

I. OTTER STUDENT UNION

SECTION NO.

II. POLICY MANUAL

DOCUMENT NO.

I. SECTION: **POLICY STATEMENT - POLITICAL ACTIVITIES**

II. SUBJECT: **POLITICAL ACTIVITY**

III. PURPOSE: The purpose of this policy is to provide guidelines pertaining to political activity within the Otter Student Union.

IV. EFFECTIVE DATE: [Date]

V. HISTORICAL:

POLITICAL ACTIVITY

A. INTRODUCTION

- a. The Otter Student Union (OSU) is a 501(c)3 nonprofit organized solely for the benefit of California State University, Monterey Bay. OSU is dedicated to the free expression of ideas. It encourages students, faculty, staff, alumni, and community members in their individual capacities to participate fully in the political process as long as they do not either overtly or implicitly involve or represent OSU.
- b. OSU is prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office.

B. POLICY GUIDELINES

- a. The OSU abides by the Internal Revenue Service (IRS) Restriction of Political Campaign Intervention.
- b. OSU's name or logos cannot be used on stationary or other documents intended for partisan political purposes, including soliciting funds for political support or carrying on a political campaign. OSU personnel should not wear OSU-logos when personally attending or engaging in partisan political activity.
- c. Funds or other contributions may not be solicited in the name of OSU for partisan political support or carrying on a partisan political campaign.
- d. Banners or other items with OSU's logo may not be displayed at partisan political campaign activities; University-related group banners may be displayed if the OSU logo is not on it.

- e. OSU will not issue a press release regarding a partisan political campaign activities, but a University-related group may do so.
- f. OSU building spaces or services may be regularly reserved for use in partisan political campaign activities provided that the users follow documented reservation and payment procedures.
 - i. This is contingent upon the use of sample disclaimer provided below, filling in relevant information.

Sample Disclaimer: The Otter Student Union (OSU) does not support or oppose any political candidates. The views expressed are those of the candidate or other partisan political speaker only.
- g. Certain nonpartisan political activities (such as properly organized voter registration activities, voter education programs, and candidate debates) may be permissible if they do not evidence a preference for or opposition to a political party or to candidates who have taken a particular position. In order to ensure that all legal and OSU requirements are followed, advance approval for these events must be obtained from (and all materials must be reviewed by) the appropriate OSU authority. In addition, an announcement should be made at the beginning of each such event and in any written materials setting forth the disclaimer described in the section above.

C. REFERENCES

- a. IRS Political Activity
 - i. <https://www.irs.gov/charities-non-profits/charitable-organizations/the-restriction-of-political-campaign-intervention-by-section-501c3-tax-exempt-organizations>
- b. CSUMB Student Organization Handbook
 - i. https://docs.google.com/document/d/1-0p1DbbXb2IJ46jQhY6IpiqRZyr-GRS1pZ0oAOL5g_M/edit?ts=5d727ce6#
- c. CSU Free Speech Handbook