off campus activities or events are not covered for automobile liability by the university. *Personal vehicle liability insurance is primary coverage should an accident occur.*

Release of Liability (Waivers)

A Release of Liability (Waiver) may be required for on campus activities, regardless of whether or not Special Event Insurance is required. View the [release of liability \(waiver\) website](#) for current waiver and information. Examples of activities that will normally require a waiver include:

- events that include physical activity
- events that include rides or inflatables
- events that include colored cornstarch or henna
- events that include water
- events that include minors

When waivers are required, each activity participant must sign a Release of Liability (Waiver) prior to participation. The Release of Liability (Waiver) must include the activity date, location, and complete description. To determine whether or not waivers are required, event planners may be asked to complete a **Risk Assessment** which can be found on the Event Application System (EAS) application or by visiting the SDSU Risk Management website.

Signed waivers must be kept on file for **three years** following the activity (if the participant is a minor the

waiver must be maintained for three years or until age 20, whichever is longer). Student organizations may choose to submit all signed event waivers to the Office of the Dean of Students Office to maintain for the three year period.

Evidence of Insurance - Social Fraternities and Social Sororities

All social fraternities and social sororities are required to submit evidence of general liability insurance naming *The State of California, Trustees of the California State University, San Diego State University, and its officers, agents, employees and volunteers* as additional insured by Endorsement.

This insurance policy will not be canceled without thirty (30) days notice to the Center for Fraternity & Sorority Life staff, San Diego State University. Additionally, the certificate of insurance must be accompanied with an endorsement that states the additional insurance shall be primary. If the endorsement lacks this specific statement, it is inadequate. The additional insured coverage must cover all chapter activities and must include personal injury insurance.

Additionally, the University must be listed as the “Certificate Holder” on the Certificate of Liability.

*San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7440*

The liability insurance of social fraternities and sororities is primary for San Diego State University unless there is a claim of negligence by the university not disposed of by motion or there is an adjudication by verdict or otherwise against the university on any such claim. In addition, the Additional Insured protection is provided on a primary basis for the university unless there is a claim of negligence by the university not disposed of by motion or there is an adjudication by verdict or otherwise against the university of any such claim.

Acceptable general liability insurance limits: \$1,000,000 each occurrence; \$2,000,000 general aggregate.

Evidence of Insurance - Off Campus Vendors

Off campus vendors participating in on campus activities or events are required to provide evidence of general liability insurance naming *The State of California, Trustees of the California State University, San Diego State University, and its officers, agents, employees and volunteers* as additional insured by Endorsement. Insurance shall be primary.

Acceptable general liability insurance limits: \$1,000,000 each occurrence; \$2,000,000 general aggregate.

Evidence of Insurance - Vehicles on Campus

Evidence of automobile liability insurance must be provided before vehicles may be driven on to campus.

Acceptable automobile liability limits: \$1,000,000 combined single limit (each accident)

Recreational RSO Insurance

SDSU Risk Management will evaluate the activities that Recreational RSOs participate in to determine if insurance needs to be obtained to operate, and if so, the level of insurance required. A roster must be provided to SDSU Risk Management at the beginning of the academic year to obtain the proper insurance coverage. New members may not be added after the insurance is secured for the academic year. The student organization will

be responsible for paying for the insurance premium before any organization activities begin.

Section II, Article E: Organizational Travel

Associated Students Travel Approval

The CSU Chancellor's Office requires Associated Students to recognize authorized travel by Recognized Student Organizations for those trips that are budgeted in the organization's AS budget. Student travel not funded from AS travel funds is not authorized by the university or Associated Students, and therefore, **will not be reimbursed or considered official university or AS travel**. For information on AS travel allocation approval and required forms, please see: <http://as.sdsu.edu/stu-org-funding/funding.php?pg=4>

Associated Students Travel Funding

AS travel allocations are limited to \$900 per Recognized Student Organization per academic year, with maximum per diem expenses. See <http://as.sdsu.edu/stu-org-funding/funding.php?pg=4> for more details.

Air Travel

Student air travel sponsored by, or pursuant to a program of the California State University, any campus of the CSU, any student body organization on, or with any combination thereof, is governed by the CSU Executive Order 1068 and the SDSU Policy on the Selection of Air Carriers, copies of which are available in Business Affairs (AD-320). These policies define the types of air carriers that may be used and the levels of insurance that must be maintained by them. In addition, all students participating in CSU-affiliated programs, which require air travel, shall be informed in writing that participation in such programs is voluntary and that air travel involves risks to personal safety, which could result in damage to property, injury or death.

Students participating in such travel shall be informed in writing that the CSU assumes no liability for damage, injury, or death and that students undertake such travel at their own risk. All students participating in CSU-affiliated programs which require air travel shall be required to acknowledge by signing a statement that they have been informed of the risks of air travel required by such programs, and release and hold harmless the State of California, the California State University, San Diego State University and AS.

When selecting an air carrier for organization travel, consider – in addition to ticket price, advance purchase requirements, ticket change and cancellation penalties and any travel restrictions imposed by government agencies – convenience and congestion of the hub airport, baggage interchange privileges, comfort and services of the aircraft, and availability of alternate flights if a flight is missed or canceled. Prior to airport departure, be sure to reconfirm ticketing arrangements and departure time. Groups should also check local weather conditions that may hamper destination airports.

Other Organizational Travel

Except for official university business and Associated Students authorized and funded travel, personal travel by students is done at their own cost and their own risk.

When travel involves groups of 25 or more students, the organization is strongly encouraged to hire private transportation such as buses or shuttles, especially for events where alcoholic beverages are consumed.

Use of personal automobiles for transportation exposes the owner and driver to considerable liability. For the protection of all involved, all drivers shall have a valid driver license, shall have automobile liability insurance as required by California law, and shall observe all traffic laws, particularly with regard to speed limits. The vehicle shall be properly maintained in safe mechanical condition and the driver and all passengers shall use seat belts. The driver shall abstain from the consumption of alcohol, drugs or medicine that would impair vehicle operation, and shall not be inattentive (e.g. use of cellular telephones). All drivers shall be alert and well rested and take breaks from driving during longer trips. Drivers shall not drive more than ten hours per day.

If alcohol is being consumed at an event and buses or public transportation are not being provided, the organization must provide designated sober drivers who shall not consume any alcohol whatsoever at the event or within six hours prior to driving. Designated sober drivers are not required for events within walking distance (a half-mile) of the campus; however the organization has the responsibility to provide safe transportation home for any member or guest who becomes intoxicated.

Groups contemplating rental of vehicles for travel should pay particular attention to the vehicle condition at the rental time, driver eligibility stipulations, and insurance limitations. Important: Drivers of 10-, 12- or 15-passenger vans must have a Class B driver license with a passenger endorsement.

Section III, Article A: Student Organization Code of Conduct

a. Campus and Organizational Community Values

The university is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Student organizations should choose activities that contribute to this end.

Student organizations recognized by SDSU are subject to this Student Organization Code of Conduct. The university may hold a student organization responsible for the actions of its members when the behavior or activity is related to the organization. Misconduct need not be officially approved by the organization membership in order to be grounds for sanctions against the organization. Individuals participating in student organization activities are subject to student conduct proceedings related to the [Student Code of Conduct](#).

The following are *some* of the pertinent campus policies that may relate to your event or organization. For other campus policies, please search the SDSU website or, if you have additional questions or need more information, please contact the Office of the Dean of Students.

b. Grounds for Student Organization Discipline

Behavior by a student organization that is not consistent with this Student Organization Code of Conduct is addressed through an educational process designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following are the grounds upon which student organization discipline can be based:

- (1) Aiding and Abetting.** Aiding, abetting, encouraging, permitting, or assisting a student or student organization to do any act that would violate a university policy or applicable law; or that could subject the student or student organization to discipline.
- (2) Alcohol.** Violation of applicable law or university policy regarding the use, possession, manufacture, or distribution of alcoholic beverages while on or off campus. (See Section II of the *Student Organization Handbook* and the [SDSU Alcohol and Substance Policies](#))
- (3) Animals.**
 1. Animals shall not be used in pranks or otherwise for amusement or ceremony in connection with any student organization function or activity.
 2. Recognized Student Organizations are expected to uphold university policies for animals, as outlined in Section 26 of the Regulations for Use of SDSU Buildings and Grounds, which include:
 - a. No person shall bring an animal (including rodents, reptiles or insects/pests) onto the university campus unless the animal is secured to a leash no more than six (6) feet in length or otherwise secured (e.g. cage, terrarium, etc.) and in the hand of a person at all times.
 - b. Dumping of pets or animals on the campus or during a campus-related activity is prohibited.
 - c. No animals are allowed in any of the buildings on campus with the exception of a service animal assisting individuals with disabilities as defined within the Americans with Disabilities Act and Americans with Disabilities Act Amendment Act. Service animals must be licensed in accordance with county regulations, wear a vaccination tag, and may not be disruptive.
 - d. Animals maintained for official instructional and/or approved research purposes are exempt from the above regulations.

- e. All California state laws dealing with the care and human treatment of animals are enforced on the campus by University Police.

(4) “Assassin” and Other Games. Recognized Student Organizations may not participate in games involving simulated weapons, such as “secret agent,” “tag,” and “assassin.” Additionally, organizations may not participate in games that involve chasing, stealing, grabbing, marking, or otherwise obtaining an item from another individual, outside of a permitted sports event with referee supervision. Student organizations may not organize or engage in such games regardless of location.

(5) Auctioning and Dare/Challenge Cards. All auctioning and dare/challenge activities must be voluntary, non-harmful, and free from coercion, discrimination, or harassment. Activities should foster community and engagement without compromising individual comfort or safety. Any card or activity that violates SDSU’s Student Code of Conduct or creates undue pressure will be prohibited, and organizers are responsible for ensuring all participants feel empowered to opt out without consequence. Fundraising events by student organizations involving the auctioning of a date, the performance of services, or the completion of dares/challenges must comply with the following guidelines:

1. A release of liability waiver must be signed by all participants (including the individuals participating in the auction and the winning bidders).
2. When synchronous, an advisor must be present for the entire duration of the event.
3. All participants must do so willingly and without coercion. Individuals cannot be pressured or compelled to participate in auctions/activities or sign the release of liability waiver.
4. The event shall not be organized or promoted in any way so as to intend or suggest the services being offered for auction extend beyond the offer of accompaniment for a meal and/or entertainment.
5. Date/service auctions should be conducted in a manner that respects the dignity, autonomy, and equality of all participants, ensuring that the format and presentation of these events avoid any language, imagery, or practices that could be interpreted as objectifying individuals or evoking historical injustices.
6. Lewd conduct, remarks, and gestures are not allowed during the event.
7. Participants shall not be required to attend a date with or provide services to the highest bidder if they are uncomfortable doing so. If the event participant does not attend the date or provide services, the bidder shall receive a refund of all monies paid during the auction.
8. The “date” or service should only occur in public (not inside a private residence), during the hours of 10:00 a.m. and 10:00 p.m.
9. The “date” should end at the conclusion of the meal, event, or entertainment.
10. Alcohol may not be present at the auction event. No alcohol shall be consumed during auction, the “date,” during the provision of the service, or the dare/challenge regardless of the age of the participants.
11. “Double-dating” with another participating couple is strongly encouraged.
12. Auctions and dare/challenge cards may not take place during a membership joining or new member process.
13. If any guidelines are not followed at any time, the advisor must address the behavior immediately and may shut down the event and any associated activities immediately.

(6) Charitable Donations. Charitable donations must be made in accordance with the Internal Revenue Service (IRS). The IRS has tightened the reporting requirements surrounding the

receipt of charitable donations. Charitable donations, whether in the form of cash or donated goods and service, must be promptly receipted with notation of any fair market value. Donations must be made to a current 501(c) (3) or similar tax-exempt organization. For Recognized Student Organizations, this may be through Associated Students or the Campanile Foundation. Those who have their own Federal Tax ID number may use their Federal Tax ID or national or state parent affiliation.

(7) Chalking. Per the [Regulations for Use of SDSU Buildings and Grounds](#), chalking is only permitted on the Open Air Theatre Walkway and on the first floor of the Conrad Prebys Aztec Student Union Chalkboard.

(8) Compressed Gas Cylinders (*Examples: helium tanks for balloons and carbon dioxide tanks for carbonated beverages*).

1. All gas cylinders in service, storage, or during transport while empty or full shall be securely held in substantial racks or secured to other rigid structures in a manner to prevent tipping, falling, or rolling hazards.
2. Compressed gas cylinders shall be stored with regulators closed when not in use and labeled at all times, without regulators connected. Valve protection caps shall be securely attached.
3. During movement, cylinder caps shall be in place.
4. Gas cylinders shall be protected from sunlight or other heat sources.
5. Incompatible oxygen and fuel gasses in storage shall be separated by at least 20 feet.

