



College of The Albemarle Procedure

Procedure Number: 2.3.6.2

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Title: Bulletin Boards/Posting/Distribution or Displays on Campus

Related Policy: 2.3.6 College Publications

Division of Responsibility: Communications and Marketing

Throughout this procedure, the term “bulletin boards” refers collectively to both physical bulletin boards and digital monitors used to communicate College-approved information and announcements.

- A. Campus bulletin boards are provided for employees and recognized student organizations. For purposes of this Policy a "recognized student organization" is defined as an organized student group that is recognized by the Student Government Association. One community bulletin board in each building of each campus may be designated for the approved display of non-college-related publications or materials. Only materials from not-for-profit organizations will be considered for approval to be posted on designated community bulletin boards.

Faculty or staff wishing to request the use of an available bulletin board must submit a request through the College’s internal ticket system prior to assignment of the board. The request should include the location of the desired board, intended use, and proposed posting(s). The request must be approved by the employee’s immediate supervisor (for staff) or the appropriate dean (for faculty) before the board is assigned and posting authorization is granted by the Office of Communications and Marketing.

Designated bulletin boards will be available for student clubs and organizations. Club/organization materials may also be posted on the general bulletin boards located throughout COA locations as approved by the Office of Communications and Marketing. Bulletin boards are managed by assigned liaisons who assist with posting approved materials.

Requests for use of available bulletin boards and request for approval of materials for posting shall be submitted via a ticket through the College’s Help Desk.

- B. The use of campus bulletin boards by recognized student organizations or College employees is subject to the following general regulations:
1. All materials posted on campus bulletin boards must be directly related to College programs, events, clubs or services except for those boards designated for non-college-related displays.
 2. All posted materials must: a) be clear and legible; b) include the sponsoring club or College program/division/department name; c) include the date; and d) provide current contact information.



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3. Posted materials shall not include language that is obscene, offensive, discriminatory, or harassing; or language that: a) incites criminal conduct; b) constitutes a clear and present danger; or c) causes a substantial disruption in the College's business operations.
 4. All notices must be posted on a bulletin board. No notice, advertisement, document, or signage of any kind may be affixed to any building, wall, window, door, street, sidewalk, traffic sign, campus signage, light post or pole, trash can, staircase, railing, tree or other vegetation, or any other part of the campus. Campus bulletin boards are the sole designated location for posting communications except for campus closing notices, public meeting notices and other communications that must be accessible to the public when facilities are closed.
 5. Flyers may remain on a bulletin board for three weeks or two business days after the event or service advertised has ended, whichever is sooner. It is the responsibility of the recognized student organization or College employee to remove its advertisement in a timely manner.
- C. Any violation of these provisions shall result in the immediate forfeiture of the privilege of using campus bulletin boards and possible disciplinary action.
- D. The director of communications and marketing may establish liaisons within the College who are knowledgeable of the approved use of bulletin boards and who will assist with monitoring the boards for appropriate use. The liaisons will notify the director of communications and marketing of any misuse of the boards so it may be addressed accordingly.
- E. Distribution and display of publications or written materials that are not college related are subject to the following regulations:
1. All publications and materials submitted for distribution or display shall be approved by the director of communications and marketing. If approved, the publications and materials will be made available, depending on the intended audience, in the student common areas or employee mailroom, in a location specifically for distribution and display of non-college materials.
 2. The director of communications and marketing shall not discriminate on the basis of viewpoint in granting or denying permission to distribute or display publications and materials.
 3. While materials will not be screened for viewpoint, the College shall prohibit the distribution or display of any publication or material that (a) is vulgar, indecent, or obscene; (b) contains libelous statements, personal attacks, or abusive language, such as language defaming a person's character, race, religion, ethnic origin, sex, family status, or disability; (c) causes or clearly threatens to cause a material and substantial disruption of a college activity; (d) encourages the commission of unlawful acts or the violation of lawful college regulations;



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- (e) is inappropriate for minors under the age of 18; (f) contains information that is inaccurate, misleading, or false; or (g) advertises any product or service not permitted to minors by law.
4. Any individual or organization wishing to distribute or display non-college sponsored or related publications or materials must submit the information to the director of communications and marketing, along with the name, phone number and email of the requesting individual.
- F. The College reserves the right to remove flyers and signage without notice if it is outdated or does not adhere to this Policy.

June 13, 2023

November 3, 2025

November 3, 2025

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision