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Executive Responsibility:	Executive Director, Infrastructure and Ancillary Services	Next Review: March, 2017
Administrative Responsibility:	Associate Director, Facilities Services and Campus Development	Policy: 44.16

PROCEDURE:

1. Bulletin Boards

1.1 General Bulletin Boards

General bulletin boards are those located on VIU facilities and available for general posting from campus organizations and individuals promoting information to the general campus community. The Vancouver Island University Students' Union (VIUSU) shall manage and be responsible for posters placed on general bulletin boards. Each general bulletin board will have a sign containing the title "General Bulletin Board", and will include the logos of the Students' Union and the University, along with a contact number for posting information.

1.2 Dedicated Bulletin Boards

Dedicated bulletin boards are those allocated to a faculty, department or campus organization and are for the promotion of information to the campus community, or for the promotion of information of interest to those working and learning within a department or faculty or campus organization. These boards shall be the responsibility of the department, faculty or campus organization. Postings must have the approval of the appropriate senior administrator or designate.

Faculties, departments, and campus organizations shall maintain a list of dedicated boards for which they are responsible and each board shall feature the name of the respective department, faculty or campus organization responsible.

1.3 Student Residences Bulletin Boards

Bulletin Boards located in the student residences shall be the responsibility of the Western Student Housing Residence Manager.

1.4 Regional Campuses Bulletin Boards

Bulletin Boards located on Regional Campuses or satellite facilities shall be administered by the Campus Principal, local administrator, or designate.

2. Advertisers

Primary users of bulletin boards are members of the university community. Limited access as determined and approved by VIUSU and dedicated board-owners, may also be provided to external non-profit organizations and individuals for postings of interest to the campus community.

For-profit postings and commercial advertisements are prohibited.

3. Regulations

3.1 Internal Groups - Poster Regulations

All posters, including electronic redirections (e.g., QR codes), must clearly identify the sponsoring organization or individual.

All posters must display an approval stamp and an expiry date (event dates shall also act as expiry dates). It is the responsibility of the advertiser to remove all posters at the end of the posting period. Expired posters shall be removed and discarded.

The posting period shall be two (2) weeks from the time of poster approval. The advertiser may renew the poster upon approval for an additional two (2) weeks for a total maximum of four (4) weeks. All posters will be removed from all general bulletin boards at the end of each semester, on or about the last day of final exams.

VIU institutional postings such as safety notices are exempt from this procedure.

Posting shall be restricted to VIU Departments, individual members of the campus community and internal groups. This shall include the Students' Union and student groups recognized under its structure; VIU unions; and, affiliated VIU organizations (VIU Alumni Association, VIU Foundation, etc.).

Maximum poster size shall be 11" by 17". Not more than seventy-five (75) posters in total advertising a single event or issue will be approved for the Nanaimo Campus. Not more than five (5) posters in total advertising a single event or issue will be approved for each Regional Campus.

Posters may be in any language but the name and contact information for the sponsoring organization should also be in English. The name and contact information for the sponsoring organization must be in English.

The content of posters must be consistent with VIU Policies and Procedures and any municipal, provincial or federal laws or regulations, including Human Rights legislation.

Posters exceeding the maximum poster size may be posted upon approval of the Students' Union and consultation with Facilities Services and Campus Development.

3.2 External Groups and Community Organization

Community organizations and local not-for-profit groups shall be restricted to a maximum of five (5) posters per single event or issue with a maximum poster size of 11" x 17".

As the campus environment is not a venue for free commercial advertising posters soliciting business from the campus community are not permitted. Exceptions to this principle include:

3.2.1 Studentsaver Discount Program Participants

The Students' Union may advertise businesses that feature a student discount as part of the *Studentsaver Discount Program* or *International Student Identity Card Discount Program* of the Canadian Federation of Students.

3.2.2 Off-Campus Hospitality Venues

Campus Departments and student groups may post advertising for specific events hosted at off-campus venues. Such postings must prominently feature the name of the group hosting the event and must not appear as an advertisement for the local business venue. Such posters shall be restricted to twenty-five (25) in total.

3.3 Flyers and Handbills

Only recognized VIU student organizations, Faculties, departments, and other internal groups may distribute flyers and handbills.

The dissemination of flyers and handbills is restricted to hand-to-hand distribution and placement on tables in general student lounge spaces and the cafeterias, and other public spaces as determined appropriate by the Faculty, department, or campus organization. Extra-ordinary cleaning charges relating to the distribution of handbills and flyers may be charged back to the sponsoring organization.

The distribution of hand-to-hand materials must be conducted in a respectful manner consistent with the policies, procedures and values of the University.

The placing of flyers and handbills on vehicles is strictly prohibited.

4. Enforcement of Regulations

The enforcement of this policy shall be the responsibility of the Students' Union Executive Director and the Associate Director, Facilities Services and Campus Development.

Posters not adhering to University policy shall be removed and discarded.

Those persons or organizations in breach of this policy may face a one (1) month suspension of their poster privileges.

Those persons or organizations who, having already received a one (1) month suspension of poster privileges within the past twelve (12) months, breach this policy, or those persons or organizations who intentionally breach this policy, may have their poster privileges suspended for twelve (12) months.

Individuals or organizations wishing to appeal a decision relating to the interpretation or application of this policy and procedure may do so in writing to the manager of Ancillary Services and Capital Planning who will strike a committee for the purposes of hearing the appeal. The decision of the committee will be final.

Related Policies and Procedures:

[Policy 21.03 Human Rights](#)

[Policy 32.05 Student Conduct Code](#)

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