



<b>Policy Title</b>	<b>Bulletin Boards &amp; Posters/Flyers Policy</b>
<b>Policy Number</b>	6003
<b>Category</b>	College Facilities
<b>Applicability</b>	College-wide
<b>Responsible Office</b>	Division of Student Affairs
<b>Effective Date</b>	September 19, 2024

## I. Policy Statement

It is the policy of Suffolk County Community College to ensure that recognized student organizations, College programs, departments, and units that want to share information about upcoming events and activities are able to do so through various means of communication, including flyers and posters (terms used interchangeably herein).

## II. Rationale

The College reserves the right to manage posting and advertising on its campuses in order to maintain orderly and attractive campuses, to make event information accessible to the College community, and to ensure that events and programs that are advertised comply with College policies and procedures.

## III. Scope and Applicability

This Policy sets forth the requirements for all student organizations, College programs, departments, and units recognized by Suffolk County Community College that wish to post items on the College's general-use bulletin boards. This policy does not apply to bulletin boards that are reserved for specific departments, offices, or organizations where posting generally requires the permission of that group.

For policies and procedures applicable to entities who wish to use Suffolk County Community College facilities for other than approved college-sponsored academic, administrative, and extracurricular activities, please refer to the [Facilities Use Policy](#).

## IV. Responsible Office/Executive

The Division of Student Affairs has responsibility for the implementation and review of this Policy. Individuals with questions about this Policy should contact the Office of Campus Activities and Student Leadership Development on each campus for more information.

## V. Definitions

**College community members:** Individuals who have a direct affiliation with the College such as students, faculty, staff, administrators, as well as groups, including registered student clubs and

organizations, faculty governance units, academic departments, campus departments/offices, and college committees, as well as the Suffolk Community College Association and the Suffolk Community College Foundation.

**Unaffiliated individuals and organizations:** All other individuals or organizations. This group may only post on bulletin boards designated for public use, to the extent the College Administration designates any such boards.

**Public Bulletin Board:** Designated bulletin board open to members of the College community and unaffiliated individuals and organizations.

**College Bulletin Board:** Bulletin boards designated for posting of official College documents and announcements, including those of recognized student clubs and organizations. These boards are open only to College community members. Boards not clearly identified are considered College bulletin boards.

## **VI. Policy Elaboration**

Members of the College community may, upon receiving authorization from a designated College official, advertise on-campus events on designated bulletin boards and posting areas. Bulletin boards are intended for Suffolk County Community College community use only, except that one or more bulletin boards on each campus may be designated for public use by the College Administration, and the posting upon such board will be permissible by unaffiliated individuals and organizations. Only recognized student clubs and organizations, departments, offices, or organizations may post flyers on designated College bulletin boards, and must follow the following parameters:

- Announcements, letters, bulletins, posters, flyers, postcards, sandwich boards, etc., promoting or describing an event, meeting, program, etc., must clearly indicate the sponsoring group/organization and phone number or email address of a contact person, including who attendees may contact for reasonable accommodations.
- Promotions for events not sponsored by the College must clearly indicate the sponsoring group and phone number or email address of a contact person and explicitly indicate that the event is not sponsored by Suffolk County Community College. Posted items are to be posted only on general-use bulletin boards identified for this purpose.
- Only one poster, per group, per bulletin board is allowed.
- The poster is responsible for removal and disposal of their flyers, preferably at the conclusion of the event, but within two business days following the event.
- Flyers may not exceed 11" x 17".
- Flyers may not obstruct other flyers.
- Materials that illegally infringe on copyrighted or trademarked works of others that do not fall within "fair use" are prohibited.
- Student clubs and organizations may post flyers on designated bulletin boards in the student centers (Babylon Student Center, Captree Commons, Peconic Building) by following the procedures established by the Office of Campus Activities and Student Leadership Development on each campus.

Prohibited posting activities include, without limitation:

- Placing, attaching, or posting of flyers or leaflets on unapproved surfaces or areas including but not limited to doors, windows, trees, light/electrical poles, vehicles, bus shelters/stops, benches, indoor and outdoor walls, classroom boards, bathroom surfaces, vending machines, trash cans, sidewalks, floors, traffic signs, and in elevators;
- Posting or distribution of flyers or leaflets in classrooms, laboratories, libraries, and all other instructional spaces;
- Advertisement of alcoholic beverages or promotion of events or organizations that advertise, sell, or distribute alcohol or drugs;
- Promotion of any event that violates the law, College policy, and/or the [Student Code of Conduct](#);
- Chalking of buildings, sidewalks, or roadways unless conducted as part of a College-approved activity or program;
- Posting of any promotional material not endorsed by a student organization, College program, department, and/or unit on a College bulletin board. No individual or organization may falsely claim College sponsorship or portray itself in a way that would reasonably imply College endorsement.
- Postings may not be placed over current/valid postings of other student organizations, College programs, departments, and/or units. Multiple postings in the same location are prohibited.

Items posted that do not adhere to the requirements of this Policy and any related administrative procedures implementing this Policy will be removed. Violations of this Policy will be considered littering and incur a fine as provided in the schedule of fees/fines approved by the College's Board of Trustees. Repeated violations will result in a loss of posting privileges and possible disciplinary action. Violations by unaffiliated individuals or organizations may be addressed through trespass procedures.

If posting in prohibited or inappropriate locations results in damage to property or cost to remove, restitution will be required of the responsible party.

## **VII. Related Administrative Procedures**

The Division of Student Affairs and the Office of Campus Activities and Student Leadership Development on each campus may establish procedures necessary to implement this Policy.

## **VIII. Cross-References**

- [Facilities Use Policy](#)
- [Guidelines for Political Campaigning on Campus](#)
- [Accessible Event Planning Guidelines](#)
- [Student Code of Conduct](#)
- [Tobacco-Free Policy](#)

## **IX. References**

- Middle States Commission on Higher Education (MSCHE) [Standard II](#), [Standard IV](#)
- Suffolk County Code [Section 383-6](#)

## **X. History / Revision Dates**

Adoption Date: September 19, 2024 (replaced the former Distribution of Handbills Policy approved by the Board of Trustees on January 25, 1996; incorporated administrative policy provisions regarding Bulletin Boards)