

**OPERATING AGREEMENT  
BETWEEN CALIFORNIA STATE UNIVERSITY  
AND CAL POLY POMONA FOUNDATION, INC.**

This agreement is made and entered into by and between the Trustees of the California State University by their duly qualified Chancellor (CSU) and Cal Poly Pomona Foundation, Inc. (Auxiliary) serving California State Polytechnic University, Pomona (Campus). The term of this agreement shall be July 1, 2018 through February 1, 2025.

**1. PURPOSE**

The purpose of this agreement is to set forth the terms and conditions under which Auxiliary may operate as an auxiliary organization pursuant to California Education Code §89900 et seq. and California Code of Regulations (CCR) Title 5, § 42400 et seq. In entering this agreement, CSU finds that certain functions important to its mission are more effectively accomplished by the use of an auxiliary organization rather than by the Campus under the usual state procedures.

The CSU, the Campus and the Auxiliary are parties to a Master Operating Agreement (Master Agreement) entered into as of August 1, 2000 which authorizes the Auxiliary to perform certain functions for the Campus and sets forth the broad terms and conditions under which the Auxiliary will perform these functions. In addition, the CSU, the Campus and the Auxiliary are parties to six (6) Supplemental Operating Agreements (Supplemental Agreements) to the Master Agreement entered into as of August 1, 2000 that further clarifies and delineates the role and responsibility of the Auxiliary in the performance of the functions and related activities.

This Agreement is not intended to supercede the general terms and conditions of the Master Agreement or the six (6) Supplemental Agreements in its entirety but further clarifies and delineates the role and responsibility of the Auxiliary in the performance of the functions and related activities.

**2. PRIMARY FUNCTION(S) OF THE AUXILIARY**

In consideration of receiving recognition as an official CSU auxiliary organization, Auxiliary agrees, for the period covered by this agreement, that the primary function(s), which the Auxiliary is to manage, operate or administer is/are:

- Externally Funded Projects
- Instructionally-related programs and activities
- Gifts, Bequests, Endowments, Trusts and similar gift management
- Public relations, fundraising and fund management

- [X]Bookstores
- [X]Food Services
- [X]Campus Services
- [X]Acquisition and development of real property
- [X]Other functions approved by the CSU and Campus through the Supplemental Agreements:

[X]The Auxiliary shall perform functions related to instructionally-related programs and activities including but not limited to agriculture operations. Off campus services relating to agriculture operations may be established by the Auxiliary, subject to the approval of the University President that such services support the institution's mission. [Agriculture]

[X]The Auxiliary shall perform all University bookstore functions including sale so textbooks, personal computers and software, student supply items and traditional clothing and gift items. Off campus services relating to the bookstore function may be established by the Auxiliary, subject to the approval of the University President that such services support the institution's mission. [Bookstore].

[X]The Auxiliary shall operate a cafeteria and related activities as well as other approved activities. Off campus services relating to the cafeteria function may be established by the Auxiliary, subject to the approval of the University President that such services support the institution's mission. [Food Services].

[X]The Auxiliary shall perform functions related to externally funded projects including research, workshops, conferences, housing and institutes as well as other approved activities. Off campus services relating to these functions may be established by the Auxiliary, subject to the approval of the University President that such services support the institution's mission. In addition, the Auxiliary may, with prior written approval of the President of the campus, perform the following services in connection with authorized travel study courses: Collect from participants in a travel study course costs of travel, meals, accommodations, insurance, and other costs authorized by the President or his or her representative.[Research].

[X]The Auxiliary shall construct, operate, and maintain certain administrative offices, bookstore, food services and other Auxiliary activities, classroom, conference and laboratory space facilities as well as other approved activities. Off campus services relating to this function may be established by the Auxiliary, subject to the approval of the University President that such services support the institution's mission. [Tech Park].

[X]The Auxiliary shall construct, own, and operate certain housing facilities for students and other University housing as well as other approved activities. Off campus services relating to this function may be established by the Auxiliary, subject to the approval of the University President that such services support the institution's mission. [University Village].

In carrying out the above, the Auxiliary engages in the following functions authorized by, CCR tit.5, §42500, which are activities essential and integral to the educational mission of the University:

1. Bookstores, Food Services, and Campus Services
2. Housing
3. Scholarships, Grants-in-Aids, Stipends, and Related Financial Assistance
4. Externally Funded Projects Including Research, Workshops, Conferences, and Institutes<sup>1</sup>
5. Instructionally related Programs and activities, including Agriculture, other Instructionally Related Programs and Activities
6. Gifts, bequests, devises, endowments, trusts and similar funds
7. Public relations, fundraising, fund management, and similar development programs
8. Acquisition, development, sale, and transfer of real and personal property including financing transactions related to these activities

Auxiliary agrees to receive and apply exclusively the funds and properties coming into its possession toward furthering these purposes for the benefit of CSU and the Campus. Auxiliary further agrees that it shall not perform any of the functions listed in CCR tit.5, §42500 unless the function has been specifically assigned in this operating agreement with the Campus. Prior to initiating any additional functions, Auxiliary understands and agrees that CSU and Auxiliary must amend this agreement in accordance with Section 21, *Amendment*.

