



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: September 21, 2022

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 7.01(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).

Dean/Director – The University employee on record as the Dean of an academic college or the Director of an administrative or institutional support unit. Intended for purposes of this policy to be the administrative lead, one layer below the respective Vice President, or when units report directly to the President, one layer below the President.

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 and students of 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 University's programs are in session.

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. All memberships require prior authorization from both the Budget Unit Director regarding the availability of funds and the college Dean/Director regarding the appropriateness and applicability of the membership. If the membership is for the Dean/ Director or Vice President, the supervisor or the supervisor's designee should authorize the membership.

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 college Dean/Director. 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 college Dean/Director, provided that:
 - a. such membership is deemed necessary by the college Dean/Director 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 college Dean/Director. 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 and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE OFFICER

University Budget Officer

I. RELATED INFORMATION

[University Policy 3001 – Responsibility of Budget Unit Directors](#)

