

Sample Family Organization Personnel Manual: Political Activity

As a tax-exempt organization, it is inappropriate for FAMILY ORGANIZATION to support or oppose any candidate for public office. Consequently, when staff of FAMILY ORGANIZATION engage in activity which supports or opposes a candidate for public office, such activity is personal in nature and is outside of the scope of the individual's employment with FAMILY ORGANIZATION. Paid and volunteer staff are thus expected to avoid the appearance that their personal political activity is authorized by or on behalf of FAMILY ORGANIZATION.

Additionally, employees and volunteers are expected to refrain from any activity which would constitute either support for, or opposition to, candidates for public office when such conduct could be construed as activity on behalf of FAMILY ORGANIZATION. Such activity must be conducted on the employee's personal rather than professional time, and is wholly apart from any job duties on behalf of FAMILY ORGANIZATION.

Sample Family Organization Personnel Manual: Lobbying Activity

As a tax-exempt organization, FAMILY ORGANIZATION is restricted in its ability to engage in activity which would influence legislation. In general, only the FAMILY ORGANIZATION Executive Director and Policy Director are authorized to communicate on behalf of FAMILY ORGANIZATION in interviews, publications, news releases, on social media sites, and related communications related to legislation. Other employees or volunteers may represent FAMILY ORGANIZATION on a legislatively-related issue if approved by one of these individuals to communicate on a specific topic. When speaking or writing with regard to legislation on behalf of FAMILY ORGANIZATION:

1. Employees and volunteers must identify themselves as representing FAMILY ORGANIZATION verbally and/or in writing.
2. All statements made when lobbying on behalf of FAMILY ORGANIZATION must be consistent with FAMILY ORGANIZATION's position on the legislation and approved by the Executive Director.
3. All approved lobbying activities, and all expenditures related to the lobbying activity, must be reported to the Executive Director on the Report of Lobbying Activities and Expenditures Form. The Executive Director will report it to the Fiscal Office.

When staff of FAMILY ORGANIZATION engage in activity which supports or opposes legislation, such activity is personal in nature and is outside of the scope of the individual's employment with FAMILY ORGANIZATION except when approved by the Executive Director. Paid and volunteer staff are thus expected to avoid the appearance that their personal lobbying activity is authorized by or on behalf of FAMILY ORGANIZATION. Additionally, except when approved by the Executive Director, employees and volunteers are expected to refrain from any activity which would constitute either support for, or opposition to, legislation when such conduct could be construed as lobbying activity on behalf of FAMILY ORGANIZATION. Such activity must be conducted on the employee's personal rather than professional time, and is wholly apart from any job duties on behalf of FAMILY ORGANIZATION.

The Executive Director and Policy Director of FAMILY ORGANIZATION may engage in lobbying activity outside the scope of their employment with FAMILY ORGANIZATION. In such incidences, they shall (a) not indicate their affiliation with FAMILY ORGANIZATION, (b) indicate that they are acting as an individual, and (c) engage in the lobbying activities on their own time and shall not be paid or reimbursed in any manner by FAMILY ORGANIZATION for those activities.

Sample Family Organization Board By-Laws:

Section 3. Prohibited Activities.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, although with Board approval certain informational materials may be distributed to its members and contacts. The corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on

(a) By a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or

(b) By a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, (or the corresponding provision of any future Federal tax code).