Policy Title: Memberships and Subscriptions

Policy Type: Finance/Administration

Old Policy #: G-080

Approval level: ☒ Board of Trustees   [Select box for appropriate level of anticipated final approval]
☐ President
☐ Vice President
☐ Other (specify here)

Purpose: The purpose of this policy is to establish a process for approval of memberships and subscriptions.

Definitions:
- Membership Dues or Subscriptions: Any expenditure made by the university which entitle subscription of material or membership, associate membership, or participation in activities of an organization.
- Organization: A group (public or private), association, or society whose purpose is to promote common interests and share information.
- Publication Directly Related to the Mission: A publication without which the mission of the institution would be impossible or difficult to perform.

Policy:

I. The University may be a member of an organization or maintain subscriptions if the membership or subscription is directly related to the goals and mission of the university.

II. The University may not pay the membership dues or subscription of an individual. An exception may be granted in instances where an organization does not permit institutional membership or where an individual membership (in the name of institutional representative) is less expensive than an institutional membership. However, memberships necessary to maintain or enhance an employee's professional status (e.g. American Institute of Certified Public Accountants or Bar membership dues) should be considered the responsibility of the employee and the association dues considered a personal expense.

III. Where membership dues are included as a part or all of the expense of an organization meeting for which the institution pays the expense of an employee to attend, the appropriate expense shall be considered membership dues under these guidelines and should be subject to the established membership approval process.

IV. University funds may not be used to pay for memberships in civic organizations or social clubs.

V. The University may not subscribe to political publications for other than instructional purposes.

VI. The University may subscribe to newspapers within its service area for public information and instructional-related purposes only. The only exceptions to the above are that the athletic department may subscribe to newspapers outside the institution's service area, and that subscriptions to newspapers with national distribution may be held for instructional purposes. Newspaper clipping services may be used, but require approval of the President or the President's designee.

VII. This policy covers all membership dues and subscriptions paid for from State Funds. Memberships and subscriptions purchased with restricted gift or grant funds are not subject to these guidelines. They are covered within the terms of the gift or grant. Campus libraries are exempt from this policy in their entirety.

VIII. Exceptions may be approved by the President.
11/10/2017 – approved by the Board of Trustees.