



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #1060

### INSTITUTIONAL AND INDIVIDUAL MEMBERSHIPS IN PROFESSIONAL OR CIVIC ORGANIZATIONS AND SOCIAL CLUBS

**Responsible Oversight Executive:** Vice President for Administration and Finance  
**Date of Current Revision or Creation:** April 26, 2011

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#### A. PURPOSE

The purpose of this policy is to define the requirements for institutional or individual memberships in professional or civic organizations and social clubs that are paid by the University.

#### B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Old Dominion University has executed a Memorandum of Understanding (MOU) with the Commonwealth's Department of Accounts and Department of the Treasury relating to the decentralization of nonpayroll disbursements. The MOU documents the agreement in accordance with the Appropriations Act to delegate the operation of nonpayroll disbursement to Old Dominion University as part of a program to grant relief from rules, regulations and reporting requirements in the areas of finance and accounting.

#### C. DEFINITIONS

N/A

#### D. SCOPE

The policy applies to all individuals with memberships to professional or civic organizations and social clubs paid by the University.

#### E. POLICY STATEMENT

Old Dominion University will pay for institutional and individual memberships to professional or civic organizations and social clubs provided the membership is related to the professional or civic responsibilities of the relevant department and/or individual member and to the mission of the University and is approved by the President or designee.

## **F. PROCEDURES**

1. Institutional memberships in professional or civic organizations may be paid from budgeted Educational and General, auxiliary, discretionary or gift funds, with approval of the President or respective Vice President. It is the responsibility of the approver to annually review institutional memberships prior to renewal.
2. Individual memberships in professional or civic organizations are generally considered to be personal professional obligations. Individual memberships may be paid from Educational and General, auxiliary, discretionary or gift funds, with approval of the President or respective Vice President, provided that:
  - a. such membership is deemed necessary by the President or designee for the reasonable conduct of an individual's administrative duties; or
  - b. such memberships are provided for all full-time 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
  - d. institutional or college representation is deemed important, and individual membership is available at substantially lower cost than institutional membership; or
  - e. individual membership is required for conference registration, paper submission, program presentation, or access to faculty or administrative recruiting at a professional meeting.
3. Memberships in social clubs and organizations may be paid from either discretionary or gift funds, with approval of the President or respective Vice President. Expenditures for such memberships are restricted to one per individual, and are considered to be important in conducting University business. All personal expenses associated with such memberships 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 Equal Opportunity and Affirmative Action policies.

## **G. RESPONSIBLE OFFICER**

Associate Vice President for Administration and Finance

## **H. RELATED INFORMATION**

N/A

