

Imperial College Union

POSTER POLICY

Passed by Union Council 11th June 2007

Jurisdiction

1. This policy applies to all Union activity, including commercial, welfare and clubs' and societies' activities,
2. The Union, under the Code of Practice with the College, is responsible for student noticeboards along the walkway, and other locations across the College. The Union is also responsible for notices within its own building.

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Authorising posters

3. No unauthorised poster should be put up. Posters are authorised by
 - i. the Sabbatical Officers,
 - ii. the Union Manager and Line Managers,
 - iii. the Clubs and Societies Administrator,
 - iv. Chairs, Captains or Presidents of Faculty Unions, clubs and societies.
4. The persons in 3 may nominate another to authorise on their behalf, but are responsible for their nominee's actions. The President may remove the authority of anyone to authorise or put up posters.

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Rules on posters

5. Those authorising posters should ensure they adhere to the following rules:
 - i. Carry the ICU logo and the words "Imperial College Union".
 - ii. Display the time, date and location of the club event.
 - iii. Name the club or society as a club or society of Imperial College Union.
 - iv. Be no bigger than A2 in size.
 - v. Be in English only or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence.
 - vi. Not contain any offensive language, including implied offensive language.
 - vii. Not contain material that may bring the Union into disrepute or is of a libellous nature.
 - viii. Not contravene the Equal Opportunities Policy.
 - ix. The poster should either advertise a specific event with the date of the event mentioned or advertise the activity generally and include a reasonable expiry date on the poster.
6. When posters are put up they must:

- i. Be put up using blu-tack or an equivalent.
- ii. Not be put up with Sellotape or glue.
- iii. Not be put up closer together than 5 metres apart where there is insufficient space for other clubs or societies' posters.
- iv. Not be put up on glass.
- v. Not be put up over other in-date posters
- vi. Not indicate that an event is open to the general public unless previously agreed by the Union President.
- vii. Be removed within 5 College days of the event being advertised having taken place .

Locations

7. Posters should only be put up in the following locations:
 - i. The Union Building with the exception of the Union Bar, da Vinci's, dB's and the Union Dining Hall
 - ii. The Junior Common Room in the Sheffield Building
 - iii. On the communal noticeboards along the walkway.
 - iv. Basement of Mary's i.e. Bar, corridors, at top of stairs.
 - v. Stairway noticeboards at Mary's, on each floor.
 - vi. Glass notice boards at BMS and in UMO student post room.
 - vii. Reynolds First floor walls and basement walls.
 - viii. Academic departments and halls of residence (see 10).
8. The noticeboard outside dB's on the ground floor foyer is restricted to central Union publicity only. Posters may only be put up there with the permission of the President, his or her nominee, or the Union Manager.
9. The noticeboard outside the Union Dining Hall on the right, on the first floor landing, is restricted to central Union notices, such as minutes, elections and meeting publicity. Posters may only be put up there with the permission of the President.

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Departments and Halls of Residence

10. Posters and publicity in Departments and Halls of Residence shall comply with any rule set by the Head of Department or Warden.

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Silwood and Wye

11. Posters may be put up any areas in Silwood and Wye which are under management control of the Union or used for Union activity. Posters may put elsewhere in compliance with any rule set by the relevant Head of Department or Warden.
12. The Silwood and Wye Executive Committees may make such amendments to these rules, including on content and approval of posters as they see fit for their respective campuses, though not any permitting offensive, disreputable or libellous posters.

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Former Constituent College Unions

13. The City and Guilds College Union, Imperial College School of Medicine Students' Union, Royal College of Science Union, Royal School of Mines CSC and Wye Campus Union Society (hereinafter referred to as "former constituent unions") may replace the Union logo with their crest, and the Union's name with their Union, but either the Union's or the former Constituent College Union's details must be on the poster.

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Private and external posters

14. Members of the College may put up private notices, or notices on behalf of constituent parts of the College. They should follow the normal poster rules (except those requiring use of the Union name and logo).
15. External organisations may only put up posters with the permission of the Union President.

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Election publicity

16. Election posters must be authorised by the Returning Officer. They do not require the Union's name or details of events (unless that particular election requires it). They must not use any College, Union or Constituent College Union insignia, including crests and logos.
17. Elections posters are expected to adhere to the other poster rules above, and any additional ones laid down by the Returning Officer or elections committee.

Declaration

18. Chairs of clubs and societies may be expected to sign a declaration stating that they will adhere to the poster rules as part of their general declaration (see 76.i)).

Enforcement

19. A £5 per poster fine may be issued to the Clubs or Society by the Deputy President (Clubs & Societies) if the Club or Society does not adhere to these poster rules. (<http://www.union.ic.ac.uk/meetings/files/minutes6-364.pdf>)

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Exemption

20. The President may exempt a person or constituent part of the Union from any of these rules, except those requiring use of English and prohibiting offensive, disreputable or libellous posters.

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