



SAN DIEGO STATE UNIVERSITY

Student Organization Handbook

Academic Year 2018-19

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Message from the Vice President for Student Affairs

Dear Student Leader,

Welcome to San Diego State University. You have chosen to become an active student leader at one of the finest universities in the country. The guiding philosophy of Student Affairs 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, 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 development

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

Sincerely,

Eric Rivera
Vice President for Student Affairs

Message from the Dean of Students

Dear Student Leader,

A college education includes more than what goes on in the classroom. Our department 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.

Student Life & Leadership is a key resource on campus to know and visiting us is your first step in succeeding as an organization. Our department includes Student Organizations & Activities, Fraternity & Sorority Life, the Glazer Center for Leadership & Service, and the Commuter Resource Center. We also enjoy a close collaboration with Associated Students.

The Student Organizations Handbook contains summaries of the policies, procedures, privileges and responsibilities of recognized student organizations. It 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.

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

If you have questions about policies or procedures outlined in this handbook, or are looking for involvement opportunities, please contact Student Life & Leadership at (619) 594-5221.

Sincerely,

Dr. Randy Timm
Dean of Students

Student Life & Leadership at San Diego State University

Student Life & Leadership Mission Statement

Student Life & Leadership promotes student success and development, inclusive engagement and civic responsibility. We cultivate transformational leadership experiences for our diverse community.

Introduction

Student Life & Leadership 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.
- Helps you meet people and make friends with those who have similar interests.
- Involved 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.
- Involved students report higher levels of satisfaction with their college experience.
- Being involved encourages and advances your development on all levels: intellectual, cultural, spiritual and social.
- You will gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, budgeting and finance, presentation and public speaking, and much more!
- You will become knowledgeable about what is happening on campus.
- 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. Student Life & Leadership 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.

Student Life & Leadership expects that all student organizations exemplify 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 Student Life & Leadership 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!

Principles of Community

San Diego State University comprises a diverse community. Campus life and daily interactions are enriched by our acceptance of the diversity within the university community. Underlying SDSU's educational goals are basic values that include intellectual honesty; mutual respect; freedom from discrimination; and the abhorrence of intimidation, harassment, disruption or violence aimed at limiting these freedoms, or interfering with a student, faculty, or staff member's performance.

Inclusivity

The Vice President for Student Affairs and Student Life & Leadership affirm our positive commitment toward inclusivity and basic values at SDSU through their mission statements, bylaws, policies and programs. We are committed to inspiring a student-centered multicultural community as a means of establishing a truly equitable educational community and an opportunity to learn.

Membership

We encourage every student organization to make a conscious effort to undertake recruitment efforts to ensure inclusivity within the group's membership and to take steps to reach populations currently underrepresented. Recruitment materials and activities should be designed to promote and embrace diversity.

Membership Development

Joining a student organization should be a positive experience; therefore membership development should focus upon the positive aspects of both the organization and the individual. Groups should carefully examine their screening criteria to ensure that it is inclusive of all students on campus. Abusive behavior toward, or hazing of, a member of the campus community is forbidden.

Freedom of Expression and the Campus Community

SDSU 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 characteristic. 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 (found at http://sll.sdsu.edu/student_affairs/sll/forms.aspx) to Student Life & Leadership 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. 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 Dean of Students. In addition to the request to 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 recognition application](#) on the Student Life & Leadership 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 Red IDs and their telephone numbers. Organizations need a minimum of five officers in order to be recognized.

Advisor. Contact information, employment classification and Red ID 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.

Banking. Determine the banking processes suitable for the student organization:

- If the organization does not need banking, they must provide reasonable proof of why an on-campus bank account will not be pursued.
- If using on-campus banking, a completed and approved A.S. Bank Account application must be kept on file with Associated Students.
- If using off-campus banking, RSO's must be affiliated with a national organization and use the organization's Federal Tax Identification Number must submit all required banking documentation to be granted an off-campus banking exemption.

Officer In-Person Orientation. Both the president and treasurer must complete the mandatory in-person student organization orientation. All training dates are available on the [Student Life & Leadership](#) website, the [SDSU Events Calendar](#) and on the [Presence](#) platform.

Student Organization Conflict & Identity Awareness Training. Both the president and treasurer must complete Session A and Session B of the Student Organization Conflict and Identity Awareness (SOCIA) Training. All training dates are available on the [Student Life & Leadership](#) website, the [SDSU Events Calendar](#) and on the [Presence](#) platform.

Advisor Orientation. The Organization faculty/staff advisor must complete a mandatory advisor orientation. If an advisor completes the in-person orientation they will be eligible to serve as an advisor for 3 years without additional in-person trainings. If an advisor completes the revised online orientation they will be eligible to serve as an advisor for 1 year. All training dates are available on the [Student Life](#)

[& Leadership website](#) and the [SDSU Events calendar](#).

Open Membership Agreement. Organizations must agree to and abide by the Open Membership Agreement. The Open Membership Agreement 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 (*social fraternities and social sororities*). Social fraternities and sororities are required to update and confirm roster accuracy in the RSO 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 are not recognized until Student Life & Leadership approves the RSO application.
- Organizations approved for official recognition will be notified via email.
- Organizations not approved for official recognition by Student Life & Leadership can appeal to the Associate Vice President for Student Affairs, Campus Life. Recommendations from the Associate Vice President will be reviewed by the Vice President for Student Affairs, who makes 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 Student Life & Leadership 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

Students, including regularly-enrolled undergraduate/graduate, Extended Studies, and Open University 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 in the organization's bylaws. The Open Membership Agreement 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 group and 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 for memberships or officers.

The Open Membership Agreement 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 are encouraged to report their concerns to Student Life & Leadership staff.

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

Student Organization Code of Conduct

Recognized Student Organizations 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 (b) (8) 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 the 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 must meet with a Student Life & Leadership 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 Student Life & Leadership, the constitution or other governing document(s) of its affiliated group.
- Each organization will report all changes to its constitution, bylaws, or officers to Student Life & Leadership 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 Student Life & Leadership.
- Each organization will operate in accordance with federal and state laws, local ordinances, university and CSU regulations, policies of the Associated Students (AS), and the constitution and/or bylaws of the organization itself, including those of any national affiliate. If the policies of an 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

Membership lists are used only for verification of requirements and reporting statistical information. All

organizations are encouraged to submit the membership lists in the RSO. Social fraternities and sororities are required to submit membership lists.

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 Approval System 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 Student Life & Leadership.

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 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 is placed on probation, they can no longer serve as an officer of the officially recognized student organization without approval from Student Life & Leadership.

The president and treasurer of each organization are required to complete an orientation, 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 Student Organization Conflict and Identity Awareness (SOCIA) training.

General 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). Only students enrolled at SDSU may hold officer positions at SDSU 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 telephone bills, 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

- Use of SDSU's name, logo and symbols in conformity with campus policies.
- Meeting on campus, reserving A.S. and university facilities and equipment, applying for and receiving office or desk space subject to space availability.
- Scheduling and publicizing activities and events as approved by Student Life & Leadership.
- Participating in Student Life & Leadership and University events.

- Use of [Presence](#) for marketing, communication, tracking and assessment of the organization and organization-related activities.
- Gratis publicity via *The Daily Aztec* and A.S. communications when available.
- Posting of signs in reserved areas.
- Maintaining an organizational mailbox in the Office of Student Life & Leadership.
- 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.

Workspace and Basement Storage

A limited number of student organization office spaces are available within the Student Life & Leadership Office. An application process is coordinated by Student Life & Leadership. Currently recognized student organizations are eligible to apply. An email notification is sent to the president of each currently recognized student organization to announce the office space application period. Student organization offices are assigned during the Fall, Spring, & Summer periods. If provided an office space, it is the responsibility of the student organization to keep the space free of debris. All belongings must be kept within assigned designated area. Student organization office spaces shall not serve as storage for either large items nor large quantities of items. Information can also be found on the [Student Life & Leadership website](#) when each application period starts.

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 Student Life & Leadership during the fall, spring and summer terms. Recognized Student Organizations are eligible to apply each term and must reapply for the space each semester.

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 various Greek councils, Greek honoraries, and programming boards.

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.

Residence Hall

Provide governance of residence halls, programming, development, and unity within campus residence halls.

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.

Social fraternities and sororities, their governing/coordinating councils and affiliated organizations shall be governed by the provisions of this handbook, including the Student Organization Code of Conduct and Policies for Social Fraternities and Sororities contained herein.

University-Wide 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, Co-ed Department Affiliated Fraternities and Co-ed Service Fraternities will continue to receive campus recognition through and be governed by the provisions of this handbook. University-wide honor societies must receive concurrent approvals of the Academic Provost and Student Life & Leadership.

Specialized Organizations

Imperial Valley Campus (IVC)

Student organizations operating primarily at SDSU's Imperial Valley Campus should obtain applications from the Office of the Assistant Dean for Student Affairs at IVC. Such organizations must comply with the policies and procedures of that campus, as well as those contained herein, where applicable. These requests will be considered in the normal manner by Student Life & Leadership, except that such groups shall be exempt from the renewal deadline.

