

OLD DOMINION UNIVERSITY
University Policies and Procedures

**1060 - INSTITUTIONAL AND INDIVIDUAL MEMBERSHIPS
IN PROFESSIONAL ORGANIZATIONS AND SOCIAL CLUBS**

Statement: 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 gift funds with the approval, as appropriate, of the President, Vice President or Dean of a College. 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 gift funds, with the approval annually of the President, Vice President or Dean of a College, as appropriate, and provided that:

- A. such membership is deemed necessary by the President or appropriate Vice President 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
- 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 paper submission, program presentation, or access to faculty or administrative recruiting at a professional meeting.

(3) Memberships in social clubs and organizations.

Individual memberships in social clubs and organizations may be paid, with approval as appropriate by the President, Vice President or Dean, only from local discretionary or 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.

Responsibility: President, Vice Presidents and Deans, as appropriate

Authorization: Roseann Runte, President

Date: July 1, 1990, Revised July 20, 1993; Revised August 22, 2003