

ADMINISTRATIVE REGULATION 6303

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

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.

Memberships required for an employee overseeing a sport to represent the college on athletic legislative issues and voting, and to permit student-athletes to be nominated and receive all-region, all-state, and all-American honors for athletic performance and/or academic achievement are allowed. In these instances, only a state or national organization membership is allowed, not both.

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, Business Services or the Executive Director, Fiscal Services.

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) needed publications cannot be purchased by the District without having an individual membership and there are no institutional memberships available;
- 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; or
- e) required for student participation in an event, program, or activity.

Adopted:	06-14-12	Revised:	09-16-21
Revised:	12-04-15	Revised:	09-17-26
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Page 1 of 2

Documentation to substantiate any exception noted above is required to be attached to the expense report to obtain reimbursement.

Reference:

California Education Code, Section 70902

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