

**SPEAKER POLICY FOR  
LOYOLA UNIVERSITY OF CHICAGO**  
Approved August 26, 2008

**PREAMBLE**

“We are Chicago’s Jesuit Catholic University - a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith.”

As a university we work to expand knowledge through education and research -- in the service of humanity. Our goal is to produce graduates who are ethical leaders in educated solidarity with the real world, well versed in their own tradition, but tested in critical thinking. As such, discourse, discussion and debate are central to the university’s role in education and research. But these occur communally and over time; their adequacy or impact cannot be measured by a single episode.

Moreover, the existence of rational debate and controversy, the free exchange of divergent opinions, and the orderly expression of ideas are considered hallmarks of a university’s intellectual vitality and social awareness. Here at Loyola University of Chicago, as in any university, the search for truth requires a free and open dialogue to exchange ideas and opinions. It also includes the freedom to express differing points of view, with the assumption that this exchange of ideas will promote clarity, mutual understanding, the tempering of harsh and extreme positions, the softening of hardened positions and, ultimately, the attainment of truth. None of this occurs without continuous and disciplined discourse, whose provision is consistent with the nature and history of the Catholic university and the tradition of Jesuit education.

**POLICY**

Loyola University of Chicago is committed to standards promoting speech and expression that foster the maximum exchange of ideas and opinions.

The purpose of this policy is to assure the opportunity for the free expression and exchange of ideas, to minimize conflict between the exercise of that right and the rights of others in the effective use of University facilities, to minimize possible interference with the University's responsibilities as an educational institution, and to preserve the University’s status as a 501(c)(3) tax exempt organization. The policy is designed as well to ensure adequate preparation for an event and to ensure that the event occurs in a manner appropriate to an academic community. In the rare occurrence where a speaker or individual might create a public safety concern, or use the University as a platform to disparage the Catholic identity or mission of the institution, the University reserves the right to reschedule, relocate, or cancel the event.

Neither the use of Loyola University of Chicago as a forum nor the sponsorship of guest speakers implies approval or endorsement of the views expressed by the speaker, the attendees, or the sponsoring organization. The University realizes that some among the invited speakers will espouse ideas that individuals and groups within the University community consider hostile to their interests, values or feelings. With that understanding, the following restrictions apply:

- An invitation to speak at Loyola does not include license for unlawful activity or activity that endangers or imminently threatens to endanger the safety of any member of the community or any of the community's physical facilities, nor any activity that disrupts or obstructs the functions of the University or imminently threatens such disruption or obstruction.
- Expression that is indecent, grossly obscene, and or grossly offensive on matters such as race, ethnicity, religion, gender, sexual orientation or any other characteristic protected by applicable law is inappropriate in a university community, and the University will act as it deems appropriate to educate members of the Loyola community violating this principle.
- Since the University administration has the duty to ensure freedom of expression within the University community, it recognizes the following as legitimate forms of protest: (1) speech, (2) peaceful assembly, (3) the distribution of leaflets or other literature, (4) the circulation of petitions, (5) the posting of notices, and (6) the display of exhibits. These modes of expression must be consistent with any standards and procedural safeguards in the current Faculty, Staff and Student Handbooks regarding solicitation, posting and distribution of information on University property.
- While recognizing the right of legitimate protest, the University does not acknowledge any right claimed by a disorderly audience or individual to close down a speech and/or silence free expression. The only cause for cessation of a speech recognized by the University occurs when a speaker incites conduct that is illegal or so disruptive of University activities that public order clearly demands cessation.
- Protests that become disruptive will be halted. Failure to comply with a request by a presiding officer or any other official such as a public safety officer may result either in expulsion from the event or the termination of the event itself.

#### **A. University and Non-University Speakers**

The above guidelines do not apply to faculty members in the teaching of their classes, nor to speakers invited by faculty members to make a presentation that occurs in the closed forum of a scheduled course.

Academic departments, administrative offices, faculty or officially recognized student organizations may invite University [internal] speakers to address their class, organization or other members of our University community. All are free to discuss areas of interest to them and to express their opinions publicly and in private.

The guidelines outlined above pertain specifically to non-University [external] speakers.

With these guidelines in mind, academic departments, administrative offices, faculty and officially recognized student organizations are encouraged to invite non-University [external] speakers to address the University community. When inviting speakers, faculty, staff and administrators must be aware that they themselves are perceived as representatives of the University and implementers of its mission.

## **B. Student Sponsorship**

Student groups wishing to invite a guest speaker to campus or to host an event for the public on campus are required to adhere to this policy as well as to the policies and procedures set forth in the Student Handbook.

According to the Student Handbook, student organizations intending to invite a speaker to campus should:

Determine who would be an appropriate speaker given the organization's mission statement.

Consult with the Dean of Students concerning the qualifications and appropriateness of the proposed speaker for Loyola University.

Prepare a budget (include speaker's fees, reception costs, transportation costs, etc.) and submit a funding request to USGA

Complete a special events planning form on-line. This form is sent electronically to Student Activities, the organization's advisor, Campus Safety, and Campus Reservations

Obtain a contract packet from the Student Activities office (contains an official LUC contract rider, and/or a performance agreement)

Send copy of Loyola contract rider to speaker. Please note that the Loyola rider states:

“Loyola University Chicago is a Jesuit, Catholic institution. Loyola reserves the right to monitor content of the artist's performance and cancel any performance which is inconsistent with Loyola's mission without liability to Loyola.”

