



**ADMINISTRATIVE  
REGULATION AND  
PROCEDURE**

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Title: INSTITUTIONAL MEMBERSHIP – PROFESSIONAL ORGANIZATION	Code: CC0505
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Policy Reference: N/A

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Administrators of the Milwaukee Area Technical College at the Dean level and above, holding membership in a professional organization, either local, state, or national, may be selected as the institutional representative. The professional organization membership should be within the administrator's area of professionalism, competency, or discipline. Selection of the institutional representative will be made by the President. The institutional representative may request attendance at the annual conventions of the professional organization, with pay and expenses reimbursed in accordance with the college's travel policy BB0901.

Not included in this policy are memberships held in the name of the district.

1. Requests to represent the district in a professional organization should be made through the individual's supervisor. Selection will then be made by the President, based on the supervisor's recommendation.
2. Delegate selection to attend the convention of organizations that cover overall professionalism, such as AVA, will be made by the President on recommendation from within the administrative level mentioned above.
3. When membership in organizations is held in the name of the school, the President may select an institutional representative according to the individual's area of professionalism and discipline.

Office of Responsibility: Office of the President  
Last Reviewed: Mar-2022