

URSA Poster Boards Policy

Preamble

Whereas this document is intended to regulate and direct the flow of operations with respect to the poster boards on the University of Regina Campus which belong to the University of Regina Students' Association.

1. Definitions

For the purposes of this policy the following definitions apply:

- 1.1. "The Association" - The University of Regina Students' Association Inc.
- 1.2. "Ratified Campus Group" - a group of students who are ratified with and by the Association, holding a seat on the general council, and who are entitled to other such ratification benefits
- 1.3. "Secondary Groups" - groups who are active on campus and/or hold relations with the university of Regina, but who are not ratified or are otherwise ineligible for ratification (e.g. University departments, unratified clubs, etc.)
- 1.4. "External Groups" - Groups, persons, or other entities who are not affiliated with the University of Regina in a meaningful capacity.
- 1.5. "Poster Board" - Any space or item operated and/or owned by the Association for the purposes of advertisement and posting of notices in or on which physical materials are affixed to
- 1.6. "Handbill" - means paper-based notices, posters, flyers, bills, leaflets, postcards, circulars, pamphlets, banners, or other similar materials.

2. Authority

- 2.1. In any instance where this policy may conflict with The Association's constitution or bylaws, the constitution and/or bylaw takes precedence
- 2.2. Disputes between this policy and such governing documents, or between this policy and actions taken by the Association may be,
 - 2.2.1. Brought to the attention of the executive for corrective action, or

- 2.2.2. Failing that, brought before the general council for corrective action by way of advanced notice to have the item placed on the agenda

3. Scope

- 3.1. This policy applies to:
 - 3.1.1. the maintenance and use of university notice boards;
 - 3.1.2. the review, approval, and affixing of handbills and other communication materials on poster boards.

4. Guiding Principles

- 4.1. The Association regulates poster boards in accordance with this policy in order to:
 - 4.1.1. Maintain coherence in communication materials.
 - 4.1.2. Ensure student groups are able to publicize their events.
 - 4.1.3. Prevent clutter of notices and similar handbills.
 - 4.1.4. Avoid unnecessary maintenance costs and potential hazards.
 - 4.1.5. Prioritize student voices.

5. Endorsement

- 5.1. While The Association hosts handbills and other such materials on its poster boards, such hosting does not imply endorsement or affiliation.
- 5.2. The Association assumes no liability for any group's failure to adhere to any university, municipal, provincial, or federal laws and regulations in their posting of a handbill or similar material.
- 5.3. By submitting their handbill or similar material for approval in accordance with this policy, all groups assume responsibility for their material should it fail to comply with any university, municipal, provincial, or federal laws and regulations.

6. Ratified Groups

- 6.1. Ratified Campus groups are entitled to have their handbills on Association poster boards for any events, meetings, elections, or similar activities, at no cost sans printing and delivery of materials to the Association.
 - 6.1.1. Not excepting any such handbills which may be rejected for reasons outlined in Section 9.
- 6.2. Ratified Campus Groups may have their handbills and similar materials remain on poster boards for up to four weeks (28 days).
 - 6.2.1. Special applications may be made to extend this limit, to be decided upon by the Vice-President of Student Life if sufficient reason exists.
- 6.3. Ratified Campus Groups may submit their handbills or similar materials to The Association to have them distributed to various association poster boards.
- 6.4. Ratified Campus Groups may post their own materials to Association poster boards so long as they have already been submitted for approval.
 - 6.4.1. The Association reserves the right to remove such materials should the approval be ruled against them or should they be in clear violation of any policy as determined by the Association at the time of monitoring.

7. Secondary Groups

- 7.1. Secondary groups may affix their handbills on Association poster boards for any events, meetings, elections, or similar activities, at no cost sans printing.
 - 7.1.1. Not excepting any such handbills which may be rejected for reasons outlined in Section 9.
- 7.2. Secondary Groups may have their handbills and similar materials remain on poster boards for up to three weeks (21 days).
 - 7.2.1. Special applications may be made to extend this limit, to be decided upon by the Vice-President of Student Life if sufficient reason exists.

7.3. Secondary groups must wait for Association approval before utilizing any Association poster boards for the purposes of their handbills or similar materials.

8. External Groups

8.1. External groups may submit their handbills or similar materials to the Association for approval.

8.2. External groups must wait for Association approval before utilizing any Association poster boards for the purposes of their handbills or similar materials.

8.3. External Groups may have their handbills and similar materials remain on poster boards for up to three weeks (21 days).

8.4. External groups must pay a nominal fee of \$50 per week they wish the Association to host their materials.

8.5. Are given lower priority than Ratified Campus Groups and Secondary Groups in the consideration of requests and approvals.

9. General Policy

9.1. The Association is generally inclined towards approving handbills and materials but may reject them for any of the following reasons:

9.1.1. The proposed material violates University of Regina policies on Student Conduct.

9.1.2. The proposed material is not compliant with municipal, provincial, or federal legislation or bylaws.

9.1.3. The proposed material discriminates against a protected class.

9.1.4. The proposed material is a direct political advertisement.

9.1.4.1. Material merely involving political persons, such as MPs, Ministers, or similar groups, are not to be discriminated against by section 9.1.4.

- 9.1.4.2. Material made for the purpose of student politics, such as URSA elections, are not to be discriminated against by section 9.1.4.
 - 9.1.5. The physical dimensions of the material are excessive.
 - 9.1.6. The event advertised by the handbill is farther out than the allowed duration of the material's hosting.
 - 9.1.7. The material serves no purpose beyond commercial advertisement.
 - 9.1.8. Other reasons not covered here which are to be justified to the executive and the general council in the report of the Vice-President of Student Life.
- 9.2. Handbills which are approved may be torn down if:
 - 9.2.1. The event of the handbill has already occurred.
 - 9.2.2. If they are found covering another approved handbill.
 - 9.2.3. They have damaged the poster board.
 - 9.2.4. There is already a handbill identical in composition or purpose affixed to the same board
- 9.3. Handbills posted in advance by Ratified Campus Groups by virtue of their ratification, as outlined in Section 6.4. may be removed by The Association's officers of this policy if the officer has reason to believe such posters contravene this policy or any other applicable policies, bylaws, or laws.
- 9.4. Approval for posters may be sought by emailing the Vice-president of Student Life, with the following details contained:
 - 9.4.1. The group that is presenting this request,
 - 9.4.2. A description of the purpose of the handbill
 - 9.4.3. A digital image of the handbill
 - 9.4.4. The date and time, of any events which the handbill advertises, and

9.4.5. Any additional information as requested by the Vice-President of Student Life.