

POLICIES AND PROCEDURES

SECTION TITLE: OPERATIONS	SECTION REFERENCE: OP
POLICY TITLE: POSTERS, BANNERS AND HANDBILLS	POLICY NUMBER: OP-003

POLICY STATEMENT:

The YUSC supports in full the ability of York University students to communicate activities, events and ideas through banners, posters and handbills in the Student Centre, through the use of recognized media and processes.

PURPOSE: To ensure accessibility to appropriate spaces while protecting the broad interests of all elements of the community and, in particular, the legal obligations of the YUSC.

PURPOSE:

1. POSTERS

1. a Definitions

Internal bulletin boards are any wall-mounted or free-standing structure composed primarily of cork or other similar material, designed for the purpose of displaying printed notices and advertisements.

External bulletin boards are the cork boards occupying the area between the doorways of the enclosed Student Centre colonnade and outside the north entrance.

1.B. PERMITTED POSTERS

Posters communicating recognized student club, services and campus commercial tenant activities may be put up with the use of staples or thumbtacks on any bulletin board in the Student Centre and Student Centre Colonnade, unless otherwise noted as a reserved space above or below a particular bulletin board.

Posters advertising the sale of a student's personal used effects (e.g. text books, furnishings, etc.) may be hung by YUSC staff only and shall be limited to the

STUDENT BUY AND SELL BULLETIN BOARD in the Colonnade. Students must bring copies of the poster along with their York student identification to the Source. Space availability will be based solely on a first-come-first-served basis.

To advertise its events and activities, the York University Student Centre is permitted to affix one poster on each column on the first floor of the Student Centre in a neat and professional manner. This permission shall not be granted to other organizations and individuals.

1.C. PROHIBITED POSTERS

Posters, stickers, and any other form of advertising or postering are prohibited from all areas other than specified bulletin boards. Notwithstanding the generality of the foregoing, posters, stickers, etc. are not permitted on walls (including drywall and brick), concrete columns, windows, glass, art pieces, light fixtures, wood and glass doors (excluding club offices), metal and wood railings, bathroom stalls or fixtures, phone booths, elevator walls and doors.

All posters which are intended to sell or promote a product or service, special offer, or any other item, event or cause for which the advertiser anticipates remuneration and/or benefit for commercial gain through transaction or subscription shall not be permitted on any Student Centre bulletin boards. Please note that this provision does not apply to notices posted by York University/YFS recognized clubs and services, colleges, student governments, YUSC or the University.

1.D. POSTER REMOVAL

Permitted posters will be removed from bulletin boards on a weekly basis. Prohibited posters will be removed immediately with punitive measures being applied to the offending group or individual per the enforcement provisions of this policy.

1.E. EXCLUSIVITY

No group may claim exclusive right to any Student Centre internal or external bulletin board, without the prior written approval of the YUSC, which shall only be granted in the most exceptional circumstances and generally only to a funded central student government or service.

1.F. DISCRIMINATION

The YUSC reserves the right to remove posters which may reasonably be construed in any way as discriminatory.

1.G. ELECTIONS

Notwithstanding any of the foregoing, official candidates for elected student office during the YFS, GSA, Board of Governors and/or YUSC general elections or duly sanctioned by-election are permitted to affix with masking tape posters to the following additional locations:

any concrete column provided that said posters are not placed more than 7' from the ground; and

any interior brick surface provided that said posters are not placed more than 7' from the ground.

All other regulations contained in this policy and any applicable election policy of the appropriate organization would continue in force. Any infraction by a candidate may result in their being required to remove all posters in the Student Centre.

2. BANNERS

- a. Banners may be hung from the skylight railings at the third and fourth floor of the Student Centre under the following conditions:
- b. Banners must be designed primarily to identify clubs who have offices in the Student Centre. As long as space allows, clubs without offices in the Student Centre may hang identifying banners. These banners may advertise special functions or events, but such event banners must be removed immediately following the event.
- c. Banners should be made of fire-resistant material measuring no more than 3' by 4'. The banners should be tied to the top railing; tape is not acceptable. These banners should not hang down below the railing and cover the concrete.

2. HANDBILLS

- a. Permission to distribute materials in the Student Centre either by hand at the entrances or by leaving them for others to pick up must be obtained from the YUSC (*Executive Officer / Facilities Manager*) prior to distribution or making available either within the building, or in the immediate vicinity of the building, any magazine, newspaper, leaflet or other publication of literature. Such

permission will stipulate where the materials will be distributed. Materials may not be distributed in an aggressive or harassing manner.

- b. The YUSC will remove any unauthorized material left behind and invite any unauthorized persons handing out materials to leave. Recognized groups are encouraged to book a table with the Information Centre for the distribution of information materials.
- c. Except for York University Student Centre activities, no commercial distribution of leaflets will be allowed in the Student Centre.

4. ENFORCEMENT

- a. Any violation of this policy by a recognized student club or organization shall be cause for the removal of all offending material, and may also be cause for either temporary or permanent suspension of advertising privileges in the building and/or Student Centre room booking privileges, or other punitive action as may be deemed necessary by the YUSC including the loss of office space.
- b. Any violation of this policy by an off-campus organization or individual shall result in the offending party being invoiced for removal of the material, restoration of any damage, and a reasonable deterrent fee against future infractions. Unpaid invoices shall be forwarded to the YUSC's collection agency if payment is not received within 14 days of the third notice.

Contact Person (title):	Chairperson / Executive Director
Cross-Manual Reference:	
Monitoring Tools:	Board Minutes
Relevant Forms:	N/A

Board Approval Date:	March 1 st , 1999
Review Dates:	
Revised Date(s):	May 19, 2006 Administrative Changes: SCC to YUSC.

