Carnegie Mellon University
Student Government Graffiti and Poster Policy

Article I. Purpose and Scope.
A. Carnegie Mellon University is a community where many different opportunities are available outside the classroom. As a result, groups compete for the use of effective advertising space on campus. The purpose of this policy is to help regulate the use of advertising space on Carnegie Mellon University’s Pittsburgh campus.
   1. This policy does not regulate the use of space, for advertising by non-student groups, that is under the direct control of academic or administrative departments of Carnegie Mellon University.
B. When there is a contradiction between this policy and the Carnegie Mellon University Student Body Constitution, Student Government Fiscal Policy, Student Senate Bylaws, or Graduate Student Assembly Bylaws, those documents shall supersede this policy.
C. When there is a contradiction between this policy and the Carnegie Mellon University Joint Funding Committee Bylaws, Committee on Student Organizations Bylaws, Student Government Election Rules, Presidents Cabinet Bylaws, or Activities Board Constitution, this policy shall supersede those documents.

Article II. Constraints on Advertising.
A. Graffiti is not a permissible form of advertising on Carnegie Mellon University’s campus.
   1. Graffiti is defined as any defacement of Carnegie Mellon University property, the defacement of posters hung on campus bulletin boards, and/or the use of drawings or messages in a public space that are libelous in nature or violate the Carnegie Mellon Code.
   2. Graffiti is distinguished from the following non-permanent forms of communication:
      a. Painting the Fence;
B. Permissible forms of advertising on Carnegie Mellon University’s campus include:
   1. Chalking;
   2. Painting the Fence;
   3. Distributing posters and banners.
C. Chalking:
   1. Chalking is defined as the act of writing or drawing messages using chalk.
      a. Chalking is only permitted on sidewalks.
      b. Chalking is not permitted in areas that are not directly exposed to rainfall, including covered sidewalks and vertical portions of outdoor stairs. Chalking of this sort is a form of graffiti.
   2. The use of traditional chalk on campus sidewalks is not a form of graffiti.
      a. The sidewalk chalk used for chalking must be water-soluble and must be removable by the natural elements.
      b. Products such as spray chalk, washable crayons, and other semi-permanent products deemed not removable by the natural elements are considered a form of graffiti.
D. Painting the Fence:
   1. Painting the Fence, a long standing tradition at Carnegie Mellon University, is not considered graffiti.
a. Only paintbrushes may be used for painting the Fence.
b. Spray paint, airbrushes, paint rollers, and similar tools may not be used when painting the Fence. Use of such tools to paint the fence is a form of graffiti.

2. While painting the Fence, all painting materials must be kept within the gravel area surrounding the Fence.
3. Painting spread, spilled, or dripped on anything other than the Fence whether on purpose or by accident, is a form of graffiti.

E. Posters and Banners:
1. Definitions:
   a. A poster is defined as a flyer, notice, or other printed material that is intended to disseminate information to the campus community.
   b. A banner is defined as any poster hung on the outside wall of Doherty Hall, facing the Fence.
   c. Active posters and active banners are defined as posters and banners (respectively) that either list events that have not yet occurred, or that have no effective event date.

2. Posters are not permitted on doors, walls, and/or windows at Carnegie Mellon University.
3. Student Government at Carnegie Mellon University maintains several bulletin boards around the Pittsburgh campus.

   a. The locations of these bulletin boards are listed in an appendix to this policy. It is the responsibility of the Student Senate Campus Life Committee to keep the contents of this appendix up-to-date and to ensure that student organizations have access to this list.

4. Carnegie Mellon University recognized groups, organizations, academic and administrative departments, and students are permitted to post active posters on Student Government bulletin boards provided the following criteria are met:
   a. The posted items do not exceed a size of 11” x 17”;
   b. The name and contact information of the sponsoring Carnegie Mellon University recognized group, organization, department, or member of the campus community is clearly indicated on the poster, unless that poster has been registered with the Graffiti and Poster Policy Administrator via the Student Senate Campus Life Committee and/or the Graduate Student Assembly Vice President of Campus Affairs;
      (i) In such cases, said registration information shall be used solely for purposes of enforcement of the constraints in this policy;
   c. There is a maximum of one (1) active poster per event, per bulletin board location;
   d. New posters are not posted over other active posters;
   e. The posted items are removed from bulletin board locations no more than seven (7) days after they are no longer active posters.

