

The college policy on print materials on campus is intended to uphold the College's values related to the freedom of expression. The policy also reflects the college's right to place reasonable restrictions on the time, place, and manner of speech on campus. The limited restrictions were designed to reduce clutter on the boards, to assist sponsors in more effectively promoting their events, and to make event information more readily accessible to the campus community at large.

This policy sets forth procedures for the orderly posting and distribution of print materials (e.g. posters, notices, flyers, announcements). Individuals, organizations, and groups may display signs, posters, or other displays in designated areas provided that they adhere to the posting policy. Posted material shall not promote or condone behavior that violates college policies or local, state, or federal law. The form and content of the publicity will not be restricted unless it is libelous, obscene, and/or incites riot or other unlawful action.

### **DEFINITIONS**

**College Community Members:** Individuals that are directly affiliated with the college such as students, faculty, staff, and administrators as well as groups, including registered student clubs and organizations, campus governance units, academic departments, campus departments/offices, and college committees.

**Unaffiliated Individuals and Organizations:** All other individuals or organizations. This group may only post on Public Bulletin Boards (as defined below).

### **BULLETIN BOARDS AND POSTINGS**

The College recognizes the right of the College community to post materials expressing opinions or information about upcoming events in designated areas. SUNY WCC has four types of Bulletin boards:

1. **Public Bulletin Boards:** Open to College Community Members and Unaffiliated Individuals and Organizations. There are three public boards in total, one in each of the following locations:
  - a. Student Center, outside the Viking Café.
  - b. College Library, in the Library Lounge.
  - c. Gateway Center, near the Siegel Café.
2. **College Bulletin Boards:** College bulletin boards are for posting of official College documents and announcements, including those of recognized student clubs and organizations. These boards are open only to College Community Members. Boards not clearly identified are considered College bulletin boards.
3. **Department Bulletin Boards:** Department bulletin boards are identified, controlled and maintained by specific College departments or student clubs and organizations. Student clubs and organizations need approval from the Department of Student Involvement to identify and control a bulletin board. Only materials approved by that Department or student group can be posted.
4. **Union Bulletin Boards:** Union bulletin boards are for posting of official union documents and announcements.

Postings are only permitted on designated bulletin boards per the above guidelines and must be in accordance with all the following posting rules:

1. Sponsorship on publicity materials must be explicit. For example, "Sponsored by (name of department, committee, organization, or individual)."
2. Anonymous postings are only permitted on Public Bulletin Boards.
3. All organizations not affiliated with the college community shall only be permitted to post promotional materials on Public Bulletin Boards. The promotional materials must clearly state the name of the sponsoring organization as well as contact information for further information.
4. Access to posting space on bulletin boards is available on a first-come, first-served basis. Newer postings should not cover other current postings.
5. All postings announcing events, meetings, workshops, etc., must include the name and contact information for the organization and shall be removed by the College organization, College group, or member of the College community within 24 hours after the activity.
6. Posted materials shall be made of paper or similar medium as appropriate for posting on a bulletin board. The preferred size is 8.5" by 11" or smaller and at no time can exceed legal size (8.5"x14").
7. No more than one copy of any given posted material shall be affixed to any bulletin board.
8. All posting materials will be removed and discarded from Public Bulletin Boards by college personnel on a regular basis.
9. Posted material shall not include references to the sale or consumption of alcohol or other illegal drugs.
10. Materials that illegally infringe on the copyrighted or trademarked works of others that do not fall within the definition of "fair use" are prohibited.
11. No materials shall be affixed on any other surface, including but not limited to buildings, doors, windows, bathroom structures, interior walls, elevators, classroom boards (chalkboards, whiteboards, smartboards, etc.), glass surfaces, vehicles, trash receptacles, or building signs.
  - a. The exception to this is private office doors of faculty, staff, administrators, and student organizations which shall be controlled by the individual to whom the office door is assigned.
  - b. Items posted outside of the designated areas may be removed by an authorized College representative.
  - c. The College organization, College group, and/or member of the College community posting items outside of designated areas or defacing College property will be subject to disciplinary or administrative action by the College, including costs for removal and restoration of the area.

#### **DISTRIBUTION**

1. The hand-to-hand distribution of materials (i.e. brochures, pamphlets, leaflets or other handouts) is restricted to College Community Members and third-party individuals who have received approval to use a designated public forum to exercise their free speech rights per the Use of Facilities by Third Parties For Free Speech Rights policy. The hand-to-hand distribution of

materials is only permitted when such activity does not disrupt or interfere with the educational, administrative, or operational activities of the college, the maintenance of campus property, or the free flow of traffic and persons. Reasonable efforts must be made by the parties distributing the materials to prevent and pick up litter because of the distribution.

2. As with posted materials, hand-to-hand distributed materials must clearly state the name of the organization or individual responsible for the publicity and/or event.
3. The following actions are prohibited:
  - door-to-door distribution of materials on College property (including at any classrooms or private offices of faculty, staff, and administrators, or student organizations)
  - placement of materials on vehicles
  - leaving materials on tables or other surfaces/counters/floors/etc. (not including an appropriate bulletin board)

The exception is student clubs and organization who may get advanced approval by the Department of Student Involvement or other College departments who may get advanced approval from another designee of the College President. Any such approvals shall be announced to the College Community in advance of the distribution.

#### **STUDENT CLUB & ORGANIZATION POSTING POLICY**

The Department of Student Involvement and Student Government Association require clubs, organizations, services, general programming, major events, and all other student activity fee funded operations (excluding those funded by the Athletic Department) to submit posters and campus-wide marketing materials for approval before distribution and posting to the campus. Individuals should refer to the Club & Organization Policy & Procedure Manual for complete and accurate information, which can be found at [www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs).

#### **OUTDOOR POSTING & CHALKING**

Outdoor posting and chalking, including any materials on any type of surface, are strictly prohibited. The exception to this policy is that recognized student clubs and organizations can engage in chalking on paved horizontal surfaces that are exposed to the elements and not covered by buildings or awnings. Recognized student clubs and organizations are prohibited from chalking on walls and are further prohibited from using spray chalk of any kind.

#### **VIOLATIONS**

Postings found to violate this policy will be taken down and discarded immediately without notification.

Anyone posting materials in violation of this policy may be subject to disciplinary, legal action, and/or Persona Non-Grata status with the college, as appropriate.