

Monash Student Association (Clayton) Inc • Reg No A0036131Z • ABN 20 147 061 074 •
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Approved by Monash Student Council Executive on 2/9/2003 · Approved by C&S Executive on 1/9/2003

Amendments to the document passed by Monash Student Council on 4/3/2005 – Approved by C&S Executive on 11/2/2005

Amendments to the document pending by Monash Student Council and C&S Executive

Postering Policy

AUTHORISATION

All posters must be authorised by the Monash Student Association (Clayton) Inc. (MSA) before they are put on poster pillars/noticeboards. Placing unauthorised posters on a poster pillar/noticeboard will result in the posters being removed and the offending organisation being charged the cost of cleaning plus the cost of reprinting any posters that they covered over.

Clubs affiliated with the Clubs and Societies division (C&S) of the MSA are not required to have their posters authorised, but **must clearly display a notice of affiliation on all posters** stating “<Club Name> is affiliated with **MSA Clubs and Societies**”. This may be printed on the poster itself or, alternatively, a label containing the notice may be attached.

No posters which are racist, sexist, homophobic or militaristic will be permitted.

Non-profit organisations and organisations that the MSA is affiliated to must seek poster authorisation from the MSA as described below, but are generally guaranteed authorisation.

All other organisations must take posters to the MSA reception desk to be approved by the MSA President. No more than 70 posters will be authorised at one time.

PLACES TO POSTER

1. Outside Poster Pillars

Limited to:

- 3 posters per club, department, MSA campaign. theatre production. external organisation (A2 size or less), OR
- 1 poster per club, department, MSA campaign, theatre production (A1 size)

The “top third” (ie: of A2 height) of outside poster pillars are reserved exclusively for MSA Departments and Divisions (excluding C&S).

MSA departments and Divisions (only, excluding C&S) may wrap around the top of outside poster pillars only if using A2 posters or smaller. MSA departments and Divisions (excluding C&S) using the top third of poster poles must still obey the “Posting Over Other Posters” section below.

2. Other Authorised Noticeboards

Including:

- On the sides of stairwells and other general noticeboards in the campus centre building
- In the Rotunda
- End of the escalators in the Menzies building
- Outside engineering
- In computer laboratories
- Law basement
- Science area

Limited to:

2 posters per board (up to A2 size)

3. Dedicated Noticeboards

Including:

- MSA Activities boards
- MSA noticeboards
- C&S noticeboards
- Club noticeboards
- Departmental notice boards

These boards can only be used by the ‘owner’ or with their permission.

POSTERING OVER OTHER POSTERS

In order of priority, clubs and departments may poster over:

1. Unauthorised posters
2. Out of date material
3. Individual posters (when space is not available)
4. Material from clubs/campaigns/organisations with more than the allowed number of posters
5. Materials from bodies that are **not** C&S/Monash Sport Clubs, MSA departments, MSA/NUS campaigns or MSA Activities.

Posting over current authorised club of MSA material by a club or MSA department (or their respective representatives) is an act of misconduct, and will result in a disciplinary action.

POSTERING FEES AND CHARGES

1. Individual Students

Individual students are not liable for any fees or charges relating to the poster pillars so long as they follow the above regulations and are only placing personal notices (eg. Wanted ads, room for rent, wanted to sell, tutoring notices). Any notices that fall under these categories do not need to be authorised.

2. C&S/Monash Sport

Clubs that follow the above regulations are not liable for any fees or charges. If a club posters over current MSA Activities, MSA departmental or other club material where they could realistically have posted elsewhere will be liable to pay the cost of reprinting the material they posted over. Clubs that use illegally use staples or glue on outside poster pillars are liable to pay the labour cost of removal.

3. MSA departments

MSA departments that follow the above regulations are not liable for any fees or charges. If an MSA department posters over current MSA Activities, MSA departmental or C&S/Monash Sport clubs material where they could realistically have posted elsewhere will be liable to pay the cost of reprinting the material they posted over. MSA departments that illegally use staples or glue on outside poster pillars are liable to pay the labour cost of removal.

4. External (non-MSA organisations)

The advertisement fee will be \$300 (inc. GST) for 70 posters (up to A2 size) or 35 posters (A1 size), and includes the placement of posters by MSA Activities. Authorisation is as stated at the beginning of this policy.

Any external organisation that places unauthorised posters on the poster pillars will have their posters removed or covered up, and will be liable for the cost of removal plus the cost of reprinting any posters that they covered up.

PLEASE NOTE: Posters larger than A1 size will not be accepted.

To have your posters authorised please contact:

- MSA Activities (9905 1510, activities.msa@adm.monash.edu.au) or
- MSA Reception (9905 3138, msa@adm.monash.edu.au).