

STUDENT AFFAIRS PROCEDURES FOR POSTING, DISPLAY AND DISTRIBUTION OF PROMOTIONAL DOCUMENTS ON CAMPUS

A. Purpose of These Procedures. The publication of events, activities, programs and policy positions by student organizations registered by the Office of Student Life ("Student Organizations"), individual students, and external non-University parties is supported through these posting, display and distribution procedures (Student Organizations, students, and external non-University parties will be collectively referred to as "Covered Parties"). Effective publication and distribution is critical to the successful communication of campus events, activities, programs, and positions which Student Organizations sponsor or hold. Successful communication is the conduit for a free, robust and intellectual exchange of ideas, values and positions.

Student Organizations and individual students are encouraged to publicize and promote their events, programs, activities and positions (collectively, "Programs and Positions") to the University community, and are encouraged to carefully choose the medium through which they publicize and promote these Program and Positions. These procedures address the approval, format, use and distribution of the Promotional Documents, as defined in Section (B) below, used by Covered Parties to publicize and promote these Programs and Positions.

However, the University expects that Promotional Documents and their posting, display and distribution shall reflect the civility and tolerance worthy of a Catholic and Vincentian institution. As a private institution, Student Affairs is establishing these procedures in order to maintain the aesthetics of its campuses, the safe and orderly operation of a university and its facilities, the values of the University and an objective and transparent process that will maximize the ability of Covered Parties to publicize their Programs and Positions and get their messages seen and heard.

B. Promotional Documents Covered By These Procedures. These procedures apply to flyers, handbills, table tents, signs, posters, placards, banners, brochures, Promo Walls, Promo Tables, and any such similar documents or displays ("Promotional Documents") used to publicize, promote and/or advertise Programs and Positions which a Covered Party is sponsoring, conducting or supporting. This includes Promotional Documents in support of or in opposition to candidates in elections which the Student Government Association or another Student Organization conducts.

C. Property Covered By These Procedures. To the extent that Student Organizations are applying to post, display or distribute Promotional Documents, these procedures apply to all University-owned or leased buildings and property. To the extent that other Covered Parties, who are not Student Organizations, are applying to post flyers, these procedures apply to the Student Center.

D. Individuals Covered By These Procedures. As defined above, these procedures apply to Covered Parties (Student Organizations, individual students, and external non-University parties). Only Student Organizations are permitted to post, display, and distribute all of the types of Promotional Documents described in Section (B). Covered Parties, who are not Student Organizations, may only post flyers. All Covered Parties must apply for and receive permission from the Office of Student Life ("Student Life") before posting, displaying or distributing any

Promotional Documents, as set forth in Section (F) below. Student Life retains the right to request that any Covered Party who is a student or group of students, but who is not already registered as a Student Organization, register as a Student Organization in order to post, display or distribute its Promotional Documents.

E. Office Responsible For Implementing These Procedures. Student Life shall be responsible for implementing these procedures and providing permission for the posting, display and/or distribution of Promotional Documents by Covered Parties in the areas designated in Section (C).

F. The Process For Obtaining Permission For Postings, Displays or Distributions.

1. To post, display or distribute a Promotional Document, a Covered Party must first apply for and obtain the permission of Student Life, including attaching to the application the Promotional Document that the Covered Party seeks to post, display, or distribute (or if impractical, attaching a copy or mock-up of the Promotional Document);
2. To receive permission for posting, displaying or distributing, each posted or distributed Promotional Document must comply with the University Display of Materials Policy, and with all other uniform formatting and placement requirements promulgated by Student Life.
3. In considering each application and the attached Promotional Document, Student Life shall maintain and practice the University's commitment to freedom of expression. Therefore, Student Life shall not reject the Promotional Document on the grounds that it contains objectionable, controversial, offensive, satirical, or provocative content, unless the Promotional Document contains any language, image or illustration that:
 - a. is obscene, indecent or lewd;
 - b. contains demonstrably false information;
 - c. threatens the peace or public safety or incites unlawful disorder;
 - d. directly interferes with another person or group's views, ideas, or positions; violates another speaker's right to free expression; violates an audience's right to see and to hear a speaker; or prevents members of the University community from presenting or attending class;
 - e. interferes with the safe and orderly operation of the University and its facilities, including the University's ability to maintain the aesthetics, appearance, and cleanliness of its campuses;
 - f. mentions alcohol or illegal drugs, unless in connection with a program to prevent the abuse or misuse of these substances;

- g. attacks, abuses, or intimidates an identifiable person or identifiable group of persons in a derogatory fashion based on race, age, color, sex, gender, religion, sexual orientation, national or ethnic origin, disability or any other characteristic protected by law; and/or
- h. violates local, state or federal law, or any University Policy.

However, for Section (F)(3)(g) above, a stated challenge to or disagreement with another person or group's views, ideas or positions, even if made satirically, shall not alone constitute a personal attack, provided it is made in a civilized and tolerant way.

4. Student Life retains the right:

- a. To assign the location(s) where a Covered Party may post, display or distribute any approved Promotional Document;
- b. To schedule the location(s), date(s) and time(s) where and when Promotional Documents are distributed, and;
- c. To indicate the quantity of Promotional Documents that a Covered Party may post, display, or distribute in any given time period, or in any given location;
- d. To reschedule, suspend or terminate a distribution of Promotional Documents in progress, if that distribution, or manner thereof, fails to comply with the guidelines which Student Life sets or if it otherwise fails to comply with Section (F)(3) above.
- e. To require that a Covered Party use a different form of Promotional Document (for example, a banner instead of flyers) if the Covered Party's initial choice of media violates Section (F)(3);
- f. To remove a Promotional Document or discontinue the distribution of Promotional Documents, if after it has been approved, the Promotional Document is found not to comply with Section (F)(3).

5. If Student Life rejects an application, removes a posting or display or terminates a distribution, it will endeavor to inform the Covered Party of the grounds for the rejection, removal or termination and, if the Covered Party is willing, work with the Covered Party to bring the Promotional Document or distribution into compliance with these procedures.

G. Permission Does Not Constitute Endorsement. Student Life's granting of permission to post, display or distribute a Promotional Document does not constitute the University's endorsement of or agreement with the content expressed in the Promotional Document or distribution thereof.