

Lafayette College
Guidelines and Procedures to Promote Compliance with Federal Political Campaign
Activities Prohibition
September 2020

As a tax-exempt, charitable organization, Lafayette College (the “College”) is *prohibited* from participating in any political campaign on behalf of, or in opposition to, any candidate for public office.

To promote compliance with this Political Activities Prohibition by the College’s stakeholders (including members of the College’s Board of Trustees, its officers, and key employees), the College has adopted and intends to implement and enforce the best practices described below.

1. Political Campaign Activities Guideline

The College has adopted, and intends to monitor compliance with, a Political Campaign Activities Guideline that applies to all College stakeholders and is designed to ensure that the College through its stakeholders does not engage in any political campaign activity prohibited by federal tax law.

The College periodically will remind its stakeholders of the content of its Political Campaign Activities Guideline and encourages and expects each such stakeholder to regularly monitor his or her activities and conduct so as to remain in compliance.

2. Political Statements by the College’s Stakeholders

Although the Political Activities Prohibition does not restrict the free expression of political ideas, opinions or views by individuals, the College’s stakeholders are not permitted to make partisan political comments in official College publications or at or in conjunction with official College events or functions.

To avoid making prohibited political comments in the capacity of a College representative, the College’s stakeholders are encouraged to clearly indicate that his or her comments are personal statements and do not represent the College’s ideas, opinions or views and that any reference to the individual’s relationship with or work for the College is made for identification purposes only.

3. Public Policy Issues

Should the College choose to take a position or stance on a public policy issue, it will do so only in a manner that does not favor or oppose any such candidates.

A communication or message that includes a picture of a candidate, refers to a candidate’s political party affiliations, or contains other distinctive features of a candidate’s platform or biography may constitute prohibited political campaign activity.

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4. Candidate Appearances

Should the College invite a candidate to speak at a College-sponsored event in his or her capacity as a political candidate it must and will:

- Provide an equal opportunity to other political candidates to participate in the same or a similar event.
- Not allow or permit any support for or opposition to the candidate, including in candidate introductions or communications concerning the candidate's attendance.
- Not allow or permit any political fundraising to occur at or in conjunction with such event.

Should the College invite a candidate to attend or speak at a College-sponsored event as a non-candidate, it must and will:

- Request that the candidate make remarks only in a non-candidate capacity.
- Refrain from making any reference to the individual's candidacy or the election
- Maintain a nonpartisan atmosphere at such event.
- Clearly indicate the capacity in which the candidate is appearing and not mention the individual's political candidacy or the upcoming election in communications announcing the candidate's attendance at the event.

5. Business Activities with Candidates

In the unlikely event that the College engages in a business activity (such as the sale of merchandise, provision of services or lease of facilities) with a candidate for public office, it will do so only if:

- The business activity is available on an equal basis to other candidates in the same election.
- The business activity is available to the general public.
- The fees or prices charged to candidates are the College's customary and usual fees and prices for such goods, services or use of such facilities.
- The activity is a continuing customary activity of the College.

6. PACs

The College does not and will not make contributions to political organizations described in section 527 of the Internal Revenue Code such as candidates' committees or political action committees.

7. Distribution of Political Materials

The College does not and will not distribute materials prepared by others that favor or oppose candidates for public office.

8. College's Website and Website Links

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The College will not post anything on its website that favors or opposes a candidate for public office nor does or will it promote, encourage or recommend that viewers use an external link to obtain information about specific candidates or their positions.

The College monitors and takes steps to ensure that external content that is available through links on the College's website does not and will not favor or oppose any candidate for public office.

9. Voter Registration Activities

Voter registration drives or activities that are organized by the College or conducted on the College's property are and will be carried out in a strictly non-partisan basis and manner.