



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: MEMBERSHIPS –ASSOCIATIONS/ORGANIZATIONS

Procedure No.	CS-309-PR	Division	Corporate Services
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	CS-309	Effective Date:	November 4, 2016 (R1)

PROCEDURE

1.0 Operating Principles

- 1.1 Whenever possible, the membership will be in the name of the College rather than the employee. Exceptions will be made where institutional membership is not possible or when institutional membership is more costly than an individual membership.
- 1.2 Normally only one representative per association will be supported; that person will be designated in consultation with the appropriate Divisional Director or other members of the respective team. Where possible, memberships may alternate between/among eligible College representatives. For the purpose of this policy an association/organization may be local, regional, provincial, national or international; e.g., each Chamber of Commerce is a local association.
- 1.3 Memberships in associations/organizations for the purpose of the professional development of individuals, will be the responsibility of those individuals; e.g. membership in the CGA Association or Professional Engineer Association, etc.
- 1.4 Memberships are to be renewed annually, where applicable, and it is the responsibility of the individual/division to complete the Membership – Association/Organization form and carry out all other procedures in a timely manner to ensure that there is no interruption in the membership.

2.0 Reporting Procedures

A database of memberships will be maintained. This database will be updated annually in the Fall semester of each year.

Approval History	
Approved by President	October 1, 1999
Revision 1	November 4, 2016