Political Activity Policy

Administrative policy approved November 7, 2022. Effective immediately.

Revision history: None; new policy.

Related document: Political Activity Request Form

Scheduled Review Date: October 2024 (Student Affairs Office and General Counsel's Office)

A. Background

Southwestern Law School is a private institution of higher education whose activities are regulated in part by Section 501(c)(3) of the Internal Revenue Code, which prohibits nonprofit organizations from participating or intervening in any political campaign of a candidate for public office.

proposed by others as, a contestant for an elective public office, whether

at least 45 calendar days before the anticipated event and should allow at least 5 business days for the request to be considered. The President and Dean (Dean) must approve requests from a faculty member or a department to host a political candidate; the Student Affairs Office (SAO) must approve requests from student organizations. The Dean and SAO determination.

The Host must strive to provide all viable political candidates seeking the same office with an equal opportunity to speak at Southwestern. A political candidate is considered viable if

Candidates are also perm

E. Disclaimers and Publicity

When an event that is political in nature has been approved, the following can serve as a template for the required disclaimer in communicating the scope of appearance:

This event is sponsored by _____. The use of Southwestern facilities for this event does not constitute an endorsement by Southwestern. Southwestern does not endorse these candidates or organizations or any other candidates or organizations in connection with this or any other political campaign or election.

Promotional materials for authorized events are subject to review and approval by the Communications & Marketing Office. No materials may state or imply that Southwestern, any office, or any institutional official endorses a political candidate or political organization or any position of a political candidate or political organization. Subject to this restriction, Southwestern may otherwise publicize the event in any manner it deems appropriate and may arrange for coverage by media organizations.

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in their individual capacity. The employee should seek, to the extent possible within the law, to minimize any references to their position with Southwestern.

Employees working in federally aided programs may be subject to the federal Hatch Political Activities Act. Those persons should consult with the General Counsel Office regarding their associated obligations.

Southwestern students are free to express their individual and collective political views provided they understand and make clear that they are not speaking for or in the name of Southwestern. Students may not use any material containing the name, insignia, or proprietary logos or marks of Southwestern to support a particular candidate.

Any employee or student who intends to run for political office must notify Southwestern of their intent to run. Employees must notify the Dean, and students must notify the Associate Dean for Student Affairs. Southwestern will perform a conflict analysis and develop a conflict management plan to avoid or minimize potential conflicts of interest and/or commitment.

J. Questions

The law in this area can evolve over time. Questions about whether planned student organization activities or events are consistent with Southwestern directed to the Dean or the Associate Dean for Student Affairs, who can consult as needed with