5. Groups outside the Carnegie Mellon University community are permitted to post active posters on Student Government bulletin boards provided at least one (1) of the following criteria are met, in addition to the criteria required for Carnegie Mellon University recognized groups:
   a. The group registers with the Student Senate Campus Life Committee;
   b. The group registers with the Graduate Student Assembly Vice President for Campus Affairs;
   c. A Carnegie Mellon University recognized group, organization or department sponsors the outside group, effectively taking responsibility for the outside group’s posters.
(i) In these cases, contact information for the sponsoring group must be included on the posters.

6. Student organizations are permitted to hang banners on Doherty Hall provided their designs are approved by the Student Senate Campus Life Committee, the Graduate Student Assembly Vice President for Campus Affairs, or the Office of Student Activities.
   a. Space for large banners that are hung over the entrance to Doherty Hall can be reserved on a first come, first serve basis, through the Office of Student Activities.
   b. Banners posted on the outside wall of Doherty Hall must be removed within forty-eight (48) hours after the event advertised on the banner. If no event is advertised, the banner must be removed no later than thirty (30) days after its initial posting on Doherty Hall.
   c. A request for the removal of banners hung above the entrance to Doherty Hall must be placed no later than forty-eight (48) hours after the event advertised on the banner. If no event is advertised, the request must be placed no later than thirty (30) days after its initial posting on Doherty Hall.

F. Noting the use of Student Activities Fees:
   1. If one hundred (100) percent of the budget for a student organization, activity or event is financed by the Activities Fee, then all advertising and printed material associated with that organization, activity or event must include the phrase “Funded by your Student Activities Fee”.
   2. If the Activities Fee finances a portion of the budget for a student organization, activity or event, but less than one hundred (100) percent of that budget, then all advertising and printed material associated with that organization, activity or event must include either the phrase “Funded in part by your Student Activities Fee”, or “Funded by your Student Activities Fee”.

Article III. Enforcement.
A. Graffiti and Poster Policy Administrator:
   1. Student Senate shall hire a Graffiti and Poster Policy Administrator, in consultation with the Office of Student Activities.
   2. Weekly Duties of the Graffiti and Poster Policy Administrator:
      a. Remove any item that is not an active poster but that is posted on a Student Government bulletin board;
      b. Remove any item that does not meet the criteria for posting on Student Government bulletin boards and yet is posted on a Student Government bulletin board;
      c. Report all violations of this policy to the Student Senate Campus Life Committee and the Graduate Student Assembly Vice President of Campus Affairs;
      d. Notify any group or individual found in violation of this policy, via e-mail, of that violation, of any fine that has been assessed to them for that violation, and of the process for appealing that fine.

B. Graffiti Violations:
   1. The Graffiti and Poster Policy Administrator shall report instances of graffiti, as defined in this policy, to the Student Senate Campus Life Committee, the Graduate Student Assembly Vice President of Campus Affairs, and the Office of Student Activities.
   2. Disciplinary Recommendations:
a. The Student Senate Campus Life Committee and/or the Graduate Student Assembly Vice President of Campus Affairs are permitted to make a recommendation to the Office of Student Activities and/or Facilities Management Services regarding disciplinary action to be taken against a group or individual deemed responsible for an instance of graffiti.

b. In cases where Student Government Recognized organizations are responsible for instances of graffiti, as defined in this policy, the Student Senate Campus Life Committee and/or the Graduate Student Assembly Vice President of Campus Affairs are permitted to make a recommendation to the Vice President for Organizations, on behalf of Student Senate and/or the Graduate Student Assembly (respectively), regarding disciplinary action to be taken against the group.

c. Any such recommendation must be reported immediately to both Student Senate and the Graduate Student Assembly, and may be overridden by way of a majority vote at a meeting of either Student Senate or the Graduate Student Assembly.

C. Postering Violations:

1. The Graffiti and Poster Policy Administrator shall report violations of the criteria for Student Government bulletin board usage, as defined in this policy, to the Student Senate Campus Life Committee and the Graduate Student Assembly Vice President of Campus Affairs.

2. An offense is defined as the sum of violations by a single group or individual that are included in a single report.

3. For the first offense, during an academic year, reported by the Graffiti and Poster Policy Administrator for a particular group or individual, the Graffiti and Poster Policy Administrator shall also communicate a warning to the relevant group or individual. This warning shall include details regarding any actions the group or individual needs to take, as well as information regarding the consequences of future offenses.