(9) Contracts and Financial Management.

1. Organizations may not enter into contracts using the name of the Associated Students (AS) or San Diego State University, nor are the Associated Students or the university responsible for financial loss of student organization activities.
2. Contracts and purchases for on campus events should not be completed prior to securing both the event permitting by Office of the Dean of Students and the confirmation of organization or AS funding.
3. Student organizations are responsible for voluntarily incurred debts to the university, Associated Students, Aztec Shops, and the SDSU Research Foundation and are expected to maintain good credit ratings in the community and employ principles of sound business practice in financial dealings with members.

(10) Discrimination. Discrimination in membership policies on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, gender identity or expression, or disability (except that the prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other university living groups).

(11) Dishonesty.

1. Furnishing false information to an official of the university, a university auxiliary organization, or law enforcement agency is prohibited.
2. Misrepresenting the identity of the organization, or misrepresenting the organization to be an authorized agent of the university or a university auxiliary is prohibited.
3. Forgery, alteration, or misuse of a university document, key, or identification instrument is prohibited.
4. Collective behavior by organization members involving cheating, plagiarism, or other forms of academic dishonesty intended to gain unfair academic advantage or

organizational involvement in facilitating academic dishonesty is prohibited.

(12) Disorderly Behavior. Disorderly, lewd, indecent, or obscene behavior at a university related activity, or directed toward a member of the university community is prohibited.

(13) Disruption.

1. Unauthorized entry into, presence in, use or misuse of University property.
2. Willful, material, and substantial disruption or obstruction of a University-related activity or any on-campus activity.
3. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of the members of the University community.
4. Willful, material, and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University-related activity.
5. Impeding an individual or vehicle from entering or exiting a location or otherwise blocking the individual or vehicle's path of travel.
6. Disorderly, lewd, indecent, or obscene behavior at a University related activity or directed toward a member of the University community.
7. Unauthorized destruction or damage to University property or other property in the University community

(14) Drones (Unmanned Aerial Systems). As stated in the Regulations for Use of SDSU Buildings and Grounds, drones are currently prohibited on campus without prior approval from the University Police Department. Therefore, the unauthorized use of drones (UAV) on San Diego State university property by student organizations is prohibited without prior approval.

(15) Electronic and Mobile Payment Services and Cash Handling. Student Organizations are not permitted to collect cash for campus sales. RSO members can make an electronic deposit through [A.S. Cashnet](#). Student organization funds MAY NOT be collected or kept through a personal Venmo, PayPal, Zelle account, or other payment platforms. Keeping petty cash is also not permitted.

Recognized Student Organizations with an international or national affiliate that collect dues using an electronic platform provided directly by the international/national organization may collect payments using the online platform managed by the international/national organization.

(16) Failure to Comply. Failure to comply with directions or interference with any University official or any public safety officer while acting in the performance of their duties.

(17) Fire and Life Safety. Recognized Student Organizations must follow all [Regulations for Use of San Diego State University Building and Grounds](#), as well as all directives by Environmental Health & Safety at SDSU, including, but not limited to:

1. If required, failure to submit a diagram for review and approval for campus events that include, but are not limited to, portable, prefabricated or site built structures.
2. Failure to comply with a request by an EHS representative while they are acting in accordance with their duties, including table/booth inspection, or ensuring compliance with regulations.

(18) Fireworks. Fireworks are prohibited unless a permit has been obtained from the Office of the State Fire Marshal. Requests to use fireworks shall be directed to Environmental Health &

Safety at 619-594-6778. All requests shall be made at least 30 days prior to the date of the event. The unapproved use of fireworks is strictly prohibited.

(19) Harassment and Abusive Behavior, including:

1. Members of recognized organizations may not engage in any organizational activities involving sexually abusive or obscene activity.
2. Members of recognized organizations may not engage in any organizational activity that makes specific members of the campus community the subject of harassment, intimidation, or hostility because of their age, race or ethnicity, religion or religious creed, color, citizenship, gender, gender identity, gender expression, disability, sex (including sex stereotyping or sex characteristics), sexual orientation, genetic information, marital status, medical condition, nationality, pregnancy or related conditions, veteran or military status, or nationality.
3. Members of recognized organizations shall not engage in any physical abuse of the person or property of any member of the campus community, nor may organization members threaten such physical abuse.

(20) Hazing or conspiracy to haze. Joining an officially recognized organization should be a positive experience. New member activities and initiation rituals should focus upon the positive aspects of both the organization and the individual. Abusive behavior toward, or hazing of, a member of the campus community is forbidden.

1. Hazing is defined as any method of indoctrination, initiation or pre-initiation into a student organization, or any other organization-related activity, which, regardless of location, intent, membership status or rank of the participants, or the express or implied consent of the participants, causes, or is reasonably likely to cause, physical or mental injury, substantial mental or physical discomfort or stress, personal degradation, harassment or intimidation of or to any former, current or prospective student of any educational institution.
2. Hazing also includes any activity that compels a student to participate in any activity that is unlawful, publicly indecent or contrary to the policies and regulations of the university, or any activity that unreasonably and materially interferes with a student's academic efforts.

The term "hazing" does not include customary athletic events or university sanctioned events. Participation in a hazing practice will result in both individual and organizational disciplinary action, including possible expulsion.

Commission of hazing is also a misdemeanor, punishable by up to one year in jail and up to a \$5,000 fine. Hazing cases that involve serious bodily injury or death may be charged as felonies. Disciplinary action will also be instituted against officers who permit hazing to occur within their own organization and students who allow themselves to be hazed may also be subject to disciplinary action. Any proven hazing incident involving serious bodily injury will result in revocation of university recognition, and where applicable, a recommendation to national organization for revocation of the organization's charter.

Examples of prohibited hazing activities include, **but are not limited to:**

- Any form of physically demanding or dangerous activity (calisthenics, runs, etc.) or not part of a sanctioned university or auxiliary activity.
- Paddling, shoving, hitting, slapping, punching, dragging, kicking, or shocking an individual regardless of degree or nature.

- Compelling an individual to consume, use, or be exposed to alcohol, tobacco, or drugs, or engage in drinking games. This includes, but is not limited to, any new member, initiation, pre-initiation, or post-initiation event involving alcohol where it is expressed or implied that new members must or feel compelled to consume alcohol or other drugs.
- Compelling an individual to consume unusual, undue amounts, or odd preparations of food, liquids, substances, or other items.
- Throwing, pouring, submerging, or otherwise applying substances to the body, clothing, or belongings of an individual.
- Writing embarrassing or degrading items on the body, clothing, or belongings of an individual.
- Morally degrading or humiliating games, performances, or other activities that make an individual the object of ridicule, amusement, or intimidation.
- Abducting or transporting an individual to undisclosed locations, abandoning an individual, or conducting any “kidnap,” “road trip,” or “ditch” that may in any way endanger or compromise the physical or mental health, safety, or comfort of an individual.
- Confining an individual to unreasonably small, poorly ventilated, unsanitary, uncomfortable, or unlit areas.
- Restraining an individual in any manner.
- Intentionally exposing an individual to unsafe, hazardous, or uncomfortable temperatures, conditions, or environments.
- Exposing or compelling an individual to engage in nonconsensual sexual behavior, including kissing, touching private body parts, fondling, intercourse, penetration of the vagina or anus with any body part or object, , sexual harassment, oral copulation of a sex organ by another person, and sexual exploitation. Compelling an individual to witness or engage in any of these behaviors is also a violation of the California State University Nondiscrimination Policy. For further information and definitions of the above terms, please refer to the CSU Nondiscrimination Policy
- Activities that require an individual to remain in a fixed position for an extended period of time.
- “Line-ups” involving intense or demeaning intimidation or interrogation, such as shouting obscenities, insults, or quizzing an individual.
- Verbal abuse, including but not limited to, the use of demeaning, infantilizing, degrading, humiliating language, screaming/yelling, spamming, or assigning derogatory names in any setting, including in-person, online, email, text, phone, social media and other apps.
- Tracking, monitoring, sharing locations/passwords, and surveilling biometrics through any means or modes, and whether known by the individual or not.
- Assigning activities such as pranks or scavenger/treasure hunts in which an individual is asked to deface or steal property, engage in humiliating acts, stunts, or bother other individuals or organizations/teams.
- Exposing an individual to bodily fluids, including, but not limited to, blood, vomit, feces, urine, saliva, and semen, or compelling an individual to engage in activity that induces bodily functions.
- Compelling individuals to wear or carry unusual, embarrassing, degrading, uncomfortable, or physically burdensome items or apparel.
- Depriving individuals of the opportunity for sufficient sleep (six hours continuous sleep per day minimum), comfortable sleeping arrangements, sufficient and nutritious meals, or access to showers, baths, foot-washing stations, and sinks.
- Activities that interfere with an individual’s academic efforts by causing exhaustion, loss of sleep, or loss of reasonable study time or by interfering with an individual’s ability to attend class.

- Engaging in the following acts for others: errands, cleaning, standing in line, completing academic assignments or tasks, driving, shopping, , and other forms of personal servitude.
- Compelling an individual to use their own funds to purchase food, alcohol or other drugs, or tobacco or vaping products, including through the use of a meal plan.
- Compelling an individual to modify their body by way of branding, tattooing, piercing, scars, shaving, weight loss, or other forms of modification.
- Intentionally deceiving or tricking an individual, including making them believe their membership will be revoked, they will not be initiated, or they may or may not be mentally or physically harmed.
- Excluding an individual from social or familial contact.
- Intentionally creating a mess and forcing others to clean up.
- Compelling an individual to engage in animal purchasing, cruelty, or mistreatment.
- Blindfolding an individual in a manner that may cause intimidation, fear, deception, disorientation, or harm.
- Depriving an individual of access to or use of cell phones, wallets, keys or key fobs, or other personal possessions.
- Compelling an individual to not participate in familial, religious, cultural, or personal traditional activities, holidays, or events.

Any activity as described above upon which the initiation or admission into or affiliation with the organization is directly or indirectly conditioned, or implied to be conditioned, or which occurs during a pre-initiation or initiation activity, shall be presumed to be “compelled” activity, the willingness of an individual to participate in such an activity notwithstanding.

A group of students acting together may be considered a “student organization” for the purposes of this policy, whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this policy.

It is the specific responsibility of the organization president to ensure that this policy is communicated to and adhered to by all members and new members.

Organizations are responsible for controlling the behavior of their alumni/ae members during initiation or pre-initiation activities. If there is a concern for alumni/ae member(s) of the organization, the organization must disclose the concern to the Office of the Dean of Students.

Individuals should contact their coach, advisor, campus staff, or national affiliate to identify alternative methods that will foster unity, develop leadership skills, and instill a sense of membership.

Questions concerning this policy should be directed to the Office of the Dean of Students or the Center for Student Rights & Responsibilities.

(21) Health and Safety. Recognized Student Organizations (RSOs) must prioritize the health and safety of all individuals within or related to the university community. RSOs are responsible for ensuring that all activities and events comply with safety regulations, policies, and laws, and promote a secure environment for all participants. Conduct that threatens or endangers the health or safety of any person is strictly prohibited, including, but not limited to:

1. Physical abuse, assaults, threats, intimidation, harassment, and sexual misconduct.

2. Group violence or incitement to violence by three or more members.
3. Hosting activities and events that do not align with federal, state, and local laws, and/or University policies that endanger participants. Prohibited activities include, but are not limited to, permitting or promoting underage consumption of alcohol, distribution of alcohol, overcrowding, and fire code building capacity violations, etc.
4. Throwing objects, including, but not limited to, bottles, paint, or other items that could result in personal injury.
5. Exposing an individual to bodily fluids, including, but not limited to, blood, vomit, feces, urine, saliva, and semen as part of any organizational activity.
6. Creating fire hazards of any kind in event spaces or organizational facilities temporarily or regularly contracted, leased, owned, or operated by the RSO.
7. Blocking doorways, hallways, windows, and other access and egress points, temporarily or permanently, with any structure (e.g. boards placed over windows or in front of doors).
8. Failure to maintain safe and sanitary conditions in event spaces or organizational facilities temporarily or regularly contracted, leased, owned, or operated by the RSO.

(22) Illegal Drugs, including:

1. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulation) or the misuse of legal pharmaceutical drugs at an organization-related event.
2. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulation) or the misuse of legal pharmaceutical drugs at an organization-related facility.
3. Failure to terminate the activity of organization members and initiate organization disciplinary action against the members engaged in misconduct by officers.

