


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 205.1</b>		
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<b>Section:</b>	Administration	<b>Subject:</b>	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 the following instances:
  - 3.1 if an individual represents the College in a particular association or organization at the request of an officer 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.