

working days before the intended use.

- c. The director of the Center for Campus Life may prescribe rules concerning scheduling, maximum sound levels, location and direction of speakers, and other rules to facilitate the use of amplified sound to mediate any conflict with University functions, classes in session, examinations, other nearby activities, and the campus environment.
 - d. The use of amplification equipment for solicitation purposes must conform to all campus grounds use provisions, as well as policies governing solicitation and commercial activities.
 - e. The use of such equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours without written permission from Academic Support and Facilities Resources.
 - f. Sound equipment must not be disruptive, and the volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
 - g. Special events such as dances, pep rallies, ceremonies, or recreational activities that include the use of bands or amplification equipment may be held in approved locations only with prior approval of the Center for Campus Life or Academic Support and Facilities Resources.
 - h. Outdoor dances utilizing sound amplification devices may be held only on Friday and Saturday nights, and must terminate by 1:00 a.m. Bands may use their own equipment at such dances.
3. *Academic Use*
- a. The appropriate use of loudspeakers for official university activities inside academic buildings, or on the campus as a part of the academic instructional program, is determined and approved by the Office of the Provost.
 - b. Permission for use of the victory bells or carillon bells in the towers of the Administration Building must be requested through the Office of the Provost at least one university working day before the time of intended use. Use of the bells must not interfere with the normal functions and programs of the university. See OP 30.21.

display on campus.

C. Solicitations

1. *Jurisdiction:*
 - a. All regulations pertaining to on-campus solicitations by students and registered student organizations shall be administered by the Director of the Center for Campus Life.
 - b. All regulations pertaining to on-campus solicitations by university departments shall be administered by the Office of the Vice President for Fiscal Affairs.
 - c. All regulations pertaining to the off-campus solicitations of ex-students and friends of the university shall be administered by the Office of the Vice President for Institutional Advancement in conjunction with the Texas Tech Alumni Association.
2. *Solicitations are prohibited on the campus except for:*
 - a. Altruistic or charitable projects;
 - b. Scholarship fund drives;
 - c. Service projects;
 - d. Educational or cultural projects having community-wide benefits;
 - e. Membership drives, fund raising projects and canvassing by registered student organizations;
 - f. Governmental agencies (U.S. Postal Service, Armed Services);
 - g. University departments;
 - h. Texas Tech Alumni Association;
 - i. Texas Tech Association of Parents;
 - j. Texas Tech Museum;
 - k. Contract vending machine companies;
 - l. Local newspapers and periodicals;
 - m. Demonstrations of educational, instructional or office equipment.
3. Consignment solicitations by students or registered student organizations will be approved only for departmental authorized educational projects.
4. The regulating offices may grant special permission for solicitation purposes or places not listed above in exceptional circumstances. Permission will not be granted for any registered student organization's activity which promotes the use of alcoholic beverages, promotes sponsorship by Texas Tech University or violates any federal, state and/or local laws and/or university standards, rules and/or policies.
5. If authorized, solicitations are prohibited in university buildings except
 - a. The Student Union and the Barnes and Noble Bookstore (Texas Tech Location) where merchandise is sold under the regulations established by the management of those facilities.
 - b. The residence halls if the solicitation is either conducted entirely within a student's room with the consent of the roommate(s) or in assigned public areas. Sales parties and group demonstrations advertising products are not allowed in lounges, meeting rooms or other public areas without prior approval by the Director of Housing and Residence Life.
6. Requests for permission to solicit are granted for a specified period. To be eligible to solicit, an individual must present current student, faculty, staff or vendor identification and complete the request form provided by the authorizing office. A permit to solicit may be revoked if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
7. Decisions by the Associate and/or Assistant Director of the Center for Campus Life rejecting or revoking permission for students or registered student organizations to solicit may be appealed to the Director of the Center for Campus Life.
 - a. A student or registered student organization desiring to appeal must file a written appeal to the Director of the Center for Campus Life stating the objections to the decision

of the Associate and/or Assistant Director of the Center for Campus Life.

- b. After receiving the appeal, the Director of the Center for Campus Life shall notify the student or registered student organization and the Associate and/or Assistant Director of the Center for Campus Life of the appeal decision within five university working days.
- c. The student or registered student organization may not appeal beyond the Director's level.

D. Advertisements

1. Advertisements by commercial organizations, either as groups or through student representatives, are not allowed on the campus unless they advertise specific registered student organization functions. This implies sponsorship and/or co-sponsorship, which minimally includes, but is not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations. Other exceptions include: established advertising policies of the athletic department, *The Daily Toreador* and *La Ventana* or official university organizations in approved commercial publications, programs or brochures.
2. Individuals and commercial organizations attempting to display or distribute unauthorized materials on campus, or use campus facilities for such activity, will be removed from the campus by the Texas Tech Police and will be subject to appropriate legal action.
3. Advertisement is not permitted on the exterior side of residence hall room doors or within public areas of the residence halls.
4. Amplification equipment may not be used to advertise or promote sales in conjunction with any approved solicitation activity unless authorized in advance by the regulating office.