Sport Clubs

Sport Clubs are administered within the Associated Students Campus Recreation program. A Sport Club is a student organization designed to serve individual interests in different sports and recreational activities. These interests are competitive, recreational and social in nature. Clubs compete with other clubs, organizations, colleges, and universities and should not be confused with a varsity sport administered by SDSU Athletics.

Sport Clubs differ from varsity athletics in that they are responsible for their own expenses. Generally, coaches are not paid, nor are scholarships offered. **In some instances where compensation for coaches is necessary, arrangements MUST be made through the personnel department of Associated Students (A.S.).** The clubs are managed through A.S. Campus Recreation program and are advised by the Intramural & Sport Clubs Coordinator. Associated Students (A.S.), an auxiliary

corporation of the University, employs the sport club staff. A.S. does not fund the organizational costs of individual clubs. Financial commitments are met primarily through student-sponsored fundraising events.

The emphasis in sport club activities is leadership. The program tries to provide a setting in which leadership skills may be developed. Club members are responsible for writing and implementing their constitution, recruiting members, establishing dues, planning and publicizing upcoming activities. The Sport Clubs staff is hired to provide encouragement, guidance, coordination, and administrative support. One of the goals of the Sport Clubs program is to provide a high level of intercollegiate/extramural competition for as many students as are interested. Sport Clubs survive and thrive only by obtaining active student involvement and participation from club leaders.

The key to a successful sport club is that it is student-initiated and student-controlled; the emphasis is placed on participation. Each club sponsors a team offering opportunities to participate and further develop skills in a specific sport. Team leaders actively recruit new and experienced student athletes.

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

Student Organization Banking Guidelines

As a part of the California State University (CSU) guideline that went into effect July 1st, 2016, Recognized Student Organizations (RSOs) will utilize one of three options for the financial management of the organization:

- **Option A:** use campus systems for your banking (at SDSU this is an Associated Students ((A.S.))banking account),
- **Option B:** request an exemption to Option A and bank in *connection* with a national organization with a tax ID, or
- **Option C:** request no banking process as your student organization doesn't collect or expend funds (an A.S. form will need to be filled out which outlines the reasons and policies for selecting this option).

External bank accounts (i.e., U.S. Bank, Bank of America, Wells Fargo) will no longer be used for RSO banking unless an exemption (Option B) is requested and granted.

These banking options are intended to streamline and solidify banking transactions for all recognized student organizations.

How to establish an Associated Students (A.S.) Bank Account

The A.S. bank account process is listed below:

- Student group must be a Recognized Student Organization (RSO)
- Selection of banking option is part of the RSO application process
- A.S. Bank Account form can be obtained on the 3rd floor of the Aztec Student Union
- Key officers sign the A.S. Bank Account form (President and Treasurer)
- The on-campus advisor of the student organization and a Student Life & Leadership staff member sign off on the A.S. Bank Account form
- A.S. Bank Account forms are turned in at the 3rd floor of the Aztec Student Union

How to complete an exemption to the CSU regulation

RSOs that are affiliated with a national organization and utilize their tax ID status obtained from the IRS can seek to maintain their current banking relationship by providing:

- IRS determination letter from the affiliated National organization
- Written confirmation provided by the student organizations bank that the off-campus bank account used by the student organization uses the tax- id noted in the IRS determination letter
- Submission of tax documents (IRS 990 Form)

Funding Sources

Associated Students Finance Board. The Finance Board acts on all requests for Associated Students funding, including those made by the AS boards and college councils. In addition, the Finance Board directly allocates money for student organizations under the jurisdiction of each of the 7 college councils, funding for AS programs and boards, as well as funding for student organizations' activities for purposes of recruiting and retaining students who are underrepresented in the SDSU population because of educational and social disadvantage. For further details, contact the AS Vice President of Finance.

Requests for funding must be submitted to the AS Office on the third floor of the Conrad Prebys Aztec Student Union. Please see <http://as.sdsu.edu/stu-org-funding/> for all forms and funding policies. Upon submission of the requests the AS Accounting Office will prepare a summary that will be presented to the FAC for review. If a request needs clarification, a representative of the Student Organization, or the College Council, will be contacted to present to the FAC and to answer questions regarding the request. All requests must have an advisor approval prior to submission to the AS Office. If approved, funds are available to spend on

the Monday after the official approval by the FAC. For further details, contact the AS Vice President of Financial Affairs.

Aztec Student Union Board. Sponsorship and partnership opportunities are available with the Associated Students' Aztec Student Union Board or "ASUB." ASUB serves as the student voice for the Conrad Prebys Aztec Student Union and handles Associated Students' entire event programming budget to enrich campus life, unite the university campus, and cultivate a unique collegiate experience that instills Aztec pride through cultural, educational, and social programs for SDSU students. To request sponsorship or partnership, fill out the required funding proposal paperwork and present your request at least ten (10) weeks prior to the event date to the Campus Program Funding (CPF) Committee during one of their weekly meetings. To qualify for CPF funding, you must be a part of a Recognized Student Organization and your proposed event(s) "must be:

- free to all SDSU students
- be held on the SDSU campus, and
- be open and inclusive to all SDSU students

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

Campus Recognition and Advisor Eligibility

All student organizations must have an on-campus faculty or staff advisor in order to obtain official recognition. Advisors must be part time or full time employees of SDSU; employee eligibility and confirmation of advisor status is verified when organizations apply for official recognition. Auxiliary organization staff (including Associated Students, SDSU Research Foundation and Aztec Shops) and student assistants are not eligible to serve as advisors.

In addition to the confirmation of the advisor and employment verification, advisors must complete the training in order for the organization to gain recognition. The In-Person Advisor Orientation must be attended every three years, with supplemental, online training provided during the other two academic years.

Selecting an Advisor

Faculty and staff employed by San Diego State University (and not auxiliaries to the University) are able to serve as advisors for Recognized Student Organization. Student organizations may choose their own advisors from any department or college within the campus community who supports the purpose of the organization. The usual appointment or assignment is 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 advisor and organization is to be determined by the organization and advisor themselves.

Tips for students when selecting an advisor:

- Sit down and talk as an organization about your expectations of an advisor.
- Before making a selection, consider finding someone who will have the time to devote to your organization, and finding someone 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 Student Organization recognition process.

Roles and Responsibilities of Advisors

The advisor:

- Serves as an advisor and guide.
- Is aware of the policies and procedures for student organizations contained in this handbook and knows university policy affecting such groups; also ensures that the student leaders of the organization are informed of these policies.
- Is aware of their student organization activities and programs and provides signature authority where appropriate on event approval and other pertinent forms.
- Encourages leadership development of organization's members and are informed of various leadership opportunities across campus.
- Assists with organizational continuity and officer transition.
- Alerts student leaders of possible organizational problems and encourages them to explore a variety of strategies to solve such problems.

- Serves, where possible, as a liaison with faculty, staff, and the outside community.
- Encourages student leaders to critically examine the organization's structure and activities to ensure compliance with university regulations and to avoid any liability.
- Has annual meeting with the officers and members of the organization to clearly define the advisor's role.
- May terminate their commitment at any time or designate an alternate during extended advisor absences by written notice to Student Life & Leadership. Whenever possible and appropriate, the retiring advisor should give assistance to the student organization in locating a suitable replacement.
- Must complete a mandatory advisor training, which provides an overview of current policies, advisor responsibilities, event approval process, student organization recognition and banking.
- If an advisor completes the in-person orientation, they will be eligible to serve as an advisor for three (3) consecutive academic years starting the academic year that the training was completed without additional required in-person trainings. If an advisor completes the revised online orientation, they will be eligible to serve as an advisor for the academic year that the advisor completed the online training.
- Will be required to attend programs, activities, or meetings sponsored by the student organization they advise that may pose safety and security concerns.

Responsibilities of the Organization to Advisors

- To inform the advisor with matters concerning the overall program of the organization.
- To provide the advisor with the schedule of meetings and events.
- To send the advisor a copy of all official minutes.
- To obtain the advisor's approval *Event Approval System* requests (and other pertinent forms) for all events and activities.
- To develop, with the advisor, specific expectations in terms of notification of and involvement in organizational activities.

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

Student Life & Leadership (619-594-5221) 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 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 approval through Student Life & Leadership. Student Life & Leadership 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. Student Life & Leadership may offer suggestions 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 approvals for events from campus entities. No on-campus or University-funded event may be held without prior University approval; therefore, purchases should not be made nor contracts signed prior to the event being submitted for approval. Promotional materials must be reviewed by Student Life & Leadership before distribution (including the Internet).

Student Organization Activities, Events, and Business Meetings

All SDSU student organization on-campus activities, meetings, and events must adhere to the established event approval 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 approval 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 the public 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 officers of the organization 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 of the Conrad Prebys Aztec Student Union).