Once a signed contract and contract rider are received, submit it to Student Activities

Contract is reviewed and negotiations may need to be made. Once final contract is agreed upon, it is signed by the VPSA.

## C. Media

University departments wishing to promote their event in the media must alert both the Office of Public Affairs and the Office of University Marketing and Communications.

## D. Political Candidates

- The University enjoys tax-exempt status under Section 501(c)(3) of the Internal Revenue Code; it is thus prevented from participating or intervening, directly or indirectly, in any political campaign. Federal Election Commission regulations also place additional restrictions on political activity at colleges and universities. All invitations and events involving any political candidate or campaign official, therefore, must conform to the relevant rules and regulations of the IRS and the Federal Election Commission.
- Given the potential magnitude of the sanctions, fines, and penalties which these bodies have the authority to impose for any violation of their rules and regulations, any and all invitations to elected officials, political candidates, political campaign representatives, and related speakers must be coordinated in advance by the University's Office of Public Affairs. Similarly, all outside inquiries from these sources to any individual or department within the University must be referred to the Office of Public Affairs.
- It is important for all members of the University community to bear in mind certain standards applicable to appearances on campus by political candidates, their representatives, and other representatives of political parties or political action committees. Once a political speaker is approved by the Office of Public Affairs, the sponsoring or hosting University department must comply with, and also must advise speakers and their staffs of, these guidelines.
  - When determining whether a potential speaker might violate the applicable legal restrictions, the overriding consideration is impartiality. The University cannot demonstrate any degree of partiality to any political candidate(s) or their representative(s), or any political party. For this reason, if a political candidate is asked to be a speaker, all other legally-qualified political candidates must be afforded an equal opportunity to share their views with the University community, and none can be favored in relation to the activity. For example, if a 501(c)(3) organization such as the University invites one candidate to speak at its well attended annual banquet, but invites the opposing candidate to speak at a sparsely attended meeting, the organization likely will be found to have violated the political campaign prohibition.
  - If a political candidate is a speaker, the University should not indicate support of or opposition to the speaker, advocate for the election or defeat of a particular candidate or political party, or promote or encourage such advocacy by members of the audience. An explicit statement should be

made as part of the introduction of the speaker that the University does not support or oppose the candidate.

- Campaign fund-raising is prohibited at any event where a political candidate is a speaker. Any appearance or presentation by a political candidate shall not be used to collect campaign contributions, commitments or endorsements from audience members.
  - The speaker's appearance must constitute a speech, address, question and answer session, or similar communication in an academic setting. No event or appearance will be approved if it might be construed as a campaign rally (defined as an event which overtly solicits the partisan political support of the attending audience members).
  - If the University invites several candidates to speak at a public forum, the forum must refrain from showing a bias for any political candidate. The following principles should be observed: (i) questions for the candidates should be prepared and presented by an independent nonpartisan panel; (ii) the topics discussed by the candidates should cover a broad range of issues that the candidates would address if elected to the office sought and are of interest to the public; and (iii) each candidate should be given an equal opportunity to present his or her views on the issues discussed.
  - Admission to any event that features or is in any way connected to a political candidate or campaign must be open to either the entire University community or, if applicable, to the general public, and in both cases, without regard to the attendees' political party affiliations or support of any particular candidate. Such events also must be consistent with all other applicable University policies. Admission may not be controlled by speakers or members of their campaigns, nor by any person or organization not affiliated with the University. Admission must be controlled by the sponsoring University department.
  - The University will not invite anyone to speak at any University Commencement program who at the time of the Commencement is an active political candidate for any elected office.
  - All events must conform to any additional restrictions imposed for the particular University facility being used for the event.
- The University's mailing lists, communications infrastructure (including but not limited to the website, phone system, and e-mail systems), photocopying equipment, and other University resources, services, or funds may not be used in support of any candidate, campaign, political party, or political action committee.
  - Campaign fundraising is prohibited on any University owned property; nor can it be sponsored off-campus by any University organization or department.

- University students may participate in political and campaign-related activities as part of for-credit class coursework only to the extent that such activities are genuinely aimed at educating students with respect to the electoral process, and to the extent that no student is required to be active in a campaign for a candidate they do not support personally.
- No member of the University community may use Loyola University of Chicago's name, letterhead, logo, seal, or similar branded device for those purposes or to solicit funds for or otherwise support or oppose any such campaign or cause. For example, a student organization whose members choose to engage in partisan activity must make it clear by an overt statement both in its written materials and at its events that its members speak as individuals and not for or on behalf of Loyola University of Chicago.
- Elected officials speaking or appearing in their official, governmental, non-political capacity may do so under certain circumstances, but their appearance must be coordinated by the Office of Public Affairs.
- All questions or inquiries regarding having political candidates, their representatives, other campaign officials, elected officials, and related public persons speak should be directed to the Office of Public Affairs, 773-508-7450.