Definition of Social Fraternities and Sororities

Social fraternities and sororities (women's fraternities) are 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 and/or community 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:

1. **Interfraternity Council (IFC)** – Governing/coordinating council for general national fraternities
2. **Panhellenic Association** – Governing/coordinating council for general sororities that are members of the National Panhellenic Conference
3. **United Sorority and Fraternity Council (USFC)** – Governing/coordinating council for culturally-based fraternities and sororities
4. **National Pan-Hellenic Council (NPHC)** – Governing/coordinating council for the historically African-American fraternities and sororities that are affiliated nationally with the NPHC.
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. on academic probation at
SDSU). If a student who has been pledged (associated) but not initiated is placed on probation,
the student cannot be initiated until the end of the probationary period. A student who is taking
only Extended Studies or Open University classes is not considered to be a regularly enrolled
SDSU student. All prospective members must complete the Greek Pre-Recruitment Educational
Program prior to receiving a bid (invitation to join).

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, possessing alcohol in the residence halls,
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 Director of
Student Life & Leadership.

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, but
only if permitted by their national organization. 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 the opposite gender 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 the opposite gender
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 by
the end of the fourth week of each semester and changes as they occur. The roster shall include

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 Student Life & Leadership staff upon request and shall promptly submit any
changes to the national/international organization’s membership requirements as they occur.

Each chartered organization must remain in good standing with the national/international

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fraternity/sorority. If a chapter’s official recognition is revoked, the University will request that the national/international organization withdraw the charter from the local chapter.

**Chapter Advisors**

Each social fraternity and sorority shall have a primary chapter advisor or advisory board. The chapter advisor may be their required faculty/staff advisor (refer to Student Organization Advisors section) or an appointed alumni/graduate advisor.

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

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

**Accreditation**

Chapters shall submit via the Google Drive, documentation that meets the accreditation guidelines at the close of each semester. Specific date is specified by SLL staff. The guidelines are available on the SDSU Fraternity & Sorority Life Web site (www.greeklife.sdsu.edu). The guidelines specify minimum, silver and gold standards for chapters.

**Chapter-Related Facilities**

**Definition of Chapter House**

Some social fraternities and sororities operate a chapter house. A facility is considered to be a chapter house if it meets at least two of the criteria below:

1. Organizational functions, meetings, events, and/or offices are located at the chapter house.
2. The house is owned or leased by the organization.
3. Advertisements indicate that the house is the main gathering location for the organization.
4. 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. 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. 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:

1. Front yard kept clean and maintained - grass cut, bushes trimmed, free of litter of debris).
2. Visible backyard neatly maintained.
3. Trash cans and dumpster area keep clean - enclosed or contained, out of the way of general traffic, lids kept down.
4. Sidewalk and parking area clear and clean of debris.
5. No visible furniture or debris on the roof or around the exterior of the house.
6. Structure of house properly maintained - no pealing paint, no broken windows, neat overall exterior appearance, free of graffiti.
7. General street vicinity of fraternity house kept neat - curb area clean of cups, cans, boxes, clutter, etc.
8. 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 or liquor stores.
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 and the stipulations of noise permits issued pursuant to noise variances issued by the City to their respective Greek governing councils. 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 rather than a private residence (i.e. satellite house) in the community. Those social fraternities and sororities without a chapter house may hold small (limited to members and one guest per member) functions at a private residence in the
community, provided they comply with all City ordinances and show respect for neighbors. Violations will be handled by the student organization conduct process, and each responsible person may be subject to a $1,000 Administrative Citation from the City of San Diego Neighborhood Code Enforcement Department.

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.

**Liability Insurance**

All social fraternity and sorority chapters are required to submit a certificate of liability insurance in the amount of at least $1 million 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 & 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.

*Update (10.1.12)* 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.

**Alcoholic Beverages On-Campus**

The possession, dispensing, and consumption of alcoholic beverages on campus is only permitted within designated facilities (Louie’s in Aztec Center and the Faculty-Staff Club). With very limited exceptions, alcoholic beverages are not permitted at fraternity and sorority events held on campus.

**Alcoholic Beverages at Events Off-Campus**

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.