(23) Misuse of University Technology, including:

1. Misuse of computer facilities, computers, electronic media, social media, mobile applications and all other technologies owned, operated or provided by the University.
2. Failure to follow the campus procedures related to Smart Classroom technology for student organizations.
3. Misuse of the Presence platform, including the posting of events that are or may promote violation of any laws or published University policies.

(24) Noise, including:

1. Violation of municipal noise ordinances, including but not limited to failure to obtain a required noise permit for an off-campus event.
2. Excessive noise which disrupts the campus or surrounding community, including but not limited to use of amplified sound on campus (except as expressly permitted in compliance with the *Regulations for Use of San Diego State University Buildings and Grounds*).

(25) Open Membership. Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. Social fraternities, sororities or other university living group and may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500.

(26) Organization Facilities, including:

1. Operating a facility owned, leased, occupied or used by the organization in violation of local zoning ordinances.
2. Failure to maintain safe and sanitary physical conditions of a facility owned, leased, occupied or used by the organization as required by applicable law and university policy.
3. Failure to maintain a facility owned, leased, occupied, or used by the organization in compliance with exterior appearance standards.

(27) Promoters. Student organizations wishing to contract with promoters should contact the Office of the Dean of Students BEFORE entering into an agreement. Student organizations may not engage in any on-campus activities on behalf of commercial entities that involve any form of sale or contractual agreement (including credit card sign-ups).

(28) Property Damage and Vandalism. Unauthorized destruction, defacement, vandalism, or damage to university property or property of others, including, but not limited to, placement of words, symbols, or graphics on the property of others, and unauthorized removal of signs or banners of other student organizations.

(29) Recognition Reinstatement. Student organizations that have their recognition revoked through suspension or expulsion must make a formal request to be reinstated to the Office of the Dean of Students before they can be considered to return to campus. This includes organizations whose national organization or affiliation removed their recognition or approval of the local organization. Once a formal request has been made, a review of the student life community will be conducted in collaboration with student organization governing boards and a decision to return will be based on feasibility of the organization in the campus community and governing board policy and procedures. This process supersedes all letters issued prior to an organization leaving or being removed from campus and this process must be adhered to prior to re-chartering.

(30) Smoking. All Recognized Student Organization events on campus must be completely smoke-free in accordance with San Diego State University's [Smoke Free Policy](#). Members of the organization and guests are not permitted to smoke on SDSU's property--at the event site and at all other campus locations. Per SDSU policy, "smoking is defined as inhaling, exhaling, burning, or carrying a lighted or vapor-producing tobacco product. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff)."

(31) Student Organization Banking. [Per California State University guidelines](#), all student organizations, unless granted an exemption, must bank with the on-campus banking entity (Associated Students). Violations of this policy include:

1. Maintaining an off-campus bank account without an exemption, no matter the circumstance (e.g. maintaining an Associated Students account in addition to the off-campus bank account).
2. Operating off-campus bank accounts that are in addition to and separate from the account associated with the exemption.

(32) Student Organization Events

1. Sponsoring, co-sponsoring, or conducting an on-campus event, without the permitting from the Office of the Dean of Students (See event application procedures in Section II of

the *SDSU Student Organizations Handbook*)

2. Failure to comply with event permitting conditions imposed by the Office of the Dean of Students or other university offices/departments for on campus events
3. Failure to register off-campus events with the Office of the Dean of Students.
4. Failure to register tailgates at Snapdragon Stadium with the Office of the Dean of Students.
5. Failure to comply with the policies governing student organization events held on campus or funded by the university or a university auxiliary organization.

(33) Theft, including:

1. Theft of property or services from the university community, or misappropriation of university resources for the benefit of the organization.
2. Unauthorized removal of university property from common use areas.
3. Possession by the student organization or presence at organization-related facilities of stolen property or university property that has been removed from common use areas without authorization.
4. Unauthorized mass removal of publications from campus distribution racks with the intent of limiting public access to the materials.
5. Theft of property or services from Recognized Student Organizations, student organization events or student organization facilities. “Pranks” where theft is involved are considered to be a violation of this policy.
6. Theft of property or possession of stolen property by a student organization regardless of location (e.g. property stolen from an off-campus store).

(34) Unauthorized entry into, or presence in:

1. Any facility owned or operated by the university or a university auxiliary organization, or use of property or equipment of the university or a university auxiliary organization, except in accordance with university policies.
2. Trespassing on private property.
3. Violation of visitation policies of university or university auxiliary owned or operated student residential facilities and student organization residential facilities.
4. Violation of university policies regarding entry into and conduct inside fraternity and sorority houses.

(35) Unauthorized use of SDSU name, symbol(s) and logo(s). Unauthorized use of San Diego State university or SDSU name, logo, symbols, or likeness, or use not in compliance with university policies.

(36) Violation of Policies. Violation of any published university policy, rule, regulation or presidential order, including without limitation:

1. Violation of university policies and procedures pertaining to student organizations set forth in the [*Student Organizations Handbook*](#).
2. Violation of California State University’s [*Time, Place, and Manner \(TPM\) Policy*](#) or the SDSU [*TPM Addendum*](#).
3. Violation of the [*Regulations for Use of San Diego State University Buildings and Grounds*](#)
4. Violation of [*Conrad Prebys Aztec Student Union Building Use Guidelines*](#)
5. Violation of any other published university policy, rule, regulation or presidential order.

(37) Violations of Law. Any organization-related act chargeable as a violation of federal, state,

or local law.

(38) Violation of the Student Organization Conduct Procedures, including:

1. Falsification, distortion, or misrepresentations of information related to a student organization discipline matter.
2. Disruption or interference with the orderly progress of a student organization disciplinary matter.
3. Attempting to discourage a person from participating in a student organization disciplinary matter.
4. Attempting to influence the impartiality of any participant in a student organization disciplinary matter.
5. Verbal, written or physical harassment, intimidation, or retaliation of any participant in a student organization disciplinary matter.
6. Failure to comply with the sanction(s) imposed under a student organization disciplinary proceeding.

(39) Weapons. The possession and/or use of firearms, ammunition, fireworks, explosives, highly flammable materials, weapons, projectile devices, guns, knives, pellet/air soft or BB guns, replica weapons, dangerous chemicals or any other weapon or material or instrument which poses or may imply a risk of danger is prohibited on campus, at University-related events, and at all student organization functions and facilities (with the exception of properly stored kitchen knives, janitorial supplies and activities with prior authorization of the University President or designee).

(40) Hazardous Materials. Recognized student organizations must follow all San Diego State University Regulations for Building and Grounds, as well as all directives by Environmental Health and Safety at SDSU, including but not limited to failure to comply with a request by an EHS representative while they are acting in accordance of their duties, including inspection or ensuring compliance with regulations.

c. Application of this Code

Sanctions for the conduct listed above can be imposed on student organizations and individual members of student organizations. Student Organization conduct is within the jurisdiction of the SDSU Student Organization Code of Conduct, regardless of whether the conduct occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits discriminatory action against students based on behavior protected by the First Amendment.

d. Procedures for Enforcing this Code

San Diego State University maintains the right to impose sanctions upon student organizations for acts that violate this Student Organization Code of Conduct at San Diego State University. The Office of the Dean of Students shall develop and adopt procedures to ensure student organizations are afforded notice and the opportunity to be heard before the university imposes any sanction for a violation of the Student Organization Code of Conduct.

Amnesty and Good Samaritan Policies

The [Amnesty Policy](#) (for individual students) and a [Good Samaritan Policy](#) (for Recognized Student Organizations) were established. Generally, these policies outline that those needing assistance, as well as the students and organizations who call for help, **will not be sanctioned** for violations of the Student Code of Conduct and the Student Organization Code of Conduct related to the incident. Tailgate hosts are responsible for calling for help when needed.

Section III, Article B: Student Organization Conduct Process

Duty to Report Incidents

In an effort to support the safety, health, and well-being of students and the SDSU community, student office holders, faculty/staff advisors, and community advisors have a duty to report incidents to the university. Reporting requirements are outlined for faculty/staff, incidents involving hazing, and incidents involving sexual violence, sexual misconduct, discrimination, harassment, and retaliation.

Faculty/Staff Reporting Responsibilities

Faculty/staff advisors employed by SDSU maintain a duty to report incidents of alleged sexual violence, sexual misconduct, discrimination, harassment, and retaliation to the Center for the Prevention of Harassment and Discrimination. Faculty/staff advisors are required to report

Per [CSU Executive Order 1098](#), “for the safety of the campus and student well-being, all employees who know or have reason to know of incidents that may violate the CSU Standards for Student Conduct are expected to disclose all information available including the name of the parties involved, when the person has request anonymity. The report should be made promptly to the Student Conduct Administrator.” To this end, faculty/staff advisors, as employees of SDSU, are required to report any and all incidents that may violate the CSU Standards for Student Conduct to the [Center for Student Rights and Responsibilities](#).

A “[Campus Security Authority](#)” is defined as, “an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” All faculty/staff advisors are Campus Security Authorities, meaning they have a responsibility of reporting occurrences of crimes to University Police. Once reported, the information is assessed and may be communicated in a couple of ways, including the Annual Security Report. If there is an immediate threat to the community, a timely warning or emergency notification may also be issued.

Duty to Report Hazing

Student organization office holders, faculty/staff advisors, and community advisors (advisors who are not employed by the CSU) are required to report any and all incidents of hazing to San Diego State University. Student organization office holders, faculty/staff advisors, and community advisors must promptly report all available information about such incidents. Reports can be made to the Center for Student Rights & Responsibilities, Office of the Dean of Students, the SDSU Police Department, and by emailing reporthazing@sdsu.edu. Anonymous reports can be submitted via email to reporthazing@sdsu.edu, by completing the [Student Organization Incident Report online form](#), or by submitting a [General Incident Report online form](#) to the university.

Duty to Report Sexual Violence, Sexual Misconduct, Discrimination, Harassment, and Retaliation

Student organization office holders, faculty/staff advisors, and community advisors (advisors who are not employed by the CSU) are required to report incidents of sexual violence and sexual misconduct to the Title IX Coordinator in the Center for the Prevention of Harassment and Discrimination. Student organization office holders, faculty/staff advisors, and community advisors must promptly report all available information to the [Center for the Prevention of Harassment and Discrimination](#), including names of the parties involved.

Investigation

Whenever it appears that a student organization has violated the Student Organization Code of Conduct, a report should be directed to the Office of the Dean of Students. Reports can be submitted via the [Student Organization Incident Report Form](#). Concerns may also be submitted by email. Concerns for hazing may be submitted by emailing reporthazing@sdsu.edu.

The Vice President for Student Affairs and Campus Diversity or designee shall select an Office of the Dean of Students staff member, known as the “Facilitator” to lead the judicial process and investigation. The Facilitator shall conduct and/or coordinate a preliminary investigation into any alleged violations and determine whether to initiate an investigation and disciplinary action.

The coordination of investigations may necessitate collaboration between the Office of the Dean of Students and the Center for Student Rights & Responsibilities (CSRR). Referrals can be made by both offices at any time. For example, in cases reported to the Office of the Dean of Students where individual students may have violated the Student Code of Conduct, the matter may be referred to CSRR and an investigation may be conducted. Similarly, if investigations facilitated by CSRR indicate that members of a student organization appear to have violated the Student Organization Code of Conduct, the matter may be referred to the Office of the Dean of Students, who may facilitate an investigation.

Interim Sanction

The Vice President for Student Affairs and Campus Diversity (or designee) may immediately impose an interim sanction where there is reasonable cause to believe that such an action is required to protect the safety and well-being of members of the community, to protect university property, or to ensure the maintenance of order. This may include, but is not limited to, cases involving hazing, medical intervention, injury, violence, alcohol and/or other illegal drug activity, or a pattern of serious violations. The interim sanction may include a temporary suspension of official recognition and/or restrictions on specific activities including, but not limited to, participation in campus events, hosting activities, conducting meetings and recruiting members.

Whenever an interim sanction is imposed, a disciplinary proceeding shall be convened at the earliest possible time, pending investigative process needs. The interim sanction may remain in effect until a final decision has been reached, including any appropriate appeals process, at the discretion of the Vice President for Student Affairs and Campus Diversity or designee.

Student Organization Conduct Standards

When organizational behavioral concerns arise, the university endeavors to facilitate a process to address potential violations. Student organizational conduct proceedings are intended to be educational rather than adversarial, emphasizing personal growth, reflection, and the development of ethical leadership within student organizations.

