

## **POLITICAL ACTIVITIES**

Participation by employees of Mississippi Valley State University in various community and public affairs is expected; however, it is expected that time given to such activities will not interfere with the regular duties of the employee. Political activities by an employee will not be prohibited at such time as the employee would not be ordinarily required to render services to the institution or if the employee elects to take and the institution grants a leave request therein.

Guidelines governing the use of University facilities and resources for political purposes:

- A. In correspondence, statement, or other material relating to personal political activity, the University title of an employee shall be used only for identification. If such identification might reasonably be construed as implying a position of the University on the matter, an explicit statement shall accompany either the support or opposition of the University with regard to such personal political purposes or activity and the clear identification that the individuals are speaking for themselves and not as a representative of the University or any of its offices/units.
- B. The name, insignia, seal, or address of the University or any of its offices/units or a University telephone number shall not be used for personal political purpose or activity.
- C. University offices shall not be used as headquarter or office in connection with the organization of personal political activity.
- D. University equipment, supplies and services (i.e., typewriters, duplicating machines) shall not be used for political purposes or any activity.
- E. University sites or facilities shall not be used on a regular or continuing basis for organizing and maintaining personal political activities.
- F. When undertaking personal political activity in conjunction with other faculty, staff, or students, employees shall clearly establish voluntary activity from educational programs and University operations and resources.

As a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code, Mississippi Valley State University cannot intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Violation of this prohibition could cause Mississippi Valley State University to lose its tax-exempt status or incur excise taxes imposed on political expenditures. To ensure that Mississippi Valley State University does not jeopardize its tax-exempt status or incur taxes on political expenditures, Mississippi Valley State University, will not engage in any of the following on Mississippi Valley State University property, during a Mississippi Valley State University function, or otherwise using Mississippi Valley State University resources or facilities:

- Endorsing any candidate for public office
- Donating or contributing to any candidate's campaign
- Participating or engaging in political fundraising events
- Publishing or distributing statements for or against any candidate