1. Organizations are expected to be familiar with and comply with State of California laws regulating the sale and consumption of alcoholic beverages.
2. 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.
3. Open parties, meaning those with unrestricted access by non-members without specific invitation, where alcoholic beverages are present are forbidden. For events (except events for alumni and family members) where the number of guests is anticipated to exceed the number of members, a guest list must be submitted to Student Life & Leadership in advance of the event, along with the name of the member who invited each guest. Members are responsible for the behavior (including underage drinking) of guests they invite.

4. In promoting events, alcoholic beverages may not be referred to in publicity, including signs, fliers, mailings, email lists, Web sites, and media announcements. Illustrations must not make reference to alcoholic beverages (i.e., no pictures of kegs, cocktail glasses, beer mugs, etc.).

5. 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 beverage serving per hour for all members and guests who are under the age of twenty-one. 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 ten guests).

6. 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.

7. 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.

8. 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 or allowing the person to spend the night 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 should be sought.

9. Unless the event is held within a half-mile of the SDSU campus, whenever alcohol is being consumed at an event and busses or public transportation are not being provided, the organization shall provide designated sober drivers to transport all members and guests. The designated sober drivers shall not consume any alcohol whatsoever at the event or within six hours prior to driving.

10. No organization shall at any time compel individuals to consume alcoholic beverages.

11. 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. (Note: Department policy prohibits the issuance of one-day beer/wine and liquor licenses for college student social functions not held at a licensed establishment. This means that, unless held at a licensed establishment, student organizations cannot hire caterers or third-party vendors to provide alcoholic beverages.)

12. Organized competitions involving the consumption of alcoholic beverages are prohibited at all organization functions.
13. 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.

14. Unless a waiver is granted by Student Life & Leadership, 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.

15. Unless a waiver is granted by Student Life & Leadership, 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.

16. 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.

17. 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.

18. All fraternity/sorority-related events or activities, regardless of location, held from the first day of the semester through the end of the designated recruitment period for their respective Greek council shall be alcohol-free. From the first day of the semester through the first day of recruitment, no non-Greek affiliated guests shall attend chapter-related events. From the first day of the semester through the end of the recruitment period, no chapter member shall provide alcoholic beverages to students participating in recruitment, regardless of their age and regardless of location. During recruitment events, no alcoholic beverages may be present, including chapter house bedrooms and Fraternity Row apartments. After the end of recruitment through the end of the fifth week of classes of the fall semester or the third week of the spring semester, alcoholic beverages may only be consumed at private fraternity/sorority events that are held at off-campus establishments licensed to sell alcohol (hotels, etc.). As defined in the Greek Social Events Management Policy, a gathering is considered to be an event if there are more than 15 non-member guests present, with the threshold increased to 25 for chapters with more than 50 members or more than 25 residents. For “small gatherings” held between the end of recruitment and the end of the fifth week of the fall semester or third week of the spring semester, all guests consuming beer and wine (hard alcohol is not
permitted) must be Greek-affiliated members over the age of 21. If a chapter violates this policy, the chapter shall not be permitted to have any alcohol present at any chapter-related events or activities, regardless of location, for 16 school weeks (equivalent of one semester), in addition to other possible sanctions. Recruitment restrictions (e.g., not being able to participate in tabling events, etc.) may also be imposed for the following semester.

19. Student organizations may not sponsor or co-sponsor events out of the United States where alcoholic beverages are consumed.

20. 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, 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.

21. 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.

22. 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. 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.

Panhellenic Alcohol Policies
In addition the alcohol policies above, the Panhellenic Association chapters are required by the Panhellenic Bylaws to adhere to these policies:

1. Each chapter shall be required to distribute wristbands to differentiate minors from those of legal drinking age at all events where alcohol is present unless a licensed caterer is taking responsibility for serving the alcoholic beverages.
2. Wristbands shall be purchased with individual chapter funds Fraternity & Sorority Life and distributed by a chapter executive board member at all functions where alcohol is present.
3. Each member fraternity shall be required to hold at least one dry social function each semester, excluding sisters-only events.
4. The social chair of each chapter shall notify the Panhellenic Risk Management Director in advance of their planned dry exchange.
5. A chapter shall not participate in any event where alcoholic beverages are consumed on the same date as the dry exchange.
6. Alcoholic beverages shall not be present at any Panhellenic sponsored or endorsed event or activity, unless the event held at an establishment licensed to sell alcoholic beverages.
7. Chapters shall not co-sponsor functions at fraternity facilities or private residences unless those functions are alcohol-free functions. Co-sponsored activities with fraternities where alcoholic beverages are consumed shall only be held at establishments licensed to sell alcoholic beverages.
Social Event Management Policies

Each Greek governing/coordinating council is required to develop, for approval by Student Life & Leadership, event management policies that are to include attendance/invitation limitations and procedures, security requirements, health, fire and safety requirements, and procedures to prevent underage drinking.

