

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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MEMBERSHIPS	Effective Date March 17, 2017		

1. PURPOSE

- 1.1. To establish a policy for City payment of organization *Membership* dues on behalf of City personnel.

2. SCOPE

- 2.1. This Regulation applies to all City employees in all City departments, offices and programs.

3. DEFINITIONS

- 3.1. *Membership* - An individual or group participation in a professional association, generally with a membership fee or dues.

4. POLICY

- 4.1. *Memberships* will be limited to those which will be of direct benefit to the City. The City should benefit by the receipt of the organization's publications and the City representative's attendance at the organization's conference and meetings.
- 4.2. *Memberships* will generally be limited to the institutional or "Company" type that may be held in the name of the City of San Diego. The Appointing Authority has the ability to determine which level of *Membership* in an organization meets the operational needs of the department.
- 4.3. Individual *Memberships* for key executive and technical personnel may be approved only for those organizations that do not provide for institutional type *Memberships*. Clear-cut benefits to the City must be derived from such *Memberships*.
- 4.3.1. *Memberships* which are justified solely on the basis of professional enhancement do not qualify for City payments.

(Supersedes Administrative Regulation 95.70, Issue 2, effective October 1, 1976)

Authorized

(Signature on File)

CHIEF OPERATING OFFICER

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4.4. The City will pay initiation fees and annual dues in one service organization (examples: Kiwanis, Lions, Rotary, etc.) for each department head. Other expenses incurred, such as meals, are all obligations of the member.

4.4.1. The intent of this provision is not to require department head *Membership* in a service organization, but to permit reimbursement for those who determine that their *Membership* will benefit the City. Mayoral department heads should obtain prior approval from their Deputy Chief Operating Officer.

5. RESPONSIBILITY

5.1. City Employees

5.1.1. Those applying for a *Membership* must be aware of this Administrative Regulation and fully comply with it.

5.2. Department Directors

5.2.1. Ensure the organization in question has been vetted by the department and meets the requirements of this Administrative Regulation.

5.3. Supervisors

5.3.1. Ensure all expenses associated with memberships are appropriate and accurate.

APPENDIX

Subject Index

Memberships

Administering Department

Human Resources Department