

PROCEDURES MEMORANDUMS

TO: MCC Staff

FROM: Office of the President

SUBJECT: Service and Civic Clubs Memberships and Fee Guidelines

DATE: March 16, 2018

PURPOSE: To establish uniform guidelines for determining College staff membership in service and civic clubs.

SCOPE: This procedure applies to exempt College staff members designated to represent the College in civic and service clubs.

For information on designated College professional organizations memberships, individual memberships in professional organizations and community-based organizations, please see Procedures Memorandum X-21, Organizational Membership Fees.

General Principle

It is mutually beneficial for the College, and the communities of the four counties it serves, to have College staff represented in community civic and service organizations. A service or civic club is defined as a club of professional or business people organized for their coordination and activity in public services. Civic and service clubs are not, by definition, community services and/or organizations. They typically meet weekly at meal times and the members interact informally. Any service club or civic organization outside the four-county service area needs prior approval if the exempt employee is to join under the process of this procedures memorandum.

2. Organizational and Individual Memberships in Service and Civic Clubs

- A. Exempt employees are encouraged to branch out into the community and support the College's mission. To support this effort, the College will pay either organizational or individual memberships, as appropriate, to community civic and service groups. Meals associated with meetings, parking, donation, and mileage to attend must be paid by the individual member.
- B. Any exempt employee interested in joining a service organization should request approval from their area Vice President. All membership fees will be paid by the College staff member's cost center upon receipt of appropriate documentation,

such as a bill from the service organization and a completed purchase requisition. Costs associated with monthly meetings such as meals, parking and mileage must be covered by the individual member. There will be no reimbursement from College funds for these expenses. As a follow-up, the exempt employee should provide an annual update to the Vice President/President regarding how the College was promoted to the organization the prior year.

- C. College staff are 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. Expense and fees associated with MCC organizational memberships in service and civic clubs, such as parking, local travel to and from regularly scheduled meetings or meals, will be paid by the individual member.
 - 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.

Adopted 8/24/04; Revised 9/2/05; 4/12/06; 3/28/07; Reviewed but no changes 2/25/08; Revised 2/11/10; 3/18/10; Reviewed but no changes 7/30/14; Revised 11/17/16; 7/26/17; 3/16/18