

UNIVERSITY POLICIES

POSTING POLICY

These regulations are designed to permit maximum orderly use of university property by Texas Southern University students, faculty, staff, alumni, university departments, and registered student organizations for publicity purposes. Additional regulations may apply to Student Government Association elections, which are governed by the Student Election Code.

POSTING POLICY

A. General Posting Policies

1. All materials must be sponsored or cosponsored by a registered student organization or a university department.
2. All materials must include the full name of the sponsoring department or student organization, and all content must be printed or translated in English.
3. Materials may not be posted on any undesignated areas, including doors, glass, walls, car, windshields, or over previously posted materials.
4. Materials may not include advertising for personal or commercial gain.
5. Materials from other campuses, non-profit organizations or those not affiliated with the University which advertise student, university, or community programs registered student organization may be posted with special approval from the Director of Campus Activities.
6. Failure by a student organization to comply with regulations in this policy may result in suspension of posting privileges for one semester (15 school weeks).

Continuing to post while privileges are revoked can result in the suspension of the student organization.

B. Special Requirements for Posters and Flyers

1. A “poster” as used here is any printed or pictorial matter displayed on university property inclusive of, but not limited to, flyers, table, tents, etc.
2. **Posting is permitted on general university bulletin boards. Use of departmental or special area boards requires that permission be obtained from the related office.**
3. All general University bulletin boards are cleared before 2 p.m. on the first and third Friday of each month.
4. Poster size cannot exceed 14 inches by 22 inches.
5. **Only one posting per event, idea or product is allowed per bulletin board.**
6. The University may remove and discard any posters displayed on campus property which are in violation of these policies.
7. With prior approval from the area coordinator offices, signs may be posted at designated areas in university residence hall locations. Poster size in the residence halls may not exceed 8 ½ inches by 14 inches.
8. In case of shortage of bulletin board space, the Director of Operations for the Student Center shall assign priority and determine removal date.
9. The Director may, in certain instances, authorize extended posting periods for certain items of an academic or administrative issue. Items approved for extended posting must be stamped by Director’s Office. These are the only postings that will not automatically be removed on the first and third Friday of each month.

C. Special Requirements for Banners

1. A “banner” as used here is defined as paper, cloth or vinyl advertising matter displayed on university property.
2. Banners are permitted in the Student Center with a confirmed reservation from the

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Campus Events Office. Banners may only be placed directly in the opening from the second floor. The Student Center does not oversee the approval process for banners to be posted in other buildings or locations. To obtain permission for other areas, see the appropriate dean or area coordinator for that building.

3. The Director's office will issue a confirmed reservation for all banners to be displayed in the Student Center. Time limitations for banners are two weeks or until one day following the event advertised whichever is sooner.
4. Banner size cannot exceed 3 by 5 feet. Approval for decorating the Student Center is made by the Director of the Student Center.
5. Registered student organizations may have two banners up at one time if one banner covers general information and the other one is for scheduled activities.
6. Student organizations are responsible for removing banners on the expiration date. Failure to remove banners on due date may result in revocation of banner posting privileges.
7. Space is available on a first-come, first-serve basis.
8. The Student Center does not assume responsibility for loss or destruction of banners.
9. The Student Center may remove and discard any banner without a current reservation.