

Board of Trustees Ethics Statement

Board of Trustees – Statement on Professional Ethics

CWU Policy 105-02

Effective: June 2008

Policy Review Date: YEAR

Policy Executive: Board of Trustees

Responsible Office/Unit: Secretary to the Board of Trustees

Policy Statement:

Applicability:

Content:

Policy

(1) The Board of Trustees is subject to the laws of the state of Washington regulating ethical behavior.

(2) Open Public Meeting Act.

The meetings of all multimember governing boards, councils and commissions, or any committees thereof, are open to the public, except for matters authorized to be conducted in executive session, or which are exempt from the act.

(3) Public Disclosure Commission Requirements.

- A. In order to prevent conflicts of interest, each trustee must file a detailed financial affairs statement with the Public Disclosure Commission prior to April 15 of each year.
- B. State agencies and institutions may expend public funds for lobbying by providing information or communicating on matters pertaining to official agency business, or by advocating the official position or interests of the agency to any elected official or officer or employee of any agency, but they may not use the facilities of a public office or agency for or against the election of any person or for or against any ballot proposition.

(4) Public Records Disclosure.

All records relating to the conduct of government or the performance of any governmental or proprietary function prepared, retained, used or owned by any state agency are available for inspection and copying, unless exempted by law.

(5) Ethics in Public Service

A. Basic Concepts

1. A trustee is a “state officer” within the meaning of the ethics laws.
2. A state officer or employee may not use his/her public position for private benefit, gain, or advantage.
3. A state officer or employee may not have a financial interest in or engage in any business or professional activity which is in conflict with his/her official duties.
4. A state officer or employee may not use his/her official position to secure special privileges or exemptions for him/herself or any other person.
5. A state officer or employee may not receive any compensation, gift, reward or gratuity except from the state for performing official duties.

B. General Rules on Receipt of Gifts. A state officer or employee may not accept any gift if it could be reasonably expected to influence the performance or nonperformance of his/her official duties.

C. Confidential Information. A state officer or employee may not disclose confidential information or use it for personal gain or private advantage.

D. Use of State Resources. State resources may not be used for personal gain or private advantage. The Executive Ethics Board has authorized the “de minimis” use of resources under limited circumstances.

E. Compensation for Outside Activities. A state officer or employee may not receive any compensation except from the state for performing official duties.

F. Honoraria. “Honoraria” means money or anything of value for a speech, appearance, or article. Honoraria may not be received unless specifically authorized by the state officer’s or employee’s agency.

G. Post-State Employment. Post-State employment is limited with those with whom the agency has had contractual relations.

H. Assisting in Transactions. State officers or employees may assist persons or entities only in the course of their official duties.

I. Outside Financial Interests/Financial Interests in Transactions. A state officer or employee may not be beneficially interested in a contract made by, through, or under his/her supervision.

(6) Over expenditure of Funds.

A. The Budget and Accounting Act contains severe penalties for the intentional or negligent over expending or over encumbering of any appropriation made by law, for failing to properly account for any expenditure by fund, program or fiscal period, or for expending funds contrary to the terms, limits, or conditions of any appropriation made by law.

- B. The Washington Constitution prohibits gifts or loans of public funds to private entities, including private college foundations, with exceptions for intergovernmental transfers, support for the “poor and infirm” and for pension and other trust funds.

History:

*09/1999, Motion 99-33: Responsibility: Board of Trustees; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 06/2008; Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 1-50-020, June 2025*