Fraternities and sororities shall clean up the affected area by 10:00 a.m. the morning following a party, except the Faith Presbyterian Church which must be cleaned up by 8:00 a.m. Adequate cleanup includes picking up all plastic or paper cups, beverage cans and bottles, and other debris from the gutters, parking lots, sidewalks, and up to ten feet back of the curb where possible. Broken glass must be swept up.

Chapters shall not use plants, palm fronds, tree branches, etc. for use as party decorations.

Tarped fencing used for parties and other events cannot be put up more than 24 hours prior to a function and must be taken down within 24 hours after a function. Exterior party decorations must be properly disposed of within 24 hours after a function. All tarps, banners, fences, temporary structures and exterior decorations must comply with City of San Diego zoning ordinances.

Yard Shows, Probate/New Member Presentation Shows

The following is a listing of policies and procedures governing Yard Shows (public step shows on campus) and Probate Shows (neophyte or new member presentations) adopted by the SDSU National Pan-Hellenic Council (2004). These regulations govern all organizations and guests of sponsoring organizations that participate in Yard Shows and Probate Shows at the university. It is the responsibility of the sponsoring group to inform guest performers and audience members of these policies. Guests include visitors or performers who are not registered students at San Diego State University.

1. Requests for all shows held must be approved by Fraternity & Sorority Life. The guidelines governing open space reservations and amplified sound must be followed.

2. All performers must submit a Yard Show or Probate/New Member Presentation Show Registration Form with Fraternity & Sorority Life in advance of the performance. Organizations without official campus recognition must receive permission from Fraternity & Sorority Life to perform in a show. This also applies to persons from other chapters.

3. No profanity is to be used at any time by the performing group and/or other members and visitors from other chapters. This also applies to times before and after the performance;

4. No obscene gestures are to be made at any time nor are any gestures to be made that suggest anything other than decency;

5. No objects are to be propelled from or onto the performing area by performers or members from their hands, other parts of the body, and/or dressing areas;

6. Props used in performances must be approved by Fraternity & Sorority Life.

7. Performances may not include the singling out of individuals or chapters, the imitating of other organization’s traditional step routines, the use of other organization’s colors or
Greek letters in a means that can be interpreted as blatant disrespect as determined by the respective Greek governing/coordinating council.

Advisors are required to screen all performances to ensure that the aforementioned policies and procedures are followed. Advisors are also requested to screen inappropriate verbal or nonverbal slurs, degrading and/or derogatory remarks made concerning other persons, institutions, and/or organizations during shows.

Other Policies Applicable to Fraternities and Sororities

“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; 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; and refusing to leave when told to do so by a chapter official.

Banners - No fraternity or sorority shall steal, attempt to steal, or otherwise tamper with the banners or flags of other organizations.

Property Defacement - Fraternities and sororities shall not paint their symbols or Greek letters upon, or otherwise deface public streets or alleys, parking lots, road signs, or other public or private property.

Property Damage - If a fraternity or sorority causes property damage, they shall, at the discretion of the property owner, either repair the damage within a reasonable time (normally five days) or provide financial restitution, including a fair charge for labor, to the owner.

Church Parking Lot - The Faith Presbyterian Church parking lot (across from McDonald’s) may never be used without permission. If permission is granted, cars must be removed from the lot by 8:00 a.m. the following morning. Busses and recreational vehicles are not permitted in the parking lot. Alcoholic beverages are not permitted in the parking lot. The fraternities in the Greek Circle and Campanile Drive areas need to notify the church whenever they are planning anything other than a private event (a form is given to you with your noise permit for the Church Secretary to sign). If the church is planning an activity, they need to post someone at the lot to keep guests from parking in the lot during the church activity. All trash and debris must be removed from the lot by 8:00 a.m. the following morning.

Alcohol at Greek Philanthropies - Alcoholic beverages cannot be present at any Greek philanthropy event, unless the event is at a licensed establishment and has been approved by Fraternity & Sorority Life.

Fireworks and Projectiles - Possession or discharge of fireworks is strictly prohibited. Throwing bottles or solid objects that could result in injury is prohibited. Water balloons shall never be thrown across or into roadways or in a manner that could cause injury or property damage.

