

FINANCE

General Policies and Procedures

Memberships in Professional, Educational, and Community Associations

This regulation replaces Regulation 5115.

I. PURPOSE

To establish procedures relative to payment of dues and/or membership fees in professional, educational, or community organizations and associations.

II. SUMMARY OF CHANGES

A. Section IV.C.1.b. clarifies a category name for a subobject code.

III. GENERAL

Under certain circumstances, appropriated and local school activity funds may be expended for dues and/or membership fees in professional, educational, or community organizations and associations. All fees and/or dues for memberships paid from appropriated or local school activity funds will be in the name of Fairfax County Public Schools with a named individual, or position title, designated as the representative of the school system, e.g.:

Fairfax County Public Schools
Ms. Jane Doe, Representative

or

Fairfax County Public Schools
Assistant Superintendent, Human Resources,
Representative

Payment for dues and/or membership fees in the name of an individual is not authorized. Employees may not accept any personal benefits as a result of these memberships.

IV. PROCEDURES

A. School Memberships

Schools may expend appropriated and/or local school activity funds to obtain institutional memberships in professional, educational, or community organizations and associations only for the express purpose of obtaining publications and/or instructional materials published by those organizations.

Schools may expend local school activity funds so that approved school clubs or student organizations may maintain memberships with their affiliated state and national organizations.

School memberships must be approved by the school principal. No additional approval is required.

B. Central Office and Department Memberships

A staff member or department desiring professional membership in any organization on behalf of the school system, its offices, or its departments may submit a request, with justification, through appropriate supervisory channels for approval by a Leadership Team member.

A staff member or department desiring institutional membership in an organization for the express purpose of obtaining publications and/or instructional materials should process the purchase request through the program manager.

C. Funding

1. Appropriated Funds

- a. Dues and/or membership fees for professional memberships shall be charged to subobject code 5084, Membership Fees.
- b. Memberships in organizations for the express purpose of obtaining publications and/or educational literature shall be charged to subobject code 4012, Periodicals, or subobject code 4000, Instructional Supplies, as appropriate.

2. Local School Activity Funds

Schools may pay for institutional memberships using local school activity funds or advanced appropriated funds as appropriate.