

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	INSTITUTIONAL MEMBERSHIPS - RECOMMENDATIONS	02-1001	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-13.2 Institutional Relationship, Public Service and Professional Associations	September 21, 2022	

## Purpose

The purpose of this procedure is to provide processes for the annual review of institutional membership participation in commissions, committees, chambers and other organizations at the national, state, regional or local levels and to clarify the individual responsibility of employees in regard to individual professional certifications and/or licensures.

## Procedure

- A. College participation in commissions, committees, chambers and other organizations designed to provide support to the institution or its programs is encouraged at all levels. This participation must be consistent with the mission, goals and objectives of the College.
- ~~B.~~ Institutional memberships shall be funded under a single budgetary account that is developed annually for this purpose. As such, employees should submit requests for College participation in an organization requiring membership fees to their immediate supervisor for approval by the appropriate Vice President or College President. Institutional memberships with annual dues of \$1500 or more will require approval from the appropriate Vice President and Executive Leadership Team. If a new membership is approved, the requesting department will transfer the initial funds to the institutional membership budget. Thereafter, the funds will be accounted for in the annual budget process.
- C. A listing, showing the organization and the institutional representative(s), shall be disseminated to the Executive Leadership Team annually by the Vice President responsible for the institutional membership budget.
- D. College employees are encouraged to participate in additional professional associations and organizations related to their individual fields of specialization. The payment of dues for such individual memberships as well as the cost of acquiring and renewing individual certifications and/or licensures shall be the responsibility of the employees, unless the membership, certification, and/or licensure, accompanied by written justification, is approved as an exception by the College President, or designee.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

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