### **3. CAMPUS OVERSIGHT AND OPERATIONAL REVIEW**

The responsibility and authority of the Campus president regarding auxiliary organizations is set forth in CCR tit.5, §42402, which requires that auxiliary organizations operate in conformity with CSU and Campus policies. The Campus President has been delegated authority by the CSU Board of Trustees (Standing Orders §VI) to carry out all necessary functions for the operation of the Campus. The operations and activities of Auxiliary under this agreement shall be integrated with Campus operations and policies and shall be overseen by the campus Chief Financial Officer (CFO) or designee so as to assure compliance with objectives stated in CCR tit.5, §42401.

The Campus shall review Auxiliary to ensure that the written operating agreement is current and that the activities of Auxiliary are in compliance with this agreement at least every five (5) years from the date the operating agreement is executed and at least every five years thereafter. Confirmation that this review has been conducted will consist of either an updated operating agreement, or a letter from the Campus CFO or designee to

the Campus President with a copy to the Chancellor's Office, certifying that the review has been conducted. As part of these periodic reviews, the Campus President should examine the need for each auxiliary and look at the efficiency of the auxiliary operation and administration.

Auxiliary agrees to assist the Campus CFO or designee in carrying out the compliance and operational reviews required by applicable CSU Executive Orders and related policies.

#### **4. OPERATIONAL COMPLIANCE**

Auxiliary agrees to maintain and operate its organization in accordance with all applicable laws, regulations and CSU and Campus rules, regulations and policies. Failure of Auxiliary to comply with any term of this agreement may result in the removal, suspension or probation of Auxiliary as an auxiliary organization in good standing. Such action by CSU may result in the limitation or removal of Auxiliary's right to utilize the CSU or campus name, resources and facilities (CCR tit.5, §42406).

#### **5. CONFLICT OF INTEREST**

No officer or employee of the CSU shall be appointed or employed by Auxiliary if such appointment or employment would be incompatible, inconsistent or in conflict with his or her duties as a CSU officer or employee.

Auxiliary has established and will maintain a conflict of interest policy. The Auxiliary's Conflict of Interest Policy is attached as Attachment 1.

#### **6. EXPENDITURES AUGMENTING CSU APPROPRIATIONS**

With respect to expenditures for public relations or other purposes which would serve to augment appropriations for CSU operations, Auxiliary may expend funds in such amount and for such purposes as are approved by Auxiliary's governing body. Auxiliary shall file, as Attachment 2 to this agreement, a statement of Auxiliary's policy on accumulation and use of public relations funds. The statement shall include the policy and procedures for solicitation of funds, the purposes for which the funds may be used, the allowable expenditures and procedures of control.

#### **7. FISCAL AUDITS**

Auxiliary agrees to comply with CSU policy and the provisions of CCR tit.5, §42408, regarding fiscal audits. All fiscal audits shall be conducted by auditors meeting the guidelines established the Integrated CSU Administrative Manual (ICSUAM).

The Campus CFO shall annually review, and submit a written evaluation to the Chancellor's Office in accordance with Section 20, Notices, of the external audit firm selected by the Auxiliary. This review by the Campus CFO must be conducted prior to the Auxiliary engaging an external audit firm and annually thereafter. If the Auxiliary has not changed audit firms, and the audit firm was previously reviewed and received a satisfactory evaluation, a more limited review may be conducted and submitted.

#### **8. USE OF NAME**

Campus agrees that Auxiliary may, in connection with its designated functions as a CSU auxiliary organization in good standing and this agreement, use the name of the Campus, the Campus logo, seal or other symbols and marks of the Campus, provided that Auxiliary clearly communicates that it is conducting business in its own name for the benefit of Campus. All correspondence, advertisements, and other communications by Auxiliary must clearly indicate that the communication is by and from Auxiliary and not by or from CSU or Campus.

Auxiliary shall use the name of Campus, logo, seal or other symbols or marks of Campus only in connection with services rendered for the benefit of Campus and in accordance with Campus guidance and direction furnished to Auxiliary by Campus and only if the nature and quality of the services with which the Campus name, logo, seal or other symbol or mark are used are satisfactory to the Campus or as specified by Campus.

