

ASA Bulletin Boards — Responsibilities

Being allocated a private bulletin board comes with the following responsibilities. If you do not fulfill these requirements, the ASA Executive Board may give you 10 days' notice and then reallocate part or all of your board if the issue has not been resolved.

1. Keep your board filled.

Whether with one large poster or with background sheet(s) of paper, your entire allocated space needs to be covered unless it is in a glass case. On top of any background, it must also have content including but not limited to:

- Group name
- Contact information
- Information about your group's activities, purpose, events, etc.

Additionally, simply covering your board in repeated copies of specific flyer is not sufficient; such boards highly encourage others to put their flyers on private boards.

If your board is in a glass case, then it does not need a complete background but it must still contain content throughout the whole space.

2. Keep your board updated.

Groups are responsible for keeping any time-sensitive information up to date.

3. Maintain the condition of your poster materials.

Repair or replace any parts that become damaged, torn, detached, etc.

4. Remove any posters that are placed on your board without your permission.

Facilities has been instructed not remove any posters from allocated boards, so it is your responsibility to check your board and remove any offending posters. Save the posters and notify ASA Exec by emailing asa-exec@mit.edu.

5. Receive permission from the ASA before making any permanent modifications to your board.

If you want to make a modification, then email asa-exec@mit.edu with your plans and the motivation for the changes.