**ASSOCIATED STUDENTS**
**SAN FRANCISCO STATE UNIVERSITY**

**POLICY STATEMENT # 201**
**REVISED 05/06/2026**

# CONFLICT OF INTEREST POLICY



## BACKGROUND AND PURPOSE

Associated Students (AS) is committed to maintaining the highest ethical standards in governance, leadership, and employment. The purpose of this policy is to ensure that members of the AS Board of Directors, Executive Officers (elected or appointed), standing committees, direct appointees of the Board, and employees avoid actual or perceived conflicts of interest, and that decisions are made in the best interest of the organization.

## APPLICABILITY TO THE POLICY

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| ☑ Budget Area Administrators | ☑ Elected/Appointed Officers | ☑ Grant Recipients |
| ☑ Management / Personnel | ☑ Program Advisors | ☑ Volunteers |
| ☑ Supervisors | ☑ BOD appointed Individuals | ☑ Staff |

All individuals listed above must complete a Conflict-of-Interest Form/Agreement signed with AS.

If found to have any real apparent, or potential conflict of interest but failed to declare it, Board Member / Employee is in violation of the AS Code of Conduct/Employee Conduct & Professionalism and may be
subject to legal claims or proceedings or disciplinary measures, including removal from the Board or termination of employment.

## REGULATIONS

The California Legislature and governing statutes establish the following restrictions:

A. Board members, officers, or employees (either individually or in association with another entity) shall not have a financial interest or contract with AS. Any contract or translation entered into in violation of this section is void.
B. It is unlawful for any person to use confidential or non-public information obtained through their membership, office, or employment with AS for personal pecuniary gain, regardless of whether they continue to serve at the time such gain is realized
C. Under the California Corporations Code, Section 820, Directors, Officers, and employees shall exercise their powers in good faith and in the best interests of the Corporation, subordinating individual and private interests to their duty to the organization

## GUIDELINES

A. Financial Interest - All members of the AS Board of Directors, standing committees, direct appointees of the Board, and employees shall not be financially interested in any contract or other transaction entered into by Associated Students. Any contract or transaction entered into in violation of this section is void.

B. Confidentiality - All members of the AS- Board of Directors, standing committees, direct appointees of the Board, and employees shall not utilize any confidential information and/or information not a matter of public record, which is received through their membership or employment with AS- for personal pecuniary gain.

C. Use of AS Resources - All members of the AS- Board of Directors, standing committees, direct appointees of the Board, and employees shall not use AS- office facility, supplies, and assets in any way for the development, administration or advancement of any program(s), campaign(s), or activity(ies) which are not officially approved or sponsored (solely or in part) by Associated Students.

D. Political Activity - All members of the AS- Board of Directors, standing committees, direct appointees of the Board, and employees may not endorse any candidate (local, state, or national) using their title or position within the Associated Students organization.

E. Outside Employment Disclosure - All members of the AS- Board of Directors, standing committees, direct appointees of the Board, and employees shall fully disclose their involvement in any paid employment with any office, auxiliary organization, department, or college of San Francisco State University by completing annually a Conflict of Interest Form, which will be reviewed and signed by the Assistant Executive Director of Human Resources.

F. Disclosure of Conflicts - Promptly disclose to the Chair of the Board any situation, relationship, or behavior that may be construed as a conflict of interest with their role in AS.

## CONFLICT OF INTEREST POLICY APPROVAL AND REVISION HISTORY

This policy may be amended by two-thirds (⅔) vote of the AS Board of Directors.

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| Conflict of Interest Policy APPROVED by the BOD on | 06/24/2003 |
| Conflict of Interest Policy APPROVED by the BOD on | 05/06/2026 |