



## Xavier University Policies & Procedures Manual

### Section 5: Financial Administration

#### Policy:

#### 5.1 LOBBYING, POLITICAL AND CAMPAIGN ACTIVITIES POLICY

**Scope:**  
Faculty and Staff

**Responsible Department:**  
Office of Controller

**Approved By:**  
Audit Committee of  
The Board of Trustees

**Last Reviewed Date:** 10/12/2011

#### A. PHILOSOPHY

Xavier University is a private non-profit educational institution governed by Section 501(c)(3) of the Internal Revenue Code, which prohibits "participation in, or intervention in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office." Xavier University neither devotes resources nor urges others to conduct lobby activities on its behalf that would violate guidelines established by the Internal Revenue Service, Department of Education or other state or federal governmental entities ("applicable regulations"). Within these restrictions, Xavier University provides an academic environment which encourages free expression and civic discourse in order to enrich and invigorate the educational experience for all members of the campus community. In order to insure compliance with the restrictions on political activity and lobbying, Xavier University has traditionally enforced a policy which insures compliance with the strictest interpretation of the applicable regulations.

**Lobbying and political activities concerning students and student organizations are addressed in a separate policy.**

#### B. POLICY

Administrative officers, faculty, and staff of Xavier University are free to express their individual and collective political views provided they understand and make clear they are not speaking for or in the name of Xavier University.

## Policy: Lobbying, Political and Campaign Activities Policy

Neither the University's name, the name of any University entity supported in part or whole by University funds, nor University insignia may appear on stationery or any other material used or intended for partisan and/or non-partisan political purposes.

University facilities or resources (including mail distribution services and mailing lists; facsimile, duplicating or photocopying services; communications infrastructure) may not be used by or on behalf of an outside organization or outside individual whose purpose is to further the cause of a candidate, a ballot issue, or a political party. To the extent such services are available for purchase by non-Xavier customers; they may be purchased at the prevailing rates by candidates or parties. No University office should be used as a return mailing address for partisan or non-partisan political mailings.

Funds or contributions for political candidates may not, under any circumstances, be solicited in the name of Xavier University or on Xavier's campus, and University resources may not be used in soliciting such funds.

Lobbying or lobby activities are defined as: engaging in or urging others to engage in contact with an executive or legislative official with regard to governmental policy, action, legislation, programs including negotiation and administration of grants, contracts and loans. Administrative officers, faculty, and staff of Xavier University may only undertake lobby activities after obtaining written approval from their vice president, Office of the General Counsel, or Director of Governmental Relations which approval may be withheld if such officer determines it is not in the best interests of the university. Lobbying does **not** include:

- Broad discussion of social, economic and other policy issues (cannot address merits of specific legislation.)
- Monitoring legislative, regulatory or other activities (unless part of other lobby activity).
- Responding to a request from an executive agency or legislature for information, advice, recommendations or comment.

### **University Sponsored Political Forums or Debates:**

Applicable regulations permit tax-exempt organizations to sponsor political forums or debates provided they are sufficiently non-partisan in nature and are conducted for the purpose of educating voters. Where recognized University organizations sponsor and/or University facilities are used to hold political forums or debates, the following guidelines apply:

1. The agenda for the forum or debate should address issues of significant interest to members of the University community.
2. A non-partisan individual should serve as moderator and ensure that all ground rules are followed.
3. The moderator should state, at the beginning and the conclusion of the program, that the views expressed by the participants are their own and not those of the University, and that sponsorship of the forum is not intended as an endorsement of any particular candidate or issue.
4. Participants should be allotted equal time in which to present their views and ideas. Selection criteria for participation should be non-partisan.

## **Policy: Lobbying, Political and Campaign Activities Policy**

5. Political forums or debates need not include every group, party, or individual seeking election.
6. Requests for space for such forums or debates should be made early enough to allow sufficient time for a meaningful invitation to all prospective participants.

### **Candidates and Campaigning:**

An appearance of a candidate for public office on campus must be for an educational or informational talk to the University community and must be sponsored by a recognized University organization. All such organizations must secure approval at least two weeks in advance through the Director for Government Relations, Office of the President. Such appearances shall be limited to speeches, question-and-answer sessions or similar communications in an academic setting and are not to be conducted as campaign rallies or events.

### **University Sponsored Events:**

University-sponsored invitations and allowances to individual candidates will be rarely approved. The same criteria for invitation and speaking shall be imposed serially as set forth above, which may include allowing some or all candidates for the same office a similar invitation.

### **CONTACTING XAVIER**

Please contact the Director of Government Relations or Office of the Controller with any questions.

### **AUTHORITATIVE SOURCE**

The authoritative source for this policy, and responsibility for its implementation, rests with the Controller.

### **APPROVAL AND REVIEW HISTORY**

Reviewed and approved by President's Cabinet

### **REVIEW CYCLE**

This policy will be periodically reviewed and updated as appropriate.