

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 95.70	Issue 2	Page 1 of 2
MEMBERSHIPS	Effective Date October 1, 1976		

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 shall apply to all managerial departments and the City Clerk, Personnel, Attorney, Auditor and Comptroller, and Retirement Office.

3. POLICY

3.1 Memberships will be limited to those which will be of direct benefit to the City of San Diego. 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.

3.2 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 City will hold only the number of memberships in an organization for which the institutional type membership provides.

3.3 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. Memberships which are justified solely on the basis of professional enhancement do not qualify for City payments.

3.4 The City will pay initiation fees and annual dues in one service organization (Kiwanis, Lions, Rotary, etc.) for each department head. Other expenses incurred, such as meals, are all obligations of the member. 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. Managerial department heads should obtain prior approval from the appropriate Deputy City Manager.

(Supercedes Administrative Regulation 95.70, Issue 1, dated March 1, 1971)

Authorized

(Signed by Hugh McKinley)

(Signed by John W. Witt)

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
City Attorney

(Signed by W. G. Sage)

(Signed by Edward Nielsen)

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City Auditor & Comptroller

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City Clerk

(Signed by Sue Williams)

(Signed by Robert P. Logan)

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Personnel Director

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Retirement Officer

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APPENDIX

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Memberships