



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: MEMBERSHIPS AND PROFESSIONAL FEES

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

PROCEDURE

1.0 Operating Principles

- 1.1 Whenever possible, the membership will be in the name of College of the North Atlantic (CNA) rather than the employee. Exceptions will be made where institutional membership is not possible or when institutional membership is more costly than an individual membership.
- 1.2 Normally only one representative per association/organization will be supported; that person will be designated in consultation with the appropriate Divisional Director or other members of the respective team. Where possible, memberships may alternate between/among eligible CNA representatives. For the purpose of the Memberships and Professional Fees Policy, an association/organization may be local, regional, provincial, national, or international (e.g., each Chamber of Commerce is a local association).
- 1.3 Memberships in associations/organizations for the purpose of initial and continuous professional development of individuals, will be the responsibility of those individuals (e.g., memberships for professional accountants, professional engineers).
- 1.4 Memberships are to be renewed annually, where applicable, and it is the responsibility of the individual/division to complete the Membership Fees Approval form (pdf fillable) and carry out all other procedures in a timely manner to ensure that there is no interruption in the membership.

2.0 Records Management

The Department of Finance and Administration will maintain a record of memberships through Peoplesoft.

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