

PROFESSIONAL, CIVIC AND SERVICE ORGANIZATION MEMBERSHIPS

Administrative staff is 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 is encouraged to be active participants in civic and service organizations in the community. The board of directors believes that the district will benefit from the participation of administrative staff in civic and service organizations in the community because of improved reciprocal understanding and communication between community leaders and district staff. This participation will lead 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.

Membership dues and mileage attributable to an employee's participation in civic and service organizations approved by the superintendent will be paid by the district, subject to the restrictions of this and other district policies and IRS rules governing the "associated with" business test established by the IRS.

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 costs, although no employee may act as an officer or take a leadership role in more than one organization for which the district is paying the membership costs. With prior written approval of the superintendent, the district will pay costs related to attendance at meetings inclusive of membership fees, mileage and meals expenses related to membership in civic and service organizations covered by this policy. Each employee must submit receipts on a timely basis in order to be reimbursed for expenses associated with civic club activities.

The district shall pay for costs related to membership in a civic or service organization covered by this policy.

The superintendent shall approve in writing all requests for district-paid memberships in civic and service organizations covered by this policy.

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 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.