

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Flyer Posting and Today@Southwestern Submission Policy for Recognized Student Organizations

Administrative policy approved September 9, 2024. Effective immediately.

Revision history: Technical edits made June 2025.

Related policies: Policy on Alcohol and Other Drugs; Political Activity Policy; Student Bar Association and Recognized Student Organizations Policy

Scheduled Review Date: May 2027 (Student Affairs Office)

A. Overview

Southwestern Law School encourages student organizations chartered by the Student Bar Association (Recognized Student Organizations) to share information about their programs, services, events, and other activities. This policy provides guidance to Recognized Student Organizations on preparing flyers for campus posting and submitting announcements to Today@Southwestern, a campus-wide email distributed on most weekdays during the fall and spring semesters.

B. Flyers

A Recognized Student Organization must contact events@swlaw.edu to request a date, time, and room (if an in-person event) for a proposed event. After the Events team approves the event and confirms the event details, the Recognized Student Organization may develop a flyer using the guidelines below.

1. Approval process

- a. A representative of the Recognized Student Organization must submit the draft flyer, along with the email from events@swlaw.edu approving the event, to the Student Affairs Office (SAO) at studentaffairs@swlaw.edu for review.
- b. The SAO may approve the draft, request changes, or decline to approve the draft flyer.

- c. If the SAO approves the flyer, the Recognized Student Organization may make up to nine copies and bring them to the SAO to request an approval stamp.
- d. The SAO will ensure that the flyer copies presented match the approved draft. If they do, a SAO representative will place an original stamp on each copy. The Recognized Student Organization may not make copies of flyers with the original stamp.
- e. The Recognized Student Organization may post up to nine flyers for any event after each copy has been stamped by the SAO.

2. Guidelines

- a. Recognized Student Organizations may post approved flyers only in the Westmoreland building, as follows:
 - i. on the bulletin boards between each elevator door;
 - ii. on the second-floor bulletin boards on the second floor; and
 - iii. in the Recognized Student Organization's designated space (if applicable) on the second floor.
- b. The SAO will not photocopy or print flyers.
- c. Any flyer promoting an event must include (i) the name of the sponsoring Recognized Student Organization(s), (ii) the event date, time, and location (e.g., on campus, off campus, on Zoom, hybrid, etc.), and (iii) the following language: "Open to all students in the Southwestern community."
- d. Flyers must comply with the requirements of the related policies identified at the top of this policy.
- e. The SAO will remove flyers after the event. The SAO reserves the right to remove any flyer at any time and for any reason.
- f. Flyers may not be posted in the Bullocks Wilshire Building, the Residences, or in any classroom or courtroom.
- g. Flyers must not exceed 8 ½" x 11".

C. Today@Southwestern

A Recognized Student Organization must contact events@swlaw.edu to request a date, time, and room (if an in-person meeting) for a proposed event. After the Events team approves the event and confirms the event details, the Recognized Student Organization may develop a Today@Southwestern message using the guidelines below.

1. Approval process

- a. A Recognized Student Organization representative must submit the message, along with the email from events@swlaw.edu approving the event, to the SAO at studentaffairs@swlaw.edu for review at least one week in advance.
- b. The SAO may approve the draft, request changes, or decline to approve the message.
- c. The SAO will include approved messages in Today@Southwestern for a reasonable period. The SAO reserves the right to remove any message at any time and for any reason.

2. Guidelines

- a. Any message promoting an event on the Today@Southwestern email blast must include the name of the sponsoring Recognized Student Organization(s) and the event date, time, and location.
- b. Please refer to the Today@Southwestern [Template and Example](#) in the Marketing and Communications Resource Module on the SAO Canvas page for more specific guidelines.

D. Content and Submission Standards

The SAO reserves the right to deny approval of flyers or messages for a variety of reasons. Reasons for denial may include, but are not limited to, the following:

1. Submissions that are not from a Recognized Student Organization;
2. Submissions that contain inaccurate information (e.g., the date or school name is incorrect);
3. Submissions that include content not protected by the First Amendment, such as material that:
 - a. is defamatory;
 - b. is obscene according to current legal standards;
 - c. that constitutes a genuine threat or harassment; or
 - d. is directed to incite and is likely to incite imminent lawless action.

E. Policy Revisions

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