Campus shall exercise control over and shall be the sole judge of whether Auxiliary has met or is meeting the standards of quality of the Campus for use of its name, logo, seal or other symbol or mark.

Auxiliary shall not delegate the authority to use the Campus name, logo, seal or other symbol or mark to any person or entity without the prior written approval of the Campus President or designee. Auxiliary shall cease using the Campus name, logo, seal or other symbol or mark upon expiration or termination of this agreement, or if Auxiliary ceases to be a CSU auxiliary organization in good standing, dissolves or disappears in a merger.

#### **9. CHANGE OR MODIFICATION OF CORPORATE STATUS**

Auxiliary shall provide notice to the CSU upon any change in Auxiliary's legal, operational or tax status including but not limited to changes in its Articles of Incorporation, bylaws, tax status, bankruptcy, dissolution, merger, or change in name.

#### **10. FAIR EMPLOYMENT PRACTICES**

In the performance of this agreement, and in accordance with California Government Code § 12900 et. seq., Auxiliary shall not deny employment opportunities to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender,

gender identity, gender expression, age, sexual orientation, military and veteran status. Auxiliary shall adopt employment procedures consistent with the policy statement on nondiscrimination and affirmative action in employment adopted by the CSU.

#### **11. BACKGROUND CHECK POLICY COMPLIANCE**

In compliance with governing laws and CSU policy, Auxiliary shall confirm that background checks are completed for all new hires and for those independent contractors, consultants, outside entities, volunteers and existing employees in positions requiring background checks as set forth in CSU systemwide policy. Auxiliary will provide confirmation of completed and cleared background checks to the University President/Chancellor upon request, or as established by campus policy. (See HR 2016-08).

#### **12. DISPOSITION OF ASSETS**

Attached hereto as Attachment 3 is a copy of Auxiliary's Constitution or Articles of Incorporation (as applicable) which, in accordance with CCR tit.5, §42600, establishes that upon dissolution of Auxiliary, the net assets other than trust funds shall be distributed *to the CSU or to another affiliated entity subject to financial accounting and reporting standards issued by the Government Accounting Standards Board*. Auxiliary agrees to maintain this provision as part of its Constitution or Articles of Incorporation. In the event Auxiliary should change this provision to make other dispositions possible, this agreement shall terminate as of the date immediately preceding the date such change becomes effective.

#### **13. USE OF CAMPUS FACILITIES**

Auxiliary may use those facilities identified for its use in a lease agreement executed between Campus and Auxiliary. If this Operating Agreement terminates or expires and is not renewed within 30 days of the expiration, the lease automatically terminates, unless extended in writing by the parties.

Auxiliary and Campus may agree that Auxiliary may use specified Campus facilities and resources for research projects and for institutes, workshops, and conferences only when such use does not interfere with the instructional program of Campus and upon the written approval from appropriate Campus administrators with such specific delegated authority. Auxiliary shall reimburse Campus for costs of any such use.

#### **14. CONTRACTS FOR CAMPUS SERVICES**

Auxiliary may contract with Campus for services to be performed by state employees for the benefit of Auxiliary. Any agreement must be documented in a written memorandum of understanding between Auxiliary and Campus. The memorandum of understanding shall among other things, specify the following: (a) full reimbursement to Campus for services performed by a state employee in accord with CCR tit.5, §42502(f); (b)

Auxiliary must clearly identify the specific services to be provided by state employee, (c) Auxiliary must specify any performance measures used by Auxiliary to measure or evaluate the level of service; (d) Auxiliary must explicitly acknowledge that Auxiliary does not retain the right to hire, supervise or otherwise determine how to fulfill the obligations of the Campus to provide the specified services to Auxiliary.

#### 15. DISPOSITION OF NET EARNINGS

Auxiliary agrees to comply with CSU and Campus policy on expenditure of funds including, but not limited to, CSU guidelines for the disposition of revenues in excess of expenses and CSU policies on maintaining appropriate reserves. Cal. Educ. Code §89904; Executive Order 1059.

#### 16. FINANCIAL CONTROLS

Recovery of allowable and allocable indirect costs and maintenance and payment of operating expenses must comply with ICSUAM §13680. CCR tit. 5, §42502(g) and (h).

#### 17. ACCEPTANCE, ADMINISTRATION, AND USE OF GIFTS

Auxiliary agrees, if authorized to do so in Section 2 above, that it will accept and administer gifts, grants, contracts, scholarships, loan funds, fellowships, bequests, and devises in accordance with policies of CSU and Campus.

##### A. Authority to Accept Gifts

If authorized, Auxiliary may evaluate and accept gifts, bequests and personal property on behalf of CSU. In acting pursuant to this delegation, due diligence shall be performed to ensure that all gifts accepted will aid in carrying out the CSU mission as specified in Education Code §§89720 and 66010.4(b).

