
**California State University Maritime Academy
California Maritime Academy Foundation, Inc.**

VOLUME: Policy
NUMBER: FD-01-001

TITLE: Conflict of Interest
DIVISION: University Advancement
DEPARTMENT: University Wide

I. Policy Statement

- A. It is the policy of the California Maritime Academy Foundation, Inc. (CMAF) 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.
- B. 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.
- C. The Vice President for University Advancement (VPUA)) shall consider financial interest material to a board member or employee if it is sufficient to create the appearance of a conflict.

II. Responsibilities

- A. The VPUA, will examine all acts of self-dealing including, but not limited to, the following.
 - 1. 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)
 - 2. 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.
 - 3. Borrowing from a donor. Board members, administrators, faculty or staff of the University are prohibited from borrowing funds or entering into any form or 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.

III. Procedures

- A. All members of the Board of Director’s, administrators, faculty and staff will be asked to sign an acknowledgement of non-involvement in any conflict of interest relationships as defined in California Education Code 89906 to 89909 and a statement of acknowledgement that the Board Member has read, understands and agrees to comply with the Conflict of Interest provisions.

- B. The California Education Code Acknowledgment form will be included in the Meeting Agenda mailed to the Board of Directors' prior to the June meeting and signed at the annual meeting.
- C. The California Education Code Acknowledgement Forms will be on file in the CMA University Advancement Office.

HISTORY: October 2011
REVISION: