

NOTICEBOARDS POLICY



Effective:

1 January 2018

Review:

October 2018

Approved By:

MAWSA Executive

Person(s) Responsible:

- (1) Executive holding Advertising Portfolio
- (2) Media Manager
- (3) All staff and executive

Purpose:

- 1.1 Massey at Wellington Students' Association (MAWSA) is responsible for public noticeboards around the Wellington campus, the purpose of which are to communicate relevant information to the student body.
- 1.2 This policy aims to
 - a) ensure that important and relevant information is clearly available to students
 - b) avoid over-saturation in terms of the quantity of notices and overall content of noticeboards
 - c) ensure that noticeboards are maintained in a systematic and regular fashion

Scope:

- 2.1 This policy applies to all noticeboards which are maintained by MAWSA.
- 2.2 A current list of these noticeboards shall be kept by the Media Manager and made available to staff, executive and the public.
- 2.3 All MAWSA noticeboards shall have a label designating them as such displayed on or above the noticeboard.
- 2.4 This policy does not include:
 - a) The Clubs' noticeboard, located outside the Library, which is maintained by the Clubs' Development Coordinator.
 - b) The MAWSA noticeboard, located left of the entrance to Campus Co-Lab, which is maintained by the Creative Director.
 - c) Departmental noticeboards or any noticeboard not displaying a MAWSA label.

Procedure:

- 3.1 Noticeboards are free to use for affiliated clubs, Massey University staff and students for non-commercial purposes only.
- 3.2 All posters must display a MAWSA stamp. Posters can be stamped by any MAWSA staff member during business hours. Any poster not displaying a stamp will be removed.
- 3.3 All external organisations, or students wishing to use the noticeboards for commercial purposes, must contact the advertising team (advertising@mawsa.org.nz) to negotiate rates.

- 3.4 No poster is to be stamped if it:
- Is larger than A3 size
 - is for any external event or organisation who does not have a current advertising contract
 - is deemed to be offensive to a reasonable person, including obscene language or sexual content
 - promotes antisocial or illegal behaviour
- 3.5 No poster is to be placed over any MAWSA promotional material, including but not limited to posters for events, advocacy services or elections.
- 3.6 In most instances, it is the responsibility of the advertiser to put up posters.
- 3.7 Posters may only be placed on designated MAWSA noticeboards using drawing pins. No posters are to be put in elevators, windows, doors, walls or anywhere else.
- 3.8 All posters must be put up in a neat and tidy fashion.
- 3.9 Continued non-compliance with the above regulations (after one warning) may incur a penalty fee of up to \$10 per poster.
- 3.10 Posters will be removed on the last day of every month, unless an event date is clearly displayed, in which case the poster shall be removed immediately following the event.
- 3.11 MAWSA promotional material will take precedence on all noticeboards at the discretion of the Media Manager or executive. This means that on occasion noticeboards may be stripped without notice.
- 3.12 MAWSA will endeavour to put posters back up but will not be held responsible if this does not happen.

Responsibilities:

- 4.1 The executive member holding the advertising portfolio will be responsible for checking the noticeboards once a week and rearranging them to ensure important information is most clearly visible.
- 4.2 The executive member holding the advertising portfolio will be responsible for clearing the noticeboards on the last business day of each month.
- 4.3 The Media Manager will have the authority to use discretion with regards to Section 3.4.
- 4.4 All staff and executive are collectively responsible for taking action to ensure that the noticeboards are well presented and adhere to this policy as issues arise.

Quick reference guide:

MAWSA	Event & service promotion	First priority
MAWSA Election Candidates	Election campaign materials	Free
Clubs, Societies & Cultural Groups	Event & general promotion	Free
Massey University	Internal (student) communication	Free
Students	Non-commercial (eg exhibitions)	Free
	Commercial advertisements	Advertising rates apply
Community Organisations	eg Council events or campaigns	By negotiation
Other External Organisations	eg Business advertisements	Advertising rates apply