

College Operating Procedures (COP)



Procedure Title: Institutional Affiliations and Memberships
Procedure Number: 04-0702
Originating Department: Office of Financial Services

Specific Authority:

Board Policy **6Hx6:4.13**
Florida Statute **§1001.64**
Florida Administrative Code

Procedure Actions: Adopted: 07/93; 06/06; 01/10; 7/10; 09/27/11

Purpose Statement: Memberships and similar relationships with professional associations with whom the College wishes to be affiliated will be centrally controlled and funded to avoid duplication and ensure consistency with the College's educational philosophy and goals.

Guidelines:

This procedure applies to memberships and professional associations which are in the name of Florida SouthWestern State College and are funded by the general operating fund.

Procedures:

I. INSTITUTIONAL AFFILIATIONS

- A. All institutional relationships, affiliations and professional memberships in the name of Florida SouthWestern State College must be approved by the president or designee. If the membership requires the naming of individual representatives, the representation must be transferable to another named individual, should the original representative not be able to fulfill the obligation.
- B. Memberships and affiliations for individuals which are not transferable will not be approved as an institutional affiliation and must be charged to that individual's department, not to the Memberships & Organizations account.
- C. Membership in employee unions, the Association of Florida Colleges (AFC) and other employee or student lobbying organizations is prohibited from being funded by institutional funds.

II. APPROVED AFFILIATIONS

A list of approved organizations is maintained in the Office of Financial Services. Additions to the approved list must be requested in writing affirming the institutional benefits of the affiliation to the Vice President of Administrative Services to be placed on the President's Executive Cabinet meeting agenda.

PAYMENT OF DUES AND FEES

Payment of dues and fees of approved affiliations should be requested on a Check Request, Form BO-010, in accordance with procedure 04-0101.