Group Violence - The University maintains a zero-tolerance policy regarding “group violence.” Group violence is defined as an incident involving three or more members of a chapter who, in a chapter-related incident, initiate a fight; taunt others to fight, physical retaliate, or use clearly excessive force. When a fight erupts or appears imminent, the best course of action is to have your members immediately move inside or leave the scene and call the police. To the degree possible, chapter members should leave it to the security guards and police to handle fight situations. Although it may sometimes be necessary for chapter members to intervene in violent situations to restrain and/or escort someone from the premises, use of clearly excessive force
may lead to individual and/or group disciplinary action and possibly expensive litigation, especially if anyone is seriously injured.

On-Campus Event Approval Process for Student Organizations

There are several important steps to observe when planning your event:

- Contact the appropriate facility representative to make a tentative space reservation for the facility you would like to use. Aztec Student Union or Scripps Cottage reservations must be made from Associated Services Meeting Services **three weeks** in advance. Open Space and Classroom requests must be submitted to Fraternity & Sorority Life at least two weeks in advance. Refer to the Student Organization Handbook for information on reserving other facilities.
- Go to sll.sdsu.edu to enter your event in the Event Approval System
- Review the policies in the Student Organization Handbook, including policies governing serving food and beverages, sales, publicity, tabling, outdoors sound, etc. The handbook can be downloaded at [www.sll.sdsu.edu/studentorgs/handbook etc.html](http://www.sll.sdsu.edu/studentorgs/handbook etc.html)
- **EVENT APPROVAL REQUESTS WILL NOT BE ACCEPTED LESS TWO WEEKS FROM THE PROPOSED EVENT DATE.**
- All requests for events are **tentative** until approved by Student Life & Leadership.
- The student organization officer who turned in the event approval form, and the organization advisor, will receive an email with the status of the event.

Additional Campus Policies for Student Organizations

**Animals**

Animals on campus must be secured by a leash, no more than six (6) feet in length or housed in a container which adequately confines the animal. The owner must be in the immediate vicinity of the animal at all times. Except for seeing-see dogs, animals are not allowed in any campus building or facility. Refer to Appendix F in the Buildings and Grounds Use Policy dated January 2004.

Animals shall not be used in pranks or otherwise for amusement or ceremony in connection with any student organization function or activity.

**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 contests regardless of location.

**Auctioning Policy**

In accordance with the principles of the SDSU Statement of Community, fund-raising events by student organizations involving the auctioning of a male or female for a date or to perform services must comply with the following guidelines:
1. If held on campus property, a general waiver of liability form must be signed by all participants (includes participants in the auction and the winning bidders).
2. An advisor must be present at 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. If any guidelines are not followed at any time, the advisor may shut down immediately.
8. Participants shall not be required to attend a date with or provide services to the highest bidder if s/he is uncomfortable doing so. If the event participant does not attend the date or provide services, the bidder shall receive all money s/he paid during the auction.
9. 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.).
10. 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.
11. The “date” should end at the conclusion of the meal, event or entertainment.
12. No alcohol shall be consumed during auction, the “date,” or the service provided, regardless of the age of the participants.
13. Double-dating with another participating couple is strongly encouraged.

**Discrimination and Sexual Harassment**

SDSU is committed to maintaining a campus environment free from sexual harassment and from discrimination on the basis of race, color, religion, gender, gender identity, age, ethnicity, disability, marital status, sexual orientation, citizenship and national origin. Accordingly, students who believe that they have been subjected to such discrimination or sexual harassment or that they have been denied accommodation to which they are entitled for qualified disabilities are encouraged to bring the matter to the attention of the University.

**Harassment and Abusive Behavior**

1. Officially recognized organizations may not engage in any organizational activities involving sexually abusive or obscene behavior.
2. Officially recognized organizations may not engage in any organizational behavior 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. Officially 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.

