

Professional, Civic, and Service Organization Memberships

Administrative staff are encouraged to be members of and participate in professional associations which have as their purposes the upgrading of school administration and the continued improvement of education in general.

Administrative staff are encouraged to be active participants in civic and service organizations in the community. The superintendent believes that the district will benefit from the participation of administrative staff in civic and service organizations in the community, which causes an improved reciprocal understanding and communication between community leaders and district staff. This understanding leads to increased community support for the schools, school programs that are more responsive to the needs of the community, and opportunities for cooperative support of school and community programs.

1. Civic and Service Organizations

Membership fees and some travel and meal costs attributable to an employee's participation in the following civic and service organizations may be paid by the district, subject to the restrictions of this and other district policies.

2. Payment

The district will pay for participation in any one particular civic or service organization for administrative staff. District-paid multiple memberships are permitted if the superintendent endorses a perspective that benefit is to provide the district through their participation in the same organization. For instance, principals or directors that represent various schools, programs and attendance areas might all provide benefit to the district by belonging to one (1) community-wide service organization.

3. Limitations and Approval

District payment of membership fees and related costs for participation in civic and service organizations is limited as follows:

The district recognizes that there will be indirect costs attributable to participation in civic and service organizations for employee time. The district encourages full participation in organizations for which it is paying membership, although no employee may act as an officer or take a leadership role in more than one (1) organization for which the district is paying membership costs. With prior written approval of the superintendent, the district may pay some costs related to attendance at membership in civic and service organizations covered by this policy, such as convention expenses.

The superintendent shall approve in writing all requests for district-paid memberships in civic and service organizations covered by this policy. By June 1st of each year, the superintendent shall submit a written report to the board of directors, including the staff and organizations, for which membership costs have been paid, the number and circumstances of multiple memberships, the costs attributable to related meetings, and the total costs attributable to this policy. Staff may be reimbursed for travel, meal or other appropriate expenditures related to district-paid membership in civic and service organizations pursuant to operational procedure 6213 Reimbursement for Travel Expenses.

Employees for whom the district pays any membership costs in civic and service organizations may not exert influence on other employees to provide financial contributions or other support to the civic or service organization. Neither may they use the civic or service organization as a forum for lobbying in support of or in opposition to political or legislative actions or the promotion of endeavors in which they may have a direct or indirect financial interest or may acquire a personal benefit or gain.

Adoption Date:

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