

### **Purpose**

The purpose of this policy is to provide guidance for funding institutional membership in organizations that would promote the advancement of education and research, enhance the professional standing of its administrative personnel and facilitate favorable campus-community relations.

### **Authority, Responsibility, and Duties**

The President, Vice Presidents or Senior Cabinet level Administrators of Virginia State University are responsible for the implementation of this policy.

### **Definitions**

None

### **Policy Statements**

Institutional or individual memberships in professional organizations or social clubs may be paid by University funds subject to the following requirements and limitations:

1. Institutional memberships in professional or civic organizations.

Institutional memberships may be paid from budgeted E&G, auxiliary or unrestricted gift funds with the approval, as appropriate, of the President, Vice Presidents or Senior Cabinet level Administrators of the University. Such memberships are justified only if they clearly relate to the professional or civic responsibilities of the relevant administrative unit, and should be reviewed annually by the responsible administrative official, prior to renewal.

2. Individual memberships in professional or civic organizations.

Individual memberships are generally considered as personal professional obligations. However, individual memberships in professional or civic organizations may be paid from E&G, local discretionary, or unrestricted gift funds, with the approval annually of the President, Vice Presidents or Senior Cabinet level Administrators of the University, as appropriate, and provided that:

- A. Such membership is deemed necessary by the President or appropriate Vice Presidents or Senior Cabinet level for the reasonable conduct of an individual's administrative duties; or
- B. Such memberships are provided for all tenured and tenure-track faculty members of an academic department, as faculty-development support; or
- C. University representation to a professional organization is institutionally important but institutional memberships are not available; or

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Policy: 5501

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- D. University representation is deemed important, and individual membership is available at substantially lower cost than institutional membership; or
  - E. Individual membership is required for paper submission, program presentation, or access to faculty or administrative recruiting at a professional meeting.
3. Memberships in social clubs and organizations.

The President, Vice Presidents or Senior Cabinet level Administrators may authorize or be authorized to have individual memberships in social clubs and organizations, with approval as appropriate, only from local discretionary or unrestricted gift funds. Such memberships normally are restricted to one per individual, and are justified only as they are considered to be important to the conduct of University business. All personal expenses associated with such membership must be identified and reimbursed to the University. Memberships will be permitted only in clubs and organizations whose policies are consistent with the University's EO/AA policies.

**References**

None

Approved By: \_\_\_\_\_

*Keith T. Miller (over)*  
President

Date: \_\_\_\_\_

*23 Oct 2012*