

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 205.1	
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Section:	Administration	Subject:	Memberships in Organizations

PURPOSE

Memberships in associations and/or organizations provide an opportunity for the College and its employees to maintain contact in professional areas that relate to the mission of the College.

PROCEDURE

1. The College, as an institution, will be a member of relevant associations and organizations.
2. Institutional memberships will be a budget item in the appropriate College officer, division, or department's budget.
3. Individual memberships may be paid from the appropriate division or department's budget only in one of the following instances:
 - 3.1 If an individual represents the College in a particular association or organization at the request of a Vice President of the college;
 - 3.2 If the Vice President approves the membership because no institutional membership is available and the membership is deemed important to the College and the division or department.