

## PROFESSIONAL AND INSTITUTIONAL MEMBERSHIPS

### I. Policy Section

11.0 Business Functions

### II. Policy Subsection

11.3 Professional and Institutional Memberships

### III. Policy Statement

The College may maintain institutional memberships in such professional organizations as it deems appropriate. In the case of memberships covered by agreements with bargaining units, the membership and any applicable employee reimbursement shall be in accord with the conditions of said agreements.

Employees shall be entitled to payment or reimbursement for the cost of memberships in professional organizations in accordance with the rules of this policy.

### IV. Reason for the Policy

To give clear direction to staff on maintaining professional and institutional memberships.

### V. Entities Affected by this Policy

All GRCC Employees  
Board of Trustees

### VI. Who Should Read this Policy

All GRCC Employees  
Board of Trustees

### VII. Related Documents

Bargaining Unit Agreements

### VIII. Contacts

Policy Owner: Vice President for Finance and Administration

### IX. Definitions

None

X. Procedures

1. Memberships in a professional organization must be related to the employee's job assignment.
2. Payment for membership in organizations that have as their primary purpose social, political, fraternal, religious, or profit-making functions shall not be allowed.
3. Payment or reimbursement of memberships for an employee must be approved by the appropriate BCO and/or supervisor in accordance with established processes.
4. When a membership is an institutional one that requires a named college representative, the President or designee shall select the employee that shall represent the College. Where the institutional membership requires a Trustee as the representative, the Board of Trustees shall designate a Trustee.

XI. Forms

Employee Reimbursement Request Form

XII. Effective Date

February 20, 1995

XIII. Policy History

Adopted: February 20, 1995

Updated: August 20, 2008

Updated: December 2013

Updated: November, 2018

Updated: November, 2022 - no changes

XIV. Next Review/Revision Date

December, 2026