

HERKIMER COUNTY COMMUNITY COLLEGE BOARD POLICY

TITLE: Posting Policy

POLICY #: CR 24-3

DATE OF BOARD OF TRUSTEES APPROVAL: October 16, 2024

RESOLUTION #: 24-3

POLICY STATEMENT: It is the policy of Herkimer College to ensure that recognized student organizations, college programs, departments, and units that want to share information about upcoming events and activities can do so through various means of communication, including flyers and posters.

Rationale

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

Applicability of the Policy

This policy sets forth the requirements for all student organizations, college programs, departments, and units recognized by Herkimer College that wish to post items on campus general-use bulletin boards. This policy does not apply to bulletin boards that are reserved for specific departments, offices, or organizations whereby posting generally requires permission of that group. This policy also applies to residence halls which are governed by the Herkimer County Community College Housing Corporation.

For policy on entities and individuals who wish to use Herkimer College facilities for other than approved college-sponsored academic, administrative, and extra-curricular activities, please refer to Facilities Use Policy.

Procedures

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 students may contact for reasonable accommodations. Promotions for events not sponsored by Herkimer 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 Herkimer College.

As a service to students, faculty, staff and the college community, the Center for Student Leadership & Involvement will post all materials on bulletin boards located throughout the campus. To advertise for a campus event on the College bulletin boards, the following steps should be taken: 1) flyer should be designed that announces campus event, including what it is, the time, date and place; 2) a copy of the flyer should be brought to the Center for Student Leadership and Involvement or the Housing Director for locations on Housing Corporation property for approval; 3) staff will review and if approved, the flyer is stamped and posted by the College. All flyers posted without approval will be taken down.

Prohibited posting activities include without limitation: posting of promotional flyers or leaflets on doors, windows, trees, light poles, vehicles, bus stops, indoor and outdoor walls and in elevators; promotion of events that advertise alcohol or drugs or any event that violates the law and/or the Herkimer College code of conduct; chalking of buildings, sidewalks, or roadways; any promotional material not endorsed by a student organization, university program, department and/or unit.

Items posted that do not follow the policy guidelines will be removed. Repeated violations will result in a loss of posting privileges and possible disciplinary action.

Contacts

Questions related to the daily operational interpretation of this policy should be directed to the Director of Student Activities.

Related Documents / Policies

Facilities Use Policy

BACKGROUND: The State University of New York (SUNY) is committed to preparing for protests, heightened divisions in the national political climate, and their paramount commitment to student safety and maintaining campuses that are free from harassment and discrimination. This policy sets forth SUNY's campus policy and ensures a shared understanding of strategies to deliver on the College's core mission for supporting a safe and inclusive climate.