

Organizational Event Posting Policies

Indoor on Bulletin Boards

Signs may be posted only on approved bulletin boards. A bulletin board is under the jurisdiction of the college, school, department, or administrative office that maintains it.

Approvers

A student group or organization shall apply to the appropriate college, school, department, or administrative official for permission to use a bulletin board, and shall not use a bulletin board without such permission. Further, each flier/poster the organization wishes to post must be individually approved.

The *Office of Student Life* (Jamail Student Center, 2.110) approves postings for the Jamail Student Center (3), Old Red (1), Mary Moody Northern (1), Marvin Graves Bldg. (1), CSA (1), and Levin Hall (inside North and South Auditoriums only). AFTER receiving Student Life's stamp, authorization for posting in the SAHS/SON building can be obtained through either the SAHS or the SON Student Affairs Office. Both the bookstore and library also approve postings for their own bulletin boards. Each of the above approvers reserves the right to deny any posting if their individual policies are violated.

Student Organization Posting Requirements

For an event poster or flier to be approved by the *Office of Student Life*, the following conditions must be met:

- **Registered Organization**
Student Organizations must have completed their registration paperwork for that period and be in compliance with the Student Life's registration requirements. (These requirements can be found in the Handbook for Registered Student Organizations located at <http://web.utmb.edu/studentlife/sohandbook>.)
- **Contact Person**
Each posting must include the name of the organization (if applicable), a specific contact person, e-mail address, and phone number where that person can be reached.
- **Alcohol**
Regents' Rules prohibit advertising that explicitly states the amount of alcohol provided and drinking contests. Terms such as "keg," "shot," or names of specific drinks are not allowed.
- **Alternative Beverages**
If alcohol will be served and is mentioned on the poster/flier, nonalcoholic (or alternate) beverages must be available and advertised as prominently as alcoholic options.
- **Professional Medical Fraternities ***
Prior to any other office or department granting posting approval for fraternity fliers/posters, the SOM Student Affairs Dean must provide written approval (in the form of a signature or initials along with the department's stamp) on each item. Fliers/posters wishing to be approved must be turned in to the SOM's Director of Student Support Services (G.210D Asbel Smith Bldg) by Friday at 4:30pm. They can then be picked up after 12 o'clock noon on the following Monday and brought to Student Life for our approval.
- **Removal of Signs**
A student or organization shall remove each of its signs not later than 30 days after posting or not later than 24 hours after the event to which it relates has ended, whichever is earlier. At the same time the student or organization shall clean the area around which the sign was posted.
- **Violation of Sign Posting Policy**
All improperly posted signs are subject to removal. Violations of sign posting policy are subject to review, and disciplinary action may be taken against a student organization.

* UTMB's professional medical fraternities include: Alpha Kappa Kappa (AKK), Phi Beta Pi (ΦΒΠ or "Betas"), Phi Chi (ΦΧ), Phi Rho Sigma (ΦΡΣ), and Theta Kappa Psi (ΘΚΨ, TKY, or "Thetas").