**Hazing**

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.
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. 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:

1. Any form of physically demanding activity (calisthenics, runs, etc.) not part of an organized voluntary athletic contest or not specifically directed toward constructive work.
2. Paddling, shoving, or otherwise striking individuals.
3. Compelling individuals to consume or smoke alcohol, tobacco, or drugs or engage in drinking games.
4. Compelling individuals to eat or drink foreign or unusual substances or compelling the consumption of undue amounts or odd preparations of food or liquids.
5. 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.
6. Morally degrading or humiliating games or any other activities that makes an individual the object of ridicule, amusement or intimidation.
7. 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.
8. Restraining individuals or intentionally exposing them to extreme temperatures, exposure to the elements or uncomfortable conditions, or confinement to a small space.
9. Causing an individual to be indecently exposed, or nonconsensual sexual contact, or sexual situations that make an individual uncomfortable.
10. Activities that require a person to remain in a fixed position for a long period of time.
11. “Line-ups” involving intense or demeaning intimidation or interrogation, such as shouting obscenities or insults.
12. Verbal abuse or assigning derogatory names for members to use when addressing one another.
13. 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.
14. Tests of courage, bravery, or stamina.
15. Physical or mental shocks, regardless of degree or nature.
16. Ceremonial burials or satanic rites.
17. Compelling individuals to wear or carry unusual, embarrassing, degrading, uncomfortable or physically burdensome articles or apparel.

18. 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.

19. 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.

20. Personal servitude or requirements that financially take advantage of a new member.

21. Compelling an individual to become branded, tattooed, pierced or shaved.

22. Intentionally deceiving new members prior to initiation to make them believe they will not be initiated or will be hurt or struck.

23. Excluding an individual from social contact for prolonged periods of time.

24. Intentionally creating a mess for others to clean up.

25. Compelling individuals to engage in animal cruelty or mistreatment.

26. Blindfolding individuals in a manner that may cause intimidation or place the person in danger.

27. Depriving new members access to or use of cellular telephones, wallets, keys, and other personal possessions during initiation week.

28. Confinement to unreasonably small, poorly ventilated, unsanitary or unlighted areas.

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 members during initiation or pre-initiation activities.

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).

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, or any other weapon or material or instrument which poses or may imply a risk of danger is prohibited at all student organization functions and within the confines and premises of fraternity or sorority chapter houses or chapter-related facilities (excluding properly stored kitchen knives and janitorial supplies).
Student Code of Conduct and Disciplinary Procedures

Organizational Discipline

Student organizations are responsible for adherence to the Student Organization Code of Conduct (see below). In addition, individual members and officers who may have committed violations of the Student Code of Conduct (outlined in Section 41301 of the California Code of Regulations, published in the SDSU General Catalog) may be referred to the Center for Student Rights and Responsibilities for individual disciplinary review according to procedures established by The California State University (Chancellor’s Executive Order 970).

Sanctions for organizational violations may include, but are not limited to: reprimands, restitution, apologies, probation, suspension in abeyance, participation in educational workshops, educational presentations to other organizations or groups, community service, monetary fines, constructive requirements appropriate for the offense, suspension of specific privileges (e.g., restriction of posting or tabling privileges on campus, not being allowed to have alcoholic beverages at organization activities for a specified period of time, etc.), and suspension or revocation of official recognition.

Reports of alleged violations by student organizations are referred to Student Life & Leadership. The Student Life & Leadership Coordinator assigned to advise the organization will conduct a preliminary investigation. If it appears that a violation may have occurred, the Student Life & Leadership Coordinator responsible for facilitating the student organization judicial process (hereinafter referred to as the Facilitator) will conduct an Informal Judicial Conference with the organization president or chair, the designated student organization governing council or Student Life & Leadership Advisory Committee representative, and the investigating Student Life & Leadership Coordinator (if other than the Facilitator). The student organization advisor or another officer of the organization may accompany the organization president or chair to the conference. At the discretion of the Facilitator, other persons with information about the alleged violation may also be invited to participate in the informal conference. If the matter involves a conflict between two or more parties, the Facilitator may invite representatives from the entities involved to attempt to resolve the conflict through mediation.

