

FCSL Flyer Policy

This legislation is intended to regulate the use and distribution of flyers throughout FCSL and its facilities. The recent lack of documented regulation has caused an overflow of flyers upon various areas of school grounds. As a result of this unchecked overflow, certain parts of the FCSL facilities have taken on a disorderly appearance. Through this proposed legislation, we hope to remedy this disorderly appearance and provide continuity in regards to flyers and their distribution upon FCSL facilities.

I. Definitions
   a. Poster/Flyer - a notice, bearing a name, direction, warning, or advertisement, that is displayed or posted for public view
   b. Stamped - to impress with a particular mark, as to indicate approval
   c. Event - something that occurs in a certain place during a particular interval of time
   d. Posting - to affix

II. Flyers in General
   a. Requirements
      i. Flyers may be no larger than 1.5ft x 1ft
      ii. Each individual flyer must be “stamped” by the Front Desk Receptionist
      iii. The Front Desk Receptionist must record the name of the person posting the flyer as well as the name of the person responsible for removing the flyer
      iv. The Front Desk Receptionist must also record the date the flyer is to be posted, along with the date the flyer must be removed
      v. A flyer may not advertise an event more than two weeks in advance
   b. Posting Flyers
      i. General flyers may only be posted on the left hand bulletin boards located on the 1st floor parking garage entrance to the building, the 4th floor parking garage entrance to the building, and the bulletin board located next to the FCSL gym/fitness area
      ii. Flyers may also be posted on any free standing bulletin board, if room is available
      iii. Flyers are not permitted to be posted in bathrooms, elevators, or the FCSL parking garage/stairwell
      iv. Flyers advertising the same event may not be posted within approximately 50ft of each other
      v. Flyers must be removed within 1 school day after the event in which the flyer is advertising takes place

1 Posting of signage within the LTC is governed by the signage policy located on the LTC website.
c.  Failure to Comply  
   i. Failure to comply with any of the requirement or posting guidelines as specified in subsections (a) and (b) will result in the flyer being removed from its location and disposed of  
   ii. Repetitive failure to comply with these aforementioned requirements may result in a penalty, if necessary  
   iii. The FCSL Administration reserves the right to enforce penalties for repeated non-compliance, as necessary  

III.  Flyers for Student Organizations  
   a. Requirements  
      i. Flyers may be no larger than 1.5ft x 1ft  
      ii. Each individual flyer must be “stamped” by the Front Desk Receptionist  
      iii. The Front Desk Receptionist must record the name of the person/organization posting the flyer as well as the name of the person/organization responsible for removing the flyer  
      iv. The Front Desk Receptionist must also record the date the flyer is to be posted, along with the date the flyer must be removed  
      v. A flyer may not advertise an event more than two weeks in advance  
   b. Posting Flyers  
      i. Flyers may be posted on any free standing bulletin board, if room is available  
      ii. Flyers advertising the same event may not be posted within approximately 50ft of each other  
      iii. Flyers are not permitted to be posted in bathrooms, elevators, or the FCSL parking garage/stairwell  
      iv. Flyers must be removed within 1 school day after the event in which the flyer is advertising takes place  
   c. Failure to Comply  
      i. Failure to comply with any of the requirement or posting guidelines as specified in subsections (a) and (b) will result in the flyer being removed from its location and disposed of  
      ii. Repetitive failure to comply with these aforementioned requirements may result in a penalty if necessary  
      iii. The FCSL Administration and SBA reserve the right to enforce penalties for repeated non-compliance as necessary  

IV.  Administrative Flyers  
   a. Requirements  
      i. Flyers may be no larger than 1.5ft x 1ft  
      ii. Each individual flyer must be “stamped” by the Front Desk Receptionist  
      iii. A flyer may not advertise an event more than two weeks in advance
b. Posting Flyers
   i. Posting location(s) will be at the sole discretion of the FCSL administration as it deems necessary

V. SBA Election/Candidate Posters/Flyers
a. Requirements
   i. Election Flyers must not be larger than 2ft x 2ft
   ii. Election Flyers must not contain false or misleading statements
   iii. Election Flyers must not, directly or indirectly, contain negative commentary or criticism towards other campaigns
   iv. Election Flyers do not need to be time-stamped
   v. No other campaign/candidate shall remove or deface any other flyer posted by another campaign/candidate

b. Posting Flyers
   i. Election Flyers can only be posted on the Sunday prior to 14 days to the opening of the polls
   ii. Election Flyers may remain posted throughout the voting period but not within 100 ft of the voting polls
   iii. All Election Flyers must be taken down within 24 hours following the close of polls by 5pm

c. Posting locations
   i. Posting locations are limited to the following:
      1. Atrium windows
      2. Glass areas adjacent to the elevators on the front side of the building on the second, third, fourth and fifth floors
      3. All posting locations must adhere to one flyer every 25 ft.
   ii. Flyers are strictly prohibited from being posted in/on:
      1. Elevators
      2. Bathrooms
      3. FCSL parking garage/stairwell
      4. FCSL student/faculty/staff vehicles
      5. And any other area not specified in the allotted posted areas (refer to Art V.(c)(i))
   iii. Flyers representing the same campaign or candidate may not be posted within approximately 25ft of one another
   iv. Flyers must be removed within 24 hours of the close of the polls

d. Failure to Comply
   i. Any ignorance or misinterpretation of the policies set forth in Article V will not constitute as grounds for excusal of any violation
   ii. Failure to comply with any of the regulations of Article V may result in a penalty
   iii. The rendering and enforcement of a penalty lies within the discretion of the SBA Election Board and the FCSL administration
VI. Flyers by Commercial Law School Aids
   a. Requirements
      i. Flyers may be no larger than 1.5ft x 1ft
   b. Posting Flyers
      i. These flyers may be posted on the left hand bulletin boards located on the 1st floor parking garage entrance to the building, the 4th floor parking garage entrance to the building, and the bulletin board located next to the FCSL gym/fitness area
      ii. These flyers may be posted in any designated personal commercial advertisement area
      iii. Flyers may also be posted on any free standing bulletin board, if room is available
      iv. Flyers advertising the same event may not be posted within approximately 50ft of each other
   c. Note: This article is intended to apply to such companies as, but is not limited to, Kaplan PMBR, BarBri, LexisNexis, and Westlaw

VII. Flyers by Non-Students and/or Non-FCSL Faculty/Administration
   a. Requirements
      i. Flyers by non-students and/or non-FCSL Faculty/Administration will not be allowed anywhere on the FCSL campus
   b. Failure to Comply
      i. Failure to comply with any of the requirement or posting guidelines as specified in subsection (a) will result in the flyer being removed from its location and disposed of
      ii. Repetitive failure to comply with these aforementioned requirements may result in a penalty if necessary
      iii. The FCSL Administration and SBA reserve the right to enforce penalties for repeated non-compliance as necessary