

## **BULLETIN BOARDS & POSTING ADMINISTRATIVE POLICY**

### **Purpose**

To clearly describe the terms and conditions for the use of Eastern Michigan University's ("EMU") bulletin boards.

### **Scope**

This administrative policy ("Policy") applies to all EMU employees, students and visitors.

### **Policy**

EMU owns and controls all bulletin boards on EMU property. EMU welcomes its students, employees and visitors to post materials on EMU bulletin boards in accordance with this Policy. EMU has designated its bulletin boards as being either a "public" bulletin board or a "reserved" bulletin board.

#### **I. RULES APPLICABLE TO ALL WRITINGS AND MATERIALS POSTED ON ANY EMU BULLETIN BOARD**

Any writing or material (a "Poster") posted on an EMU bulletin board must comply with all of the following conditions, regardless of whether such Poster is posted on a "public" or "reserved" bulletin board.

- A. A Poster shall be made with material, such as a piece of paper, that may be easily removed from a bulletin board.
- B. Use of adhesive material other than staples or thumb tacks to secure a Poster onto a bulletin board, such as tape or glue, is prohibited.
- C. Except for the usual wear and tear caused by items such as staples and thumb tacks, Posters shall not permanently alter a bulletin board.
- D. Posters shall be secured only to the cork or cork-like portion of a bulletin board and shall not be secured to any area outside of or adjacent to the cork portion of a bulletin board, such as frames, doors, woodwork or walls.
- E. The maximum size of a Poster shall be 18" x 24", unless written permission from the appropriate EMU department or office is given in advance of the posting.
- F. No more than one Poster concerning the same material, event, program, activity or service may be posted on the same EMU bulletin board at the same time.
- G. A Poster advertising an event, program, or activity shall be removed within 48 hours after the event, program or activity has concluded.
- H. A Poster shall provide, in the lower right hand corner of the Poster in a size and font that may be read without assistance, the date the Poster was posted and the identity of the person or organization posting the Poster and shall stay posted for a maximum of 14 days after being posted on a bulletin board.
- I. A Poster shall not advertise alcoholic beverages or illicit drugs or their availability at

events.

- J. Posters shall not be posted on cars, poles, posts, sidewalks, signs, trees, outside walls of buildings, windows, glass, wires, fire hydrants, parking meters, trash cans, transparent partitions, light poles or any other painted surface not otherwise permitted as a posting area.
- K. Posters shall not be posted on inside walls of buildings or on doors unless otherwise permitted by EMU or departmental policy.
- L. A Poster shall not discriminate on the basis of race, age, color, religion, creed, national origin, marital status, ancestry, gender, sexual orientation or disability.
- M. A Poster shall not violate any other applicable law.

A Poster that is posted in compliance with this Policy does not imply EMU endorses the content of the Poster. EMU reserves the right to remove and destroy any Poster that is posted in violation of this Policy.

## **II. “PUBLIC” BULLETIN BOARDS**

Any EMU employee, student or visitor may post a Poster on a “public” bulletin board in compliance with this Policy, including Section I above. A “public” bulletin board is any bulletin board that is accessible to the public and that is not marked “reserved”. EMU facilities staff are authorized to remove Posters from “public” bulletin boards that do not comply with this Policy.

## **III. “RESERVED” BULLETIN BOARDS**

There are three types of “reserved” bulletin boards. A bulletin board that is marked “reserved” and is located within an EMU academic facility or area is considered a “departmental” bulletin board. A bulletin board that is marked “reserved” and is located within an EMU residential facility or area is considered a “residence hall” bulletin board. A bulletin board that is marked “reserved” that is not in a residential or academic facility or area – such as bulletin boards in the Student Center or the Commons – is considered a “student activities” bulletin board. Each Poster posted on a “reserved” bulletin board shall comply with this Policy, including Section I above.

### **A. Departmental Bulletin Boards**

Any EMU employee may request permission to post a Poster on a departmental bulletin board. The express permission of a building or departmental administrator or their designee is required before an EMU employee may post a Poster on a departmental bulletin board. Building and departmental administrators and their designees are authorized to remove Posters from departmental bulletin boards that do not comply with this Policy.

### **B. Residence Hall Bulletin Boards**

Any EMU-recognized student organization or EMU office that wants a Poster to be posted on a residence hall bulletin board shall submit the Poster to the Area Complex Director or Program Manager for the residential area in which the student organization or EMU office wants the Poster to be posted. The student organization or EMU office may also indicate the specific bulletin board(s) on which it would like the Poster posted. Posters submitted for posting on residence hall bulletin boards must also comply with the requirements for “student activities” bulletin boards

described in Section II.C, below. The Area Complex Director or Program Manager will ensure a Poster that is properly submitted and complies with this Policy is posted on the requested bulletin board(s) to the extent practicable. An individual who is not an Area Complex Director, Program Manager, or their designee shall not post a Poster on a residence hall bulletin board. Area Complex Directors, Program Managers, and their designees are authorized to remove Posters from residence hall bulletin boards that do not comply with this Policy.

### C. Student Activities Bulletin Boards

Any EMU-recognized student organization or EMU office may post a Poster on a “reserved” student activities bulletin board in compliance with this Policy.

1. A Poster shall bear the name of the student organization or EMU office that posts the Poster. If a student organization references “EMU” or “Eastern Michigan University” in its name, such a reference may only be at the end of a student organization’s name, not immediately before it.
2. A Poster advertising an event, program, or activity shall include the following information related to the event, program or activity: name, date(s), time(s), location(s), and cost.
3. If a Poster advertising an event, program, or activity that (1) takes place in an EMU location that must be reserved and/or (2) requires an on-campus event ticket to be purchased then the Poster shall not be posted until the applicable space has been reserved through BookEMU and/or ticket sales have been setup through the EMU Ticket Office.

EMU Campus Life staff, building administrators and their designees are authorized to remove Posters from student activities bulletin boards that do not comply with the Policy.

### **Exclusions**

This Policy does not apply to “table tents” or “tables”. EMU’s Lobby Tables Procedures may be accessed, and table tents may be reserved, through EMU’s BookEMU website.

This Policy does not apply to “chalking”. EMU’s “chalking” policy is currently available on the EMU Student Center website: <https://www.emich.edu/studentcenter>.

This Policy does not apply to the Student Speech Space, which is located between Pray-Harrold and Porter and is managed by EMU Student Government.

This Policy does not apply to bulletin boards that are in non-public areas (i.e., a bulletin board in an individual’s office or in a private faculty lounge).

This Policy does not apply to bulletin boards that EMU provides to EMU employee bargaining units pursuant to the terms of a collective bargaining agreement.

This Policy does not apply to faculty office doors. EMU grants faculty members permission to post materials relevant to their professional responsibilities (such as office hours, class materials,

and program materials) on their own office doors in a manner that does not permanently alter or damage the doors.

### **Sanctions**

EMU employees and students who violate this Policy may be subject to any applicable EMU disciplinary or conduct process for such a violation. EMU reserves the right to exercise any of its rights against any individual who violates this Policy in accordance with applicable law.

### **Source(s) of Authority and Other References:**

Board Policy 13.2.2 [Use of Facilities](#)

Approved: October 2019