

III:11:01 BULLETIN BOARD USAGE

INTRODUCTION

This policy governs the distribution and posting of flyers, leaflets, posters etc. to be displayed on Volunteer State Community College (VSCC) bulletin boards and is in accordance with TBR Policy 3:02:02:00 and applies to all VSCC bulletin boards. Designees at each site are authorized to approve bulletin board usage. This policy shall exclude employee and faculty bulletin boards and faculty postings on classroom boards.

POLICY

A stamped approval, with an expiration date, **MUST** be obtained from the Office of Student Life and Diversity Initiatives or the designees at each site **PRIOR** to the posting of flyers, leaflets, posters, etc. Stamped notices may remain on the designated bulletin boards for a period of 14 days. Exceptions may be made for the advertisement of campus events and the 14-day expiration date will be waived. That determination is made at the time the individual receives the stamped approval. Once a posting has expired, any student, faculty or staff may remove the posting from the bulletin board in order to maintain unsightly clutter.

Use of a bulletin board may be denied on the basis of one or more of the following: 1) the person or group is not authorized to use the board in question; 2) the material is not the type authorized for the board in question, or fails to meet any special conditions as posted on the board; 3) the material is obscene or otherwise violates any federal or state law or regulation of the institution or school; or 4) there is insufficient space available for the material on the board in question due to the previous posting of other materials. Approved materials may be posted on designated bulletin boards in buildings on campus or at each site. Those bulletin boards designated for an office, department, division, or student club should contain only materials pertaining to those areas.

PROCEDURE

1. Bring flyers, leaflets, poster, etc. to the Office of Student Life and Diversity Initiatives on the main campus or to the authorized designee at each site.
2. Receive an approval stamp, which will indicate the expiration date. An original approval stamp **MUST** be displayed on each flyer, leaflet or poster.
3. Remove materials after the designated expiration date.

PENALTY

Failure to comply with this policy will result in the immediate removal of materials.

TBR Source: TBR Meetings, December 8, 1978; March 10, 1979; March 18, 1983; September 30, 1983; September 18, 1987; March 16, 1990; September 21, 1990

VSCC Source: December 16, 2008, President's Cabinet