

MEMORANDUM TO: All Holders of MSU Operating Policy and Procedures Manual

DATE: April 8, 1992 / Revised November 7, 2005

SUBJECT: Salary Supplement Fund-Raising

### Purpose

This policy is intended to clarify what constitutes "appropriate and ethical" fund-raising activity as it relates to the solicitation of gifts from which the solicitor stands to realize a pecuniary benefit through a supplement to the solicitor's salary.

### Policy

The role of all fund-raising officers and any volunteers engaged in solicitation of funds at Mississippi State University is to generate charitable gifts which will benefit the institution. Whenever gifts are solicited or offered which would directly benefit the solicitor, consideration of ethical issues becomes paramount.

It is improper for any University employee to seek gifts which would provide personal pecuniary benefit. Further, it may be improper for an employee to accept such a gift if he or she has served as a primary contact during the cultivation or solicitation process. This principle holds true even if the designation for the gift was proposed by the donor.

### Procedure

If there is a question concerning the advisability of participating in a fund-raising activity because of a potential ethical conflict, the activity in question should be cleared in advance with appropriate officials to whom the individual reports.

All fund-raising personnel and volunteers should target solicitation for prioritized projects, special programs, and educational needs which benefit departments, schools, colleges, or the university at large. To avoid potential ethical conflicts in fund-raising, instead of soliciting or accepting charitable gifts to be used for direct compensation, other forms of enhancements for meritorious faculty and staff should be examined. Examples of such enhancements include travel to attend workshops and conferences, research funding, and funding for graduate assistants.

### Review

This policy will be reviewed as needed by the Vice President for External Affairs.

POLICY/PROCEDURE RESPONSIBILITIES

Position

Section

Month

Vice President for External Affairs

Review

As Needed

OP 01.3

OP 01.3  
Salary Supplement Fund Raising

Reviewed by:

/s/ Don Zant 11/01/05  
Director, Internal Audit Date

/s/ Charles Guest 11/03/05  
General Counsel Date

/s/ Dennis Prescott 11/07/05  
Vice President for External Affairs Date

Approved by:

/s/ J. Charles Lee  
President Date