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

Student Organization Events Requiring Approval

All student organization events held on-campus require an Event Approval System (EAS) application to be reviewed and approved by Student Life & Leadership before the event may occur. All such events that are not regular business meetings require following the event approval process. Some of the event elements that are included in the approval process, are:

- Events open to the public (campus or community)
- Fundraising (charge or donation)
- Safety and security

- 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

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

On-Campus Event Approval 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 Student Life & Leadership, 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 Approval 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 with the organization's Student Life Advisor in Student Life & Leadership to review event details and logistics

Event applications will not be accepted less than three weeks from the proposed event date, with the exception of time-sensitive activities related to immediate current events or issues. Contact Student Life & Leadership to request a qualified exception.

Please be aware of the following:

- All requests for events are **tentative** until reviewed by Student Life & Leadership and San Diego State University campus partner staffs.
- The student organization officer who submitted the event application, and the organization advisor, will receive an email with the status of the event.
- After approval of 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 can not submit an event request during finals week. Special consideration may be requested from Student Life & Leadership 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 Student Life & Leadership.

Appearances, Appeals and Waivers

Representatives from a recognized student organization may be required to meet with Student Life & Leadership staff or called upon to provide clarification about event approval requests. Failure to appear or to

respond may result in the event request not being recommended for approval.

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

Concerns regarding Freedom of Expression violations will require the Freedom of Expression appeal form found at https://go.sdsu.edu/student_affairs/sll/files/06667-San_Diego_State_University_Appeal_Form.pdf (please refer to the Foreword for more information).

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. 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 Approval 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 at least three weeks in advance 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 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 on weekdays for student, faculty, or staff meetings and activities without a charge provided no admission or registration fee is charged. 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 after-hours, weekend (Fridays at 4:30pm through Mondays at 8:00am), and break classroom reservations are coordinated through Business and Financial Affairs. After-hours, weekend, and break classroom reservations are subject to fees. Rental agreements for weekday classroom reservations are coordinated by Student Life & Leadership at 619-594-5221.

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 weekend usage. These fees are established and collected by Business Services. <http://bfa.sdsu.edu/busserv/FacilitiesRentals.html>
- Provide Business Services with the Approval Letter for use of SDSU Smart Classroom and ITS Smart Classroom Service Order
- Business Services will collect all fees and remit funds to the University Cashiers.

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) 594-6884.

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 request 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 Information Booth, the Backdoor Studio, Aztec Lanes, Cal Coast Credit Union, Starbucks, Chipotle, The Habit, Oggi's, and the Aztec Market. Enjoy some fresh air and live entertainment, with your meal on the Conrad Prebys Aztec Student Union Goldberg Courtyard.

The Conrad Prebys Aztec Student Union is also home to the AS Business Office, AS Council Chambers, the Aztec Student Union Board, the AS Government Affairs Office, Union Programs and Services, Student Life & Leadership, Center for Intercultural Relations, the University Information Center, 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 reception for twenty.

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 reservations priority and free and discounted room rental and audio-visual equipment.

RSO's are invited to participate in a lottery every April to get up to two hours of complimentary meeting space. This lottery takes place so all student organizations have an equal opportunity to apply for space. It is each student organizations responsibility to come in during the lottery intake period to submit their requests for their preferred day and time. Once this time frame has passed, it is a first come first served basis for availability. These meetings can be held weekly, every other week, or monthly.

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:

- Aztec Student Union North Grand Entry Steps
- Goldberg Courtyard
- Scripps Cottage Patio

- 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 web site. <http://as.sdsu.edu/aztec/meeting>

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 Open Air Theatre, a natural outdoor amphitheatre, 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:

- East Commons, (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 operation of the campus, the University has designated certain campus outdoor areas for specific types of events.

Student Life & Leadership reserves and manages the following outdoor spaces through the "Outdoor Space Approval 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

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

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

Time, Place and Manner 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 the Student Life & Leadership website at, http://sll.sdsu.edu/student_affairs/sll/reserve-space.aspx, to submit an outdoor space application through the EAS system. 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 at least **three weeks in advance** of your event to allow sufficient time for processing outdoor space requests.

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 Student Life & Leadership. 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 Student Life & Leadership. 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 approved.

Open Space Tabling Policy

Reservations. An Event Approval Request (EAS) must be submitted to Student Life & Leadership no later than three weeks prior to the date of the event. Tabling is limited to two days per week. An organization is able to include all tabling requests for a single semester on one Event Approval Form. All requests are reviewed and given final permitting by Student Life & Leadership.

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 Approval Process with approval by Aztec Shops. All food and beverage dispensing requires an approval from EHS through the Event Approval System process. All campus food handling policies and procedures must be strictly observed.

Permitting. Student Life & Leadership 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 Student Life & Leadership 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 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, 8am-5pm. Tabling is not permitted during final examinations or academic break periods. One table and two chairs per approved request can be checked out free of charge by the 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 an require an application submitted in the Event Approval 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, 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 Approval System (EAS) request for usage of an event in a classroom

On the EAS, student organization must indicate the need to utilize the smart classroom equipment
Once student organization has received an approved EAS confirmation email from Student Life & Leadership, 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 Student Life & Leadership 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

Conrad Prebys Aztec Student Union and Scripps Cottage Student. 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 the majority of their own audio-visual equipment inventory to student organizations. The inventory includes meeting and conference presentation equipment such as overhead projectors, LCD projectors, TV/DVDs, small portable sound systems, and computer network access. Technician staff with associated labor charges may be requested by the customer and may be required at the discretion of the 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 Meeting Services Office for a fee. All furniture and other equipment is 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.

Visit the Meeting Services web site at www.as.sdsu.edu/aztec/meeting to see a listing of current audio-visual equipment and pricing as well as facility use policies.

Viejas Arena and Open Air Theatre. Viejas Arena and the 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, the Mission Bay Aquatic Center, and the Children's 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, Student Life & Leadership 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 Approval 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 Student Life & Leadership. 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 Associated Students Viejas Ticket Office.

When admission-based events occur in Associated Students facilities, the AS Viejas Ticket Office must be used 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 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 the section on “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. Student organizations are encouraged to use online sales systems to collect payments.

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 Student Life & Leadership, Aztec Shops, Associated Students, and/or the event planner, security, special event, and/or Department of Public Safety 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 12:00pm (noon) to 1:00pm, Monday through Friday; in the CalCoast 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 Student Life & Leadership 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:

- *Open Air Theatre:* The use of amplified sound at the Open Air Theatre is subject to approval by the Vice President for Business and Financial Affairs.
- *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.

- Student Life & Leadership 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 Student Life & Leadership. 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 Approval Form and copies of supporting documents may be required by Student Life & Leadership 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

Campus Demonstrations. Campus demonstrations, including picketing, are permitted on campus and are subject to university guidelines for time, place, and manner. Guidelines for demonstrations include the following:

- Demonstrations may not interfere with scheduled meetings, classes or educational programs, or vehicle or pedestrian traffic.
- No sound amplification equipment may be used unless approvals have been obtained.
- Staked signs 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 1/4 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.
- Participants must remain orderly, comply with federal, state, and university laws and regulations, and must not interfere with the University Police in the performance of their duties.

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 Student Life & Leadership. 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 Student Life & Leadership, 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 Student Life & Leadership, the facility and Public Safety.

When making determinations about the appropriate management practices for student organization special events, the facility and Student Life & Leadership 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. Student Life & Leadership 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 at least three weeks in advance on in the Event Approval System.

- 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. Student Life & Leadership 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 Student Life & Leadership for permission to conduct a maximum of one opportunity drawing per academic year. The event must be submitted in the Event Approval System and a representative of the sponsoring organization must meet with Student Life & Leadership at least three weeks prior to the beginning of the activity. **Under no circumstances should tickets or publicity be printed before permitting has been recommended by Student Life & Leadership.**

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 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 Student Life & Leadership, to sponsor a free casino night. An organization representative must meet with a Student Life & Leadership 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. There can be no entrance fee or advance registration. Scrip or chips must be used; no money can be used. Scrip 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 approval of Student Life & Leadership. If the event is other than a regular meeting, an appointment must first be made with a Student Life Advisor in Student Life & Leadership.
- 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 Student Life & Leadership. Organizations must not enter into contracts or publicize events prior to the event being approved.
- 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 or during the first week of the Fall semester. Special consideration may be requested from Student Life & Leadership 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 Student Life & Leadership 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.

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.

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

Bulletin Boards. 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. No posting is permitted inside Love Library. Bulletin boards are routinely cleared throughout the academic year.

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 Student Life & Leadership. 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.”

Illegal Publicity. 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.

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 B: 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.