The purpose of the informal conference is to gather facts, educate the organization about applicable policies, assess the possibility of immediate solutions, determine whether there has been a violation of campus policies or whether further investigation is necessary, and discuss potential sanctions if a violation has occurred. If the Facilitator determines that a violation did occur, a Settlement Agreement may be offered to the organization, subject to approval by the Director of Student Life & Leadership prior to being offered to the organization. If the organization does not accept the Agreement or if the organization fails to comply with the terms of the Agreement, the case will be referred to the Student Organization Judicial Board (SOJB) for a formal hearing. If the Facilitator determines that a full evidentiary hearing is necessary to determine if a violation has occurred or if suspension of official recognition appears to be an appropriate sanction, the case may be referred to the Student Organization Judicial Board for a formal hearing without offering the organization a Settlement Agreement. A Student Organization Judicial Board hearing panel is comprised of a student chair, three additional student members of the SOJB, and a staff member from the Center for Student Rights and Responsibilities. The Facilitator serves as a non-voting member of the Board. The student SOJB members are selected through an application and interview process, with the interview panel to include student representation from Student Life & Leadership Advisory Committee. Formal hearings shall be conducted according to the Student Organization Judicial Board Procedures Manual, available on the Student Life & Leadership Website. The Student Organization Judicial
Board issues a report to the Director of Student Life & Leadership, including findings and recommended sanctions for violations. After reviewing the report, the Director of Student Life & Leadership shall render a decision or refer the case back to the Board for further consideration. Decisions involving suspension of official recognition are made by the Vice President for Student Affairs in consultation with the Associate Vice President for Student Affairs, Campus Life. Normally, an organization will be notified of the decision within ten business days of the formal hearing. The organization has the right, within five working days after notification, to appeal to the Associate Vice President for Student Affairs, Campus Life. Appeal rulings from the Associate Vice President are final.

For serious cases, including but not limited to, hazing incidents, incidents involving injuries, drug activity, etc., the Vice President for Student Affairs may impose an Interim Suspension on a student organization pending the outcome of an investigation. When special circumstances warrant it, the Vice President for Student Affairs may elect an alternate adjudication of a case, including referral to a Student Organization Review Panel. For example, an administrative review and sanctions approved by Student Life & Leadership or the Vice President for Student Affairs may be appropriate when the University is developing joint sanctions with an organization’s national organization or when the University is working cooperatively with other educational institutions regarding incidents involving students from more than one college or university. A student organization may also file a written request to waive its right to a hearing before the Student Organization Judicial Board and instead be subject to an administrative review and sanctions by Student Life & Leadership or the Vice President for Student Affairs, as appropriate.

University disciplinary action regarding activities that are violations of local, state or federal law may be taken independent of and prior to the disposition of any legal proceeding in a civil or criminal justice case.

**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:

1. Inappropriate and/or unacceptable activities which are sanctioned by the organization by means of discussion and/or planning at a organization meeting, officers’ meeting, or committee meeting.
2. An officer’s participation in such an activity.
3. An officer’s failure to act appropriately upon witnessing such an activity.
4. An officer’s failure to act appropriately in preventing such an activity when he/she had prior knowledge.
5. An officer’s failure to act appropriately in taking corrective action after learning of such an activity.
6. An officer’s negligence in his/her responsibility to educate the group of established laws, regulations, policies, directives, and procedures.
7. 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.

**Student Organization Code of Conduct**
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.

The *organization-related* behaviors and activities listed below are prohibited and subject to disciplinary sanctions. An organization may be held accountable for the actions of any of its members if the behavior is directly related to the organization. Organizational misconduct need not be officially sanctioned by the membership in order to be considered grounds for possible disciplinary action against the organization. There is no minimum number of organization members who must be involved in an incident before disciplinary action may be taken against the organization; in some instances the misconduct of a single member may provide sufficient grounds for action against the organization.

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

1. **Dishonesty**, including:
   a. 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.
   
   b. Furnishing false information to an official of the University or of a University auxiliary organization or law enforcement agency.
   
   c. Forgery, alteration, or misuse of a University document, key, or identification instrument.
   
   d. Misrepresenting the identity of the organization or misrepresenting the organization to be an authorized agent of the University or a University auxiliary.

2. **Unauthorized entry** into, or presence in:
   a. 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.
   
   b. Trespassing on private property.
   
   c. Violation of visitation policies of University or University auxiliary owned or operated student residential facilities and student organization residential facilities.
   
   d. Violation of University policies regarding entry into and conduct inside fraternity and sorority houses (See Chapter 8, *Student Organizations Handbook* (available at http://sll.sdsu.edu/studentorgs/handbook-etc.html.)

3. **Disruption.** Willful, material and substantial disruption or obstruction of normal University operations, University-related activities or on-campus activities; or sponsoring or encouraging activity that substantially and materially disrupts the normal operations of the University, or that infringes on the rights of members of the University community.

4. **Noise**
(a) Violation of municipal noise ordinances, including but not limited to failure to obtain a required noise permit for an off-campus event.