Auxiliary agrees, before accepting gifts of real estate or gifts with any restrictive terms or conditions that impose an obligation on CSU or the State of California to expend resources in addition to the gift, to obtain written approval from the appropriate campus authority. Auxiliary agrees that it will not accept a gift that has any restriction that is unlawful.

Campus Designation of Authority to Auxiliary re: Administration of Grants and Contracts is attached as Attachment 4.

##### B. Reporting Standards

Gifts shall be recorded in compliance with the Council for Advancement and Support of Education and California State University reporting standards and shall be reported to the Chancellor's Office on an annual basis in accordance with Education Code §89720.

## 18. INDEMNIFICATION

Auxiliary agrees to indemnify, defend and save harmless the CSU, its officers, agents, employees and constituent campuses and the State of California, collectively "CSU indemnified parties" from any and all loss, damage, or liability that may be suffered or incurred by CSU indemnified parties, caused by, arising out of, or in any way connected with the operation of Auxiliary as an auxiliary organization.

## 19. INSURANCE

Auxiliary shall maintain insurance protecting the CSU and Campus as provided in this section. CSU's Systemwide Office of Risk Management shall establish minimum insurance requirements for auxiliaries, based on the insurance requirements in Technical Letter RM 2012-01 or its successor then in effect. Auxiliary agrees to maintain at least these minimum insurance requirements.

Auxiliary's participation in a coverage program of the California State University Risk Management Authority (CSURMA) shall fully comply with the insurance requirement for each type of required coverage (which may include but not be limited to, general liability, auto liability, directors and officers liability, fiduciary liability, professional liability, employer's liability, pollution liability, workers' compensation, fidelity, property and any other coverage necessary based on Auxiliary's operations). Auxiliary shall ensure that CSU and Campus are named as additional insured or loss payee as its interests may appear.

## 20. NOTICES

All notices required to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed to all parties as provided below.

Notice to Auxiliary shall be addressed as follows:

Cal Poly Pomona Foundation, Inc.  
3801 W. Temple Ave., Bldg # 55  
Pomona, CA 91768  
Attention: Senior Managing Director/Chief Financial Officer



Notice to the CSU shall be addressed to:

Trustees of the California State University  
401 Golden Shore  
Long Beach, California 90802  
Attention: Director, Contract Services & Procurement

Notice to the Campus shall be addressed as follows:

California State Polytechnic University, Pomona  
3801 W. Temple Ave.,  
Pomona, CA 91768  
Attention: Office of the President

## 21. AMENDMENT

This agreement may be amended only in writing signed by an authorized representative of all parties.

## 22. RECORDS

Auxiliary shall maintain adequate records and shall submit periodic reports as required by CSU showing the operation and financial status of Auxiliary. The records and reports shall cover all activities of Auxiliary whether pursuant to this agreement or otherwise.

## 23. TERMINATION

CSU may terminate this agreement upon Auxiliary's breach of or failure to comply with any term of this agreement by providing Auxiliary with a minimum of ninety (90) days advance written notice. Auxiliary may use the ninety-day advance notice period to cure the breach. If, in the judgment of CSU, the breach has been cured, the termination notice will be cancelled.

## 24. REMEDIES UPON TERMINATION

Termination by CSU of this agreement pursuant to Section 23, *Termination*, may result in Auxiliary's removal, suspension or probation as a CSU auxiliary in good standing, and loss of any right for Auxiliary to use the name, resources or facilities of CSU or any of its campuses.

Upon expiration of the term of this agreement, the parties shall have 30 days to enter into a new operating agreement which period may be extended by written mutual agreement.

25. SEVERABILITY

If any section or provision of this Agreement is held illegal, unenforceable or in conflict with any law by a court of competent jurisdiction, such section or provision shall be deemed severed and the validity of the remainder of this Agreement shall not be affected thereby.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto.

Approved: 5/14, 2018

California State Polytechnic University, Pomona

By [Signature]  
President

Executed on 3/29, 2018

Cal Poly Pomona Foundation, Inc.

By [Signature]  
Senior Managing Director/Chief Financial Officer

Executed on \_\_\_\_\_, 201\_\_

California State University  
Office of the Chancellor  
Contract Services and Procurement

By [Signature]

ATTACHMENT 1

CAL POLY POMONA FOUNDATION, INC.

POLICIES AND PROCEDUES

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<b>Subject:</b>	<b>CONFLICT OF INTEREST - BOARD OF DIRECTOR</b>	<b>Policy No.</b>	<b>221</b>
		<b>Date:</b>	<b>10/07/2002</b>
<b>Reference:</b>	<b>309-II-E</b>	<b>Revision:</b>	

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**PURPOSE**

The California Education Code has specific requirements for the governing board of an auxiliary organization regarding conflict of interest. This Policy addresses those requirements.