Weekly Meeting Food Guidelines for Student Organizations

Recognized student organizations with an average of **fewer than 50 members and guests** at their weekly meeting may serve food at those meetings held on campus provided the following criteria are met:

- Food served at a weekly meeting must come from an SDSU or County of San Diego permitted retail food facilities, grocery or wholesale stores.
- Food purchased “to go” from approved vendors can be served at weekly meetings without prior approval of Student Life & Leadership, Environmental Health and Safety, and Aztec Shops. Perishable “to go” food and beverages should be served within *one hour* of purchase to ensure safety and quality. For a list of approved vendors, please contact Environmental Health and Safety.
- Non-perishable food or beverages purchased from grocery stores (e.g., Ralph’s, Costco, Trader Joe’s) may be served at weekly meetings without prior approval of Student Life & Leadership, Environmental Health and Safety, and Aztec Shops.
- Perishable food from grocery stores may also be served. It should be served within *one hour* of purchase to ensure safety and quality.
 - Examples of such perishable food include, but are not limited to:
 - Deli trays or deli sandwiches
 - Deli salads
 - Pre-prepared trays of cut fruit or vegetables
 - Ready-to-serve pizza
- Service or sale of **homemade food** at weekly meetings is **prohibited**. Homemade food includes, but is not limited to, home-prep marinade, home-cut fruit and vegetables and home-baked goods. Serving home-cooked food without specific approval by Environmental Health & Safety (619-594-2857) staff is a violation of campus policy and potentially dangerous to organization members.

Student organizations with **more than 50 members and guests** at their weekly meetings should come to Student Life & Leadership and meet with a Student Life Advisor who can guide you through the process of setting up a specific meeting plan for your group with the appropriate campus offices.

Recognized Student Organizations that violate any part of these guidelines will be held accountable and could be subject to appropriate disciplinary sanctions.

Food Event Approval Process

AS Facilities. Officially recognized student organizations and departments wishing to serve, sell or promote food at an Associated Students facility must submit an Event Approval System application, potentially including a Temporary Food Facility Application Form and/or a Catering Waiver, to Student Life & Leadership at least **three weeks** prior to the event.

Campus Facilities and Approved Open Space. For events planned in campus facilities and outdoor areas, an application must be submitted in the Event Approval System at least three weeks prior to 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 approval. 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.

Student organizations are allowed to serve or sell food and beverages up to 4 events per year, up to 3 consecutive days per event (weekly meetings, high school conferences and non-perishable, pre-packaged food/beverages do not count toward limit).

Submit the TFF Application Form and additional information if applicable **at least three weeks prior to the event** for issuance of a permit.

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
- current food service manager certificate

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.

Call the Catering Office, (619) 594-7641, for more information. Only under extraordinary circumstances will the use of an off-campus caterer or restaurant be permitted. An off-campus source may be used only when Aztec Shops cannot meet the needs of a specific event, and they 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, Student Life & Leadership, and AS (if appropriate). The AS 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 petition to use an off-campus food source is not completed by the deadline.

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 Student Life & Leadership 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 Service, Sale & Safety Training” information (<http://bfa.sdsu.edu/ehs/pdf/StudOrgFoodSafe.pdf>) on the Environmental Health & Safety Temporary Food Facilities website.

Food Handling Guidelines

No matter the location of the event, practicing proper food handling techniques will protect your members and guests from food-borne illness and food contamination. Here are some tips to keep in mind when preparing, storing and cooking food:

- Wash Hands, Utensils, and Food Preparation Surfaces
 - Food safety begins with hand-washing even in outdoor settings. And it can be as simple as using a water jug, some soap, and paper towels.
 - Consider using moist disposable towelettes for cleaning your hands.
 - Keep all utensils and platters clean when preparing food.
- Preparing Fruits and Vegetables
 - Rinse fresh fruits and vegetables, including those with skins and rinds that are not eaten, under running tap water before packing them. Packaged fruits and vegetables labeled “ready-to-eat,” “washed,” or “triple washed” need not be washed.
 - Rub firm-skin fruits and vegetables under running tap water or scrub with a clean vegetable brush while rinsing with running tap water.
- Safe Grilling Tips
 - Marinate foods in the refrigerator, not on the counter or outdoors. If some of the marinade is to be used as a sauce on the cooked food, reserve a portion separately before adding the raw meat, poultry, or seafood. Don’t reuse marinade.
 - Don’t use the same platter and utensils that previously held raw meat or seafood to serve cooked meats and seafood.
 - If you partially cook food in the microwave, oven, or stove to reduce grilling time, do so immediately before the food goes on the hot grill.
 - When it’s time to cook the food, cook it thoroughly. Use a food thermometer to be sure the food has reached an adequate internal temperature before serving.
 - Beef, veal, and lamb steaks and roasts--145°F for medium rare, 160°F for medium, and 170°F for well done.
 - Ground pork and ground beef--160°F.
 - Ground poultry--165°F.
 - Poultry breasts--170°F.
 - Whole poultry (take measurement in the thigh)--180°F.
 - Fin fish--145°F or until the flesh is opaque and separates easily with a fork.
 - Shrimp, lobster, and crab--the meat should be pearly and opaque.
 - Clams, oysters, and mussels--until the shells open.

- Grilled food can be kept hot until served by moving it to the side of the grill rack, just away from the coals where it can overcook.
- Liquid starting fuel is prohibited.
- Have a fire extinguisher available.
- **Serving Food Safely**
 - Food should be handled with gloves and food service utensils or materials.
 - Keep cold foods cold (below 45°) and hot foods hot (above 140°).
 - Do not use a plate that previously held raw meat, poultry, or seafood for anything else unless the plate has first been washed in hot, soapy water.
 - Hot food should be kept hot, at or above 140 °F. Wrap well and place in an insulated container.
 - Foods like 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.
 - Keep food covered when not serving.
 - Ice used in beverages should be protected from contamination. Do not use ice used for refrigeration.
 - No smoking should be permitted around food.
 - Individuals who are sick or have cuts or burns must not serve or handle food and beverages.
 - Keep pets away from areas where food is served or stored.
- **Transporting Food**
 - Keep cold food cold. Place cold food in a cooler with ice or frozen gel packs. Cold food should be held at or below 40°F.
 - Consider packing beverages in one cooler and perishable foods in another.
 - Meat, poultry, and seafood may be packed while it is still frozen so that it stays colder longer. Be sure to keep raw meat, poultry, and seafood securely wrapped so their juices don't contaminate cooked foods or foods eaten raw such as fruits and vegetables.
 - After washing fruits and vegetables dry them with a clean cloth towel or paper towel before packing them.
 - Keep the cooler in the air-conditioned passenger compartment of your car, rather than in a hot trunk. Limit the times the cooler is opened.

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 a Student Life & Leadership representative to review the Risk Management Plan. Aztec Shops has 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, copies of which are available in Aztec Center Meeting Services.

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 beer and/or wine. Distilled liquor is not permitted at any time. In sponsoring a function where beer and/or wine are served, the organization and its officers accept the following

responsibilities and conditions:

- Requests must be submitted to Student Life & Leadership via an Event Approval System application, completing a “Request for the use of Alcoholic Beverages” form, and a risk management plan.
- To observe all applicable federal, state, and local laws and University policies.
- To limit participation in an authorized event to members of the sponsoring organization and its invited guests.
- Serving of beer or wine must be clearly incidental and supplementary to the main purpose of the function.
- 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 served.
- To only finance beer or wine from a club treasury, excluding use of AS funds. Unless a sponsor is licensed, beer and wine may NOT be sold at student- sponsored events, nor may a specified amount or donation be collected.
- To also provide non-alcoholic beverages, to be served in the same manner as alcoholic beverages.
- To assure that no minor or intoxicated person is served alcoholic beverages. It is the responsibility of the organization to ensure that only those of legal drinking age consume alcoholic beverages.
- Aztec Shops personnel must be present to verify the proof of age of those being served.
- Food must be served at all events at which alcohol is available.
- For events on campus any alcohol must be handled through Aztec Shops Catering. Self-service is not permitted and a server must be at least 21 years old.
- Alcoholic beverages may not be removed from the room within which the serving of alcoholic beverages has been approved. The organization must provide one or more individuals to be positioned by the exits for enforcement of this condition.
- Alcoholic beverages may be served only in areas where food is normally served.
- 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.
- Alcohol may not be sold for fundraising or offered as a prize in a “free drawing.”

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. For example, a social event where most of those invited are members of the same organization would normally be considered to be an organization-related 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.
- Unless held at a licensed establishment with professional bartenders, hard liquor (alcoholic beverages other than beer or wine) shall not be consumed at organization events.
- 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.
- 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**.
- Unless the event is held within a half-mile of the SDSU campus, whenever alcohol is being consumed at an event, busses, rideshare, or public transportation must be provided. If busses are provided, no intoxicated person shall be permitted to board the bus nor may alcohol be consumed or brought onto the bus.
- No organization shall at any time compel individuals to consume alcoholic beverages.
- 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.
- 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.
- 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 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 (“passing the hat”), 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.
- 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. (A keg shell present on organization premises shall be considered evidence of a violation of this policy.) 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.