4. For any offense reported by the Graffiti and Poster Policy Administrator, for a particular group or individual, beyond their first offense during an academic year, the Graffiti and Poster Policy Administrator shall communicate the following information to that group or individual:
   a. Details regarding the reported offense;
   b. Actions the group or individual needs to take in order to rectify the situation;
   c. Details regarding the consequences of the offense;
      (i) This shall include the assessment of a $5 fine for every violation of the criteria for Student Government bulletin board usage that is included in the reported offense.
      (ii) At the discretion of the Student Senate Campus Life Committee and the Graduate Student Vice President of Campus Affairs, this may include the suspension of the privilege to use Student Government bulletin boards.
   d. Details regarding the payment of accrued fines;
   e. Details regarding the consequences the group may face if they fail to pay their accrued fines within thirty (30) days of this communication;
   f. Details regarding the method for appealing the assessment of a fine or the suspension of posting privileges.
5. Groups and/or individuals who do not either pay or appeal their accrued fines within thirty (30) days of learning of their fine shall have their privileges for use of Student Government bulletin boards suspended until their fine is paid.

6. All money collected through the payment of fines shall be used for payment of the salary of the Graffiti and Poster Policy Administrator.

7. Groups and/or individuals who have been assessed a fine for violations of the criteria for Student Government bulletin board usage, or who have had their privilege to use Student Government bulletin boards suspended, may appeal those consequences at a meeting of Student Senate or the Graduate Student Assembly. Only Student Senators may present appeals at Student Senate meetings, and only Graduate Student Assembly Representatives may present appeals at Graduate Student Assembly meetings. In other words, to present their appeal, the relevant group or organization must convince at least one member of Student Senate or the Graduate Student Assembly that their appeal is worth hearing.

   a. Fines and/or the suspension of privileges shall be overturned by way of a majority vote at a meeting of either Student Senate or the Graduate Student Assembly.

   b. A particular appeal may be presented to both Student Senate and the Graduate Student Assembly, but it may only be presented to each group once.

   c. Appeals must be scheduled with Student Senate and/or the Graduate Student Assembly within thirty (30) days of the date when the Graffiti and Poster Policy Administrator communicates to the relevant group or individual regarding their offense.

D. Groups and/or individuals who commit three (3) isolated offenses within one (1) academic year shall have their postering and chalking privileges suspended for no less than thirty (30) days.

   a. The Student Senate Campus Life Committee, the Graduate Student Assembly Vice President of Campus Affairs, and the Student Body Vice President for Organizations are jointly responsible for assessing further discipline for continued violation of this policy.

Article IV. Override & Amendment.
A. Override:
   1. Approval of a requested override of this policy requires a majority vote of approval at a meeting of Student Senate and a majority vote of approval at a meeting of the Graduate Student Assembly.

B. Amendment:
   1. Amendment of this policy requires a two-thirds (2/3) supermajority vote of approval at a meeting of Student Senate and a two-thirds (2/3) supermajority vote of approval at a meeting of the Graduate Student Assembly.

   2. A record of all amendments to this policy must be kept, by the Constitutional Advisor, as an appendix to this policy.

C. The appendix to this policy listing the bulletin boards under the control of Student Government is not considered a part of this policy, and therefore needs no approval from either Student Senate or the Graduate Student Assembly to be updated or altered.

Adopted by Student Senate: October 29th, 2009.
Revised version adopted by Student Senate: April 7th, 2010.
Adopted by the Graduate Student Assembly: April 7th, 2010.
Appendix A: Locations of Student Government Bulletin Boards
Updated: April 7, 2009.

Doherty Hall
Next to rooms 1112 and 1209
Inside of room 1212
Outside of rooms 2210 and 2315

Margaret Morrison
On the left and right stairwells off of the main entrance
Outside of room 212A

Wean Hall
4th, 5th, and 7th floors, to the right of the elevators
5th floor lobby
5200 corridor
6200 corridor

Baker Hall
Next to room 155
Next to room 40
Next to room 143
Next to the Dep. of Statistics on first and second floors

Porter Hall
Both sides of the hall near rooms 125C and 126C
Near room 226C
Outside of Gregg Hall (Porter 100)

Hunt Library
First floor stairwell

Hamerschlag Hall
Main hallway on B level

University Center
Bulletin Boards in the University are not under the control of Student Government. To post posters in the University Center, submit two posters to the Information Desk in the University Center.
Appendix B: Locations of Student Government Bulletin Boards

What follows is a record of all amendments to this policy that were adopted by Student Senate and the Graduate Student Assembly after April 7th, 2010.

April 6, 2011:
All references to notification “in writing” changed to notification “via e-mail” – for the sake of clarity.

December 7, 2014
Article II.D.3 Added a clause to clarify the term “graffiti”