

# Lawrence University Policy Governing Campus Involvement in Political Campaigns

Lawrence University is committed to the free expression of political views by members of the Lawrence community and values civil discourse and debate seeking understanding as an essential underpinning of a liberal arts education.

At the same time, the University must also comply with the provisions governing its tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code and ensure that activities engaged in by members of the Lawrence community or the University itself do not call into question the University's non-partisan, educational status. This federal statute stipulates that non-profit, tax exempt institutions of higher education are prohibited from participating in, or intervening in, any political campaign on behalf of any candidates for public office.

The following guidelines and restrictions apply to campus involvement in political campaigns.

1. Every member of the Lawrence community has a right to participate or not, as they see fit, in the electoral process; however, a member of the Lawrence community cannot speak for or act in the name of the University in a political campaign or other electoral activity.
  - Lawrence University Community Council (LUCC) provisions stipulate that Lawrence University student organizations may advocate publicly a position on a political issue, provided the organization clearly identifies itself and makes it clear in all public statements that it does not represent or speak for the University.
  - As outlined in the university's Academic Freedom statement (<https://www.lawrence.edu/faculty/resources/academic-freedom>), Lawrence University faculty, as well as invited speakers and performers, may express their views publicly; however, the University may restrict speech that defames, harasses, or infringes a protected right to privacy or confidentiality.
  - Similarly, students, faculty, or staff may freely engage in comment on political issues or public policy as individuals, but must qualify that the opinions expressed are their own and do not represent the official position of Lawrence University.
  - Except as set forth in paragraph 4 below, the University prohibits use of its name, letterhead, or logo for partisan electoral purposes, such as the solicitation of funds or other contributions in support of a political party or candidate or the endorsement of candidates for public office.
2. Lawrence University encourages curricular activities and University-sponsored forums aimed at educating Lawrence students with respect to the political process. Every effort must be made to ensure that appearances on campus of candidates for public office or their political

representatives have a substantive educational purpose, in the form of a question and answer format or individual time with students or student groups, and that such visits not be conducted solely as campaign rallies or events.

- Unless a candidate for public office is of sufficient stature as to warrant an invitation from the Office of the President, hosting of political candidates for educational purposes should generally be left to faculty within academic departments or the appropriate LUCC-recognized student organization or club.
- Candidates for office, including elected officials seeking reelection, that approach the University administration seeking opportunities to appear on campus and address the Lawrence community should be referred to the Office of the President, which will then designate the appropriate LUCC-sponsored organization, academic department, or office to serve as a potential host for the event.
- If a University employee, academic department, or the University itself chooses to invite an individual candidate to speak, every attempt should be made to provide opposing candidates the same opportunity.
- LUCC-recognized student organizations and clubs may use University facilities for meeting, speeches, and events involving candidates for office and political parties. Use of space is subject to approval by building coordinators and such groups must consult with the Dean of Students office on appropriate campus spaces to be used for such activities.
- Off-campus organizations are ineligible for use of campus facilities to engage in partisan campaign activities, unless directly sponsored by a LUCC-recognized student organization.
- Use of University facilities for campaign or party fund-raising activities is prohibited.

3. The following guidelines restrict use of University resources for partisan electoral purpose:

- Use of the campus mail service (other than U.S. mail), University mail or email lists, University-provided offices, supplies, computers, telephones, facsimile machines, or copies, for soliciting votes or campaign fund raising is prohibited.
- Campaign workers, including students, faculty, and staff, are not permitted to engage in person-to-person solicitation of funds through the campus mail or email service. Any mail solicitation must be through the U.S. Postal Service only or personal email accounts (non-Lawrence accounts).
- Members of the Lawrence community wishing to make available political literature in University facilities must obtain permission from the Dean of Students in advance.

- No display or distribution of political campaign materials, such as print or digital posters, notices, handbills, and banners, shall be permitted except as specifically authorized by existing campus regulations on the posting of signs (Student Handbook, General Policies and Procedures: Billboards/Digital Displays)
  - Electioneering, pamphleteering, and the soliciting of votes by representatives of political parties, candidates, or campaign workers is subject to the LUCC regulations addressing general solicitation on campus (Student Handbook, General Policies and Procedures: Solicitation on Campus). Outside entities must obtain advance written authorization from the Dean of Students, LUCC-recognized organizations and individuals representing such groups must follow the process outlined in the Student Handbook. Under no circumstances may such activity impede the general flow of traffic on campus.
4. Contractual requirements of political candidates and/or organizations visiting Lawrence include:
- Events will be open to the public.
  - At least half of available tickets/seats at the event must be made available for Lawrence students, faculty, staff, trustees or special guests identified by Lawrence University.
  - The LUCC president or their designee will introduce all candidates for public office or their political representatives.
  - Lawrence University will be identified with signage that is visible to cameras, including podium plaques or other signage, subject to the approval of the University.
  - In addition to facilities rental fees (available at [go.lawrence.edu/rental-fees](http://go.lawrence.edu/rental-fees)), candidates/campaigns will agree to pay for all costs associated with the event, including police and other security, and payment shall be required in advance of the event. They will also agree to provide evidence of insurance in advance and/or to pay for any physical damage that occurs to Lawrence facilities as a result of the event.
  - The Lawrence University Office of Communications may establish a media headquarters and facilitate contact with local and national news media/reporters.
  - If applicable, Campus Safety will work closely with the Secret Service, local police and event organizers; however, they will not be required to play an active role in dealing with/removing protesters or campaign supporters.
  - Political organizations will assure the safety of Lawrence students, as determined by the Director of Campus Safety and the Vice President for Finance and Administration.
5. The following provisions concerning campus involvement in political campaigns apply:

- Organized voter registration activities, voter education programs, and “get out the vote” drives are exempt from the provisions outlined above, provided no attempt is made to advance or oppose individual candidates for office or a political party or to promote a position on a public referendum or issue up for vote.
- Per an IRS ruling on the subject, partisan editorial activities by *The Lawrentian* or other student publications supported by the University are not restricted.
- Access by candidates to air time on WLFM is permitted, at the discretion of the station manager, provided such access is available to all legally qualified candidates for a public office on an equal basis and is consistent with the limits imposed by the Federal Communications Commission standards.
- The University supports the free expression of political views by members of the Lawrence community, as well as civil discourse seeking understanding, which includes the right of members of the University community to participate in orderly demonstrations and other forms of peaceful protest on campus. As is stated in the Student Handbook ([go.lawrence.edu/studenthandbook](http://go.lawrence.edu/studenthandbook)), “interruption of classes, interference with entrance to and exit from Lawrence University facilities or a scheduled university function, or damage to property” is not permitted.
- The University reserves the right to decline or cancel an event at any time without cause or penalty.