- At “BYOB” functions, individuals 21 years of age or older may bring not more than a six-pack of 12 ounce beers (two individuals arriving together may bring a twelve-pack) or a four-pack of 12 ounce wine coolers).
- Student organizations may not sponsor or co-sponsor events out of the United States where alcoholic beverages are consumed.
- 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 pledge/associate/new member program or activity of social fraternities and sororities, 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.
- Whenever a social event is taking place at organization-related facilities (such as Fraternity Row and fraternity and sorority chapter houses), all alcohol consumption is prohibited in bedrooms and apartments. In organization-related facilities, bottles of hard alcohol are only permitted in the rooms of residents who are over the age of 21 (unless prohibited by organizational policy). No hard alcohol may be consumed during an event held at organization-related facilities. During times when a social event is not in progress, only active members and alumni over the age of 21 (i.e., no minors or guests) shall be allowed to consume hard alcohol in the common areas of organization-related facilities.
- Commonly referred to as “Dry Period,” recognized student organization, fraternity, and sorority events and activities, must be alcohol-free from August 1-October 1 during the Fall semester. Additionally, events hosted by 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 C: 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 Student Life & Leadership (in Presence). 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. The following off campus events/activities with campus advisor approval through Presence:

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

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).

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

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 Approval System (EAS) application 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

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). 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.

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. 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 Approval 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 Student Life & Leadership Office to maintain for the three year period. If Recognized Student Organizations are stipulated to submit

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 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.

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)

Section II, Article D: 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 \$700 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.

Sport Club Travel

Sport Club teams are recognized by the AS Campus Recreation Board and follow guidelines established for these programs. Failure to do so may result in trip cancellation, loss of AS facility and equipment usage, and loss of official campus recognition. Contact the Aztec Recreation Center for more information..

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, 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 cancelled. 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 risk.

When travel involves groups of 25 or more students, the organization is strongly encouraged to hire private transportation such as busses 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 busses 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.

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 Student Life & Leadership.

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 that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

In addition, the individual members of student organizations will be held accountable for violations of the Student Code of Conduct, as outlined in Section 41301 of the California Code of Regulations and published in the [SDSU General Catalog](#).

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, including:

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 onto the university campus unless the animal is secured to a leash no more than (6) feet in length and in the hand of a person at all times.
 - b. Dumping of unwanted pets or animals on the campus is prohibited.
 - c. No animals are allowed in any of the buildings on campus with the exception of an animal serving legally defined disabled or handicapped persons, per Americans with Disabilities Act. These 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 Games. Games involving simulated weapons, such as “secret agent,” “tag,” and “assassin,” are exceedingly dangerous and have resulted in the deaths of students nationwide. Student organizations may not organize or engage in such games regardless of location.

(5) Auctioning Policy. In accordance with the principles of the SDSU Principles of Community, fundraising events by student organizations involving the auctioning of a date or to perform services must comply with the following guidelines:

1. If held on campus property, a release of liability waiver must be signed by all participants (including the individuals participating in the auction and the winning bidders).
2. An advisor must be present for the entire duration of the event the event.
3. All participants must do so willingly and without coercion.
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 not have appearance of and the “trappings” of slave auctions.
6. Lewd conduct, remarks and gestures should not be 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 all money they paid during the auction.
8. The sponsoring organization is encouraged to provide a gift certificate(s) for the event participant and bidder to use on the “date” (restaurant, movie theater, etc.).
9. The “date” or service should only occur in public (not inside a private residence), during the hours of 8:00 a.m. and 10:00 p.m.
10. The “date” should end at the conclusion of the meal, event or entertainment.
11. Alcohol may not be present at the auction event. No alcohol shall be consumed during auction, the “date,” or the service provided, regardless of the age of the participants.
12. “Double-dating” with another participating couple is strongly encouraged.
13. If any guidelines are not followed at any time, the advisor must address the behavior immediately and may shut down immediately.

(6) Charitable Donations. Charitable donations must be made in accordance with the The Internal Revenue Service 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. For some, specifically those who have their own Federal Tax ID number, they may use their Federal Tax ID or their 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, including:

(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 them from creating a hazard by tipping, falling or rolling.
2. Compressed gas cylinders shall be stored with regulators closed when not in use and labeled at all times, without regulators connected, and 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 gases in storage shall be separated by at least 20 feet.

(9) Contracts and Financial Management, including:

1. Organizations may not enter into contracts using the name of the Associated Students 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 approval by Student Life & Leadership 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, including:

1. Furnishing false information to an official of the University or of a University auxiliary organization or law enforcement agency.
2. Misrepresenting the identity of the organization or misrepresenting the organization to be an authorized agent of the University or a University auxiliary.
3. Forgery, alteration, or misuse of a University document, key, or identification instrument.
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.

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

(13) Disruption, including:

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 Vehicles). As stated in the Regulations for Use of SDSU Buildings and Grounds, drones are currently prohibited on campus without prior approval from University Police. 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. Although not a University recommended or endorsed method of funds collection, electronic and mobile payment services (e.g. PayPal, Venmo, Cash) may be used to collect funds for organizations. Currently, withdrawals from these applications cannot be directly deposited into an Associated Students bank account. To this end, it is the responsibility of the individual member whose bank account is linked with the payment service account to ensure that the organizational funds (e.g. dues, fundraising, donations) are deposited into the Associated Students, or if exempt, the organization's, bank account. The organization's member linked with the Venmo account assumes all financial liability for the funds, including the withdrawal, deposit into the organization's account and any federal tax liability. Additionally:

1. Funds cannot be collected or used to purchase items that are violation of policy or law.
2. Funds collected using electronic and mobile payment services may not be used as petty-cash and may not be used for purchases prior to being deposited into the organization's bank account.
3. Funds collected using electronic and mobile payment services must be deposited in the student organization's bank account within 5 business days of the end of the event.
4. It is prohibited to misappropriate funds collected using electronic and mobile payment services by Recognized Student Organizations and the individual(s) and organization may be investigated.

(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 San Diego State University Regulations for 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 of 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 EHS 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. Recognized organizations may not engage in any organizational activities involving sexually abusive or obscene activity.
2. 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 race, religion, color, ethnicity, citizenship, gender, gender identity or expression, disability, sexual orientation, or national origin.
3. 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 or physically demanding activity (calisthenics, runs, etc.) not part of an organized voluntary athletic contest or not specifically directed toward constructive work.
- Paddling, shoving, or otherwise striking individuals.
- Compelling individuals to consume or smoke alcohol, tobacco, or drugs or engage in drinking games.
- Compelling individuals to eat or drink foreign or unusual substances or compelling the consumption of undue amounts or odd preparations of food or liquids.
- Having substances thrown at, poured on, or otherwise applied to the bodies of individuals or writing embarrassing or degrading items on the bodies or clothing or possessions of individuals.

- Morally degrading or humiliating games or any other activities that makes an individual the object of ridicule, amusement or intimidation.
- Abduction or transporting individuals against their will, abandoning individuals at distant locations, conducting any “kidnap,” “road trip,” or “ditch” that might in any way endanger or compromise the health, safety, or comfort of any individual.
- Restraining individuals or intentionally exposing them to extreme temperatures, exposure to the elements or uncomfortable conditions, or confinement to a small space.
- Causing an individual to be indecently exposed, or nonconsensual sexual contact, or sexual situations that make an individual uncomfortable.
- Activities that require a person to remain in a fixed position for a long period of time.
- “Line-ups” involving intense or demeaning intimidation or interrogation, such as shouting obscenities or insults.
- Verbal abuse or assigning derogatory names for members to use when addressing one another.
- Assigning activities such as pranks or scavenger/treasure hunts that compel a person to deface or steal property, engage in humiliating public acts, stunts of buffoonery, or harass other individuals or organizations.
- Tests of courage, bravery, or stamina.
- Physical or mental shocks, regardless of degree or nature.
- Ceremonial burials or satanic rites.
- Compelling individuals to wear or carry unusual, embarrassing, degrading, uncomfortable or physically burdensome articles or apparel.
- Depriving individuals of the opportunity for sufficient sleep (six hours continuous sleep per day minimum), comfortable sleeping arrangements, decent edible meals, or access to means of maintaining bodily cleanliness.
- Activities that interfere with an individual’s academic efforts by causing exhaustion, loss of sleep, or loss of reasonable study time or by preventing an individual from attending class. New member activities shall normally conclude by midnight on school nights.
- Personal servitude or requirements that financially take advantage of a new member.
- Compelling an individual to become branded, tattooed, pierced or shaved.
- Intentionally deceiving new members prior to initiation to make them believe they will not be initiated or will be hurt or struck.
- Excluding an individual from social contact for prolonged periods of time.
- Intentionally creating a mess for others to clean up.
- Compelling individuals to engage in animal cruelty or mistreatment.
- Blindfolding individuals in a manner that may cause intimidation or place the person in danger.
- Depriving new members access to or use of cellular telephones, wallets, keys, and other personal possessions during initiation week.
- Confinement to unreasonably small, poorly ventilated, unsanitary or unlighted areas.
- 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.