- §89906 No member of the governing board of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he is a member, and any contract or transaction entered into in violation of this section is void.
- §89907. No contract or other transaction entered into by the governing board of an auxiliary organization is void under the provisions of section §89906, nor shall any member of such board be disqualified or deemed guilty of misconduct in office under said provisions, if the circumstances specified in the following subdivisions exist:
- a) The fact of such financial interest is disclosed or known to be the governing board and noted in the minutes, and the governing board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members, and
  - b) The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved.
- §89908. The provisions of section §89907 shall not be applicable if the circumstances specified in any of the following subdivisions exist:
- a) The contract or transaction is between an auxiliary organization and a member of the governing board of that auxiliary organization.
  - b) The contract or transaction is between an auxiliary organization and a partnership or unincorporated association of which any member of the governing board of that auxiliary organization is a partner or in which he is the owner or holder directly or indirectly, of a proprietorship interest.
  - c) The contract or transaction is between an auxiliary organization and a corporation in which any member of the governing board of that auxiliary organization is the owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding common stock.

## ATTACHMENT 1

Policy No. 221

Subject: CONFLICT OF INTEREST - BOARD OF DIRECTORS

Page No. 2

- d) A member of the governing board of an auxiliary organization, is interested in a contract or transaction within the meaning of section §89906, and without first disclosing such interest to the governing board at a public meeting of the board, influences or attempts to influence another member or members of the board to enter into the contract or transaction.

§89909. It is unlawful for any person to utilize any information, not a matter of public record, which is received by him/her by reason of his membership on the governing board of an auxiliary organization, for personal pecuniary gain, regardless of whether he/she is or is not a member of the governing board at the time such gain is realized.

### ANNUAL STATEMENT

Each year Board members are required to review the applicable portion of the California Education Code and attest that they do not have any conflicting financial interests.

### ENFORCEMENT

If at any time, a Board member determines that a conflict of interest exists, he/she will disclose the circumstances to the Executive Director of the Cal Poly Pomona Foundation, Inc., immediately.

If any member of the Board of Directors is found to be in violation of this Policy or the Financial Interest section of the California Education Code, that member will be given a reasonable period of time to resolve the conflict. In the event that the conflict can not be resolved in a manner compliant with the California Education Code, the Director must resign from the Board.

## ATTACHMENT 1

### CAL POLY POMONA FOUNDATION, INC.

#### POLICIES AND PROCEDURES

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<b>Subject:</b>	<b>CONFLICT OF INTEREST – EMPLOYEES</b>	<b>Policy No.</b>	<b>222</b>
<b>Reference:</b>	<b>309-II-E</b>	<b>Date:</b>	<b>10/7/2002</b>
		<b>Revision:</b>	

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#### PURPOSE

The California Education Code has specific requirements for employees of an auxiliary organization regarding conflict of interest. This Policy addresses those requirements.

§89006. It is unlawful for any person to utilize any information, not a matter of public record, that is received by that person by reason of his or her employment by, or contractual relationship with, the trustees, the California State University, or an auxiliary Organization of the California State University, for personal pecuniary gain, not contemplated by the terms of the employment or contract, regardless of whether the person is or is not so employed or under contract at the time the gain is realized.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision, which may result in a personal gain for that employee or a relative as a result of the Foundation's business activities.

This policy shall apply to all employees who have significant exposure and/or decision making authority to warrant regular monitoring of Conflict of Interest activities. While all reference herein is made to employees of the Foundation, this policy shall also apply to any individual (whether employed by Foundation or not) who has significant exposure and/or decision making authority related to Foundation business activities, to warrant regular monitoring of Conflict of Interest activities. Such individuals may include, but are not limited to employees of California State Polytechnic University, Pomona, independent contractors, subcontractors, consultants, etc.

#### ANNUAL STATEMENTS

All management and other employees that have been designated as in positions of decision making authority related to Foundation business activities, are required to annually review the applicable portion of the California Education Code and attest that they do not have any conflicting financial interests.

## ATTACHMENT 1

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Subject: CONFLICT OF INTEREST – EMPLOYEES  
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### ENFORCEMENT

If an employee, as defined in this policy, suspects that he/she has a conflict of interest with Foundation business activities, then he/she will immediately disclose the circumstances to the Foundation Executive Director and the Director of Human Resources. The Executive Director and Director of Human Resources will review all reported conflicts of interest. The Executive Director will issue a decision that defines what activities are permissible, not permissible and any special conditions that must be met. The Executive Director will inform the Foundation's Finance/Investment Committee of all reviews and decisions relative to conflict of interests. An employee may appeal a conflict of interest review and decision to the Executive Committee of the Foundation Board of Directors. In the event that the conflict can not be resolved in a manner compliant with the California Education Code, the employee shall be subject to disciplinary action, up to and including discharge. If the Executive Director has a conflict of interest with Foundation business activities, he/she will disclose the circumstances to the Chair of the Foundation Board of Directors.

