

**Greenville Technical College
Administrative Policies**

**5-22 Memberships in Professional and Service
Associations/Organizations**

Insertion Date: 03-06-13
Revision Date: _____
Removal Date: _____

Approved by President:

Kiah Miller

Overview:

To provide guidelines for the expenditure of funds for institutional memberships in professional and service organizations, societies, associations and councils.

Role, Scope, and Responsibilities:

- I. Greenville Technical College will maintain, based on fiscal resources, institutional and/or individual faculty and staff memberships in professional and service associations and organizations based on one or more of the following criteria:
 - A. When membership is required for the college to offer educational programs or for members of the faculty and staff to maintain required professional certification;
 - B. When membership involves the college and members of the faculty and staff in activities beneficial to the communities that GTC serves;
 - C. Statewide, regional or national higher education job relevant professional associations for purposes of research, access to professional development, resources and/or networking specific to an individual's job duties. Membership that is general in nature or non-job specific, such as SCTEA, will not be paid by the college.
- II. GTC allows individual memberships for permanent employees only when the organization does not permit institutional memberships or it is less costly to GTC to have an individual membership. Vice presidents examine requests for individual memberships on a case-by-case-basis. Vice presidents may make exceptions, for example, when an individual membership is a part of a conference registration, when GTC is hosting a regional conference, or the organization's structure has different divisions of membership.
- III. GTC does not make payment for professional licenses required by state regulatory agencies.