

# PROCEDURE

Number: 3.4.4.1  
Related Policy: 3.4.4  
Title: Organizational Memberships  
Responsibility: President

Original Approval Date: 08-01-1994  
Last Cabinet Review: 01-26-2022  
Last Revision: 01-26-2022

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President

## DISCLAIMER

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

### I. Purpose

Recognizing the need to maintain memberships in various professional associations and organizations, the College has established a list of approved organizations, for which funds can be requested.

### II. General Institutional Memberships

General institutional memberships are affiliations with organizations that provide broad, general benefits to the College. As funds are available, the College will allocate resources to support memberships in appropriate organizations. The Vice President of Finance and Administration is responsible for maintaining the list of these memberships and for allocating these expenses to the General Institutional Expense Account.

General institutional memberships are approved by the President, and any employee wishing to recommend such affiliation should do so through his/her appropriate Vice President. If the recommendation is approved by the President, the organization will be added to the General Institutional Membership list of the College.

### III. Professional Association Memberships

Professional association memberships are affiliations with societies that are primarily designed to enhance the professional skills of their members through contacts with other professionals in the field and exposure to trends and developments in the specific area of expertise. In accordance with the Planning Procedures, each Vice President is required to compile and

submit a list of the requested affiliations in each year. The cost of these memberships is charged to the budgets of the respective departments.

Professional association memberships are recommended by the appropriate Vice President, and any employee wishing to request such affiliation should do so through the appropriate Vice President. Final approval for professional memberships will be approved by the President. If the recommendation is approved, the organization will be added to the Professional Associations list of the College and the appropriate funds will be allocated in the departmental budget.