## ATTACHMENT 2

### CAL POLY POMONA FOUNDATION, INC.

#### POLICIES AND PROCEDURES

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<b>SUBJECT:</b>	Accumulation and Use of Public Relations Funds	<b>Policy No.</b>	155
		<b>Old No.</b>	1976-3
		<b>Date:</b>	1/13/76
<b>Reference:</b>	97-111-B, 42502(I), 298-II-D	<b>Revision:</b>	6/13/00

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#### **POLICY:**

The following public relations policy and procedure statement meets the requirements of Section 42502 Subsection (I) of Subchapter 5 of Chapter 5 of Title 5 which reads as follows:

Proposed expenditures for public relations or other purposes which would serve to augment state appropriations for operation of the campus. With respect to expenditures for public relations or other purposes which would serve to augment state appropriations for operation of the campus, the auxiliary organization may expend funds in such amount and for such purposes as are approved by the governing body of the auxiliary organization. The President shall file with the Chancellor, a statement of such policy on accumulation and use of public relations funds for all auxiliary organizations. The statement will include the policy and procedure on solicitations of funds, source of funds, amounts, and purpose for which the funds will be used, allowable expenditures, and procedures of control.

In accordance with Section 42502 (I) of Title 5 of the California Administrative Code, the President has designated Cal Poly Pomona Foundation, Inc. as the entity to administer non-state public relations funds for California State Polytechnic University, Pomona. The funds shall be maintained as a regular part of the Cal Poly Pomona Foundation, Inc. accounting record. As public understanding and goodwill materially affect the success of the university and its auxiliary organizations, the Cal Poly Pomona Foundation, Inc. is an appropriate source of limited funds for public relations purposes subject to proper procedures. The Foundation leases, which mandate expenditures for public relations purposes, also follow the Title 5 guidelines.

#### **PROCEDURES:**

A written budget proposal prepared by the President's office of the California State Polytechnic University, Pomona is submitted to the Cal Poly Pomona Foundation's Board of Directors for review and approval

#### **SOURCE OF FUNDS:**

Monies for the Campus Community Relations Expenditures are provided by Cal Poly Pomona Foundation, Inc. as a regularly budgeted item. Such items are approved by the

## ATTACHMENT 2

Policy No. 155

Subject: Accumulation and Use of Public Relations Funds

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Board of Directors or the Cal Poly Pomona Foundation, Inc. as a part of their normal budgetary processes. This budget amount may also be increased by contributions from individuals, corporate, or other donors who wish to support the University. Such donations must be specifically designated for the Campus Community Relations Expenditures.

### USE OF FUNDS:

The Campus Community Relations Fund is established to provide a method for University officials to host guests and partake in activities that are of benefit to the University. Typical examples of use of the Fund are hosting student groups, community members, and individuals and organizations interested in supporting the University. Also, involvement in activities which may engender financial or other support to the University is a proper use of the Fund. Normally, Campus Community Relations Funds are used when it has been determined that State funds are not available for the purpose.

### ALLOWABLE EXPENDITURES:

In general, the funds allocated by the President shall be proposed for expenditures only if consistent with the approved written budget. Such proposed expenditures must be appropriate to campus authorized educational, social, or business activities which clearly advance the University's objectives, and which are processed consistent with applicable procurement and accounting standards and practices.

In accordance with Foundation policy, all funds expended require appropriate authorization signatures and a description of use of the funds.

The use of funds budgeted for public relations or similar activities shall be requested through practices formally established by the Foundation. Such practices shall include appropriate documentation, including the special certification and review in questionable cases, required to establish that the proposed expenditure will not:

1. Fall outside the educational mission of the CSU;
2. Be prohibited either by statute, or CSU or campus policy; or
3. Be contrary to CSU or campus procedures

The University will look to and operate within Foundation expenditure documentation procedures.

### PROHIBITIONS:

The Foundation is aware of and acknowledges the existence of the following prohibitions stated in the California Administrative Code Title 5 in Section 42403 (c) which reads as follows:

Funds of an auxiliary organization shall be used for purposes consistent with Board of Trustees and campus policy, and shall not be used:

1. To support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of this state or



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Subject: Accumulation and Use of Public Relations Funds

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any subdivision thereof or any city, municipality, or local governmental entity of any kind except as may be permitted by Section 89300 of the Education Code. The prohibition of this subdivision shall not apply to:

- (a) Expressions published in the student press;
  - (b) Support of a position taken by the Board of Trustees on an issue, which the Board determined, will significantly affect the California State University or any campus thereof.
2. To make personal loans to non-educationally related purposes, except that such loans may be made when specifically authorized by a trust instrument under which the funds were received.