E. Printed Materials

1. *General Policies*

The following policies apply to the display and distribution of printed materials in all areas of the university campus:

 - a. Only individuals affiliated with the university (i.e., students, faculty or staff) may distribute handbills, leaflets or any other type of printed materials, except as provided by law. Individuals not associated with the university may only distribute printed material as set forth in TTU Operating Policies;
 - b. Signs, banners, posters, and other displays used for freedom of expression activities must be handheld and must remain in the hands of individuals engaged in the expressive activities at all times. The use of signs, banners, posters, and other displays for all other activities must be approved in advance by the appropriate authority.
 - c. Students and registered student organizations do not need prior approval concerning the content or distribution of materials such as leaflets and handbills; however, students may be required to provide student identification upon request;
 - d. Solicitation and Advertising materials must conform with the provisions stated in Section B and C above;
 - e. Student election campaign literature must conform to the procedures established by the Student Elections Commission of the Student Government Association;
 - f. Use of the Texas Tech campus that results in the need to utilize university personnel for litter collection, crowd control, repair/replacement of university property, etc., may necessitate repayment to the university by the responsible party;
 - g. Printed materials may not be placed on vehicles parked in university parking lots or on vehicles in motion without permission of the vehicle owners;
 - h. Printed materials such as handbills and leaflets may not be distributed within University buildings;

- i. Printed materials shall not violate any local, state, or federal law; and
- j. Printed materials shall not include the use of obscenities, libelous statements, or "fighting words," as defined by law;

2. Use of Bulletin Boards

Posters, signs, and announcements may be displayed only on university announcement bulletin boards designated specifically for use by students and registered student organizations. The university announcement bulletin boards may be used only by students, registered student organizations, and university departments. Bulletin boards will be cleared periodically. A list of designated university announcement bulletin boards is maintained in the Center for Campus Life.

- a. Posters, signs and announcements shall not exceed a maximum size of 18"x24";
- b. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs, or promote unauthorized sponsorship by Texas Tech University;
- c. Posters, signs, and announcements shall not violate any local, state or federal law;
- d. Bulletin boards belonging to academic and administrative departments are for official university use only. Posters, signs and announcements may not be displayed without consent of the appropriate department; and
- e. Posters, announcements, banners, cards or other campaign material for any individuals seeking student government office may be posted only in accordance with the rules and regulations of the Student Government Association.

F. Violations

A student or registered student organization violating regulations governing solicitations, advertising and printed materials is subject to the disciplinary sanctions, conditions and/or restrictions outlined in the *Code of Student Conduct*.

PART IX

Code of Student Conduct

The *Code of Student Conduct* at Texas Tech University is administered through Student Judicial Programs and is based on promoting education and a tradition of excellence regarding student behavior. The goal of the *Code of Student Conduct* is that acceptable standards of behavior are communicated to, understood and upheld by the students of Texas Tech University.

Student Judicial Programs encourages and facilitates a university environment where students and student organizations take responsibility for their actions. Through a well-defined student judicial process and the *Code of Student Conduct*, Student Judicial Programs educates students about their rights and responsibilities as members of the Texas Tech University community. In addition, Student Judicial Programs promotes the importance of intellectual development, self-worth, mutual respect, and how we, as members of the university community, interact with each other on a daily basis. Questions of interpretation regarding the *Code of Student Conduct* are referred to Student Judicial Programs. The *Code of Student Conduct* is reviewed every year by the *Code of Student Conduct* Review Committee in conjunction with Student Judicial Programs and the Vice President for Student Affairs. Definitions for terms used throughout the *Code of Student Conduct* are outlined in Part I of the Student Handbook.

A. General Policy

Freedom of discussion, inquiry and expression is fostered by an environment in which the privileges of citizenship are protected and the

PART VIII

Solicitations, Advertisements and Printed Materials

A. General Policy

The primary mission of the university is educational. The university is responsible for promoting and protecting the intellectual and cultural growth and development of the institution and the members of its community. Therefore, solicitations or advertisements and sales, displays or distributions of publications on the campus are not permitted, except as provided below or as provided by law.

B. Definitions

1. Solicitation is requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets or offering other comparable materials and privileges in person or by handbills, posters or similar materials to promote sales.
2. Advertisements are the displays of any items that have, as an integral part of their design, the identification of a consumer product or service.
3. Printed materials are publications, handbills, posters, leaflets and other written matter intended for public distribution, sale or