Evidence and Standard of Proof

The university bears the burden of proving that the student organization engaged in misconduct by a preponderance of the evidence.

A “preponderance of evidence” means that the quantity and quality of evidence which, when fairly considered, produces the stronger impression, and has the greater weight, and is more convincing as to its truth than the evidence in opposition – or in other words, the facts as determined by the Facilitator or Student Organization Hearing Panel indicate that it is more likely than not that the student organization violated the Student Organization Code of Conduct.

Formal rules of evidence applied in courtroom proceedings do not apply to student organization conduct meetings (e.g. Informal Conferences, Formal Hearings, etc.) hearings. Evidence relevant to a case, by the Facilitator or Student Organization Hearing Panel Chair, is admissible in an organizational conduct meeting. This may include direct evidence, circumstantial evidence, documentary evidence, hearsay evidence, and signed statements. This does not imply that all evidence admitted is equivalent in weight. Unduly repetitive information may be excluded.

Conduct Meeting Waiver

An organization may waive the right to a conduct meeting (e.g. Informal Conference, Formal Hearing) and accept sanctions from the Office of the Dean of Students or the Office of the Vice President for Student Affairs and Campus Diversity. This option may be utilized for a number of reasons, including, but not limited to:

- when the university collaborates with the RSO's inter/national or parent organization to jointly review and propose sanctions for alleged violations; or
- if there are no students who are permitted to represent the RSO due to the revocation of their membership status by an inter/national organization or the suspension/expulsion from the university; or
- if there are no students who wish to participate in the conduct meeting.

Organizational Conduct Meeting Types

There are two conduct meetings types that Recognized Student Organizations facing alleged policy violations may participate in: Informal Conferences and Formal Hearings. The below sections outline the process and procedures of each meeting type.

In some cases, the preponderance of the evidence demonstrates a policy violation occurs, but the level of the violation does not necessitate a conduct proceeding. In these cases, Recognized Student Organizations may be issued a Warning Without Conference. In these cases, the student organization may request to be heard and a conduct proceeding will be scheduled to review the alleged violations.

Informal Conference

If the Facilitator determines a violation may have occurred, the Facilitator shall provide written or electronic notice of the allegations to the student organization's president or chair. This electronic document is called a "Notice to Appear."

The Facilitator shall conduct an Informal Conference with the organization president and representatives of the designated student organization governing council. A student organization's faculty/staff advisor and, if applicable, alumni/community advisor and an additional officer/representative of the organization may accompany the organization president to the conference. Attorneys are not permitted. The Facilitator may invite other persons with information about the alleged violation to participate in the informal conference.

The purpose of the informal conference is to gather facts, assess the possibility of immediate solutions, determine whether there is evidence of a violation of the Student Organization Code of Conduct or whether further investigation is necessary, and to discuss potential sanctions if a violation occurred.

If a student organization fails to appear at an Informal Conference, the Facilitator will determine if the absence was for good cause, in which case the Informal Conference will be rescheduled. Otherwise, the Facilitator will review the information available and make a determination of responsibility.

Recordings are not permitted.

Informal Conference: Decision Letter

Following the Informal Conference, the Facilitator will render a decision and send it to the organization electronically. The decision letter will include the findings of the investigation, level of responsibility of the organization, and sanctions/stipulations if a level of responsibility is found. The Facilitator shall send the decision letter to the organization's president. A copy of the decision letter may be sent to the organization's faculty or staff advisor, and if appropriate to the alumni or community advisor, and regional and/or national officials of the student organization's umbrella organization/council (if applicable). Additional university administrators may also receive a copy.

If the RSO seeks to appeal any element of the decision, the president of the organization must submit a letter of appeal within ten (10) business days of receipt of the decision.

The decision letter is subject to the prior approval of the Dean of Students or designee. If the sanction includes revocation or suspension of campus recognition, the decision letter shall be reviewed and approved by the Office of the Vice President for Student Affairs and Campus Diversity prior to being sent to the organization.

Informal Conference: Appeal Process

If the organization does not accept the terms of the decision, the organization has the right to appeal. Grounds for an appeal include:

- the decision was not based on substantial evidence
- there is significant new evidence not available at the time of the conduct meeting (e.g. Informal Conference, Formal Hearing, etc.)
- the applicable policy was not properly interpreted
- the sanction is unreasonable for the offense
- the organization has a procedural complaint

To initiate the appeal process, the president of the organization must submit a letter (electronically) within ten (10) business days to the Facilitator and Dean of Students or designee. The letter should detail which part(s) of the decision that the organization is appealing and why the organization believes the appeal is justified.

If the Facilitator rendered the original decision, the appeal is heard by the Assistant Dean of Students for Student Life. In cases where the decision is made directly by the Assistant Dean of Students for Student Life due to an interim sanction, the appeal would be heard by the Dean of Students or a designee.

During the appeal process, the Assistant Dean of Students for Student Life or Associate Vice President for Campus Life and Dean of Students will review the case file of the organization, including all information presented during the course of the investigation.

Upon reviewing the case file, an appeal meeting will be convened with organization representatives, the Facilitator, the Assistant Dean of Students for Student Life and when appropriate, the Dean of Students or designee. The president, faculty/staff advisor(s), alumni/ae advisor(s) and an additional officer/representative are invited to the appeal meeting.

The administrator reviewing the appeal, including the Assistant Dean of Students for Student Life, Dean of Students, or a designee, may:

- Sustain the original decision
- Modify the original decision in a specified way
- Revoke the original decision
- Refer the organization to a formal hearing

The decision of the administrator adjudicating the appeal is final and will be communicated through an electronic letter to the organization, Facilitator, Dean of Students, and Associate Vice President or designee. Additionally, the letter may be sent to the faculty/staff advisor, alumni/ae advisor(s) (when applicable), the president and individual responsible for judicial matters in a governing council, and executive office/headquarters personnel (when appropriate).

If an organization appeals a decision, the sanctions shall not become effective until the appellate process is completed. Decisions by the Office of the Vice President for Student Affairs and Campus Diversity are final.

Formal Hearing

Formal hearings are held before the Student Organization Hearing Panel. The Student Organization Hearing Panel has jurisdiction to hear allegations of misconduct by student organizations recognized by the Office of the Dean of Students and its centers (e.g. Center for Student Organizations & Activities, Pierce Greek Life Center, Glazer Center for Leadership & Service, Esports Engagement Center, etc.) at San Diego State University.

The Office of the Vice President for Student Affairs and Campus Diversity may determine that a case shall be heard by the Student Organization Hearing Panel, rather than the Facilitator, where the allegations of misconduct against the organization include, without limitation, hazing, incidents involving injury, alcohol or drug violations, sexual misconduct, theft, or assault. The Office of the Vice President for Student Affairs and Campus Diversity may also select the Student Organization Hearing Panel to hear cases of misconduct involving organizations with lengthy histories of violations.

If the Facilitator determines that a violation likely occurred, the Facilitator shall have the discretion to refer the case for a formal hearing without offering the organization a decision.

If the Facilitator is unsure whether a violation has occurred, the Facilitator may refer the matter for a formal hearing.

If the Facilitator identifies a pattern of alleged or confirmed behavior through review of the recent conduct record of the organization, the Facilitator may refer the matter for a formal hearing.

If the organization accepts responsibility for a violation but no agreement can be reached on an acceptable sanction, the matter may be referred for a hearing for the sole purpose of determining the sanction. In this case, the organization must submit a written statement prior to the hearing, signed by the president or chair, stipulating that the organization does not contest the charges.

A student organization may file a written request to waive its right to an Informal Conference before the Facilitator and instead have a hearing before the Student Organization Hearing Panel.

Where more than one student organization is charged arising out of a single occurrence, or related multiple occurrences, the Assistant Dean of Students for Student Life, the Associate Vice President for Campus Life and Dean of Students, or the Office of the Vice President for Student Affairs Campus Diversity may decide to consolidate the cases into a single hearing.

Student organization disciplinary hearings are independent of other proceedings, including conduct meetings for individual student members, civil or criminal court cases, and actions taken by the organization's inter/national organization. The university may proceed with a student organization disciplinary proceedings before, simultaneously with, or after any other proceeding.

Formal Hearing: Jurisdiction and Composition of the Student Organization Hearing Panel

Jurisdiction. The Student Organization Hearing Panel has jurisdiction to hear allegations of misconduct by student organizations recognized by San Diego State University – Office of the Dean of Students. Allegations of individual student misconduct shall be referred to the Center for Student Rights & Responsibilities.

Formal hearings may be held before the Student Organization Hearing Panel. The Office of the Vice President for Student Affairs and Campus Diversity may determine that a case shall be heard by the Student Organization Hearing Panel, where the allegations of misconduct against the organization include, without limitation, hazing, incidents involving injury, alcohol or drug violations, sexual misconduct, theft, and assault. The Office of the Vice President for Student Affairs and Campus Diversity may also determine that the Student Organization

Hearing Panel hear cases of misconduct involving organizations with lengthy histories of violations.

Panel Composition. For each case, the Office of the Vice President for Student Affairs and Campus Diversity shall appoint three Student Organization Hearing Panel voting members. An administrator from the Division of Student Affairs and Campus Diversity shall chair the panel. The other two panelists shall be composed of a faculty/staff member and a student member.

For fraternity and sorority cases, the student panel member may be the judicial director or other executive board member of one of the fraternity/sorority governing councils. For other student organizations, the student panel member may be an executive officer in a Recognized Student Organization. An Office of the Dean of Students staff member may be designated by the Assistant Dean of Students for Student Life to serve as a non-voting consultant member of the Student Organization Hearing Panel.

Panel Responsibilities. The hearing panel shall make findings of fact as to whether the organization has violated the Student Organization Code of Conduct and if so, recommend appropriate sanction(s).

The panel shall determine whether the student organization violated the Student Organization Code of Conduct by a majority vote. The panel shall base its determinations on factual evidence and not on guesswork, conjecture, speculation or feelings. The panel shall not allow sympathy, bias, prejudice, and favoritism to influence its determinations.

Panel members shall exercise care to protect the confidentiality of the hearing by not discussing the investigation report, testimony of witnesses and the deliberations of the panel outside the hearing room.

The respective chair from the Student Organization Hearing Panel shall preside over the hearing.

Formal Hearing: Procedures

Pre-Hearing. If after an Informal Conference the alleged violation of the Student Organization Code of Conduct is not resolved, the Facilitator may refer a case for a formal hearing.

If the Facilitator refers a case for a formal hearing, the Facilitator shall prepare a referral for the Student Organization Hearing Panel. This referral shall include an investigation report which may include but is not limited to:

- a background description of the incident involving alleged misconduct, including date, time and place
- the organization and members allegedly involved
- potential witnesses
- summary of interviews of witnesses and/or organization members
- estimated damage to property or injury to persons
- the probable cause of the incident
- a summary of all evidence
- specific portions of the Student Organization Code of Conduct that the organization is alleged to have violated
- the disciplinary history of the organization
- a copy of the settlement agreement offered, if applicable
- supporting documentation

University Police materials cannot be distributed in advance of the hearing and must be collected at the end of the hearing.

The Facilitator shall provide the investigation report to the organization charged with misconduct and their

advisor(s), the Dean of Students, other appropriate university officials, and regional and/or national officials of the student organization's parent organization (if applicable).

Notice. If the Facilitator has determined that a formal hearing is appropriate, the Facilitator issues a notice of hearing. The Facilitator will issue notice to the student organization electronically to the organization's president.

The Facilitator shall send a copy of the notice to the organization's faculty or staff advisor, and if appropriate to the alumni or community advisor, and regional and/or national officials of the student organization's umbrella organization/council (if applicable). Additional university administrators may also receive a copy.

The Facilitator shall send notice of the hearing to the student organization at least five business days before the hearing, unless the five business day period has been waived by the organization.

The notice of hearing shall include:

- the section(s) of the Student Organization Code of Conduct the student organization is alleged to have violated
- a factual description of the student organizations conduct that forms the basis for the charge(s)
- a list of possible sanctions
- the date, time and location of the hearing
- the investigation report and supporting documentation
- a list of organization members required to appear as witnesses
- information about the hearing process
- notification that the student organization may be accompanied at the hearing by up to two advisors of the organization's choice, who may not act on its behalf, and who may not be an attorney
- notification that the student organization charged may elect to waive the right to a hearing by accepting the settlement agreement, if one was offered

The student organization is required to provide the Facilitator with a list of witnesses who will be speaking on behalf of the organization at least 24 hours prior to the hearing, with an indication of their relationship to the case.

