

## ABC Inc. (“ABC”)

### **Political Campaign Activity and Lobbying Policy**

*Directions: Please review this document, then sign and return it to the Executive Director or the President of the Board of Trustees.*

#### **Political Activity**

ABC Inc is a non-profit corporation that is tax-exempt pursuant to Section 501(c)(3) of the Internal Revenue Code. As such, ABC is prohibited from engaging in political campaign activity. This means that ABC cannot support or oppose a candidate for public office; nor can it engage in any partisan activity of any kind. Accordingly, no employee, officer or member of the Board of Trustees can engage in partisan activity or support or oppose a candidate for public office while in his or her employment or other capacity representing ABC. If an employee, officer or trustee chooses to engage in these activities in his or her personal capacity, he/she must take every effort to make it clear that these activities are being done in that individual capacity and not as a representative of ABC. Furthermore, use of ABC resources (including but not limited to letterhead, email accounts, postage, supplies, logos, or logo-bearing materials) for or in connection with those efforts is prohibited.

Each employee, officer or trustee must disclose to the Executive Director or to the President of the Board of Trustees, in writing:

- whether he or she holds any elected office at either a local, county, state, or federal level,
- whether he or she is currently running for any elected office at either the local, county, state, or federal level, and
- whether he or she is planning to run for any elected office at either the local, county, state, or federal level in the next eighteen (18) months.

Such written disclosure must be kept by ABC as part of its corporate records.

The Board of Trustees may not waive the foregoing restrictions under any circumstances.



## Lobbying

ABC, as a 501(c)(3) organization, is allowed to engage in a limited amount of lobbying (attempting to influence legislation) so long as it is not a “substantial” part of its activities. *Legislation* includes action by Congress, any state legislature, any local council, or similar governing body, with respect to acts, bills, resolutions, or similar items (such as legislative confirmation of appointive office), or by the public in referendum, ballot initiative, constitutional amendment, or similar procedure. An Organization will be regarded as attempting to influence legislation if it contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocates the adoption or rejection of legislation. If there are any questions as to what constitutes “lobbying”, guidance should be sought from the Executive Director.

If ABC exceeds the amount of lobbying allowed, it may lose its tax exempt status. Therefore, in order to ensure that ABC controls its lobbying activities, all employees, officers and trustees must

1. Obtain advance approval from the Executive Director before engaging in any lobbying activities;
2. Track all time and expenses associated with lobbying activities and provide to the Executive Director (or designee) on a monthly basis.



I have read, understand, and agree to abide by this Political Campaign Activity and Lobbying Policy, and I understand that the Board of Trustees is responsible for enforcing this Policy and adjudicating any potential or alleged violation thereof.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



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