



Committee Meeting: Policy & Governance Committee	Date: September 17, 2024
Committee Chair: Melodie Baker	
New or Edited: New	

**POLICY NAME:** Posting Policy

**POLICY TYPE:** Board

**SUBMITTED BY:** Senior Vice President of Operations, Vice President of Administration, Executive Director of Legal Affairs

**ISSUE OR STATEMENT OF PURPOSE:**

It is the policy of the State University of New York (SUNY) to ensure that recognized student organizations, college programs, departments, and units that want to share information about upcoming events and activities are able to do so through various means of communication, including flyers and posters.

SUNY Erie reserves the right to manage posting and advertising on its campuses in order to maintain an orderly and attractive venue, to make event information accessible to the College community, and to ensure that events and programs that are advertised comply with institutional policies and procedures.

**NEW OR EDITED POLICY:** New

**POLICY:**

This policy sets forth the requirements for all student organizations, college programs, departments, and units recognized by SUNY Erie Community College that wish to post items on campus general-use bulletin boards. This policy does not apply to bulletin boards that are reserved for specific departments, offices, or organizations whereby posting generally requires permission of that group.

For policy on entities and individuals who wish to use SUNY Erie Community College facilities for other than approved college-sponsored academic, administrative, and extra-curricular activities, please refer to Assignment and Use of College Facilities Policy.

**Policy Procedures:**

Announcements, letters, bulletins, posters, flyers, postcards, sandwich boards, etc., promoting or describing an event, meeting, program, etc., must clearly indicate the sponsoring group/organization and phone number or email address of a contact person, including who students may contact for reasonable accommodations. Posted items must be removed by the sponsoring organization within 48 hours after an event takes place or it will be removed by college staff.

Promotions for events not sponsored by SUNY Erie Community College must clearly indicate the sponsoring group and phone number or email address of a contact person and explicitly indicate that the event is not sponsored by SUNY Erie Community College.



**POLICY NAME:** Posting Policy - **Continued**

Postings may not be placed over current/valid postings of other organizations, and students are prohibited from removing or tearing down current/valid postings of other organizations. Multiple postings of the same item in the same location is prohibited.

Posted items are to be posted only on general-use bulletin boards identified for this purpose.

Prohibited posting activities include without limitation: posting of promotional flyers or leaflets on doors, windows, trees, light poles, vehicles, bus stops, indoor and outdoor walls and in elevators; promotion of events that advertise alcohol or drugs or any event that violates any state, county or local laws/regulations/ordinances and/or the SUNY Erie Community College Code of Student Conduct; chalking of buildings, sidewalks, or roadways; any promotional material not endorsed by a Student Government Association organization, college program, department and/or unit.

Items posted that do not follow the policy guidelines will be removed. Repeated violations will result in a loss of posting privileges and possible disciplinary action.

**Contacts**

Questions related to the daily operational interpretation of this policy should be directed to: Vice President of Student Affairs

**DOES IT SUPERCEDE A POLICY/WHICH ONE (if so, attach redline version):** N/A

**POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:**

Policy & Governance Committee recommends the Board of Trustees approve this Board policy under Committee Briefings, Policy and Governance Committee.

**DATE OF BOARD APPROVAL:** September 26, 2024

**POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:**

Following Trustee approval, this Board policy will be included in the SUNY Erie Community College Board of Trustees Policy Manual and the College Catalog.

**INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:**

SUNY Central's Model Policy provided in August of 2024.

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of September 17, 2024.



**POLICY NAME: Posting Policy - Continued**

**History**

<b>Item:</b>	<b>Date:</b>	<b>Explanation:</b>
Policy adopted	September 26, 2024	
Annual BOT Review/Reaffirmed		
Previously Reviewed and Extended		
Renamed		

**SUNY Erie Cross References**

<b>Policy Name or Procedure:</b>	<b>Where to find:</b>
Student Code of Conduct Policy	College Catalog
Assignment and Use of College Facilities	College Catalog
Camping Use of Tents on Campus	College Catalog
Identification Card Policy	College Catalog
Freedom of Expression and Assembly Student Policy	College Catalog