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 Student Life & Leadership.

Questions concerning this policy should be directed to Student Life & Leadership or the Center for Student Rights & Responsibilities.

(21) Health and Safety. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, sexual misconduct, throwing bottles or objects that could result in personal injury, or where three or more members of a student organization engage in group violence or taunt others to engage in violence.

(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 such 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 in 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 the exterior appearance standards.

(27) Promoters. Student organizations wishing to contract with promoters should contact Student Life & Leadership 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. Unauthorized destruction, defacement or damage to University property or property of others, including placement of words, symbols or graphics on the property of others, or unauthorized removal, of signs or banners of other student organizations.

(29) Recognition Reinstatement. Student organizations that have their recognition suspended or removed must make a formal request for to be reinstated to the Office of Student Life & Leadership and 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, other than a regular organization business meeting, without the approval of Student Life & Leadership (See event approval procedures in Section II of the *SDSU Student Organizations Handbook*)
2. Failure to comply with event approval conditions imposed by Student Life & Leadership or other University offices.
3. 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.

(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 or symbols 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 the *Regulations for Use of San Diego State University Buildings and Grounds*
3. Violation of [Conrad Prebys Aztec Student Union Building Use Guidelines](#)
4. 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).

c. Application of this Code

Sanctions for the conduct listed above can be imposed on student organizations. Student Organization conduct is within the jurisdiction of the SDSU Student Organization Code of Conduct regardless of whether it 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

The University, through authority given by the University President to the Vice President for Student Affairs and the Office of the Student Life & Leadership, maintains the exclusive right to impose sanctions upon student organizations for acts that violate this Student Organization Code of Conduct. The Office of Student Life & Leadership 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.

Section III, Article B: Student Organization Conduct Process

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 Student Life & Leadership. Reports can be submitted via the [Student Organization Incident Report Form](#). Concerns may also be submitted by calling Student Life & Leadership at 619-594-5221 or by emailing deanofstudents@mail.sdsu.edu.

The Vice President for Student Affairs or designee shall select a Student Life & Leadership staff member to facilitate the judicial process. ("Facilitator"). The Facilitator shall conduct or coordinate a preliminary investigation into any alleged violations and determine whether to initiate disciplinary action.

In cases where individual students are alleged to have violated the Student Code of Conduct, an investigation will be conducted by the Center for Student Rights & Responsibilities. If that investigation concludes that a student organization appears to have violated the Student Organization Code of Conduct, the findings will be referred to the Office of Student Life & Leadership for disciplinary action regarding the organization.

Interim Sanction

The Vice President for Student Affairs 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, incidents involving injury or violence, 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 normal process requirements. 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 or designee.

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.

Decision Letter & Settlement Agreement

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.

If the Facilitator finds evidence that a violation did occur, the Facilitator will send the organization a settlement agreement, which is a document that states that the organization agrees to the terms of the decision. The president of the organization must sign the document or submit a letter of appeal within ten (10) business days of receipt of the letter.

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

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 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 hearings. Evidence relevant to a case, by the Facilitator or Student Organization Hearing Panel Chair, is admissible at a hearing. 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.

Appeal Process

If the organization does not accept the terms of the decision and settlement agreement, 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 hearing
- the applicable policy was not properly interpreted
- the sanction is unreasonable for the offense
- the organization was not afforded due process

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. 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 Dean of Students.

In cases where the decision is made directly by the Dean of Students due to an interim sanction, the appeal would be heard by the Associate Vice President of Student Affairs for Campus Life in the Office of the Vice

President for Student Affairs.

During the appeal process, the Dean of Students or Associate Vice President of Student Affairs 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 Dean of Students and when appropriate, the Associate Vice President of Student Affairs. The president, faculty/staff advisor(s), alumni/ae advisor(s) and an additional officer/representative are invited to the appeal meeting.

The administrator hearing the appeal, including the Dean of Students or Associate Vice President for Student Affairs, 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 hearing the appeal is final and will be communicated through an electronic letter to the organization, Facilitator, Dean of Students and Associate Vice President. 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 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 Student Life & Leadership at San Diego State University. Allegations of individual student misconduct shall be referred to the Center for Student Rights & Responsibilities.

The Office of the Vice President for Student Affairs 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 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 a hearing before the Facilitator and instead have the hearing before the Student Organization Hearing Panel.

A student organization may waive the right to a formal hearing and accept sanctions from the Office of Student Life & Leadership or the Office of the Vice President for Student Affairs. (Note: This option may be utilized when the University collaborates with the national or parent organization to jointly review and propose sanctions for alleged violations.)

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

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

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 – Student Life & Leadership. 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 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 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 shall appoint three Student Organization Hearing Panel voting members. A Student Affairs administrator shall chair the panel. The other two panelists shall be comprised 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 four fraternity/sorority councils. For other student organizations, the student panel member may be an executive officer in a Recognized Student Organization. A Student Life & Leadership staff member may be designated by the Dean of Students to serve as a non-voting consultant member of the Student Organization Hearing Panel.

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 may issue notice to the student organization in the following manner:

- Electronically to the charged organization's email address, or
- Personal delivery to the organization's president or chair.

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).

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 testifying 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, and no more than two advisors (e.g., faculty or staff advisor, alumni or community advisor, or regional or national official)
- any witnesses testifying (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 Board. 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 and may be cause for ejection from the hearing by the hearing panel chair.

Hearing Panel Responsibilities

Hearings are intended to be educational rather than adversarial.

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

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.

For formal hearings before the Student Organization Hearing Panel, the Facilitator shall make or cause to be made an official audio recording and inform the witnesses that their testimony is being recorded. No other recording device may be permitted in either hearing.

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.

Settlement Agreements

With the consent of the Dean of Students, at any time during the hearing, the organization can decide to waive the right to a hearing and accept an offered settlement agreement.

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

Post-Hearing

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 but only voting members are present during voting on the final decision).

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 Dean of Students and Associate Vice President for Student Affairs. 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 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. Decisions will normally be issued within ten business days of the hearing.

The decision letter is sent electronically to the organization president.

Decisions by the Office of the Vice President for Student Affairs are final.

Sanctions & 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 of the term(s) of probation.

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

In addition to an overarching 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.

Recognition Reinstatement

Student organizations that have their recognition suspended or removed must make a formal request for to be reinstated to 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 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 Fraternity & Sorority life 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 at least seven years in the Office of Student Life & Leadership. Any materials used in a case become part of the judicial record and shall 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 judicial records are confidential. The University may release a general description of the charges against a student organization (with names and personally identifiable information redacted), whether the organization was found responsible, and any sanctions imposed.

Access to student organization judicial records shall be limited to the Student Organization Hearing Panel, the student organization involved and its advisor(s) and parent organization officials (if applicable), and appropriate Student Affairs staff members. Panel members shall return hearing materials to the Facilitator at the conclusion of the hearing.

Accountability of Organization Officers

Although all members are personally responsible for their own behavior, a specific organization officer 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 the organization by means of discussion and/or planning at an organization meeting, officers' meeting, or committee meeting.
- An officer's participation in such an activity.
- An officer's failure to act appropriately upon witnessing such an activity.
- An officer's failure to act appropriately in preventing such an activity when the officer had prior knowledge.
- An officer's failure to act appropriately in taking corrective action after learning of such an activity.
- An officer's negligence in informing the organization members of established laws, regulations, policies, directives, and procedures.
- An officer's failure to cooperate fully with law enforcement personnel or with 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 & Responsibilities.

Section III, Article C: 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 and Fraternity Council (USFC). Governing/coordinating council for culturally-based fraternities and sororities, which was established at SDSU in 1997.

Membership Requirements, Rosters and Auxiliary Organizations

No social fraternity or sorority may pledge (associate) or initiate any individual who is not matriculated and regularly enrolled for credit in at least three units at San Diego State University or any student who is not in academic good standing (i.e., not on academic probation). A student who is taking only Extended Studies or Open University classes is not considered to be a regularly enrolled SDSU student. Prospective members must complete the Greek PREP (Pre-Recruitment Educational Program) prior to joining a fraternity or sorority.

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. 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 sales, vandalism, harassment, fights, physical or sexual assaults, hazing, and possession of weapons on campus. Students with university disciplinary cases pending regarding risk behaviors are not eligible until their case has been adjudicated, which may not correspond to organization pledging or initiation dates. Students may become eligible when their probationary period is completed or by approval of the Dean of Students. Chapters are required to notify Student Life & Leadership 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. 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," 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, 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 Fraternity & Sorority Life within one week of membership updates/changes. The roster shall include the names of any local affiliates.