Hearing Participants. The following are the only individuals allowed to attend official hearings:

- the Student Organization Hearing Panel
- the Facilitator
- the student organization president or designee, another member of the RSO's choosing, and no more than two advisors (e.g., faculty or staff advisor, alumni or community advisor, or regional or national official)
- any witnesses who will speaking (during their testimony only)
- the president and judicial officer from the respective student organization governing council
- appropriate university officials with the consent of the Facilitator

No attorneys are permitted to participate.

An advisor may not present evidence, question witnesses, or address the hearing panel. However, advisors may answer questions posed by the hearing panel and will have an opportunity to speak during the organization's closing statement.

If the student organization president, chair, or designee fails to appear at a hearing, without notice and good cause as determined by the hearing panel chair, the hearing will continue as scheduled, the evidence in support

of the charges shall be presented, considered and adjudicated.

Abusive or disrespectful behavior shall not be tolerated from any hearing participant and may be cause for ejection from the hearing by the hearing panel chair.

Recordings are not permitted.

Waiving Right to Hearing. With the consent of the Vice President for Student Affairs and Campus Diversity or designee, at any time during the hearing, the organization can decide to waive the right to a hearing and accept the original decision. The president or chair of the organization must make this waiver in writing.

Hearing Agenda. The outline of the hearing shall be as follows:

- Introductions of those present at the hearing
- Summary of the hearing process and an admonition that there shall be orderly behavior during the hearing
- Explanation of the charges against the student organization
- Facilitator's opening statements, which should include the alleged violation(s), followed by the student organization's opening statements
- Facilitator presents evidence and witnesses after which the student organization presents evidence and witnesses
 - members of the hearing panel may ask factually-based questions of witnesses and those presenting evidence
 - the member of the hearing panel asking the question must be recognized by the presiding authority before asking questions
 - the student organization president, chair, or designee shall have the opportunity to ask factually-based questions of all witnesses
- Facilitator makes concluding statements followed by the student organization's (the organization president, chair or designee) concluding statements
- Student organization is dismissed

Panel Recommendations and University Decision. After the hearing, the panel shall make findings of fact and conclusions about whether the facts demonstrate that the organization violated the Student Organization Code of Conduct.

The hearing panel deliberates in a closed session with only the hearing panel present (the Facilitator is available for consultation).

If the organization is found to have violated the Student Organization Code of Conduct the panel shall recommend an appropriate sanction(s) and stipulation(s).

The chair of the panel shall send the panel's recommendations as to whether the student organization violated the Student Organization Code of Conduct to the Office of the Dean of Students. The recommendation shall include findings of fact and recommended sanction(s) and stipulation(s) if the organization is found responsible. The recommendation of the panel is confidential and not shared with the organization.

The Office of the Vice President for Student Affairs and Campus Diversity shall issue a decision from a formal hearing. If the decision is that the student organization violated the Student Organization Code of Conduct, the decision shall include the sanction(s) and stipulation(s) to be imposed. Typically, decisions will be issued within ten business days of the hearing. Decisions by the Office of the Vice President for Student Affairs and Campus Diversity are final.

The Facilitator shall send the decision letter to the organization's president electronically. A copy of the decision letter may be sent to the organization's faculty or staff advisor, and if appropriate to the alumni or community advisor, and regional and/or national officials of the student organization's umbrella organization/council (if applicable). Additional university administrators may also receive a copy.

Sanctions and Stipulations

Student organizations that violate the Student Organization Code of Conduct are subject to sanctions. Sanctions may include, but are not limited to, one or more of the following:

Expulsion and withdrawal of recognition – includes but is not limited to the student organization being denied, use of university facilities, use of the university name, and use of Associated Student facilities and services. Withdrawal of recognition may be indefinite or for a specified time.

Suspension – suspends all privileges granted to the student organization, including campus recognition, for a specific time.

Suspension in abeyance – places the organization on suspension, but the university does not implement the suspension. The organization retains privileges, but must meet specified conditions. If the organization does not meet the conditions, the suspension immediately takes effect.

Probation – places the organization on probation for a period of time during which the organization is expected to demonstrate exemplary compliance with university policies. Probation may include conditions that the organization must meet to be removed from probation. The probationary conditions may specify the sanctions to be imposed should the organization not comply with the term(s) of probation.

Warning – states that the student organization's actions were inappropriate and a warning that future infractions shall not occur.

Warning Without Conference – states that the student organization's actions were inappropriate and a warning that future infractions shall not occur. A conduct meeting or conference is not scheduled prior to sanctioning, though the organization may request to be heard. In cases where the organization appeals the warning or requests to be heard, a conduct proceeding will be scheduled to review the alleged violations.

In addition to the sanction, the student organization is subject to stipulations if found to be in violation of the Student Code of Conduct. Stipulations are developmental tools designed to address the specific behaviors, violations, and concerns involving the organization. A few examples of common sanctions include, but are not limited to:

Educational and developmental sanctions – orders attendance at education seminars by organization members or requires the organization to prepare presentation(s) to educate others.

Social restrictions – prohibits the student organization from holding social events for a specific period.

Alcohol restrictions – prohibits the student organization from having alcoholic beverages present at organization-related activities and/or at organization-related facilities for a specific period.

Restitution – orders compensation for loss, damages, or injury that may include service, monetary or material replacement.

Constructive requirement appropriate for the offense – These sanctions shall be determined by the Facilitator or Student Organization Hearing Panel.

Restriction of privileges of their respective governing councils – suspends privileges of the organization granted by the respective governing council for a specific period.

With all sanctions, the content must be original. The use of generative artificial intelligence (AI) tools is strictly prohibited. Use of AI will be referred to the Center for Student Rights and Responsibilities for alleged violations of the Student Code of Conduct and may be reviewed organizationally through the student organization conduct process.

Recognition Reinstatement

Student organizations that have their recognition suspended or removed must make a formal request to be reinstated to the Dean of Students or designee before they can be considered to return to campus. This includes organizations whose national organization or affiliation removed their recognition or approval of the local organization. Once a formal request has been made, a review of the student life community will be conducted and a decision to return will be based on feasibility of the organization in the campus community. This process supersedes all letters issued prior to an organization leaving or being removed from campus and this process must be adhered to prior to re-chartering.

Additionally, organizations within the Pierce Greek Life Center must also follow the appropriate process for the council in which the organization is governed.

Judicial Records

All student organization judicial records shall be maintained for seven years in the Office of Office of the Dean of Students. Any materials used in a case may become part of the judicial record and include, but are not limited to:

- the original report of alleged misconduct by the student organization
- the investigation report
- informal conference/hearing notices
- informal conference/ hearing evidentiary documents, minutes and audio recording
- decision letters
- appeal letter and appellate decision (if applicable)

The complete judicial record is confidential. The university may release a general description of the charges against a student organization, whether the organization was found responsible, and any sanctions imposed. The decision letter for the organization may also be posted on the university's website.

Accountability of Organization Officers and Members

All members are personally responsible for their own behavior. Student organization officers and members may be held personally accountable for the misconduct of organization members during organized organization activities. Circumstances which might warrant this personal accountability include, but are not limited to:

- Inappropriate and/or unacceptable activities which are sanctioned by members of the organization and discussed and/or planned using any means. An officer's or member's participation in such an activity.
- An officer's or member's knowledge of such an activity.
- An officer's or member's failure to act appropriately upon witnessing such an activity.
- An officer's or member's failure to act appropriately in taking corrective action after learning of such an activity.
- An officer's negligence in upholding and informing the organization members of established laws,

regulations, policies, directives, and procedures.

- An officer's or member's failure to cooperate fully with law enforcement personnel and University officials, including failure to identify organization members known by the officer to be involved in an incident.

Allegations of individual student misconduct shall be referred to the Center for Student Rights and Responsibilities.

Section III, Article C: Good Samaritan Policy

In cases of a medical emergency or crisis, San Diego State University Recognized Student Organizations (RSOs) are expected to care for members of the SDSU community by seeking help from appropriate emergency personnel and University staff. The Good Samaritan Policy is in place to ease concerns or any reason for hesitation that members of Recognized Student Organizations may have in seeking help for others should an emergency or crisis arise.

In any situation involving risk or danger to the health and/or safety of members of the SDSU community, including guests attending organizational events, RSOs are expected to take action and call emergency personnel (ex. 9-1-1), regardless of the potential for being found responsible for violations of the Student Organization Code of Conduct involving alcohol or drug use.

If a Recognized Student Organization seeks appropriate emergency personnel response **and** reports the incident to the University via the Office of the Dean of Students at the time of the incident, the University will not assign formal disciplinary sanctions to the reporting Recognized Student Organization(s) for violations of the alcohol or drug policies (of the Student Organization Code of Conduct), which took place during or immediately before the time of the incident. While the RSO will not be assigned sanctions, the incident will be documented, the organization may be requested to meet with University staff, and educational outcomes may be required.

Recognized Student Organizations demonstrating repetitive behavior in accessing the Good Samaritan Policy, in which the health and safety of members of the SDSU community is repeatedly at risk, may be subject to the Student Organization Code of Conduct Process and formal sanctions may apply.

Only violations of the alcohol and other drug policies of the Student Organization Code of Conduct fall within the scope of the Good Samaritan Policy. Other alleged violations of the Student Organization Code of Conduct and/or any violation of the individual Student Code of Conduct are not covered by the Good Samaritan Policy. Additionally, the University will continue to fulfill all legal obligations in reporting incidents to appropriate University and law enforcement officials (i.e. Title IX and Clery).

In situations involving danger to the health and safety of one or more individuals, Recognized Students Organizations must complete the following actions to activate the Good Samaritan Policy:

1. Contact the appropriate emergency personnel by calling 9-1-1 and report the emergency at the time of the incident
2. To remain with individual(s) needing emergency response and cooperate with emergency personnel as long as it is safe to do so;
3. Report the incident to the University, specifically Office of the Dean of Students at the time of the incident
 - a. All RSOs must inform the Administrator-on-Call by calling 619-594-3889 (DUTY) at the time of the incident;
 - b. All RSOs must submit an incident report, which should include an incident or case number issued by emergency personnel, through the [Student Organization Incident Report Form](#) within 24 hours of the incident; and,
4. Meet with University administrators, as requested, after the incident and fully cooperate with any University investigation.

The health and safety of our campus community is paramount. Please note that in cases where the Good Samaritan policy does not apply, Recognized Student Organizations are expected to seek emergency response and report incidents that pose danger to the health and safety of members of the campus community but do not involve alleged violations of the alcohol and drug policies.

Section III, Article D: Guidelines for Social Fraternities and Social Sororities

All registered social fraternities and social sororities must be recognized by San Diego State University through the Recognized Student Organization process annually. As Recognized Student Organizations, social fraternities and sororities must uphold the policies outlined in the Student Organization Code of Conduct, the Student Organization Handbook, as well as all SDSU published policies and local, state, and federal laws. The guidelines set in this section are in addition to content found in the Student Organization Handbook and corresponding Student Organization Code of Conduct.

Definition of Social Fraternities and Sororities

Social fraternities and sororities (women's fraternities) are recognized student organizations whose primary purpose is the personal development of their members, as distinguished from honorary, professional, departmental and service fraternities. Some social fraternities and sororities are culturally, pride, and/or special interest based. Social fraternities and sororities may select members according to subjective criteria consistent with the university's nondiscrimination policies. Social fraternities and sororities are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972.

Greek Governing/Coordinating Council

All social fraternities and sororities must affiliate with a Greek governing/coordinating council recognized by Fraternity & Sorority Life. Current councils are:

College Panhellenic Association (CPA). Governing/coordinating council for sororities that are members of the National Panhellenic Conference.

Interfraternity Council (IFC). Governing/coordinating council for general national fraternities that are (typically) members of the North-American Interfraternity Conference.

National Pan-Hellenic Council (NPHC). Governing/coordinating council for the historically African-American fraternities and sororities that are affiliated nationally with the NPHC.

United Sorority & Fraternity Council (USFC). Governing/coordinating council for culturally-based and pride-based fraternities and sororities, which was established at SDSU in 1997.

Membership Requirements, Rosters, and Auxiliary Organizations

With the exception of approved city-wide chapters, no social fraternity or sorority may pledge (associate) or initiate any individual who is not matriculated, enrolled at San Diego State University, or is on academic notice or academically disqualified. Prospective members must complete the Greek 101 and Greek 102 prior to joining a fraternity or sorority. Additional, council-specific requirements may also be imposed.

