

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: August 11, 2017

A.

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, students and employees of affiliated organizations who are paid through the University with memberships to professional organizations, civic organizations, and social clubs paid by the University. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons wh

- e. individual membership is required for conference registration, paper submission, program presentation, or access to faculty or administrative recruiting 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 President or respective Vice President. 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 individual. 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 for three years and then destroyed in accordance with the Commonwealth's Records Retention Schedule 102, Series 012082 (Accounts Payable) and 012103 (Financial Account Repts).

H. RESPONSIBLE OFFICER

Associate Vice President for Financial Services

I. RELATED INFORMATION

University Policy 3004 Responsibility of Budget Unit Directors on Use of Funds (Expenditures)

