



## **POSTER STANDING ORDER**

### **SECTION 1: OVERVIEW**

- 1.1 The SMUSA Poster Standing Order regulates the display of posters in the Designated Area within the SMU Concourse (“Designated Area”), as indicated in Annex A.

### **SECTION 2: ELIGIBILITY FOR DISPLAYING POSTERS**

- 2.1 Only SMU students, faculty, staff and tenants are eligible to display posters in the Designated Area.

### **SECTION 3: PROCEDURE FOR POSTER DISPLAY APPLICATIONS**

- 3.1 Any person or entity who wishes to display poster(s) in the Designated Area must complete and submit the Prescribed Form, which can be found at <https://forms.gle/8RkwkQgwkoYuUbr36>.
- 3.2 The Prescribed Form must be submitted at least seven working days prior to the date on which the applicant wishes to display the poster(s).
- 3.3 The SMUSA Honorary General Secretary (**HGS**) may reject any application if the poster(s) sought to be displayed if it is in his opinion obscene or offensive or otherwise inappropriate to be displayed in the Designated Area.
- 3.4 The SMUSA HGS will communicate his decision to approve or reject an application in writing to the applicant’s email address as stated in the Prescribed Form.
- 3.5 The SMUSA HGS may, in approving an application, impose such terms and conditions as he may think fit, including conditions as to –
- (a) the parts of the Designated Area where posters must not be displayed;
  - (b) the removal, within such period after the last day on which the poster can be displayed as is specified in the communication of approval, of every poster authorised to be displayed;

- (c) the type of posters authorised to be displayed;
- (d) the way posters may or must not be displayed; and
- (e) the maximum number and size of posters authorised to be displayed.

3.6 Any poster displayed must also be affixed with a stamp/sticker issued by the SMUSA HGS or Deputy General Secretary (DGS) bearing SMUSA’s official mark.

**SECTION 4: MANNER IN WHICH POSTERS MUST BE DISPLAYED**

4.1 Posters can only be hung from the display line at the Designated Area with **metal clips**.

4.2 No adhesive materials (e.g., blue tack) should be used.

**SECTION 5: REMOVAL OF POSTERS AND PENALTIES FOR NON-COMPLIANCE**

5.1 The Honorary General Secretary or any person so authorised by him may obliterate, destroy or remove any poster which is displayed in contravention of any of the provisions in this Standing Order or of any term and condition contained in the communication of approval issued under Section 3.

5.2 Violation of the rules in this Standing Order will **automatically** result in the applicant getting banned from putting up posters. The strike system is as follows:

<b>Strike</b>	<b>Penalty</b>	<b>Duration</b>
<b>1</b>	Ban	2 weeks
<b>2</b>	Ban	1 to 3 months (Incremental)

**SECTION 6: APPEALS**

6.1 Any person or entity who wishes to make an appeal against any decision of the SMUSA HGS or penalty meted out under this Standing Order may lodge an appeal in writing to the SMUSA HGS at [secretary@sa.smu.edu.sg](mailto:secretary@sa.smu.edu.sg).

6.2 All appeals must be lodged within three working days of the date on which the decision sought to be appealed against was made or the penalty sought to be appealed against was meted out.

6.3 The result of any appeal is final and binding on the person or entity making the appeal.

## **SECTION 7: MISCELLANEOUS**

- 7.1 Any power conferred on the SMUSA HGS under this Standing Order may be exercised by the SMUSA DGS.
- 7.2 If there are any queries or disputes over the Standing Order, you may contact the SMUSA HGS at [secretary@sa.smu.edu.sg](mailto:secretary@sa.smu.edu.sg) or the SMUSA DGS at [a.secretary@sa.smu.edu.sg](mailto:a.secretary@sa.smu.edu.sg).
- 7.3 Any person or entity wishing to display posters outside the Designated Area should contact the office in charge of the space in which the posters are sought to be displayed. For instance, if the space in which the posters sought to be displayed is within a school building, approval should be sought from the General Office of the school.

## ANNEX A: LOCATION OF DESIGNATED AREA



## **TIMELINE OF REVISIONS**

**Version:** 110722 -

**Proposed by:** Ong Ing Khim, Russell (SMUSA Honorary General Secretary)

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