Recognition Reinstatement

Student organizations that have their recognition suspended or removed must make a formal request for to be reinstated to 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 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 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 and Student Life & Leadership. Council decisions for expansion/extension must be approved by 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 inspection by 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 must remain in good standing with the national/international fraternity/sorority and the University. If a chapter's University recognition is revoked, the University will request that the national/international organization withdraw 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.

Liability Insurance

All social fraternity and sorority chapters are required to submit a certificate of liability insurance in the amount of at least one million dollars which states the amounts of coverage and names the University as an additional

insured, using the following language in the certificate:

“The State of California, The California State University Board of Trustees, and all its other departments, boards, commissions and its officers, employees, and agents are hereby declared to be additional insured under the terms of this policy. This insurance policy will not be canceled without thirty (30) days notice to the Coordinator of Fraternity and Sorority Life, 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.

The liability insurance of fraternities or 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.

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 advisor. Regardless of alumni/graduate advisor participation, as Recognized Student Organizations, all fraternities and sororities must have a faculty/staff advisor.

The chapter advisor or advisory board, or faculty/staff advisor shall:

- Meet regularly with chapter officers.
- Be familiar with University policies governing social fraternities and sororities and ensure that the chapter complies with such policies.
- Regularly review chapter finances.
- Review the chapter’s new member development program and ensure that no chapter activities involve hazing in any form.
- Assist University officials in dealing with problems or other situations involving the chapter.
- Attend chapter advisor meetings.

Recruitment/Intake

Social fraternities and sororities are permitted to participate in recruitment/intake during periods coordinated between the governing Greek council and University, with approval by the Dean of Students. Social fraternities and sororities must be Recognized Student Organizations with a minimum status of “Recognized with Conditions” in order to participate in chapter recruitment/intake activities. Established fraternities and sororities that are not recognized may not host chapter-specific recruitment/intake events/processes. Expansion/extension efforts may participate in recruitment through the coordination with Fraternity & Sorority Life staff and work to be recognized in the academic year of the expansion/extension.

Chapters facilitating an intake process must coordinate with Fraternity & Sorority Life, including scheduling a meeting with the Assistant Director of Student Life & Leadership for Fraternity & Sorority Life and completing intake documents.

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

Greek Accreditation

Chapters shall submit a Greek Accreditation evaluation by the Sunday before finals during the Fall and Spring

terms. The Greek Accreditation is a tiered model with the following statuses: Accredited, Achieving, Excelling and Not Accredited. All fraternities and sororities must attain, at minimum, the Accredited level to be endorsed by Student Life & Leadership. The guidelines for Greek Accreditation are updated and available on the SDSU Fraternity & Sorority Life website (www.greeklife.sdsu.edu). The results of the evaluation are published on the Fraternity & Sorority Life website.

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 house if it meets at least two of the criteria below:

- Organizational functions, meetings, events, and/or offices are located at the chapter house.
- The house is owned or leased by the organization.
- Advertisements indicate that the house is the main gathering location for 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 and must adhere to the requirements therein. The City restricts the location of new fraternity and sorority chapter houses to designated areas. The fraternity-designated area includes the western portions of Hardy Avenue and Lindo Paseo Avenue. The sorority designated area includes College Place, College Avenue approximately one block south of Montezuma Road, and the 5700 – 6100 blocks of Montezuma Road.

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 Student Life & Leadership 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:

- Front yard kept clean and maintained (grass cut, bushes trimmed, free of litter or debris).
- Visible backyard neatly maintained.
- Trash cans and dumpster area kept clean - enclosed or contained, out of the way of general traffic, lids kept down.
- Sidewalk and parking area clear and clean of debris.
- No visible furniture or debris on the roof or around the exterior of the house.
- Structure of house properly maintained - no peeling paint, no broken windows, neat overall exterior appearance, free of graffiti.
- General street vicinity of fraternity house 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.

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 busses 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.

Raids

“Raiding” of fraternity and sorority houses is prohibited. This includes:

- entering through other than an unlocked ground floor door; bringing alcoholic beverages into a sorority house or substance-free fraternity house
- unauthorized removal of any items; going unescorted into a 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

Yard Shows

Yard shows 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 Approval 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.

Section IV, Article A: Student Life & Leadership Programs

Student Life & Leadership

[Student Life & Leadership](#), housed within the Division of Student Affairs, consists of Student Organizations & Activities, Fraternity & Sorority Life, the Glazer Center for Leadership & Service, and Commuter Life. The Dean of Students oversees the functions of the Student Life & Leadership areas.

Mission Statement: Student Life & Leadership promotes student engagement, development, and success. We provide a balanced University experience for our diverse community through teaching, advising, and programming.

Location: Conrad Prebys Aztec Student Union, Student Life & Leadership Office (Second Floor) - Suite 210

Telephone: (619)594-5221

Email: sll@sdsu.edu

Student Organizations & Activities

The Student Organizations & Activities area oversees the annual recognition process for Recognized Student Organizations. Annually, there are over 300 Recognized Student Organizations at SDSU. Organization types include:

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

The Student Organizations & Activities are also works with the Event Approval System (EAS) to facilitate event planning with Recognized Student Organizations.

Website: http://sll.sdsu.edu/student_affairs/sll/student-orgs.aspx

Phone: (619) 594-5221

Fraternity & Sorority Life

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. As a community, Fraternity & Sorority Life enacts the following values:

- Academic Achievement
- Alumni and Family Relations
- Chapter Management
- Community Relations
- Community Wellness
- Diversity Education and Inclusion
- Leadership Education and Development

- Philanthropy and Service

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

Website: greeklife.sdsu.edu

Email: sllfraternitiesororitylife@sdsu.edu

Phone: (619) 594-5221

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 Student Life & Leadership website.

Community Service Reporting and Certificate

All SDSU students are encouraged to [report](#) their completed community service hours to Student Life & Leadership. Students who report over 100 hours will receive a Community Service Certificate.

Aztec Unity Project

[Aztec Unity Project](#) is a two-day community service/service learning project sponsored by Student Life & Leadership. 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 also 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.

Website: http://sll.sdsu.edu/student_affairs/sll/leadership-home.aspx

Phone: (619) 594-5221

Commuter Life

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

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.

Vice President for Student Affairs

The Vice President for Student Affairs is the chief student affairs officer who oversees the [Division of Student Affairs](#). 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 organization, in collaboration with student affairs, 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, on behalf of the university President, reviews all final decisions related to student organizations and activities.

Student Life & Leadership

[Student Life & Leadership](#) is responsible for recognized student organizations. The office is responsible for official recognition of student organizations; approving campus events by recognized student organizations; suspension of rights or removal of official recognition for policy violations; changes to event and activity policy; and initiatives that support activities for officially recognized organizations.

Student Life & Leadership maintains official records and other information for on-campus organizations including organizational contact information, officers, constitutions, bylaws, and copies of policies and materials related to student groups. Most importantly, it offers advice and guidance to student groups, their officers, and advisors. Student Life & Leadership is happy to answer questions, offer constructive suggestions and resources, and advise on event planning and the recognition process.

The following functional areas are part of Student Life & Leadership:

- [Student Organizations & Activities](#)
- [Fraternity & Sorority Life](#)
- [Glazer Center for Leadership & Service](#)
- [Commuter Life](#)
- Office of the Dean of Students

Associated Students (AS)

[Associated Students](#) provides programs, services, and activities for the student body. The AS Council is the legislative body of student government and is comprised of five executive officers, elected representatives of the seven colleges as well as representatives appointed from fifteen student cultural, social, and academic organizations. The AS provides funding and other support for student organizations. In addition, they 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. Aztec Shops controls all commercial sales and representation on the SDSU

campus.

Environmental Health and Safety (EHS)

[Environmental Health and Safety](#) develops and maintains programs aimed at protecting the safety and well-being of the campus community. EHS ensures compliance with local, state and federal statutes and regulations pertaining to health, safety and environmental protection. EHS plays the official role in overseeing 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.

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.

