

Professional and Institutional Memberships

I. Policy Section

11.0 Business Functions

II. Policy Subsection

11.3 Professional and Institutional Memberships

III. Policy Statement

The College may maintain institutional memberships in such professional organizations as it deems appropriate. In the case of memberships covered by agreements with bargaining units, the membership and any applicable employee reimbursement shall be in accord with the conditions of said agreements.

Employees shall be entitled to payment or reimbursement for the cost of memberships in professional organizations in accordance with the rules of this policy.

IV. Reason for the Policy

To give clear direction to staff on maintaining professional and institutional memberships

V. Entities Affected by this Policy

None

VI. Who Should Read this Policy

All College Staff

VII. Related Documents

Bargaining Unit Agreements

VIII. Contacts

Policy Owner: Vice President for Finance and Administration

IX. Definitions

None

X. Procedures

1. Memberships in a professional organization must be related to the employee's job assignment.
2. Payment for membership in organizations that have as their primary purpose social, political, fraternal, religious, or profit making functions shall not be allowed.
3. Reimbursement for the cost of memberships required by employee's contractual agreement shall be subject to the dollar limitation stated therein but may be authorized by the appropriate Executive Budget Control Officer provided that the membership satisfies the standards of 1 and 2 listed above.
4. Payment or reimbursement of memberships for management must be approved by the appropriate Dean, Vice President or President.
5. The appropriate budget control officer must approve payment of professional memberships. The employee must file reimbursement for membership fees in accordance with Policy 11.1.
6. Where the institutional membership requires or it is deemed desirable, the Board of Trustees shall designate one of its members as the College's representative to the organization. In all other cases, the President or designee shall select the personnel that shall represent the College in the organization.

XI. Forms

Employee Reimbursement Request Form

XII. Effective Date

February 20, 1995

XIII. Policy History

Adopted February 20, 1995
Updated August 20, 2008
Updated December 2013

XIV. Next Review/Revision Date

December 2018