### PROCEDURES:

Careful screening of proposed expenditures by the Executive Director of the Cal Poly Pomona Foundation, Inc., the President and the Foundation Board of Directors insures an appropriate budget at the outset. Control of expenditures is maintained by these requirements:

1. All authorizations to be vested in the Executive Director of the Cal Poly Pomona Foundation, Inc. or his/her designee.
2. Monthly statements of expenditures by budget classifications to be distributed by the Foundation office.
3. Year-to-year carry-over of unexpended funds is permitted only with specific Board approval.
4. A report of each year's use of funds for public relations is made by the Executive Director of the Cal Poly Pomona Foundation, Inc. to the President and to the Foundation Board of Directors.

RESTATED ARTICLES OF INCORPORATION  
OF  
CAL POLY POMONA FOUNDATION, INC.

**ENDORSED - FILED**  
in the office of the Secretary of State  
of the State of California

JUN -7 2012

The undersigned certify that:

1. They are the Chair of the Board and the Secretary, respectively, of CAL POLY POMONA FOUNDATION, INC., a California nonprofit corporation.
2. The Articles of Incorporation of this corporation are amended and restated to read as follows:

ONE: The name of the Corporation is CAL POLY POMONA FOUNDATION, INC.

TWO: This Corporation is a Nonprofit Public Benefit Corporation and is not organized for the private gain of any person. It is organized under the nonprofit Public Benefit Corporation Law for charitable purposes.

THREE: This Corporation is organized exclusively for charitable, scientific, literary, or educational purposes, within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law. This Corporation is also classified as a public charity under section 509(a) (3) of the Internal Revenue code of 1986. Notwithstanding any other provision of these Articles, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Corporation, and the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986, or under Section 509 (a) (3) of the Internal Revenue code of 1986, or the corresponding provision of any future United States internal revenue law, or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law.

FOUR: The Corporation shall have no members as that term is defined in Section 5056 of the California Corporations Code, or in any successor statute thereto. Any Corporate action which would otherwise require approval by a majority of all members or approval by the members of the Corporation shall require only approval of the Board of Directors.

ATTACHMENT 3

FIVE: a) No substantial part of the activities of this Corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Section 501 (h) of the Internal Revenue Code of 1986, and this Corporation shall not participate in or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office except as otherwise provided in Section 501 (h) of the Internal Revenue Code of 1986.

b) All Corporate property is irrevocably dedicated to the purposes set forth in Article THREE, above. No part of the net earnings of this Corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders, or to individuals.

c) Upon the winding up and dissolution of the Corporation after paying or adequately providing for the debts, obligations, and liabilities of the Corporation, all net assets, other than trust funds, shall be distributed to a successor approved by the President of California State Polytechnic University, Pomona, and by the Chancellor of The California State University. Such successor shall have tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States internal revenue law), under Section 509 (a) (3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States internal revenue law), and under Section 23701 of the California Revenue and Taxation Code, or the corresponding section of any future California revenue and tax law.

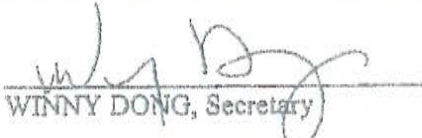
SIX: This Corporation elects to be governed by all of the provisions of the Nonprofit Corporation Law of 1980 not otherwise applicable to it under Part 5.

3. The foregoing amendment and restatement of Articles of Incorporation has been duly approved by the Board of Directors.
4. The corporation has no members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: May 24, 2012

  
J. MICHAEL ORTIZ, Chair of the Board

  
WINNY DONG, Secretary

ATTACHMENT 3



I hereby certify that the foregoing transcript of \_\_\_\_\_ page(s) is a full, true and correct copy of the original record in the custody of the California Secretary of State's office.

JUN 30 2012

Date: \_\_\_\_\_

*Debra Bowen*  
DEBRA BOWEN, Secretary of State

## ATTACHMENT 4

### SUPPLEMENTAL OPERATING AGREEMENT - RESEARCH

Number: K020028

*A Supplemental Agreement to*

*Master Operating Agreement Number: K020079*

#### Preamble

This Supplemental Operating Agreement (this "Supplemental Operating Agreement" or "Agreement") is made and entered into as of August 1, 2000 by and between the Trustees of The California State University ("Trustees") by their duly qualified and acting Chancellor on behalf of the California State Polytechnic University, Pomona ("University"), and the Cal Poly Pomona Foundation, Inc. ("Auxiliary" or "Foundation"), acting in its capacity as an authorized auxiliary organization.

