

## POLICY ON THE DISPLAY OF POSTERS

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**Effective Date:** October 7, 2002

**Originating Office:** Office of the Secretary-General

**Supersedes /Amends:** December 14, 1998

**Policy Number:** SG-1

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### SCOPE

This policy applies to the display of posters at Concordia University. Postings on academic or administrative unit departmental bulletin boards, as well as bulletin boards under the sole jurisdiction of a recognized student association, are not regulated by this policy.

### DEFINITIONS

In this policy:

“poster” means any printed material or display that announces activities or events, conveys information about clubs or other organizations, or serves a similar purpose;

“designated area” refers to notice boards provided by the University which are under the jurisdiction of the Dean of Students.

### PURPOSE

The purpose of this policy is to regulate the display of posters according to the following criteria:

- a. that individuals, groups and organizations be able to publicize relevant activities and events at the University;
- b. that the location and method of displaying posters within the University be controlled based on considerations of safety, cleanliness, and equitable access to limited display space;
- c. that while the University is fully committed to promoting and advocating for freedom of expression, it has a concurrent responsibility to ensure that all of its members can reasonably expect to pursue their work and studies in a safe and civil environment, as outlined in the University’s Code of Rights and Responsibilities (the “[Code](#)”).

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### POLICY

#### Approval of Posters

1. The only offices which can authorize posters are the recognized umbrella student organizations: CSU, GSA, AEGIC, CACS, ASFA and FASA. Student groups that fall under these umbrella organizations must have their posters approved by them.
2. All other groups and individuals must receive approval from either the CSU or GSA offices.
3. Only posters announcing activities to be held at the University or which are of special interest to the University community and are sponsored by a legitimate University group, shall be approved for display. Posters by any other group, whether internal or external, shall not be approved and, if displayed, shall be removed without further notice.
4. Commercial posters by external organizations shall not be permitted.
5. Each poster must be stamped with an expiry date. It is the responsibility of the sponsoring organization to remove their posters after the expiry date.
6. All authorizing offices shall have common guidelines regarding the approval of posters.
7. In order to meet the requirements of relevant municipal and fire safety by-laws, posters shall only be displayed within designated areas. Posters displayed outside these areas, whether approved or not, shall be removed.
8. Posters bearing any symbol, notice or sign deemed to be discriminatory in accordance with the Québec Charter of Human Rights or the [Code](#) shall not be approved and if displayed shall be removed.
9. Normally, no more than seventy-five (75) posters shall be authorized for any group.
10. Normally, posters will not exceed the size limit of 11" by 17".

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11. The hanging of banners from the Mezzanine of the Hall Building shall be booked through the CSU but authorized by the University Fire Safety Officer as to the requisite fire-retardant material.

### Exceptional Postering

12. Any recognized student association or organization or University academic and administrative department may, in certain circumstances, display posters in greater numbers than permitted by this policy and in locations other than designated areas. These circumstances include, but are not limited to: student elections, referenda and special events of importance to student association constituencies or the University community as a whole.
13. The University Fire Safety Officer shall authorize any exceptional postering because of the need to ensure that it meets all relevant municipal and fire safety by-laws. He or she will ensure that fair and equitable procedures are in place. These shall be communicated to the recognized umbrella student organizations and the Dean of Students' Office.
14. The University Fire Safety Officer shall also be responsible for publishing a list of prohibited areas for postering.

### Materials

15. Postering on surfaces other than designated areas shall be permitted only when adhesives that do not damage those surfaces are used.
16. Under no circumstances will stickers, decals, glue or any other such permanent adhesive be affixed to wall postering material. In all cases, costs associated with the removal of this material will be passed on to the concerned individual, group or association.
17. Banner material must be inflammable or fire-retardant.

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### Monitoring

18. Indoor areas of the University shall be checked periodically by employees of the Security Department, Custodial Services, the Environmental Health & Safety Office and the Dean of Students' Office. Any individual from one of these departments has the authority to remove material that is past the expiry date or otherwise not in conformity with this policy.
19. The Environmental Health & Safety Office may invoke appropriate and relevant safety and security concerns in deciding that certain posters should be removed immediately from certain locations.

### Complaints and Appeals

20. Complaints with respect to any decision rendered under the terms of this policy shall be directed to the Dean of Students, who shall attempt to find a successfully mediated resolution to the situation. In cases where this is not possible, the Dean's decision shall be final and binding on all parties concerned.