Students on disciplinary probation for risk behaviors involving alcohol, drug, and community issues are ineligible to be pledged or initiated into a fraternity or sorority while on probation. This includes, but is not limited to, underage drinking, providing alcohol to minors, public intoxication, intoxication requiring medical or police transport, illegal possession or use of drugs, drug distribution, vandalism, harassment, fights, physical or sexual assaults, hazing, and possession of weapons on campus. Students may become eligible when their probationary period is completed or by approval of the Assistant Dean of Students for Student Life. Chapters are required to notify the Pierce Greek Life Center of pending initiations ten days prior so that eligibility can be checked.

All active initiates must be regularly enrolled in three or more units at San Diego State University. A chapter may, however, grant local affiliation privileges to qualified individuals of city-wide chapters. To qualify for local affiliation, an individual must be an initiated member of the fraternity/sorority and be attending San Diego State University or another college or university in the San Diego area. Students who have been suspended or

expelled from San Diego State University for disciplinary reasons are not eligible. Local affiliates may participate in chapter functions, but they shall not be eligible to hold office. The Greek governing/coordinating councils may restrict the participation of local affiliates in official council functions. Local affiliates shall not participate in the SDSU intramural sports program.

As provided by federal law, a social fraternity or sorority may elect to restrict its membership to one gender or may offer membership to either gender. A fraternity or sorority that restricts membership to a single gender may not, however, sponsor an auxiliary organization or activity for members of other gender(s) which connotes membership of any kind in their organization (e.g., “little sisters,” “sweethearts,” “Mr. Organization” or “Ms. Organization,” etc.) other than full membership as ascribed by their local and/or (inter)national constitution and bylaws. Fraternity/sorority activities which shall be considered evidence that a group of students who are members of other gender(s) are operating as an auxiliary organization include, but are not limited to, membership recruitment/rush, group meetings, collection of dues, group officers, inclusion on chapter composites, social media posts naming individuals as such, etc. Mentorship programs which do not include any type of membership privileges are not included in this prohibition.

Chapters shall update their official rosters maintained by Center for Fraternity & Sorority Life within one week of membership updates/changes. The roster shall include the names of any local affiliates.

Ghost Membership

San Diego State University prohibits ghost membership in fraternities and sororities. Ghost membership refers to the practice of intentionally not listing individuals as members on the university and/or national roster for any reason. Commonly, ghost membership occurs due to a chapter’s failure to follow directives, an individual’s failure to meet eligibility requirements, or the intentional misrepresentation to meet organizational requirements or avoid accountability. This practice undermines the integrity of the community and violates university expectations for transparency and responsible membership. Be aware that ghost members may still be held accountable for behavior related to a student organization.

Recognition Reinstatement

Student organizations that have their recognition suspended or removed must make a formal request to be reinstated to the Dean of Students or designee before they can be considered to return to campus. This includes organizations whose national organization or affiliation removed their recognition or approval of the local organization. Once a formal request has been made, a review of the student life community will be conducted and a decision to return will be based on feasibility of the organization in the campus community. This process supersedes all letters issued prior to an organization leaving or being removed from campus and this process must be adhered to prior to re-chartering.

The approval from the Dean of Students or designee provides the opportunity for the fraternity/sorority to apply for the expansion/extension process of the governing/coordinating Greek Council. This process will be a collaborative effort between the governing/coordinating councils, the Pierce Greek Life Center, and the Office of the Dean of Students. Council decisions for expansion/extension must be approved by the Office of the Dean of Students.

Inter/National Charters

Prior to chartering, each chapter with a national/ international affiliation must submit a copy of the national/international organization’s governing documents or make them available for review by the Center Fraternity & Sorority Life staff upon request and shall promptly submit any changes to the national/international organization’s membership requirements as they occur.

With the exception of establishing fraternities and sororities, all recognized fraternities and sororities must be

chartered with their national/international organization. Each chartered organization is expected to remain in good standing with the national/international fraternity/sorority and the university. If a chapter's university recognition is revoked, the university will recommend that the national/international organization revoke the charter from the local chapter. If the national/international organization revokes a charter of a recognized fraternity or sorority on campus, the fraternity or sorority may not be recognized by the university during the period of revocation.

AB 524

The Campus-Recognized Sorority and Fraternity Transparency Act (AB 524; Sections 66310-66312 of California Education Code) requires each institution of higher education to include in the institution's requirements for campus recognition of a campus-recognized sorority or fraternity, as defined, a requirement that the sorority or fraternity submit to the institution on or before July 1, 2023, and annually thereafter, specified information concerning the sorority's or fraternity's members and their conduct.

Chapters are required to meet the expectations espoused in the legislation and are required to report requested information to the university. Failure to comply with the directives regarding AB 524 could result in a referral to the organization conduct process or the revocation of recognition.

Liability Insurance

All social fraternities and social sororities are required to submit evidence of general liability insurance naming *The State of California, Trustees of the California State University, San Diego State University, and its officers, agents, employees and volunteers* as additional insured by Endorsement.

This insurance policy will not be canceled without thirty (30) days notice to the Center for Fraternity & Sorority Life staff, San Diego State University. Additionally, the certificate of insurance must be accompanied with an endorsement that states the additional insurance shall be primary. If the endorsement lacks this specific statement, it is inadequate. The additional insured coverage must cover all chapter activities and must include personal injury insurance.

Additionally, the University must be listed as the "Certificate Holder" on the Certificate of Liability.

*San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7440*

The liability insurance of social fraternities and sororities is primary for San Diego State University unless there is a claim of negligence by the university not disposed of by motion or there is an adjudication by verdict or otherwise against the university on any such claim. In addition, the Additional Insured protection is provided on a primary basis for the university unless there is a claim of negligence by the university not disposed of by motion or there is an adjudication by verdict or otherwise against the university of any such claim.

Acceptable general liability insurance limits: \$1,000,000 each occurrence; \$2,000,000 general aggregate.

Community and Chapter Advisors

Each social fraternity and sorority shall have a primary chapter advisor or advisory board. The primary chapter advisor may be their required faculty/staff advisor or an appointed alumni/graduate/community advisor. Regardless of community/alumni/graduate advisor participation, as Recognized Student Organizations, all fraternities and sororities must have a faculty/staff advisor. Advisors are expected to participate in training and attend meetings with the Pierce Greek Life Center.

Membership Joining Processes

Social fraternities and sororities are permitted to participate in membership joining processes (e.g. recruitment, membership intake, etc.) during periods coordinated between the governing Greek council and university, with approval by the Dean of Students or designee. Social fraternities and sororities must be Recognized Student Organizations with a minimum status of “Conditionally Recognized” in order to participate in membership joining process activities. ***Established fraternities and sororities that are not recognized may not host chapter-specific recruitment/intake events/processes.*** Organizations that are part of expansion/extension efforts may participate in recruitment through coordination with the Pierce Greek Life Center staff and work to be recognized in the academic year of the establishment/expansion/extension.

Chapters facilitating membership joining processes must formally inform the Pierce Greek Life Center of their intent to conduct a new member education program by completing the university recruitment/intake documents.

Interest/New Member Bid List Submission Requirement and Process. Social fraternities and sororities governed by the College Panhellenic Association and Interfraternity Council must submit their new member bid lists to their respective governing councils either through email and/or recruitment system platform. Both the College Panhellenic Association and Interfraternity Council will share the chapter's new member lists with the Pierce Greek Life Center staff as directed and prior to the council bid days to ensure new member eligibility for all candidates listed.

Social fraternities and sororities governed by the National Pan-Hellenic Council and United Sorority & Fraternity Council must submit their interest/new member bid lists directly to the Pierce Greek Life Center as directed. These lists are submitted directly to the Pierce Greek Life Center staff because the chapters for these two councils conduct private recruitment/intake processes where the governing councils may not be aware of the potential new members and interests of the chapters. However, the university must receive these lists to verify the new member eligibility of all candidates listed.

Candidates on New Member Bid List. All candidates listed on the chapter's interest/new member bid list must have their eligibility verified by the Pierce Greek Life Center staff. The eligibility check includes verification of university enrollment, GPA verification, and judicial eligibility verification. Following the verification of eligibility, electronic membership bids will be extended to the candidates by the Pierce Greek Life Center staff. It is an expectation that chapters follow up with each candidate accordingly to ensure a decision (Accept or Decline) is made for each extended electronic membership bid.

In the instance that an interest/new member(s) has withdrawn or has been removed from the new member education program, it is an expectation that the chapter updates their membership roster via the Recognized Student Organization (RSO) system within 48 hours.

New Member Education Plan. All social fraternities and sororities facilitating a new member education program (with new members) must submit their new member education plan and schedule to the Pierce Greek Life Center staff prior to the new member education program beginning. The new member education plan and schedule should include, but is not limited to, the dates of all meetings and events that new members are invited to attend, the dates, times, and location of the meetings and events, and a general overview of the items and/or purpose of the meeting/event. Furnishing false information in the New Member Education Plan may result in a referral to the student and student organization conduct process.

Per recommendations from the Presidential Task Force for Student Activities and Safety, chapters must

conduct all new member meetings and activities between the hours of 10:00 am and 10:00 pm PT and must have an advisor(s) present throughout the duration of the meeting/event.

In the instance that any edits are made to the chapter's new member education plan and schedule, the chapter must provide an updated plan to the Pierce Greek Life Center within 48 hours of the change(s).

Alcohol and other drugs may not be present or consumed at, before, or after any recruitment, intake or new member function/activity.

Yard Shows and New Member Presentations

Yard shows and new member presentations are considered events. Recognized Student Organizations are asked to comply with the current policies and procedures governing yard shows (public step shows on campus) and Probate Shows (neophyte or new member presentations) and all university event policies. These policies include entering new member presentations and yard shows into the Event Application System. It is the responsibility of the sponsoring group to inform guest performers and audience members of the current policies. Guests include visitors or performers who are not registered students at San Diego State University.

Chapter-Related Facilities

Definition of Chapter House

Some social fraternities and sororities operate a recognized chapter house. A facility is considered to be a chapter facility if it:

- Organizational functions, meetings, events, and/or offices are located at the chapter house.
- The house is owned or leased by the organization (not individual members of the organization).
- There are letters or signage indicating that the organization functions in or at the house.

Any event or activity held on chapter property or chapter-related facilities shall be deemed to be chapter-related for the purposes of the policies contained in this handbook and in the Student Organization Code of Conduct. For Fraternity Row, chapter-related facilities include the chapter house, the courtyard, hallways and other common areas, and all apartments leased to members of the fraternity.

Zoning Requirements

Chapters that operate a chapter house are expected to adhere to local zoning ordinances and, where required, must obtain a Conditional Use Permit from the City of San Diego. Chapters must adhere to all City-established zoning requirements therein.

Fire Inspections

Each chapter that operates a chapter house shall pass an annual fire inspection conducted by the City of San Diego Fire Department. Documentation of the fire inspection must be submitted to the Office of the Dean of Students as part of the chapter's student organization recognition process. Each chapter house must be equipped with fire/smoke detectors in all living areas.

Maintenance of Chapter Facilities

Social fraternities and sororities that operate a chapter house are required to maintain safe and sanitary physical conditions in the chapter house in accordance with university, state, and local regulations, and provide a comfortable home for the members of the chapter and maintain it in keeping with general standards of good housekeeping and exterior upkeep characteristic of the campus and residential neighborhood environment. This includes:

- Chapter facilities must meet basic health and safety standards at all times. This includes, but is not limited to, addressing pest control issues, maintaining functional plumbing, and ensuring that food preparation areas are hygienic.

- Structure of house properly maintained - no peeling paint, no broken windows, neat overall exterior appearance, free of graffiti, .
- Trash cans and dumpster areas kept clean - enclosed or contained, out of the way of general traffic, lids kept down.
- Outdoor spaces are kept clean and maintained (grass cut, bushes trimmed, free of litter or debris).
- Sidewalk and parking area clear and clean of debris.
- No visible furniture or debris on the roof or around the exterior of the house.
- General street vicinity of the fraternity or sorority house must be kept neat - curb area clean of cups, cans, boxes, clutter, etc.
- No towels, laundry or other objects hanging out of windows.

Exterior banners and signs shall be in good taste appropriate for a residential neighborhood (e.g., no sexual innuendos) and shall not include any advertisement of alcoholic beverages, liquor stores, drugs, and/or drug paraphernalia.

Furniture and gatherings of individuals on chapter house roofs is prohibited.

Unauthorized Structures and Construction

Fraternities and sororities are prohibited from the unauthorized construction, installation, or modification of physical structures within chapter facilities. This includes, but is not limited to, temporary or permanent additions such as platforms, walls, stages, or outdoor fixtures. Unauthorized construction poses safety risks and may violate building codes or lease agreements.

