



Policy Title:	Campus Posting
Document #:	4105
Effective Date:	9/5/24
Category:	Student Affairs
Responsible Office:	Student Affairs

This policy applies to: Students, Employees, Affiliated Entities, Visitors

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Summary:

SUNY Adirondack encourages expressions of free speech and permits the distribution of printed material for noncommercial purposes by student organizations, college programs, departments and divisions, in a manner which does not compete with the ongoing programs or regular business of the College and is in accordance with College policy and the Code of Conduct found in the Student Handbook.

The 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.

Policy:

Individuals, organizations or groups may share information about upcoming events and activities are able to do so through various means of communication, including, but not limited to, flyers and posters 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 does not apply to residence halls or other College-managed housing, which are governed by the Adirondack Housing Association.

Entities and individuals who wish to use SUNY Adirondack facilities for other than approved college-sponsored academic, administrative, and extra-curricular activities, should refer to Facility Use policy #3603 and requirements in the space rental license agreement.



Materials will comply with current laws regarding libel defamation, obscenity, fair labor relations, and other applicable laws.

Acceptance of monetary donations for such material is prohibited.

Anyone who interferes or competes with ongoing programs during regular business of the College while distributing materials may be charged with an infraction of the appropriate section of the Code of Conduct.

The College does not assume any obligation or responsibility for the content of material distributed.

Definitions:

Affiliated Entities. Per the Board of Trustees Policy Manual Section 9.1 - 9.3, the purpose, relationship, responsibility and agreements between the SUNY Adirondack Foundation, Faculty-Student Association and the Adirondack Housing Association, are outlined.

College. Use of this term explicitly refers to Adirondack Community College and/or the College's legal acceptable short name, SUNY Adirondack.

Employee. Any person who works for the College for wages, salaries or stipends including part-time and full-time faculty, staff and administrators. Excludes consultants such as instructors for the Office of Continuing Education. Students who are also employees will, in most instances, be categorized for purposes of the as a student. The Associate Vice President for Human Resources will make the determination based on the situation presented.

Student. Any individual who is currently, or has formerly taken, courses at SUNY Adirondack, full-time, part-time, credit and non-credit.

Other Related Information:

SUNY Adirondack Board of Trustees Policy Manual, Section 8 General: 8.12 Campus Posting
[N:/Policies, Processes, and Procedures/Board of Trustees/Board of Trustees Policy Manual/Section 8 General Policies.pdf](#)

Facility Use Policy # 3603
[N:/Policies, Processes, and Procedures/Facilities Use and Management/3603 Facility Use.pdf](#)

Student Handbook
<https://www.sunyacc.edu/documents/student-handbook>

Processes and Procedures:

Any individual, organization or group desiring to distribute printed material at the College must obtain advance approval from the Director of Student and Residential Life, or their designee. Approval to distribute printed material will not be based on the content of the printed material. Approval is required only to assure noninterference with the ongoing programs or regular business of the College.



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 individuals may contact for reasonable accommodations. Promotions for events not sponsored by SUNY Adirondack 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 SUNY Adirondack.

Items are to be posted only on general-use bulletin boards identified for this purpose

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 Code of Conduct; chalking of buildings or roadways; any promotional material not endorsed by a student organization, college program, department and/or division.

Postings may not be placed over current/valid postings of other organizations, and students are prohibited from removing or tearing down current/valid postings of other organizations. Multiple postings in the same location are prohibited.

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.

Any denial of the distribution of printed material may be appealed to the Vice President for Enrollment and Student Affairs within fifteen (15) days of the denial.

Forms:

N/A

Authority:

Authority to Approve: Vice President for Enrollment and Student Affairs
Responsible for Oversight: Dean for Student Affairs

History:

This is the first Campus Posting policy. This policy was approved by the President on 8/29/24.

Review:

Annually in July.

Appendices:

None.