(b) 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, available at http://bfa.sdsu.edu/policies/pdf/BuildGroundRegulations.pdf).

5. **Obstruction.** 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.

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

7. **Health & 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.

8. **Hazing.** Hazing or conspiracy to haze.
   
   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. 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. (For examples of hazing, see Chapter 7 of the Student Organizations Handbook, at http://sll.sdsu.edu/studentorgs/handbook-etc.html.) The term “hazing” does not include customary athletic events or University sanctioned events.

9. **Illegal Drugs.** 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 or facility.

   If any officer of a student organization becomes aware of such activities by the organization’s members, it is his/her responsibility to immediately terminate the activity and initiate organization disciplinary action against the members engaged in such misconduct. If the organization fails to take such action, the organization will be held responsible for the activity and is subject to discipline under this provision.

10. **Alcohol.** Violation of applicable law or University policy regarding the use, possession, manufacture, or distribution of alcoholic beverages while on or off campus. (See Chapter 4 of the Student Organizations Handbook at http://sll.sdsu.edu/studentorgs/handbook-etc.html and the SDSU Alcohol and Substance Abuse Policies at http://aod.sdsu.edu/campus_policies.htm)
11. Theft.
   (a) Theft of property or services from the University community, or misappropriation of University resources for the benefit of the organization. Unauthorized removal of University property from common use areas.
   (b) 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.
   (c) Unauthorized mass removal of publications from campus distribution racks with the intent of limiting public access to the materials.

12. 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.

13. Firearms. Possession or use of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without prior authorization of the campus president and excluding properly stored kitchen knives and janitorial supplies) on campus, at a University related activity, or at a student organization facility or function.


15. Violation of Policies. Violation of any University policy, rule, regulation or presidential order, including without limitation:
   (a) Violation of the Regulations for Use of San Diego State University Buildings and Grounds (available at http://bfa.sdsu.edu/policies/pdf/BuildGroundRegulations.pdf.)
   (b) Violation of Aztec Center Policies and Procedures (available at http://as.sdsu.edu/aztec/studentorg.html.)
   (c) Violation of University policies and procedures pertaining to student organizations set forth in the Student Organizations Handbook (available at http://sll.sdsu.edu/studentorgs/handbook-etc.html.)

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 his/her duties.

17. Violations of Law. Any organization-related act chargeable as a violation of federal, state, or local law.

18. Violation of the Student Organization Code of Conduct Procedures, including:
   (a) Falsification, distortion, or misrepresentations of information related to a student organization discipline matter.
   (b) Disruption or interference with the orderly progress of a student organization disciplinary matter.
   (c) Attempting to discourage a person from participating in a student organization disciplinary matter.
(d) Attempting to influence the impartiality of any participant in a student organization disciplinary matter.
(e) Verbal or physical harassment or intimidation of any participant in a student organization disciplinary matter.
(f) Failure to comply with the sanction(s) imposed under a student organization disciplinary proceeding.

19. **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.

20. **Debts.** Failure of the organization to pay when due debts owed to the University or a University auxiliary organization.

21. **Discrimination.** Discrimination in membership policies on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation 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).

22. **Student Organization Events.**
   (a) 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 the *SDSU Student Organizations Handbook* at http://sll.sdsu.edu/studentorgs/handbook-etc.html.)
   (b) Failure to comply with event approval conditions imposed by Student Life & Leadership or other University offices.
   (c) Failure to comply with the policies governing student organization events held on campus or funded by the University or a University auxiliary organization. (See *SDSU Student Organizations Handbook* at http://sll.sdsu.edu/studentorgs/handbook-etc.html.)
   (d) Failure by a social fraternity or sorority to comply with the Social Event Management Policies adopted by its respective governing council and approved by University Student Life and Leadership. (See http://www.greeklife.sdsu.edu/policies.html.)

23. **Use of SDSU name and logo.** Unauthorized use of San Diego State University or SDSU name, logo or symbols or use not in compliance with University policies.

24. **Organization Facilities.**
   (a) Operating a facility owned, leased, occupied or used by the organization in violation of local zoning ordinances.
   (b) 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.
   (c) Failure to maintain a facility owned, leased occupied or used by the organization in compliance with the exterior appearance standards specified in Chapter 8 of the *SDSU Student Organizations Handbook* (available at http://sll.sdsu.edu/studentorgs/handbook-etc.html).
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.

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