

Poster Policy of the University of Regina Students' Union

1. Purpose.

- 1.1. URSU strives to provide members and non members with space to promote on and off campus activities. URSU wishes to ensure that the promotion of events is done in a safe, equitable, respectful, and non-discriminatory manner. This policy is meant to clearly define a chain of responsibility to ensure that all materials posted on URSU space will be appropriate and whenever possible, non-offensive.

2. Terms of Reference.

- 2.1. On campus organizations shall include all clubs, PAC and non-PAC societies, recognized by the URSU policy on campus groups; and all University of Regina departments, faculties, federated colleges, and other arms of the University of Regina.
- 2.2. Off-campus and commercial organizations shall include any and all organizations not covered above.
- 2.3. Individuals will include any student from campus or person from the community at large.
- 2.4. Posters shall include any notice or document for display or advertising that any organization or individual wishes to post on bulletin boards under the jurisdiction of URSU within the University of Regina premises.

3. Statement of Principles.

- 3.1. All posters approved by URSU or posted in URSU space must not be in violation in the Saskatchewan Bill of Rights, the Canadian Charter of Rights and Freedoms, all University of Regina By-laws, and all applicable municipal, provincial, and federal laws.
- 3.2. Posters, which may be perceived as being discriminatory, offensive, or exploitative on the basis of gender, sexual orientation, age, race, class, religion, creed, ancestry, country of origin, ethnicity, or other grounds shall be deemed to be in violation of this policy, and therefore will not be permitted to be posted in or around URSU space.

4. Procedures.

- 4.1. All posters being placed on URSU space shall be subject to the following procedures:

- 4.1.1. Stamp – All posters must be stamped with the official and current stamp of the Students' Union of the University of Regina. Stamps will be authorized only by the Students' Union and issued by an Executive Committee member. Posters will be returned to those wishing to post them within 24 hours of being received, stamped or unstamped.
 - 4.1.2. Sponsorship – All posters must clearly indicate the name of the sponsoring organization or group before a stamp will be authorized.
 - 4.1.3. Photocopies – Upon approval of a poster URSU will keep one copy for its own records. Photocopying of the original stamp will not be allowed and will constitute grounds for the removal of the poster.
 - 4.1.4. Size – No poster shall be larger than 11 inches by 17 inches unless permission is granted by the executive council or URSU.
 - 4.1.5. Time – Postings shall be limited to a maximum of one month, with the expiry date being the day after the event is held. Or, in the case of non-event posters, one calendar month after the posters are initially authorized.
 - 4.1.6. Locations – Posters and banners are not to be attached in any manner to walls, floors, or ceilings. The Lazy Owl Bar and Grill is exempt from these standards, but permission for postering in The Lazy Owl must be obtained from the bar manager.
 - 4.1.7. Overlapping – Organizations, associations, or individuals putting up posters will not be allowed to cover posters already present. If a poster is outdated or unstamped, this poster may be removed to make room for a new poster.
 - 4.1.8. Staples or Tape – No poster shall be fixed to a bulletin board by staples or tape. Any poster affixed in this manner shall be removed. All posters shall be affixed to bulletin boards by thumb tacks or stick pins.
 - 4.1.9. Amount – Individual students shall be entitled to five posters per event. Student groups shall be entitled to 25 posters per event.
- 4.2. Off-Campus Commercial Organizations
 - 4.2.1. Shall be limited to one posting/event per month.

4.2.2. Shall be limited to five posters per event.

5. Enforcement.

- 5.1. Enforcement of the poster policy lies with:
 - 5.1.1. The Vice President Student Affairs,
 - 5.1.2. The Executive Committee,
 - 5.1.3. The Board of Directors,
 - 5.1.4. The Students' Union Staff.
- 5.2. The ultimate responsibility is with the Vice President Student Affairs of the Students' Union.
- 5.3. Violation or contravention of the guidelines outlined in the poster policy will result in disciplinary action toward the offender or group, including:
 - 5.3.1. Removal of posters and formal indication of same,
 - 5.3.2. Permanent denial of authorization, upon the third offense, and
 - 5.3.3. Legal action and use of the University of Regina Bylaws on non-academic misconduct as required.
- 5.4. Regarding the Students' Union staff:
 - 5.4.1. All employees in a position to approve posters shall be given a copy of this policy and all new employees shall be briefed with the policy by a member of the Executive Committee or the Vice President Student Affairs.
 - 5.4.2. URSU shall from time to time, when it is felt necessary, by the Board of Directors or the Executive Committee, employ a student part-time in order to enforce this policy.

6. Appeals.

- 6.1. Disputes involving denial/approval of posters shall first be referred to the Vice President Student Affairs, who shall make a decision outlined in this policy.
- 6.2. An official appeal form can be obtained from the URSU Front Desk or downloaded from the URSU website.

- 6.3. The decision of the Vice President Student Affairs may be appealed to the Executive Committee. The grievor shall be able to present to the executive committee, and the executive committee shall conduct an investigation of the dispute before rendering a decision.
- 6.4. The final step in the appeals process is to go to URSU's final decision making body, which is its Board of Directors. Appeals to the Board of Directors must be submitted in writing to the Chairperson, who shall report said appeal to the Board of Directors at the first meeting after the receipt of the appeal.