

Ch2-s3-05

Notices & Posters

Responsible Authority:	Marketing & Communications
Approval Authority:	Strategic Leadership Team
Date First Approved:	1984-03-28
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PURPOSE

Confederation College is a community where many different opportunities are available outside the classroom. As a result, groups compete for the use of effective advertising space on campus. The Notices and Posters Policy helps to regulate the use of designated areas at Confederation College's nine (9) campuses.

SCOPE

This policy applies to all staff and students of Confederation College.

DEFINITIONS

This includes an explanation of terms and abbreviations used within the policy and procedure.

Word/Term

Definition

Posters

Includes any sign, advertisement, political notice, club/organization meeting or function notice, student group or function announcements, program notices or any other group or individual sign or notice.

Graffiti

Graffiti is defined as any defacement of Confederation College property, the defacement of posters hung on campus bulletin boards, and/or the use of drawings or messages in a public space that are libelous in nature or violate the Code of Conduct.

SUCCI

The Student Union of Confederation College Inc.

PROCEDURE

A procedure is *operational*. It is a set of critical steps to be followed to achieve the intent of the policy intent. It is the usual method of handling things. The steps, usually expressed as a list, are succinct, factual and to the point. It also states who is responsible for each step. Detailed descriptions and background information are not to be included in the procedure.

Action

Responsibility

1. Posters

All "posters" must have a visible authorization signature and a takedown date.

Staff and Students

1.2 In the buildings listed below, the following personnel authorize "posters". Authorized personnel may appoint a designate.

- a. Shuniah
 - i. Departmental Boards Department Heads
 - ii. SUCCI SUCCI Office
- b. Dorion Chair
- c. McIntyre Chair
- d. Sibley Hall, Cedar, Spruce Manager – Residence
- e. Wellness Centre Manager, Wellness Centre
- f. Aviation Centre of Excellence Chair
- g. Regional Campuses Regional Directors

1.3 "Posters" serving notice of a student related program or function will be authorized by SUCCI.

1.4 **All "posters" will be mounted only on bulletin boards, wood-nailing strips, or brick walls. Any other locations are unacceptable and the posters will be removed.**

1.5 Graffiti is not a permissible form of advertising.

2. Banners

2.1 Banners are permitted through the following procedure:

Staff and Students

- All banners must be approved by authorized personnel.
- Space for large banners are on a first come, first serve basis, through authorized personnel.
- Banners posted must be removed within forty-eight (48) hours after the event advertised on the banner.

3. Temporary Notices

3.1 Temporary notices to classes such as room changes or cancellations may be placed on the door of the affected classroom but must be removed at the end of the day.

Staff

4. Posting Violations

4.1 Notices, posters, banners, bulletins, advertisements, etc., posted in violation of this policy will be removed.

Management

SUPPORTING DOCUMENTATION

N/A

RELATED POLICIES

Ch5-s5-02 Student Code of Conduct

Ch4-s2-06 Code of Conduct

Ch4-s5-03 Charter of Students' Rights and Responsibilities

Ch5-s5-04 Complaints Process (Non-Academic)

Ch1-s1-02 Freedom of Information and Protection of Privacy

Ch1-s1-12 Service to Persons with Disabilities

Ch4-s4 Public Safety

RELATED MATERIALS

N/A