Noise and Neighbor Relations

All chapters are expected to cooperate with the university administration and the Greek governing councils in building and maintaining constructive community relationships with neighbors in the surrounding residential area. All chapters are required to adhere to City of San Diego noise ordinances. The City ordinances specify sound level limits that vary according to zoning and time day and stipulate that amplified sound shall not be audible 50 feet away between 10:00 p.m. and 8:00 a.m.

Social fraternities and sororities with a chapter house are expected to have their functions at their respective chapter house, on campus, or with third party vendors, rather than a private residence in the community. Those social fraternities and sororities without a chapter house are expected to host events on campus and with third party vendors.

Chapters may not have buses load or unload on residential streets or block driveways or parking spaces. Buses may load and unload only on College Place, Montezuma Place, the Viejas Arena turnaround, East Campus Drive, or Campanile Drive north of Lindo Paseo Drive.

Unauthorized Entry/Use

Unauthorized entry or use of fraternity and sorority houses is prohibited. This includes:

- entering through other than an unlocked ground floor door; bringing alcoholic beverages into a substance-free chapter facility
- unauthorized removal of any items; going unescorted into another organization's chapter house between midnight and 7:00 a.m.
- causing any type of fright, injury, harassment, or property damage
- tampering with fire protection equipment
- refusing to leave when told to do so by a chapter official

Fraternity and Sorority Life Exemption to the Sophomore Success Program Live-on Requirement

The Sophomore Success Program Exemption Process (SSPEP) at San Diego State University is a full-service and immersive academic and student life support initiative for second year students. The Sophomore Success Program requires non-local sophomores to live on campus and that they sign a two-year license agreement with the Office of Housing Administration prior to their first year at SDSU.

Through a collaborative process with the University, student leaders and alumni/ae, the Pierce Greek Life Center has developed an exemption process for students in the Greek community based on student success criteria for individuals and organizations. Provided the below expectations are met, up to thirty percent (30%) of the beds in housed fraternities and sororities can be occupied by sophomores. Sophomores who are approved for this program will be released from the second year of their Office of Housing Administration License Agreement.

Individual Expectations. Each sophomore who is approved to reside in the fraternity or sorority house must maintain a cumulative and semester GPA as stipulated by their respective chapter or a 2.80 GPA (whichever is higher). Those approved must not be on academic notice or disqualification, or disciplinary probation with the university during the application process. The individual must also be on the chapter's roster and in good standing with the chapter at the time of the release.

Organizational Expectations. Each organization must: (a) meet the chapter obligations set forth by the Pierce Greek Life Center, (b) maintain a chapter term and cumulative 2.80 grade point average or the chapter's national requirement (whichever is higher), (c) take part in Partner Training for House Directors (including emergency reporting protocol), Faculty/Staff Advisors, and Alumni/ae Advisors and (d) meet all health, safety and fire marshal guidelines established by the University.

The Sophomore Success Program Exemption Process launches in the fall semester and concludes in February during the student's first year. Only students who joined their organization in the fall term are eligible to apply for the SSPEP and be released.

Section IV, Article A: Office of the Dean of Students Centers, Departments, and Programs

Office of the Dean of Students

[The Office of the Dean of Students](#) is housed within the Division of Student Affairs and Campus Diversity and includes the following departments:

- Campus Assistance, Response, Evaluation, and Support (CARES)
- Center for Commuter Life
- Center for Student Organizations & Activities
- Esports Engagement Center
- Glazer Center for Leadership & Service
- New Student and Parent Programs
- Pierce Greek Life Center
- SDSU Connects

Mission Statement: The Office of the Dean of Students promotes student engagement, development, and success. We provide a balanced university experience for our diverse community through teaching, advising, and programming.

Office Location: Student Services East 1269

Website: <https://deanofstudents.sdsu.edu/>

Campus Assistance, Response, Evaluation, and Support (CARES)

Are you concerned about a friend? Seeking support for a complicated issue? Did you have an experience that required you to miss classes?

The Campus Assistance, Response, Evaluation and Support (CARES) Team is a multidisciplinary group of professional staff members that come together to provide support and resources to students. The CARES Team reviews, assesses and responds to student issues that may present barriers to their personal and academic success, such as food and housing insecurity, emotional distress, health concerns, or other personal challenges. The CARES Team also responds to referrals involving individuals that you may be concerned about. You can refer a friend or yourself for support by completing this [form](#). The role of the CARES Team is to provide a supportive resource for students, address student concerns, and maintain a safe campus environment

Website: <https://sacd.sdsu.edu/cares-team>

Email: cares.team@sdsu.edu

Center for Commuter Life Commuter and Transfer Resource Center

Finding one's place, making friends, and connecting academically and socially to campus are keys to success at SDSU. Through success pathways, websites, certificate programs, and other active programming, Commuter Life aims to provide students living at home and commuting to campus with important tools to help students make a positive connection to campus. Some of the Commuter Life engagement opportunities include:

- Commuter Resource Center
- Success Pathways
- Mentorship Programs
- Alliance 4 Commuter Involvement (A4CI)
- Workshops and programs

Website: http://sll.sdsu.edu/student_affairs/sll/commuterlife.aspx

Phone: 619- 594-5221

Location: Conrad Prebys Aztec Student Union Suite 210

Center for Student Organizations & Activities

The Center for Student Organizations & Activities area oversees the annual recognition process for Recognized Student Organizations. Annually, there are over 400 Recognized Student Organizations at SDSU. Organization types include:

- Academic-major related
- Cultural
- Honor Society
- Imperial Valley Campus
- Leadership
- Political
- Recreational
- Religious based
- Residence Hall
- Service & Support

The Center for Student Organizations & Activities also works with the Event Application System (EAS) to facilitate event planning with Recognized Student Organizations. The Center for Student Organizations & Activities also provides community building and engagement opportunities through programs such as Aztec Nights, One SDSU Community, and SDSU Go!.

Website: <https://sacd.sdsu.edu/student-life-leadership/student-organizations>

Phone: 619- 594-5221

Location: Conrad Prebys Aztec Student Union Suite 210

Esports Engagement Center

The San Diego State University Esports Engagement Center is a highly collaborative project between the Division of Student Affairs and Campus Diversity, Information Technology Division, and University Library. The Esports Engagement Center seeks to foster a positive student experience through the delivery of a holistic program centered on curricular and co-curricular learning, student success, advising, student activities, well-being, career development, and research.

The Esports Engagement Center contributes to skills development, including problem solving, critical thinking, information literacy, communication, collaboration, diversity, perseverance and creativity. Additionally, the center seeks to instill a sense of belonging and community among students, faculty, and staff. To accomplish this, the Esports Engagement Center features a range of activities including:

- Coordinated Care Advising
- Collaborative educational, social, and well-being events and workshops
- Recognized Student Organization advising and programming
- Evening, late-night, and weekend programming
- Competitive esports team engagement
- Non-competitive esports play
- Research

Website: <https://esports.sdsu.edu/>

Location: University Library

The Glazer Center for Leadership & Service

Community Service & Volunteer Opportunities. We encourage student groups to develop ongoing service

relationships that facilitate quality service partnerships between students and community organizations.

Community Service Projects

Looking for a community service project? A list of [current opportunities](#) is posted on the Office of the Dean of Students website.

Community Service Reporting and Recognition Certificate

All SDSU students are encouraged to [report](#) their completed community service hours to the Glazer Center for Leadership & Service. Students who report 50 hours receive the 50 Service Hours Certificate and students who report over 100 hours receive the 100 Service Hours Certificate and lapel pin.

Aztec Unity Project

[Aztec Unity Project](#) is a two-day community service/service learning project sponsored by the Glazer Center for Leadership & Service. The purpose of the event is to unite student organizations on campus, while helping to serve the San Diego community. For more information, contact leadership.programs@sdsu.edu.

Leadership Opportunities. In addition to service opportunities, the Glazer Center for Leadership & Service facilitates several leadership programs on campus, including:

Peer Leadership Consultants

Peer Leadership Consultants are SDSU students who provide resources necessary for leadership development of SDSU student organizations. Consultants are trained to facilitate leadership workshops and team building programs that are customized to meet the needs of student organizations and other on-campus student groups. Learn more about this program at http://go.sdsu.edu/student_affairs/sll/leadership-peers.aspx

Leadership Certificate

The Leadership Certificate is designed around 6 main competencies: Leadership Learning (Academic), Experiential Leadership, Leadership through Service, Leadership and Mentoring, Leadership Roles and Critical Thinking/Reflection. Visit our website at http://go.sdsu.edu/student_affairs/sll/leadership-certificate.aspx to learn more.

Leadership Minor

The [SDSU Leadership Minor](#) seeks to develop emotionally intelligent, transformational leaders capable of taking themselves and others to higher levels of performance, purpose, and collaboration. Established in 2008, the minor is an interdisciplinary program open to all SDSU undergraduate students. The Leadership Minor consists of required coursework, experiential opportunities or Field Labs (which include internships, service learning, and formal leadership roles), plus elective coursework determined by the student, and a capstone class that integrates the art and science of leadership. The minor requires the completion of 15 units.

SDSU Leadership Summit

The SDSU Leadership Summit is a one-day on campus conference that exposes SDSU students to a variety of leadership topics, current issues, and sessions on personal and professional growth. The Leadership Summit is open to all undergraduate students from any university. Learn more about the SDSU Leadership Summit at http://go.sdsu.edu/student_affairs/sll/leadership-summit-conference.aspx

“Quest for the Best” Vice Presidential Student Service Awards

The “Quest for the Best” awards seek to recognize outstanding student leaders who have typified and

promoted the mission of the university. This Vice Presidential Student Service award is given each April to the “best of the best” at SDSU – those students who excel academically and through community and campus involvement.

Applicants are evaluated in four areas:

Academic excellence, including grade point average (a minimum overall G.P.A. of 3.0 is required), individual research, participation in professional and academic societies, involvement in departmental activities, etc.;

Student involvement and commitment, including student organizations, student government and college councils, The Daily Aztec, housing, fraternity/sorority life, athletics, honor societies, etc.;

Community service outside the SDSU campus, including volunteer work with medical, social service, theatrical, artistic, cultural, political entities, etc.;

Leadership qualities and development, including the degree of involvement and initiative within activities, the furtherance of intercultural understanding, and evidence of the development of positive, ethical decision-making.

Nominations are open to regularly enrolled SDSU students who have completed at least one year at SDSU and at least 75 units of college work.

Advising Our leadership & service advisors provide an array of advising for students. Whether looking to enhance your leadership skills or hoping to get involved with the community, we provide one on one guidance to any student.

Student Success Fee Advising Student Success Fee is a funding opportunity available to students that provides money to Academic Related Programs. These programs consist of events, speaker series, conferences and more. We have dedicated advisors available to provide event planning best practices and tips to help make your events a success.

Website: <https://sac.sdsu.edu/student-life-leadership/leadership-and-community-service>

Phone: 619- 594-5221

Location: Conrad Prebys Aztec Student Union Suite 210

New Student & Parent Programs

The Office of New Student and Parent Programs (NSPP) is a department within the Division of Student Affairs and Campus Diversity. NSPP’s mission is to facilitate a successful transition for all new students to San Diego State University while cultivating a strong partnership with parents and families in support of their student’s success through orientation, transition and retention initiatives. These initiatives include but are not limited to; New Student Orientation, Parent and Family Orientation, New Student and Family Convocation, Welcome Week, Family Weekend, and Aztec Nights. NSPP also leads the SDSU Ambassadors, the Aztec Parents Association and the Aztec Parents Advisory Board.

Website: <https://nspp.sdsu.edu/>

Location: Student Services West 1602

Pierce Greek Life Center

Fraternal organizations have been a core component of the San Diego State community since 1899. These organizations create smaller communities with the larger university environment for the purpose of facilitating growth of SDSU students. Fraternities and sororities each have a unique purpose based on values and ethics that foster the highest ideals and behavior.

SDSU's social fraternities and sororities, including both general and culturally-based organizations, are represented by four governing councils: College Panhellenic Association (CPA), Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), and United Sorority & Fraternity Council (USFC).

Website: greeklife.sdsu.edu

Email: greeklife@sdsu.edu

Phone: 619- 594-5221

Office Location: 5500 Hardy Avenue, San Diego, CA 92115

SDSU Connects Initiative

SDSU Connects proactively supports students in navigating their needs within a dynamic learning environment through outreach in various formats. SDSU Connects aids students in navigating university processes and addresses issues related to registration, finances, and health to ensure their success.

