

**PAYMENT OF DUES FOR MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

1. Purpose

The purpose of this policy is to provide guidance in determining the circumstance where payment of dues for membership in professional organizations can be paid from appropriated funds.

2. Policy

- A. Memberships in an organization where the University is listed as the member or where the University designates an institutional representative in an organization may be paid from appropriated funds.
- B. Appropriated funds may not normally be used to pay individual membership dues, assessments, or any other levy in professional organizations, honorary societies, civic clubs, or other organizations where the membership is in the name of an individual. However, individual membership fees can be considered for payment in cases when the University will clearly benefit from the membership, and one or more of the following criteria prevail:
  - 1) the organization does not offer an institutional membership;
  - 2) the individual membership fee is less than the institutional membership fee;
  - 3) individual license fees are necessary to meet or maintain a specific job description requirement; or
  - 4) individual memberships are required to achieve other benefit(s) desired by the University.
- C. All memberships are subject to availability of funds and administrative approval as determined on a campus level.

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