PROCEDURE: **Memberships**

The Education Code permits Community Colleges to become members of organizations that have for its purpose the promotion and advancement of public education. Institutional membership in professional organizations is authorized upon recommendation of the appropriate Vice President and approval of the President. No funds shall be expended for individual employee memberships in professional organizations.

Memberships are budgeted by the activity or department requesting membership.

The Los Angeles Community College District (LACCD) issues a list of organizational memberships approved by the Board of Trustees along with the Final Budget each year.

IMPLEMENTATION DATE: November 4, 2002

A. For **currently Board of Trustee-approved Membership**

- Initiator will complete a paper Purchase Requisition (PR) including appropriate budget information.
- Attach invoice and/or other documentation (i.e. renewal letter) to the PR
- Submit PR and attachment(s) to the appropriate division Vice President
- Vice President approves PR and forwards to purchasing
- Purchasing issues a PO, and forwards the invoice to Business Office (A/P)
- Business Office (A/P) requests payment
- District (A/P) mails payment

B. For **new Membership** (not currently on Board-approved list)

- Initiator completes a Request for New Membership form (O.P. Form 01-07, found on the website), and attaches to Purchase Requisition (PR) (see "A" above) and follow procedure A. The Vice President of Administrative Services obtains the President's approval.

or

- Complete the Request for New Membership form during the preparation of the (annual) Operational Plan.

Approved:_____Date: _____
President
_____ Date: _____
V.P. Administration