

**Carnegie Mellon University**  
**Student Government Graffiti and Poster Policy**

**Article I. Purpose and Scope.**

- 5    **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.
- 10    **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.
- 15    **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.

20    **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*.
- 25    **2.** Graffiti is distinguished from the following non-permanent forms of communication:
- a.** Painting the Fence;
- b.** Chalking on Carnegie Mellon University sidewalks.
- B.** Permissible forms of advertising on Carnegie Mellon University's campus include:
- 30    **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.
- 35    **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.
- 40    **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:
- 45    **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.
- 50 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.
- 55 4. Those painting the Fence will be liable for cleanup of all resources used in painting the Fence, and will be held responsible for any items not cleaned up, or cleaned up in an inappropriate manner.

**E. Posters and Banners:**

1. Definitions:
- 60 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.
- 65 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.
- 70 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:
- 75 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 Chair and/or the Graduate Student Assembly Vice President of Campus Affairs;
- 80 (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;
- 85 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:
- 90 a. The group registers with the Student Senate Campus Life Committee;

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- b. The group registers with the Graduate Student Assembly Campus Affairs Committee;
  - 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.
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- 6. Student organizations are permitted to hang banners on Doherty Hall provided the Office of Student Activities approves their designs.
    - a. Notification of such requests for banner approval received by the Office of Student Activities shall be sent to the Student Senate Campus Life Committee and the Graduate Student Assembly Campus Affairs Committee.
    - b. Space for large banners that are hung over the entrance to Doherty Hall will be allocated on a first come, first serve basis, through the Office of Student Activities.
    - 105 c. 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.
    - d. 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.
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- F. Noting the use of Student Activities Fees:
- 115 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".
  - 120 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.

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- 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 and Graduate Student Assembly.
    - 2. Weekly Duties of the Graffiti and Poster Policy Administrator:
      - 130 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 Chair and the Graduate Student Assembly Vice President of Campus Affairs;
      - 135 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:**

- 140 1. The Graffiti and Poster Policy Administrator shall report instances of graffiti, as defined  
in this policy, to the Student Senate Campus Life Chair, the Graduate Student Assembly  
Vice President of Campus Affairs, and the Office of Student Activities..
- 145 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.
- 150 b. In cases where Student Government Recognized organizations are responsible for  
instances of graffiti, as defined in this policy, the Student Government Executive  
Committee shall be responsible for assigning disciplinary action. The Student Senate  
Campus Life Committee and/or the Graduate Student Assembly Campus Affairs  
Committee are permitted to make a recommendation to the Student Government  
Executive Committee, on behalf of Student Senate and/or the Graduate Student  
Assembly (respectively), regarding disciplinary action to be taken against the group.
- 155 i) For recommended disciplinary categories and potential actions to consider,  
refer to Appendix B.
- c. In cases where a Non-Student Government Recognized Organization or Individual is  
found responsible for instances of graffiti, as defined in this policy, the Student  
Government Executive Committee shall be responsible for assigning disciplinary  
action as possible, or referring details of the incident in line with the University  
Disciplinary process.
- 160 d. 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.

165 **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 Campus Affairs Committee.
- 170 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.
- 175 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:
- 180 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;

- 185 (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.
- 190 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 postering privileges.
- 195 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.
- 200 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.
- 205 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.
- 210 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.
- 215 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.
- 220 a. The Student Government Executive Committee is responsible for assessing further discipline for continued violation of this policy.

#### **Article IV. Override & Amendment.**

##### **A. Override:**

- 225 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:**

- 230 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.
- 235 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.

240 Adopted by Student Senate: October 29<sup>th</sup>, 2009.  
Revised version adopted by Student Senate: April 7<sup>th</sup>, 2010.  
Adopted by the Graduate Student Assembly: April 7<sup>th</sup>, 2010.  
Revised by Student Senate and the Graduate Student Assembly: April 6<sup>th</sup>, 2011.

## Appendix A: Locations of Student Government Bulletin Boards

Updated: *April 7, 2009.*

245

### **Doherty Hall**

Next to rooms 1112 and 1209

Inside of room 1212

Outside of rooms 2210 and 2315

250

### **Margaret Morrison**

On the left and right stairwells off of the main entrance

Outside of room 212A

255

### **Wean Hall**

4th, 5th, and 7th floors, to the right of the elevators

5th floor lobby

5200 corridor

6200 corridor

260

### **Baker Hall**

Next to room 155

Next to room 40

Next to room 143

265

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

270

Outside of Gregg Hall (Porter 100)

Near bottom of main stairwell on the A level

### **Hunt Library**

First floor stairwell

275

**Hamerschlag Hall**

Main hallway on B level

280

**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.

To ensure that you have the current version of this policy please visit <https://stugov.andrew.cmu.edu/policies/>

285 **Appendix B: Recommended Categories of Graffiti Violation Infraction and Disciplinary Actions**

**Non-Permanent Graffiti**

290 Includes graffiti that can be cleaned by hand, for example chalk on the back of staircases, but that cannot be washed away naturally.

Action recommended could include requiring the organization clean up the graffiti.

**Permanent, Non-Damaging Graffiti**

295 Includes graffiti which cannot be cleaned by hand easily, but that does not damage the underlying material. Examples include paint spilled on the sidewalk, paint spilled inside of buildings, or any infraction that would involve Facilities Management Services for proper cleaning.

300 Action recommended could include having the organization pay the Facilities Management Services fee from non-Student Activities Fee funds or suspension of future right to poster or paint the fence.

**Permanently Damaging Graffiti**

305 Includes instances of damage to University property resulting from an organization's actions, such as pieces being removed from the Fence, damaged poster boards, or other violations of community standards through damage of property.

310 Action recommended could include a deferral of disciplinary action to be assigned through the University Disciplinary process.

**Appendix C: Amendments to the Student Government Graffiti and Poster Policy**

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

April 6, 2011:

All references to notification "in writing" changed to notification "via e-mail" – for the sake of clarity.

320 December 7, 2014

Article II.D.3 Added a clause to clarify the term "graffiti"