

PROCEDURES MEMORANDUMS

TO: MCC Staff

FROM: Office of the President

SUBJECT: Organizational and Individual Memberships and Fee Guidelines

DATE: April 14, 2010

PURPOSE: To establish uniform guidelines for determining the organizational and individual membership fees that will be paid by the College.

SCOPE: This procedure applies to specific College staff members designated to represent the College in professional organizations. For information on service/civic club memberships, please see PM X-25 (Service/Civic Clubs Memberships and Fee Guidelines).

1. General Principles

The general principles underlying the participation of the College staff in organizations are as follows:

- A. It is essential that MCC, as a community college, hold institutional membership in certain postsecondary education associations and accreditation agencies, such as the American Association of Community Colleges, the Higher Learning Commission, the Association of Community College Trustees, etc.
- B. It is important that the College's staff be affiliated with professional organizations that help keep them abreast of current activities and developments in their fields of specialization.

2. Organizational and Individual Memberships in Professional Organizations

The procedure to be followed in selecting organizations in which the College will be represented by an organizational membership is outlined below.

- A. The president, or his/her designees, will represent the College in organizations in which institutional memberships are held. Membership and related fees shall be paid by the College.

- B. College exempt employees may recommend institutional or individual memberships in professional organizations with national, regional, and/or local affiliation for each unit under their supervision, as well as themselves, which they deem appropriate. The College staff persons represented by an institutional or individual membership in the recommended professional organizations may be drawn from any of the institution's employee classifications. The number of memberships per department or unit will be subject to the limitations of that department or unit budget. Total organizational membership fees in organizations specified by the previously designated administrators will be approved by the area Vice President and paid by the College.
- C. College staff is required to give advance notice to their supervisors and receive their approval before assuming organizational elective or appointed offices.

3. Travel and Associated Fees

- A. Expenses and fees associated with MCC organizational memberships, such as parking, local travel to and from regularly scheduled meetings or meals, will be subject to the same stipulations discussed in the Travel Guidelines (Procedures Memorandum VI-2) and the Food, Beverages and Miscellaneous Expenditures (Procedures Memorandum VI-36).
- B. Membership does not guarantee that attendance at state, regional or national meetings, or organization meetings will be approved. Travel requests to attend associated organizational conferences and meetings will be considered as set forth in the Travel Guidelines (Procedures Memorandum VI-2).
- C. MCC organizational representatives attending out-of-town meetings with associated expenses paid by the College may not be reimbursed for more than a single accommodation, i.e. hotel/motel, meals, travel, etc.

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