

*Winthrop University*  
**College of Visual and Performing Arts**

**Lobbying Activities  
Information and Guidelines**

- State law has very specific language about lobbying and registration of those who engage in such activities. Winthrop's president may lobby; the president's registered public affairs staff may lobby. **No other employee may lobby on legislative issues as a representative of Winthrop (i.e., using Winthrop's name in any way.)**
- Individuals certainly may express their views as private citizens, even referencing professional perspectives, but **they may not use state equipment (telephone, e-mail, supplies, time) to do so.** Personal letterhead with home addresses and e-mail addresses should be used; free e-mail accounts are widely available in the marketplace.
- Various organizations, particularly professional organizations that may maintain good relationships with Winthrop and other institutions, increasingly are using e-mail to recruit individuals to lobby on issues at the federal, state and local levels. While it is not improper for a citizen to send a state employee such requests, **it is improper for a state employee to forward them to others or take actions requested, etc., using state facilities, equipment and technology.**
- Winthrop establishes its own legislative agenda each year, and must establish priorities in that regard. We can always take a look at issues that may be brought forward through usual channels and decide whether to make any issue a part of our agenda. Even if we can not take on an issue in a proactive way, we can respond to any legislative inquiries seeking our perspectives.
- We may also spot a bill that's been introduced and appropriately gather comment from within the campus community about pros and cons as part of determining Winthrop's priorities. Thousands of bills are introduced annually, many for pro forma reasons. Introductions are monitored from Winthrop's perspectives throughout legislative sessions.
- Please guide faculty and staff in your departments and offices in this regard, as actions with even the best intentions can undermine relationship-building with public policy makers, reflect poorly on the entire institution if criticism becomes public, and impair Winthrop's progress on the public policy front.