
 <b>SOUTHEAST MISSOURI</b> <b>STATE UNIVERSITY · 1873</b>	<b>BUSINESS  POLICY  AND  PROCEDURE  MANUAL</b>	Date Issued:	Revision Date:	Page:
		09/09		1 of 1
				Classification Code:
				01-05
		Section: <b>ADMINISTRATION</b>		
		Subject: <b>PARTISAN POLITICAL ACTION ON CAMPUS</b>		


GENERAL STATEMENT OF POLICY

Partisan political activity should be welcomed on the campus of Southeast Missouri State University as an important ingredient in the life of the mind and in the broad education of the students. However, the University should remain strictly neutral regarding partisan political activity.

 <p><b>SOUTHEAST MISSOURI STATE UNIVERSITY · 1873</b></p>	<p align="center"><b>BUSINESS POLICY AND PROCEDURE MANUAL</b></p>	Date Issued: 09/09	Revision Date: 05/2024	Page: 1 of 2
		Classification Code: OP 01-05		
		Section: ADMINISTRATION		
		Subject: PARTISAN POLITICAL ACTION ON CAMPUS		

OPERATING PROCEDURES

1. The University shall not support or endorse any candidate for local, state or national office, nor shall it endorse or support any political committee organized for the purpose of supporting any candidate for office, nor shall it permit any activity on campus by any person, candidate, or political committee which suggests that the University endorses or supports any candidate or committee.
2. The University shall not make any contribution, real or in kind, to or expenditure on behalf of any clearly identifiable candidate (or highly likely candidate) for any office. For the purposes of these guidelines, the terms ‘contribution’ and ‘expenditure’ are defined by relevant state and federal law.
3. The University shall not make any expenditure associated with an event that expressly advocates the nomination, election, or defeat of any specific candidate(s) or party.
4. The University shall not make any expenditure associated with an event at which campaign contributions are solicited, made or accepted.
5. The University shall specifically request in writing that legally independent organizations affiliated with the University (e.g., the Boosters, the Foundation, etc.) agree to adhere to these guidelines. Failure of such organizations to so agree should give the University reason to reconsider the nature of the relationship which exists between the University and such organizations.
6. The presence of a candidate for office or political office holder at an event sponsored by the University, or on campus as a result of an invitation by the University, shall not constitute a violation of these guidelines unless the election or defeat of an identifiable candidate or party is advocated at the event or campaign contributions are solicited, made or accepted.
7. The presence of a political candidate, office holder, or political party on campus for the purpose of an educational exercise (e.g., a discussion of the nature of political campaigns) shall not constitute a violation of these guidelines unless the election or defeat of an identifiable candidate or party is advocated at the event or campaign contributions are solicited, made, or accepted at the event.
8. Since the University is a place in which the free and open exchange of ideas is both welcomed and encouraged, no political candidate or political party or organization on campus for the purpose of an education exercise shall improperly restrict the freedom of expression or freedom of assembly of those at the event. This provision is not intended to prevent the University itself from enacting reasonable restrictions to maintain safety and good order (e.g., time, place and manner restrictions, limiting the number of persons within a facility, preventing the shouting down of a speaker, etc.)
9. While it is recognized that participation in political activity is part of the total educational experience of our students, the University shall not excuse students from class in order to attend campaign events and partisan

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		Classification Code: OP 01-05		
		Section: ADMINISTRATION		
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political events nor shall any deviation from the routine operation of the University or its published calendar be required.

10. The provision of facilities, generally open for noncommercial use, by the University to a candidate or political committee shall not constitute a violation of these guidelines as long as such facilities are made available without regard to political affiliation. Provision of such facilities shall not constitute expenditure on the part of the University. However, the University should take great care, and should see that affiliated organizations take great care, in such provision of facilities not to give the appearance of support for one candidate or party at the expense of another. Facilities generally open for commercial use shall be made available at cost and only under normal commercial terms. University facilities and grounds shall not be made available for fundraising events or fundraising activities for any elected official, political candidate, party, campaign, committee, or ballot initiative.
11. University landmarks, buildings, grounds, mascot, and/or logos shall not be used in political advertisements nor as a location for photographing, filming, or otherwise producing political advertisements or materials. Such use could imply endorsement or give the appearance of support for an official, candidate or committee by Southeast Missouri State University, which is unacceptable under this policy. Photographing and filming of one's participation in events at the University related to their official capacity are permissible (e.g., roundtables, ribbon cuttings, ground breakings, press conferences, commencement speaker, and other like events).
12. Campus visits by elected officials and candidates for public office shall be coordinated through the University's designated governmental liaison to ensure proper and adequate arrangements in accordance with the policy and these procedures.
13. Candidates for public office who are not currently holding an elected office shall not be introduced or recognized at a university event. Other than the Governor, individuals currently holding public office shall not be introduced or recognized on campus unless they are in attendance at a university event in an official capacity.

**Definitions, Limitations, and Exclusions -**

1. As used herein, the term "University" shall include the actual legal entity and any employee(s) or representative(s) thereof acting in an official capacity.
2. These guidelines are not meant to restrict any campus political organizations (e.g., College Republicans, Young Democrats, candidates for elective Student Government offices, etc.) from the conduct of their usual activities, which are by their nature partisan or campaign related. These organizations, however, should take care that their actions not be misconstrued as actions of the University.

The Office of the President is responsible for maintaining the policy and any operating procedures related thereto.

Unless otherwise specified, all questions regarding these procedures should be directed to the Office of the President, 573.651.2222.