Policy *154* Version 1 *08/01/18*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** | | |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** [***ndsu.policy.manual@ndsu.edu***](mailto:ndsu.policy.manual@ndsu.edu) ***first so that a clean policy can be presented to the committees.*** | |
| **SECTION**: | Policy 154 Distribution of Literature | |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).** | | |
| * Is this a federal or state mandate?  Yes  No * Describe change: Updated Section 7 with correct policy reference and areas to contact for additional information | | |
| 1. **This policy change was originated by (individual, office or committee/organization):** | | |
| * Office/Department/Name and the date submitted – Student Affairs / Mary Asheim * Email address of the person who should be contacted with revisions – mary.asheim@ndsu.edu | | |
| ***This portion will be completed by SCC Secretary (Kelly Hoyt).***  Note: Items routed as information by SCC will have date that policy was routed listed below. | | |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):** | | |
| **Legal Review:** | |  |
| **Responsible Office:** | |  |
| **Senate Coordinating Committee:** | |  |
| **Faculty Senate:** | |  |
| **Staff Senate:** | |  |
| **Student Government:** | |  |
| **Provost:** | |  |
| **President:** | |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to [ndsu.policy.manual@ndsu.edu](mailto:ndsu.policy.manual@ndsu.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

SCC://SCC\_cover\_sheet.doc Revised 11/09/2017

**North Dakota State University  
Policy Manual  
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**SECTION 154  
distribution of literature**

#### SOURCE: NDSU President Rights and Responsibilities of Community: A Code of Student Conduct

1. All individuals or organizations responsible for distribution of literature on campus must be identified on the literature.
2. All individuals or organizations distributing literature will be held responsible for cleaning up all litter resulting from its distribution. Clean-up costs will be assessed to any such person or group which does not clean up all such litter within a reasonable time.
3. Distribution by means involving shouting, pursuing, hawking, or accosting individuals is prohibited, as is any interference with normal University functions or interruption of the free flow of traffic, inside or outside a building.
4. Commercial literature may not be sold or distributed on campus unless the rules governing advertising in the NDSU Policy Section 150, Commercial and Fund-Raising Activities, have been followed. (These rules include prohibiting the placing of leaflets or flyers on cars on the NDSU campus.)
5. Any person or group of persons wishing to distribute literature to the public in the Memorial Union may use the following methods:
6. literature racks located near the Service Center on the main level;
7. contact tables in the main concourse area, available for reservation for up to two-week periods, (a rental fee will be charged for off-campus entities wishing to utilize contact tables);
8. exterior locations as designated by the University. Exterior location distributions are limited to one location for no more than two consecutive weeks per group, with at least five class days between multiple registrations. In times when a large number of requests have been received, the Memorial Union Administrative Office reserves the right to reduce the two week limit to accommodate as many users as possible. Distributor(s) must register in advance in the Memorial Union Administrative Office, at which time the following information will be required.
9. the type, location, date(s), and time of the distribution;
10. a copy of the literature;
11. the name of the organization represented, if any; and
12. the name, address, and signature of the person or a group representative.
13. Literature may not be distributed in classrooms except by permission of the instructor or by registered student organizations at the scheduled meetings or events.
14. Literature may not be distributed in buildings on campus other than the Memorial Union unless it is University or student organization sponsored and complies with building policies. An employee, student or visitor may not solicit or distribute literature to NDSU employees in work areas for matters not related to NDSU business (See [NDSU Policy 700 Services and Facilities Usage](https://www.ndsu.edu/fileadmin/policy/700.pdf)). Literature may not be distributed in classrooms except by permission of the instructor or by recognized student organizations at the scheduled meetings or events. For questions regarding literature distribution within the Memorial Union, contact the Director of Operations. For questions regarding literature distribution within the Residence Halls, contact the Associate Director of Residence Life. For questions regarding literature distribution in other areas, contact the Director of Facilities Management.
15. A poster distribution list of places on campus where notices may be posted is available in the Memorial Union Administrative Office, Room 246. Bulletin boards in buildings on campus are restricted unless a notice on the board states otherwise.
16. Demonstrations   
      
    9.1 The University community is one of inquiry and persuasion. An individual or group may  
     protest, rally or demonstrate provided such protest or demonstration does not disrupt   
     University operations or obstruct physical movement to, from, or within any place on the   
     campus, including University property located off the main campus. While the campus must   
     be open to the free exchange of ideas, the University may limit the time, place and manner   
     of protests, rallies, and demonstrations. All members of the community are expected to   
     conduct dialogues with dignity and courtesy. Organizers and participants must allow other   
     community members freedom of movement on campus and the freedom to engage in the   
     performance of their duties or the pursuit of their educational activities  
      
    9.2 A protest, rally, or demonstration must not interfere with the missions, processes,   
     procedures or functions of the University. Therefore, organizers and participants must   
     recognize and allow the staff and faculty of the University to engage in the performance of   
     their duties, and for students to pursue their educational activities. Impeding or restricting   
     these activities by making noise, blocking entrances or exits from University facilities, or by   
     coercion, intimidation or threats or use of violence is unacceptable.

9.3 Organizers and participants are expected and required to vacate an area or facility of the University when directed to do so by an appropriate official of the University for reasons stated in subsections 9.1 or 9.2 or if there has been a failure to register pursuant to 9.4.

9.4 Any protest, rally or demonstration must be registered with the Memorial Union Administrative Office and University Police prior to the event. Whenever possible, at least 24 hours lead time will be given. The registration process will enable University officials to:

1. Outline and discuss with demonstrators the guidelines necessary to keep the demonstration non-violent and non-disruptive.
2. Plan for the control of possible counter-demonstrations which would infringe upon the rights of the demonstrators or result in violent or abusive action.
3. Identify information similar to section 5.

9.5 If the Demonstration/Parade will involve a public street, applicants may also have to get a City of Fargo Special Event permit. Parades through campus buildings are not permitted, except in the case of a silent march through the Memorial Union.

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HISTORY:   
New July 1990

Amended July 2001

Amended December 2002

Amended April 2005

Amended November 2005

Amended October 2007

Housekeeping September 2015  
Housekeeping August 25, 2017