

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 2-13

18 August 2009

BULLETIN BOARDS AND POSTING
ON THE CITADEL CAMPUS

1. PURPOSE

The purpose of this policy is to prescribe regulations for advertising, use of bulletin boards, and posting on The Citadel campus. The Citadel and its facilities are deemed to be a "non-public forum," unless otherwise expressly stated herein, for purposes of expressive conduct under the First Amendment to the United States Constitution. This policy is applicable to all users and potential users of Citadel facilities.

2. REFERENCES

26 USC 501 (c) (3) and (4)
S.C. Constitution, Article X, Section 5
S.C. CODE ANN. § 8-13-765 (Law. Co-op. 1976)
S.C. CODE ANN. § 20-7-8920 (Law. Co-op. 1976)

3. DEFINITIONS

A. Campus department: A school, department, division or office of The Citadel. Examples include: the School of Business, the Cadet Activities Department, the Biology Department, the Physical Plant, etc.

B. Commercial sales, solicitations, advertising or other commercial activity: Any activity whose purpose is to inform, induce or encourage individuals or groups to purchase, rent, lease, or use (or not purchase, rent, lease, or use) any goods or services.

C. Student organization: A cadet or student organization that has received official recognition through the Department of Cadet Activities.

4. POLICY

- A. The Citadel prohibits posting of bills, advertisements or other materials on any College property other than in designated areas.
- B. Only students, faculty, staff and recognized Citadel organizations may post on College facilities. Commercial posting by individuals or groups is prohibited unless sponsored by a recognized College organization or unit.
- C. Bills, advertisements or other materials may only be posted on existing bulletin boards. Under no circumstances will any materials be posted directly to a wall, surface, building exterior, tree, or monument, nor may materials be posted to any surface using tape, glue, or other adhesive materials.
- D. Prior to posting any notice, picture, sign, or written or printed material, permission must be obtained from the respective Department Head or Dean, for bulletin boards in academic areas, from the Battalion Tactical Officer, for bulletin boards other than company boards in the barracks, from the Director of Athletics, or his/her designee, for athletic buildings, from the Director of Cadet Activities, for bulletin boards in Mark Clark Hall, from the Director of Staff, for bulletin boards in all administrative areas inside buildings, and from the Vice President for Facilities and Engineering, for all exterior areas.
- E. Individuals or groups are responsible for providing copies of the materials and placing them on the designated boards. Individuals or groups may be required to remove postings not in compliance with this policy. Postings that have expired or do not comply with the requirements of this policy may be removed by College personnel. The cost of such removal may be billed to the sponsoring organization. Until the bill is paid, the sponsoring organization will not be permitted to make any additional postings.
- F. Posted materials may not jeopardize campus safety. Alcoholic beverage consumption may not be the primary message of any posted materials. Materials must clearly promote the activity or event publicized. Postings whose primary purpose is the promotion of commercial goods or services will not be allowed and the name, logo, mark of a commercial entity may not appear as the primary message in any posting.
- G. The maximum size for postings is **11 x 17**. The layout for all postings should be vertical. No material should be placed over existing, approved materials. Individuals and groups posting are responsible for removing their own postings. All postings shall be with tacks; adhesive affixtures are not permitted.
- H. The use of chalk on College facilities is not permitted.

I. The expiration date of all posted materials shall be a maximum of two (2) weeks from the date of approval.

J. Postings or solicitations (commercial and non-commercial) on motor vehicles parked on Citadel property are not allowed.

5. COMPLIANCE

Failure to comply with these policies may result in cancellation of the event and/or disqualification from use of facilities in the future.

6. NOTES

A. Dates of official enactment and amendments:

Approved by the Director of The Citadel Staff on 18 August 2009.

B. Responsible Department

Office of the President

C. Responsible Official

Director of The Citadel Staff

D. Cross References

[Memorandum 6-704, Facility Use Policy](#)
[Memorandum 7-110, Political Activities on Campus](#)

7. RESCISSION

Memorandum 2, Procedures for Posting Notices, Pictures, Signs or Written or Printed Material, dated 14 February 2006, is rescinded.

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ
Colonel, US Army, Retired
Director of The Citadel Staff