

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### **Flyer Posting and Today@Southwestern Submission Policy for Student Organizations**

**Administrative policy approved September 9, 2024. Effective immediately.**

**Revision history: None; new policy.**

**Related policies: Policy on Alcohol and Other Drugs; Political Activity Policy**

**Scheduled Review Date: May 2025 (Student Affairs Office)**

#### **A. Overview**

Southwestern Law School encourages SBA-chartered student organizations (also referred to as “recognized student organizations”) to share information about their programs, services, events, and other activities. This policy is designed to guide recognized student organizations about how to prepare and seek approval of flyers that can be posted on campus and how to submit information to Today@Southwestern, an email sent to the campus community most weekdays during the fall and spring semesters.

#### **B. Approval Process**

1. A recognized student organization must contact [events@swlaw.edu](mailto:events@swlaw.edu) to request a date, time, and room (if an in-person meeting) for a proposed event.
2. After Events confirms the date, time, and location, the recognized student organization may develop a flyer, Today@Southwestern message, or both using the guidelines in Section C.
3. An organization representative should submit the draft flyer or message, along with the email from [events@swlaw.edu](mailto:events@swlaw.edu) approving the event, to the Student Affairs Office ([studentaffairs@swlaw.edu](mailto:studentaffairs@swlaw.edu)) for review.
4. The Student Affairs Office may approve the draft, request changes, or decline to approve the draft flyer or message.
5. If the Student Affairs Office approves the flyer, the recognized student organization may make copies and bring them to the Student Affairs Office to

request an approval stamp. If the Student Affairs Office approves the message, it will include it in Today@Southwestern for a reasonable time period.

6. A recognized student organization may post up to 9 flyers for any event.
7. The Student Affairs Office will ensure that the flyer copies presented match the approved draft. If they do, a Student Affairs Office representative will place an original stamp on each copy. The recognized student organization may not make copies of flyers with the original stamp.
8. The Student Affairs Office will not photocopy or print flyers.
9. The Student Affairs Office will remove flyers after the event.

### **C. Guidelines**

1. Any flyer or Today@Southwestern message promoting an event must include the name of the sponsoring recognized student organization(s) and the event date, time, and location (whether on campus, off campus, on Zoom, or hybrid).
2. Recognized student organizations can post approved flyers only in the Westmoreland building, as follows:
  - a. on the bulletin boards between each elevator door;
  - b. on the second-floor bulletin boards on the second floor; and
  - c. in the recognized student organization's designated space (if applicable) on the second floor.
3. Flyers may not be posted in the Bullocks Wilshire Building, the Residences, or in any classroom or courtroom.
4. Flyers must not exceed 8 ½" x 11".
5. The Student Affairs Office may refuse to approve flyers or messages for various reasons; a non-exhaustive list includes flyers or messages:
  - a. not submitted by a recognized student organization;
  - b. that contain inaccurate information (e.g., the date or school name is incorrect); and
  - c. that contain material that is not protected by the First Amendment, such as material that
    - i. is defamatory;
    - ii. is obscene according to current legal standards;
    - iii. that constitutes a genuine threat or harassment; or
    - iv. is directed to incite and likely to incite imminent lawless action.

**D. Policy Revisions**

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.