



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: MEMBERSHIPS AND PROFESSIONAL FEES

Policy No.	FA-309	Division	Finance and Administration
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	FA-309-PR	Effective Date:	August 25, 2026 (R3)

1. PURPOSE AND SCOPE

The purpose of the Memberships and Professional Fees Policy (the Policy) is to outline College of the North Atlantic's (CNA) position in supporting memberships in associations and/or organizations and on the payment of professional fees.

2. POLICY

CNA may approve full or partial payment of membership fees in associations or organizations that provide services, materials, and/or information that contribute to CNA's mandate or are of value to CNA's business.

CNA does not normally approve payment for professional fees paid on behalf of employees for whom membership in a professional organization is an employment requirement.

3. PROCEDURE

The Vice President of Finance and Administration shall ensure that procedures are developed and implemented in accordance with the Policy.

Approval History

Approved by President	October 1, 1999
Revision 1	November 4, 2016
Revision 2	May 1, 2024
Revision 3	August 25, 2026