Campus Resource Directory

Office	Location	Website	Phone (619)
Associated Students	Conrad Prebys Aztec Student Union 320	www.as.sdsu.edu	594-6555
Associated Students: Accounting	Conrad Prebys Aztec Student Union 320	https://as.sdsu.edu/admin/policies/	594-6487
Associated Students: Aztec Lanes	Conrad Prebys Aztec Student Union, Aztec Lanes	www.arc.sdsu.edu/azteclanes/	594-2695
Associated Students: Aztec Recreation Center (ARC)	Aztec Recreation Center	arc.sdsu.edu/index.php	594-7529
Associated Students: Business Services	Conrad Prebys Aztec Student Union 320	https://as.sdsu.edu/contact/	594-6487
Associated Students: Funding	Conrad Prebys Aztec Student Union 320	https://as.sdsu.edu/stu-org-funding/	594-6487
Associated Students: Graphics	Conrad Prebys Aztec Student Union 320	https://as.sdsu.edu/admin/forms/graphics/	594-2303
Associated Students: Information Booth	Conrad Prebys Aztec Student Union Information Center	www.as.sdsu.edu/aztec	594-6551
Associated Students: Intramural Sports	Aztec Recreation Center	arc.sdsu.edu/intramurals	594-7267
Associated Students: Lost and Found	Conrad Prebys Aztec Student Union Information Center	www.as.sdsu.edu/aztec	594-6551
Associated Students: Mission Bay Aquatic Center	1001 Santa Clara Place	www.missionbayaquaticcenter.com	(858) 488-1000
Associated Students: Open Air Theatre	Open Air Theatre	https://as.sdsu.edu/calcoast/	594-0234
Associated Students: Recreational Sports Clubs	Aztec Recreation Center	arc.sdsu.edu/sportclubs	594-7842
Associated Students: Union Programs & Services	Conrad Prebys Aztec Student Union 320	www.as.sdsu.edu/aztec/meeting	594-5278
Associated Students: Viejas Arena Administration	Viejas Arena	https://as.sdsu.edu/viejas_arena/#nav	594-0234
Aztec Shops: Business Services	BS 200	http://bfa.sdsu.edu/campus/busserv/	594-6114
Aztec Shops: Catering	East Commons, Lower Level	http://www.sdsucatering.com/	594-7641
Aztec Shops: Dining Services	Education Building Room 112	http://www.eatatsdsu.com/	594-7640
Black Resource Center	Black Resource Center		
Career Services	SSE-1200	http://career.sdsu.edu/	594-6851
Center for Student Rights & Responsibilities	SSW-1604	www.sa.sdsu.edu/srr/	594-3069

Center of Intercultural Relations	Conrad Prebys Aztec Student Union 250	http://go.sdsu.edu/student_affairs/intercultural/Default.aspx	594-7057
Compact for Success	SSE-2209	http://compactforsuccess.sdsu.edu/compact/	594-3685
Counseling & Psychological Services	Calpulli Center, Room 4401	http://go.sdsu.edu/student_affairs/cps/Default.aspx	594-5220
Environmental Health & Safety	Hardy Tower 58	bfa.sdsu.edu/ehs	594-6778
EOP/Ethnic Affairs	SSE-2109	http://studentaffairs.sdsu.edu/EOP/	594-6298
Financial Aid & Scholarships	SSW-3615	http://go.sdsu.edu/student_affairs/financialaid/Default.aspx	594-6323
Health Promotion Department	Calpulli Center, Room 3201	http://healthpromotion.sdsu.edu/student_affairs/healthpromotion/	594-4133
Housing Administration & Residential Education	Office of Housing Administration/Residential Education Office	www.sa.sdsu.edu/housing	594-5742
Instructional Technology Services	AH-1144	https://its.sdsu.edu/	594-6348
International Student Center	International Student Center	http://www.isc.sdsu.edu/student_affairs/isc/	594-1982
Joan and Art Barron Veterans Center	SSW-1661	http://arweb.sdsu.edu/es/veterans/	594-5813
Key Issue	University Police Department Outside Windows	www.dps.sdsu.edu/keyissue.htm	594-1015
Marketing and Communications Office	Manchester Hall, 4415	newscenter.sdsu.edu/marcomm/	594-5204
New Student & Parent Programs	SSW-1602	http://studentaffairs.sdsu.edu/nspp/index.html	594-1509
Ombudsman	SSE-1105	www.sa.sdsu.edu/ombuds	594-6578
Parking Information	Public Safety Building	www.dps.sdsu.edu/parkinginfo.htm	594-6671
Physical Plant	PP-107	bfa.sdsu.edu/plant	594-6708
Pride Center	Pride Center	http://go.sdsu.edu/student_affairs/pridecenter/	594-3520
RSO Event Approval & Space Reservation	Conrad Prebys Aztec Student Union 210	http://sll.sdsu.edu/	594-5221
SDSU Research Foundation	Gateway Center	www.foundation.sdsu.edu/	594-1900
Student Ability Success Center	Calpulli Center, Room 3101	http://go.sdsu.edu/student_affairs/sds/	594-6473
Student Health Services	Calpulli Center	http://shs.sdsu.edu/index.asp	594-4325
Student Life & Leadership	Conrad Prebys Aztec Student Union 210	http://sll.sdsu.edu/	594-5221
Student Life & Leadership: Commuter Life	Conrad Prebys Aztec Student Union 210	http://go.sdsu.edu/student_affairs/sll/commuterlife.aspx	594-5221
Student Life & Leadership: Fraternity & Sorority Life	Conrad Prebys Aztec Student Union 210	http://sll.sdsu.edu/student_affairs/sll/greeklife.aspx	594-5221
Student Life & Leadership: Glazer Center for Leadership & Service	Conrad Prebys Aztec Student Union 210	http://go.sdsu.edu/student_affairs/sll/leadership-home.aspx	594-5221
Student Life & Leadership: Student Organizations & Activities	Conrad Prebys Aztec Student Union 210	http://go.sdsu.edu/student_affairs/sll/student-orgs.aspx	594-5221
The Daily Aztec	Basement of the Education and Business Admin. Bldg.	www.thedailyaztec.com/	594-6975
University Police	Public Safety Building	http://police.sdsu.edu/	594-1991
University Police: Emergencies	Public Safety Building	http://police.sdsu.edu/	594-1991 or 911
University Police: Safety Escorts	Public Safety Building	http://police.sdsu.edu/safety-services-and-programs/services/safety-escorts	594-6659
Women's Resource Center	Women's Resource Center	http://go.sdsu.edu/student_affairs/wrc/	594-2304

Section IV, Article C: Presence and the Campus Life @ State (CL@S) Application

Presence Overview

Presence and the corresponding Campus Life @ State mobile application are technological resources at SDSU. The Presence platform comes with four components:

- Campus Life @ State Application, which we are referring to as the CL@S app
- Presence Student Portal
- Presence Organization Administrator Portal
- CheckPoint Mobile Application

All students, staff, faculty and community members are able to access the CL@S app and Presence Student Portal. This provides an innovative way of marketing and communicating information about Recognized Student Organizations and the events happening on campus.

Student leaders in Recognized Student Organizations, as well as campus departments will have access to the Presence Organization Administrator Portal and the CheckPoint Mobile Application. These components of the platform will provide organizations with the ability to craft their own marketing, which is then communicated on the app and portal. Additionally, the CheckPoint app provides the opportunity to track the individuals attending meetings, programs and events.

CL@S App

The CL@S app will pull all events happening within a 30-day window from the Presence portal and will communicate it with those using the app. Staying up-to-date on the programs and events on campus is vital in being connected to the University. Now, one can do this from the palm of their hand.

Presence Student Portal

The Presence Student Portal takes the app a step further. Those on the portal can see events occurring at any point--not just in a 30 day window. Additionally, folks can explore student organizations and discover how to join. Information on campus departments and University programs is also available. The portal can be thought of as a virtual Student Involvement Expo that houses information on all Recognized Student Organizations, including fraternities and sororities, and their events.

Although anyone can visit the portal, undergraduate students can create an account. To do so, go to the Presence Student Portal and click "Login" in the top right corner and select "create an account" on the login page. There will be a prompt to enter an email address. In order to link the Presence account to their Red ID, the same email address that is listed on WebPortal must be used.

Presence Organization Administrator Portal

For Recognized Student Organizations that want to espouse who they are, what they do, and understand who they are impacting, the Presence Organization Administrator Portal is key. Each organization has the opportunity to have one administrator account. The account must be associated with a general organizational email that can be transitioned annually. This account will allow the organization to update their organizations and create events. Once an organization is Recognized or Recognized with Conditions, Student Life & Leadership will grant access to the Student Organization Administrator Portal to the organization's president.

CheckPoint App and Analysis

In addition to marketing and communications, Presence has the opportunity to track and analyze data. Not only can organization's espouse events on campus, organizations and the University are able to understand who is participating in meetings, programs, and events. Much like other events hosted on campus, for example--Aztec

Nights, this involves “swiping in” or entering a student’s Red ID. Student Life & Leadership has purchased card readers that can be checked out to use at student organization events.

Once an individual has swiped in using the CheckPoint app, the student organization administrator will be able to login and receive a list of individuals who attended the event. On a separate screen and not associated with specific student names, organizations can analyze who is attending with an understanding of things like the majors of attendees.

Addendum I: Event Application and Permitting for Recognized Student Organizations

The following policy is effective 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 approval. At SDSU, Student Life & Leadership (SLL) 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 approval.

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 (VPSA) 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 (VPSA) 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 Approval 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 (EAS) 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 EAS 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 EAS 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 reservable rooms 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 EAS 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 EAS 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 EAS 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 Approval System and require that the event planner and advisor meet with Student Life & Leadership 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. Student Life & Leadership (SLL) manages the EAS system and serves as a liaison with campus entities that provide event approvals. For questions involving the EAS process, Recognized Student Organizations should consult their Student Life Advisor in SLL.

Right of Refusal

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