2310 – Individual Memberships/Certifications/Association Dues, Etc.

The College may support, through the full or partial payment of membership dues, the memberships of College employees in organizations and/or associations where such memberships are considered to be of value to the College. The Dean responsible for the area requesting the membership shall determine the value of the membership to the institution and if the membership is justified.

Examples of memberships that would be considered valuable to the institution include:

- Memberships that are required to maintain accreditation/certification for the ongoing operation of the program and services.
- Memberships that allow for a reduction in fees for conferences/seminars, which employees normally attend, and the reduction in fees equal or exceed the cost of the membership.
- Receipt of publications or newsletters, which are deemed important to the college operations, particularly those that would ordinarily be ordered at an additional cost to the College.
- Memberships, which provide no immediate tangible benefit, although there may be a political or public relations benefit to the College.

REGULATIONS:

A. Whenever possible, the membership will be in the name of the College rather than the employee. Exceptions will be made where institutional membership is not possible or when institutional membership is more costly than individual membership.

B. Whenever possible, only one representative per association shall be supported with college funds.

C. Approval of membership/association dues will require supervisor's approval per the standard requisition approval process.

(Based on policy 1310; approved by President on 3/23/09)