

POSTER CODE BYLAW

SCHEDULE A: BYE LAW 6

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1. POSTERS

- 1.1. Posters may be used to promote across campus for the following groups:
- 1.2. Junior Common Rooms;
- 1.3. Affiliated Students' Union Societies;
- 1.4. Affiliated Students' Union Sports Teams;
- 1.5. Students' Union Officers;
- 1.6. Candidates in Students' Union Elections;
- 1.7. University Departments, as agreed by the Vice President Campaigns and Communications.

2. ADVERTISING

2.1 Posters should remain specific to each group and not an advertising medium for external bodies. Posters that contradict this may be deemed commercial by the Vice President Campaigns and Communications.

3. LOCATION OF POSTERS

3.1. The groups listed above may ONLY poster on the notice board areas of the Spine and pillars in Alexandra Square and outside Grizedale & Pendle College, except pillars where poster cases exist.

3.2. Posters should not be posted on buildings, windows, white spine pillars, on the wooden walkway leading to south west campus or on University signage under any circumstances.

3.3. Posters must not be posted upon any floor, both internal and external, in the University.

3.4. Non-commercial promotional material is only permitted in kitchens and residential corridors with the explicit permission of residents. No commercial promotional material is permitted in any kitchens or residences.

3.5. All posters deemed commercial may only be displayed in the Students' Union poster boards, booked through the Students' Union Marketing Department. Any posters in breach of this will be removed by the Students' Union or University Facilities.

3.6. There will always be spaces on pillars left available in Alexandra Square for student groups to a level agreed by the Students' Union and University Facilities.

3.7. New poster code and e-screen usage bylaw will be discussed in University Facilities meetings and signed off by the Students' Union and University Facilities to ensure 3.6. is always met.

4. RULES OF POSTERING

4.1. The following rules govern the posting of posters on campus:

4.1.1. All posters must be properly secured with sellotape. They must not be pasted or stapled.

4.1.2. No more than a total of 20 posters may be posted for any event, except for Students' Union elections or with the express permission of the Vice President Campaigns and Communications.

4.1.3. All posters shall feature the name of the specific postering group as a primary piece of information. Information about third parties including names and logos should be secondary and less prominent.

4.1.4. Each poster must have a visible expiry date, at least 2cm high, upon it, which can be no more than two weeks from the date of posting.

4.1.5. Must have a visible English translation.

4.1.6. No poster shall use offensive language, attack named individuals or groups in the University or break Students' Union policy (i.e. it may not be sexist, racist, homophobic etc).

4.1.7. Any legitimate non-commercial group wishing to poster in designated areas may remove posters that have expired.

4.1.8. In the event of any group postering over or removing posters that have not expired, a complaint should be made to the Vice President Campaigns and Communications who will then investigate the matter further. The Vice President Campaigns and Communications may remove any offending poster or authorise any other person to do so.

4.1.9. Offenders may be fined £5.00 per every offending poster. Fines are to be determined by the Vice President Campaigns and Communications with the option for appeal under the complaints procedure.

4.1.10. All posters will be removed at the end of Welcome Week, end of election periods and end of terms. Posters may be cleared at other times at the request of the Vice President Campaigns and Communications and advance warning will be given.

5. REVIEW

5.1. Upon completion of the Design the Spine project a document will be produced to assist groups in advertising through more digital channels.