

INSTITUTIONAL MEMBERSHIP IN ORGANIZATIONS

The District provides institutional memberships to support the mission and goals of the institutions. Individual memberships are generally considered as personal obligations and therefore not allowed. However, individual memberships for professional and civic organizations that support the mission and goals for the District may be paid for (as an exception) with District funds, with the approval of the Vice Chancellor of Business Services or designee.

Exceptions may be made when:

- a) the individual membership is required for attendance by an employee at a conference as part of the registration and an institutional membership is not available;
- b) membership dues are included as part or all of the expense of an organization meeting for which the District pays the expense of the employee to attend where the registration fee including the membership is less costly than or equal to the non-member registration fee;
- c) when needed publications cannot be purchased by the District without having an individual membership and there are no institutional memberships available; or
- d) individual memberships are required for employees that are in specific designated positions to be part of a state association, there are no institutional memberships to this organization available, and the membership transfers to the individual who replaces the individual leaving District employment.