Website: <https://deanofstudents.sdsu.edu/sdsu-connects>

Campus-Wide Events and Programs

A variety of campus-wide events are open to all students and recognized student organizations have the opportunity to engage in meaningful ways. During the first week of the Fall term, organizations are showcased at the Student Involvement Expos during Welcome Week. Recognized student organizations are also eligible to participate in the week of events celebrating Homecoming in mid-fall, including the selection of organizational nominees for Homecoming Royals and Associated Students activities. In early Spring, recognized student organizations have the opportunity to be highlighted in the Student Organization Fair at Explore SDSU, an open house for prospective students and their families. Campus-wide programming initiatives that occur in both the Fall and Spring terms include One SDSU Community and Aztec Nights.

Section IV, Article B: Campus Resources

Many offices work together to ensure that student organizations have the resources they need to be successful. In addition to this *Student Organizations Handbook*, the *Regulations for Use of SDSU Buildings and Grounds* is another valuable tool that will help your organization meet its goals and adhere to University policies.

Vice President for Student Affairs and Campus Diversity

The Vice President for Student Affairs and Campus Diversity is the chief student affairs officer who oversees the [Division of Student Affairs and Campus Diversity](#). Offices within the division are partners in the SDSU learning community, where education is enhanced both inside and outside of the classroom, providing quality support services and programs that advance student learning and development.

Your student organization, in collaboration with Student Affairs and Campus Diversity, plays a critical role in student success and contributes greatly to the quality of campus life for students.

The Office of the Vice President for Student Affairs and Campus Diversity, on behalf of the university President, reviews all final decisions related to student organizations and activities.

Associated Students (AS) and Union Programs & Services (UP&S)

[Associated Students](#) provides programs, services, and activities for the student body. The AS Council is the legislative body of student government and is composed of five executive officers, elected representatives of the seven colleges as well as representatives appointed from fifteen student cultural, social, and academic organizations. AS provides funding and other support for student organizations. In addition, AS Union Programs & Services provide room rental services and meeting rooms.

Aztec Shops

[Aztec Shops, Ltd.](#), founded in 1932, is a not-for-profit corporation that functions primarily as an auxiliary of San Diego State University. The corporation provides a diverse portfolio of commercial services including operation of the bookstore and dining services on campus. Exclusive rights to all catering on the campus have been granted to Aztec Shops Food Services. Officially recognized student organizations must go through Aztec Shops for on-campus catering and approval for use of off-campus catering. Aztec Shops controls all commercial sales and representation on the SDSU campus.

Regulations for Use of SDSU Buildings and Grounds

This campus policy represents a compilation of important regulations and procedures pertaining to campus life. It is intended to inform students, faculty, staff, and campus guests of their rights and responsibilities regarding the use of institutional buildings and grounds, and to provide general guidance for enforcing those regulations and procedures deemed essential to the educational and research missions of the university. Together, the [Regulations for Use of Buildings and Grounds](#) and this *Student Organizations Handbook* are useful tools to help your organization successfully meet its goals.

Well-being & Health Promotion

The Well-being & Health Promotion Department aims to enhance the well-being of SDSU students in order for them to achieve academic success and establish lifelong healthy behaviors and attitudes to reduce the risk for disease and injury.

Well-being & Health Promotion believes that students' health is an integral part of their academic success. A student's success can be derailed by poor choices that affect health and safety.

Often, alcohol and other drugs, reckless or dangerous behavior, and risky sexual behavior can lead to injuries, disease, legal trouble, and social circumstances that make continued academic progress difficult or impossible.

The department serves a preventative role to allow students to make more healthful and less risky decisions by:

- Helping create a healthy campus and community environment
- Assuring students know how and are motivated to make healthy decisions

We provide SDSU students with tools to succeed by offering health education to the campus community on:

- Alcohol and other drugs
- HIV/AIDS
- Medical referral assistance
- Nutrition, exercise and wellness
- Peer Health Education
- Sexually transmitted infections (STIs)
- Women's health

Well-being & Health Promotion maintains a commitment to collaborative and integrated efforts to achieve student health.

Website: <https://sacd.sdsu.edu/health-promotion>

Email: whp@sdsu.edu

Office Location: Calpulli Center Suite 3201

Addendum A: Recognized Student Organization Tailgate Policy

SDSU Mission Valley Jurisdiction

Snapdragon Stadium, including the temporary parking lots, is considered to be an on-campus venue and the respective university policies and procedures apply. The San Diego State University Police Department has jurisdiction over SDSU Mission Valley. The Student Code of Conduct for individual students, and the Recognized Student Organization Handbook and the Student Organization Code of Conduct for Recognized Student Organizations, apply. Specific [Tailgating Rules](#) have been established by SDSU Athletics for Snapdragon Stadium. Further, campus-wide policies, including the Buildings & Grounds and Smoke-free Campus policies apply.

Student Tailgating Policy

The SDSU Student Tailgating policy and procedures were collaboratively developed and are upheld by the Division of Student Affairs and Campus Diversity, Associated Students, and SDSU Athletics. Recognized Student Organizations planning to tailgate at Snapdragon Stadium must register their tailgate using the Modern Campus Involve registration form. **Recognized Student Organizations are responsible for the cost of the tailgating space.** Registration does **not** include a parking pass or access to any of the parking lots or outdoor space in Snapdragon Stadium.

Recognized Student Organizations tailgating may set-up for the tailgate up to five hours in advance of the football game kickoff. The tailgate must conclude and the tailgating space must be cleaned and vacated by the beginning of the football game (kick-off).

Primary Contact. All RSOs hosting a tailgate must identify an On-site Student Leader to serve at the organization's primary contact during the registration process. The On-site Student Leader coordinates the tailgate registration process for the RSO. Further, the On-site Student Leader serves as the official representative of the RSO at the tailgating site, liaising with personnel as needed, ensuring that all rules and regulations are upheld, remaining sober throughout the tailgate, and ensuring that the surrounding common spaces are cleaned following the tailgate.

Eligibility and Insurance. Student Organizations must be recognized or conditionally recognized by the university in order to host a tailgate. All RSOs tailgating must have liability insurance. The insurance coverage may be through the Club Liability Insurance Program (CLIP), the social fraternity/sorority's insurance coverage, or through the organization's purchase of special event insurance.

Laws and Policies. Individual students and RSOs must uphold all local, state, and federal laws, as well as all university policies, during the tailgate.

Enforcement

The San Diego State University Police Department has jurisdiction to respond to concerns at SDSU Mission Valley, and may respond to and document alleged violations of the law. Further, referrals made by the SDSU Police Department or another reporting party may be reviewed by the Center for Student Rights & Responsibilities (individual students) and the Office of the Dean of Students (Recognized Student Organizations). RSOs that are found responsible for violations of the Tailgating policies, based on the Student Organization Code of Conduct Process, may not be able to register for future tailgates during the remainder of the season.

Amnesty and Good Samaritan Policies

The [Amnesty Policy](#) (for individual students) and a [Good Samaritan Policy](#) (for Recognized Student Organizations) are applicable to RSO tailgates. Generally, these policies outline that those needing assistance, as

well as the students and organizations who call for help, **will not be sanctioned** for violations of the Student Code of Conduct and the Student Organization Code of Conduct related to the incident. Tailgate hosts are responsible for calling for help when needed.

Addendum B: Recognized Student Organization Events Off-Campus Event Registration Policy

Off-Campus Event Registration Policy

Recognized Student Organizations must adhere to the policies set forth in the Student Organization Handbook, including the Student Organization Code of Conduct, as a condition of university recognition. The policies within the Student Organization Handbook and Student Organization Code of Conduct are in effect for all organizationally-related activities, regardless of location. Currently, RSOs must receive a permit for activities facilitated on campus through the Event Application System process.

Recognized Student Organizations plan a breadth of social, academic, cultural, leadership, and service-related activities that occur both on and off campus. In an effort to focus on the health and safety of the campus community, all RSOs must register all off-campus events and activities.

While the departments within the Office of the Dean of Students do not *approve or permit* events occurring in off-campus locations, **all RSOs hosting event(s) must register all off-campus events and activities** with the Office of the Dean of Students and its centers (e.g. Center for Student Organizations & Activities, Pierce Greek Life Center, Glazer Center for Leadership & Service, etc.). By registering the event, the organization is filing the information with the office.

Off-Campus Events with Alcohol

All RSOs must register off-campus events with alcohol at least three (3) weeks in advance of the event using the Presence form. The completion of a Modern Campus Involve registration form does not automatically register the off-campus event with alcohol; student leaders must complete the attestation form for the event to be fully registered. A staff member within the Office of the Dean of Students will review the registered events with alcohol and notify the organization of the requirements and guidelines through the attestation form at least one week prior to the event date. The RSO's president and advisor must sign the attestation form at least 48-hours in advance of the event. RSOs are encouraged to submit the registration as far in advance of the event date as possible.

All RSOs must uphold all federal, state, and local laws. Additionally, RSOs must uphold all California State University and San Diego State University policies, including, but not limited to, the Student Code of Conduct and the Student Organization Code of Conduct. Further, RSOs must call for assistance and access the Good Samaritan and Amnesty policies if an attendee needs medical assistance during or after the event. Lastly, it is expected that RSOs uphold all policies of their inter/national organizations, as well as their governing collective organizations, when applicable.

The Event Application System policy and/or the RSO Tailgating policy and corresponding process remains in effect for RSO-hosted events occurring on-campus.

Registering Off-Campus Events with Alcohol

When alcohol will be present at the event, there are additional risk management protocols that must be implemented as part of the registration process. The location of the event(s) may be the officially recognized organization facility or a licensed and insured third-party establishment. For events with alcohol, the RSO must hire security regardless of location. The security must include three security personnel (for check-in and where the alcohol is being served) and one additional security personnel for every 50 people in attendance. If the event takes place at a recognized organization facility, a licensed and insured third-party must be hired to serve alcohol. If held at an organizational facility, only individuals who live in the space may have access to respective private bedrooms/apartments during the event.

Organizations are expected to be familiar with and comply with federal, local and State of California laws regulating the sale and consumption of alcoholic beverages, as well as university policies, including, but not limited to, the Recognized Student Organization Handbook, Student Organization Code of Conduct, and Student Code of Conduct. Unless held at a licensed establishment with professional bartenders, distilled spirits (hard liquor) shall not be available or consumed at organization events. Communal beverages, regardless of location, such as kegs and punch bowls, are not permitted.

The RSO must develop a risk management plan for the event. The risk management plan must identify the logistics for the event, how alcohol will be accessed, list vendor and security contact information, and identify the risk management team. The risk management plan must also include the guest list for the event. Private security at the event will be responsible for verifying the age of attendees and issuing wristbands to those who are 21 years of age or older. The RSO will submit the risk management plan in the Modern Campus Involve Form and it will be reviewed with the Office of the Dean of Students staff as part of the event registration process.

Alcoholic beverages may not be present at any recruitment event or new member activity. All recruitment and new membership events must be completely substance free. These activities include, but are not limited to, recruitment, intake, bid night, interviews, new member retreats, big/little/family activities and reveals, new member presentations, and initiation. Individuals under the drinking age (21 years) may not possess, consume, distribute, or be provided with alcoholic beverages.

Organizational funds and funds pooled by members/guests may not be used to purchase alcohol. Individual members/guests must purchase their own alcohol, either brought to a BYOB event or purchased on a per-drink basis from a licensed and insured third-party vendor. If the event is BYOB at the organizational facility, the attendees would check the alcohol (brewed or fermented alcohol only) into the bar for service by the licensed and insured third-party vendor. While organizational funds may not be used to purchase the alcohol, organizational funds may be used to facilitate a healthier environment, including providing food, wristbands, hiring the required third-party vendor server, and security.

The organization's risk manager(s) and president may be required to attend a training prior to implementing the organization's first event with alcohol. The training will focus on alcohol skills training, as well as review best practices for risk management, university policy, and bystander intervention. The Amnesty and Good Samaritan policies will be emphasized during the training. Further, it is recommended that hosts and guests attend a party etiquette training prior to attending the social event. This training would focus on alcohol skills and BASICS approaches.

Commonly referred to as "Dry Period," Recognized Student Organization, fraternity, and sorority events and activities held off-campus, must be alcohol-free from August 1-October 1 during the Fall semester. Additionally, events hosted by Recognized Student Organizations, fraternities, and sororities in the Spring term are to be alcohol-free during the first three weeks of the semester. All recruitment, join processes, and new member experiences must be completely substance-free.

Failure to register an event, and/or misrepresenting the event/activity, are violations of the Failure to Comply policy within the SDSU Student Organization Code of Conduct and are subject to review through the organizational conduct process.