

## 1.0 Purpose

- 1.1 This Administrative Regulation establishes guidelines and procedures relative to expenditures of Los Rios Community College District funds for membership in organizations.

## 2.0 Expenditures for Organizational Membership

- 2.1 District funds may be charged for the cost of an institutional membership in organizations where:
  - 2.1.1 The goals and purposes of the organization are congruent with the mission and goals of the District.
  - 2.1.2 The District or College is the primary beneficiary of the participation with the organization.
  - 2.1.3 The District or College is the named member of the organization.

## 3.0 District/College Representative

- 3.1 An employee of the District shall be selected to represent the College/District with the organization. The representative shall be selected in accordance with established procedures.
- 3.2 Participation in the organization shall be within the scope of responsibilities of the selected representative.

## 4.0 Non-Institutional Membership

- 4.1 A non-institutional or individual membership meeting the criteria established in Section 2.1 may be charged against District funds for the purpose of maintaining an identity with the organization if:
  - 4.1.1 an institutional membership is not available, but membership provides specific benefits to the District/College, or
  - 4.1.2 the cost of an individual membership is more economical than an institutional membership, and
  - 4.1.3 such participation in an organization is recommended by the College President or Deputy Chancellor (or Vice Chancellor, Finance and Administration, if there is no Deputy Chancellor), and is approved by the Chancellor.