



OLD DOMINION UNIVERSITY

University Policy

Policy #1060

INSTITUTIONAL AND INDIVIDUAL MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS, CIVIC ORGANIZATIONS, AND SOCIAL CLUBS

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: August 11, 2017

A. PURPOSE

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

B. AUTHORITY

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning 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

Budget Unit Director – The University employee on record with the Office of Finance Data Control as having signature authority and financial management responsibility for a specific budget code.

Civic Organizations – Organizations/associations whose mission is to provide public service to the community (e.g., Hampton Roads Chamber of Commerce, Urban League).

Professional Organizations – Organizations/associations whose mission is to provide a community for professionals, scholars, and practitioners to share information about their respective disciplines/areas of expertise (e.g., National Association of College and University Business Officers, American Dental Education Association, Southern Association of Colleges and Schools).

Social Clubs – Organizations/clubs whose mission is to provide social and/or recreational activities for its members (e.g., Norfolk Yacht and Country Club, Town Point Club).

D. SCOPE

This policy applies to all employees, students and employees of affiliated organizations who are paid through the University with memberships to professional organizations, civic organizations, and social clubs paid by the University. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the the University's programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association.

E. POLICY STATEMENT

Old Dominion University will pay for institutional and individual memberships to professional organizations, 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 if the availability of departmental funds is authorized by the Budget Unit Director and the membership is approved by the President or designee. It is the responsibility of the individual to get the written approval of the Budget Unit Director and Vice 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 authorization of the Budget Unit Director and 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 authorization of the Budget Unit Director and 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 authorization of the Budget Unit Director and 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. Memberships to social clubs are taxable benefits to the individuals. 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. RECORDS RETENTION

Applicable records must be retained for three years and then destroyed in accordance with the [Commonwealth's Records Retention Schedule 102, Series 012082 \(Accounts Payable\) and 012103 \(Financial Account Reports\)](#).

H. RESPONSIBLE OFFICER

Associate Vice President for Financial Services

I. RELATED INFORMATION

[University Policy 3001 – Responsibility of Budget Unit Directors on Use of Funds \(Expenditures\)](#)