#### I. Purpose

The Trustees and the Auxiliary are parties to a Master Operating Agreement (the "Master Agreement") which authorizes the Auxiliary to perform certain functions for the University and sets forth the broad terms and conditions under which the Auxiliary will perform these functions pursuant to Chapter 7, Part 55, Division 8, Title 3 (Sections 89900, et seq.) of the Education Code, and Subchapter 6, Article 1, Part V (Sections 42400 et seq.) of Title 5 of the California Code of Regulations.

This Supplemental Operating Agreement is a supplemental agreement to the Master Agreement that further clarifies and delineates the role and responsibility of the Auxiliary in the performance of this function and related activities. This Agreement is not intended to supercede the general terms and conditions of the Master Agreement in its entirety but clarifies and/or amends identified sections as required.

#### II. Function

As an official auxiliary organization of the California State University, Auxiliary hereby agrees, for the period covered by this Agreement, to perform functions related to externally funded projects including research, workshops, conferences, housing and institutes as well as other approved activities. Off campus services relating to these functions may be established by the Foundation, subject to the approval of the University President that such services support the institution's mission. In addition, the Auxiliary may, with prior written approval of the President of the campus, perform the following

## ATTACHMENT 4

services in connection with authorized travel study courses: Collect from participants in a travel study course costs of travel, meals, accommodations, insurance, and other costs authorized by the President or his or her representative. The collection of Trustees' fees shall be handled in accordance with established Trustees' procedures.

Auxiliary shall have the right to perform the function and related activities authorized under this Agreement on an exclusive basis as long as such functions are operated in compliance with Education Code Section 89900 et seq., applicable provisions of Title 5, California Code of Regulations, this Agreement, Trustees and University policy. The University shall enforce this exclusive right through campus policy and administrative action. Auxiliary further agrees to receive and apply exclusively the funds and properties coming into its possession toward furthering this function. Prior to initiating any additional activities unrelated to this function, Auxiliary agrees to obtain written approval of Trustees.

### III. Indemnification

Indemnification shall be provided in accordance with Section X of the Master Agreement as it pertains to such functions and related activities.

### IV. Term

The term of this Agreement shall be from August 1, 2000 through February 1, 2025 unless sooner terminated as provided in Section V of this Agreement.

### V. Termination

This Agreement may be terminated by the Trustees upon any of the following occurrences:

- a) Expiration of this Agreement;
- b) Non-conformance with State Law, Regulations and Policies as stated in the Master Agreement, or;
- c) Administrative necessity as judged by the Trustees.

### VI. Use of Premises

Property to be utilized by the Corporation in accordance with Section 8 of the Master Agreement may be separately or jointly, as determined by the President of the campus, occupied, operated, and used by the University and Lessee.

## ATTACHMENT 4

The Foundation may operate, and use such property only in connection with the following functions and activities in accordance with the terms of this Agreement and only when such functions and activities come within the terms of Section 89046 of the Education Code:

1. Conducting research projects financed by funds other than State funds and approved by the University President acting under guidelines and policies which have been or may be adopted by Trustees of The California State University and the Chancellor of The California State University.
2. With the prior written approval of the President of the University:
  - A. Conducting workshops, institutes, and conferences for which no academic credit is given by the University.
  - B. Making arrangements for workshops, institutes, and conferences for which credit is given by the University in those instances where State fiscal procedures cannot be employed without undue difficulty.
  - C. Operating certain housing facilities.
3. Administering gifts made to the Foundation and trusts of which the Foundation is trustee.
4. Performing services in connection with travel study courses.
5. The Foundation shall use such property only for those functions and activities that are consistent with the guidelines and policies which have been or may hereafter be adopted by Trustees of The California State University.

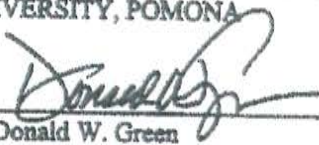
ATTACHMENT 4

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized representatives of the parties hereto as of the date first above written.

CAL POLY POMONA FOUNDATION, INC.

By   
\_\_\_\_\_  
G. Paul Storey  
Executive Director

CALIFORNIA STATE POLYTECHNIC  
UNIVERSITY, POMONA

By   
\_\_\_\_\_  
Donald W. Green  
Director of Procurement & Support Services

TRUSTEES OF THE CALIFORNIA STATE  
UNIVERSITY

By   
\_\_\_\_\_  
Patricia L. Dayneko  
Director, Contract Services & Procurement