
RATIONALE FOR GUIDELINES

It is standard and acceptable practice at post-secondary education institutions to have a number of bulletin boards available for staff, student and public use. In an effort to keep these bulletin boards accessible and readable, and to prevent a conflict of interest situation, guidelines are required.

The goal of these guidelines is to ensure that Yukon College has an appropriate, consistent, unified and professional image and visual identity, in our communications with students, staff and the public.

BOARD GOVERNING DOCUMENTS

Yukon College Strategic Plan

GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Canadian Human Rights Act

Yukon Human Rights Act

Yukon College Code of Ethics

GUIDELINES

Yukon College is a complex and dynamic institution working with a diverse partnership network, the general public and the student body. The following guidelines apply to Yukon College boards.

1. Bulletin boards at Ayamdigut Campus are overseen by the Student & Infrastructure Support Division at Yukon College.
2. Bulletin boards at the Community Campuses are managed by the Campus Coordinator.
3. Boards are either identified as a “public bulletin board” or are managed by a specific division or department.
4. If a board has been assigned to a division or department, **ONLY** the division/department is responsible for and permitted to post information on that board. No handwritten notices are permitted by College departments. All boards must appear current, professional and organized.
5. Hate messaging is prohibited. Decisions on the appropriateness of material will be at the sole discretion of Yukon College.
6. Public bulletin boards will be updated on a bi-weekly basis by Welcome Centre staff.

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7. All of Ayamdigut's public notices are required to be approved and date-stamped with the day of receipt by the Welcome Centre on the main floor of Ayamdigut.
 8. Signs will be removed: 1) if not date-stamped; 2) if the event promoted by the sign has passed; or 3) if space is limited, if the stamped date is over two weeks old.
 9. Size of posters and notices must not exceed 11" by 17".
 10. College marketing campaigns are not permitted on the public bulletin boards for more than two weeks.
 11. On public bulletin boards, internal posters and notices from staff and students will always have priority over posters or notices from external groups and individuals.
 12. Yukon College reserves the right to not post or remove any poster or notice that does not align with institutional values. Notices and posters from external groups and individuals should not expect to be posted without prior evaluation.
 13. As per Administrative Services Policy AS-09 on the Promotion, Distribution or Sale of Products or Services on College Premises: "Promotion or advertising of goods or services on College premises by commercial organizations is generally prohibited".
 14. Posters and notices are not permitted to be taped or stapled to the wall.
 15. The Yukon College Employees Union bulletin board, Yukon College Student Union bulletin board, and all Campus Housing boards are exempt from this process document.
 16. Bulletins may not contravene governing legislation and relevant documents as noted above.

AUTHORIZATION

Approved by the President  (signature)

On Jul 8, 2019 (date)