CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	**Conflict of Interest**
Policy Number:	**FD 01-001**
Policy Administrator:	VP for Advancement
Policy Initiator:	Thomas Dunworth
Authority:	**Education Code Section 89906 to 89909**
Effective Date:	October, 2011
Revised Date:	
Approved:	William Eisenhardt, President
Approval Signature:	/s/

Policy Statement

It is the policy of the California Maritime Academy Foundation, Inc. that all foundation board members and university personnel be circumspect in all dealings with donors in order to avoid, even the appearance of, any act of self-dealing. Any transaction in which a board member or a university employee has a "material financial interest" with a donor is an act of self-dealing. In reviewing self-dealing transactions, the Vice President for University Advancement shall consider financial interest material to a board member or employee if it is sufficient to create the appearance of a conflict.

Responsibilities

The Vice President for University Advancement, will examine all acts of self-dealing including, but not limited to, the following.

- Personal Benefit. Those individuals who normally engage in the solicitation of gifts on behalf of the Foundation shall not personally benefit by way of commission, contract fees, salary, or other benefits from any donor in the performance of their duties on behalf of the Foundation. (Individuals include Board of Directors, administrators, faculty and staff or their family members)

- Purchase, sale, or leasing from a donor. The relationship nurtured between Foundation and University personnel and an individual donor is sacrosanct; consequently, purchase, sale, exchange, or leasing property from an individual donor by a member of the Board of Directors, administrators, faculty and staff or their family members will be subject to review.

- Borrowing from a donor. Board members, administrators, faculty or staff of the University are prohibited from borrowing funds or entering into any form of credit extension with an individual donor. "Board members, administrators, faculty and staff also includes associations, partnerships, corporations or other enterprises in which a member of the Board, administration, faculty or staff (or family

members) hold a principal ownership interest.

Procedures

Every year during the CMA Foundation's annual meeting (June), all members of the Board of Director's, administrators, faculty and staff will be asked to provide an acknowledgement that they are not involved in any conflict of interest relationships as defined in California Education Code 89906 to 89909 and a statement of acknowledgment that the Board Member has read, understands and agrees to comply with the Conflict of Interest provisions.

The California Education Code Acknowledgment form will be included in the Meeting Agenda mailed to the Board of Director's prior to the June meeting.

The California Education Code Acknowledgment forms will be on file in the CMA University Advancement Office.

Form

California Education Code Acknowledgment Form

Procedures

Reference Forms