



**Governance &  
Advocacy Office**



**SAIT STUDENTS' ASSOCIATION**

# **MEDIA ACCESS POLICY**

*CREATED: NOVEMBER 2, 2022*

**Saitsa\***  
SAIT Students'  
Association

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## 1. POLICY STATEMENTS

- 1.1** Saitsa is committed to ensuring transparency, and accountability to the general student body. To achieve this end, Saitsa believes in facilitating media access in Saitsa managed events.

## 2. DEFINITIONS

- 2.1** **Board of Directors, Board, or BOD** shall refer to the Saitsa Board of Directors.
- 2.2** **Event or Saitsa Managed Events** shall refer to any events Saitsa has organized, including Gateway Events, and may include off-campus events at external venues.
- 2.3** **Media Pass** refers to a Saitsa-issued pass that designates an individual as a media representative. Media representatives are required to have their passes visible at all times.
- 2.4** **Media representative** refers to all individuals external to Saitsa that are gathering information to produce and distribute reports on events.

## 3. SCOPE

- 3.1** This policy applies to all individuals external to Saitsa who request media access at Saitsa managed events, interviews with performers or Board members, or to use Saitsa's branding, trademarks, or logos in their publications.
- 3.2** Saitsa's Marketing and Communications Department shall be responsible for processing media access.

## 4. GENERAL MEDIA INQUIRIES

- 4.1** Saitsa requires all media access requests to be submitted to the Marketing and Communications Department a minimum of five (5) business days in advance of the event or Saitsa venue.

## **5. GENERAL RESTRICTIONS**

- 5.1** Media representatives are required to carry their media access pass with them at all times. Failure to provide an access pass may result in expulsion from the event.
- 5.2** Media representatives are expected to follow respectful boundaries of conduct, which includes asking for permission to photograph or record attendees.
- 5.3** Media representatives may only film and take photos at Saitsa events or operations after receiving prior approval from the Manager of Marketing and Communications.
  - 5.3.1** Flash photography at Saitsa managed events is not permitted.
  - 5.3.2** Filming or photographing people with alcoholic beverages is not permitted for events on SAIT campuses.
- 5.4** The number of media representatives in attendance of any given Saitsa managed event are restricted at the discretion of Saitsa. A request for media access does not guarantee granted access.

## **6. BOARD OF DIRECTORS MEDIA INQUIRIES**

- 6.1** In accordance with Saitsa Bylaw 5.12, Board of Directors meetings shall be open to the public.
- 6.2** The Board may move in-camera to preserve the confidentiality of information.
  - 6.2.1** In the event the Board moves in-camera, all guests must excuse themselves until invited back into the meeting. Guests must take all their belongings with them when leaving the meeting.
- 6.3** Guests in Board meetings may not participate or speak during the meeting unless granted permission by the President or Vice President.

## **7. INTERVIEWS**

- 7.1** Saitsa will not allow any interviews without prior written consent from the interviewees.

- 7.2** Interview requests must be received at least 5 business days in advance of the event.
- 7.3** Interviews with any artists or guests of Saitsa managed events may only happen with prior approval from Saitsa.
  - 7.3.1** Interviews will be scheduled in 15-minute timeslots, according to the availability of interviewees. Additional time may be requested and accommodated, according to the interviewee's schedule.
- 7.4** Topics for interviews must be provided in advance.
- 7.5** Saitsa reserves the right to decline interview requests, or reschedule interviews, subject to the availability of interviewees.

## **8. BRAND, TRADEMARK, AND LOGO USAGE**

- 8.1** Requests to use Saitsa's logos, trademarks, or branding must be received by the Marketing and Communications Manager at least one business day before publication. An explanation as to why the logo is being used must be provided.
- 8.2** Saitsa reserves the right to request copies of materials published using its logos and trademarks.

## **9. ENFORCEMENT**

- 9.1** Failure to comply with any of these policies or procedures may result in the following, at the discretion of the Marketing and Communications Manager:
  - 9.1.1** Removal from the event or venue;
  - 9.1.2** Revocation of media access privileges;
  - 9.1.3** Restricted access to future Saitsa managed events;



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