

**San Mateo County Community College District
Request for Organizational Membership Approval**

To: Chancellor
San Mateo County Community College District

From:	College of San Mateo
Originator	Cañada College
Department/Office	Skyline College
	District Office

The organization for which membership is required must meet the following requirements:

1. Its primary purpose is in accordance with the criteria as defined by District Rules and Regulations, Section 7.54.
2. A school district, as distinguished from an individual, is eligible for membership.
3. A copy of the current articles of incorporation (if a corporation) constitution, and by-laws, or a statement of purpose from the organization is attached.

State District/College benefits or services to be provided by organization:

Name of Organization:

Institutional Representative:

Organization Mailing Address:

Membership Annual Cost:

Membership Fee Schedule (If applicable):

Originator's Signature:

Approved by (College Administrator):

Approved by (District Administrator):

Title:

Title:

Date:

Date:

8.54 District Organizational Memberships

1. The District shall encourage, to the extent possible within financial restraints, District and College memberships in appropriate professional and educational organizations and associations. It is the position of the District that such affiliations, selectively designated can contribute significantly to the quality of education provided to students and to the effectiveness and efficiency of District and College operations.
 - a. All applications for membership in any society, association, or organization shall be submitted to the Chancellor or his/her designee. A list of all such applications for organizational membership shall be submitted by the Chancellor to the Board for approval. Upon approval, the organization shall be placed on the District-approved membership list.
 - b. Additions to the approved organization membership list shall be submitted quarterly to the Board for approval upon the recommendation of the Chancellor. Annually, during the budget process, the Board will review, revise, and approve the District and College memberships in appropriate professional organizations and associations. Upon Board approval of the organizational membership, payment of dues shall be in accordance with administrative regulations.
 - c. Individual membership in any society, association, or organization is the personal responsibility of the individual and District funds shall not be used to pay for such membership.
2. All requests for dues and memberships in any society, association, or organization shall be determined to belong to one of the following five categories and shall be evaluated by the criteria appropriate to that category:
 - a. **CATEGORY I**
Provides an emphasis on national and Statewide issues affecting public education; affects State or Federal legislation on educational matters of concern to the District; is required to maintain accreditation status of the District's Colleges or programs.
 - b. **CATEGORY II**
Provides publications, position papers, technical reports, workshops and conferences in specific areas of curriculum, instruction or support services directly beneficial to the educational programs found in community colleges and specifically in the District.
 - c. **CATEGORY III**
Provides publications, position papers, technical reports, workshops and conferences in specific administrative areas directly beneficial to the administrative support services of the District.
 - d. **CATEGORY IV**
Provides for the necessary participation of District students and employees in intercollegiate athletics and co-curricular activities.
 - e. **CATEGORY V**
Provides necessary special services to the District's instructional programs or support services.

(Revised 4/12)