

**UAR NUMBER: 335.01**

**TITLE: Policy for Payment of Memberships and Dues**

**ORIGINATOR:** Vice President for Administration and Fiscal Services

**INITIAL ADOPTION: 05/05/08**

**REVISION DATES:**

**PURPOSE:** To establish general guidelines and procedures for payment of memberships and dues to professional organizations.

**APPLICABILITY:** All University Budgetary Units

**BACKGROUND:** It is the practice of Morehead State University to consider membership in organizations that would promote the advancement of education, research, or public service, or enhance the professional standing of its administrative personnel in support of the University's mission.

**CATEGORIES OF ORGANIZATIONS:** Organizations in which University membership is permissible are categorized as follows:

- Organizations of universities and colleges, including accrediting agencies (e.g., Southern Associations of Colleges and Schools, American Association of State Colleges and Universities, American Council on Education.)
- Organizations of administrative officers and services (e.g., National Association of College and University Business Officers, College and University Professional Association for Human Resources, National Association of Student Personnel Administrators)
- Organizations of professional schools and colleges, including accrediting agencies (e.g., Association to Advance Collegiate Schools of Business, etc.)
- Scholarly societies
- Community organizations
- Agencies and organizations where memberships are required to secure publications or periodicals, or where memberships are required to obtain purchasing discounts or privileges.

**FACTORS FOR MEMBERSHIP CONSIDERATION:** Although many factors may affect consideration for institutional memberships, the following, at a minimum, should be applied:

- The membership in the organization must have a primary business purpose and must contribute to the accomplishment of the University's mission and goals.
- The membership whenever possible shall be in the name of the institution to maximize the participation by employees. An exception would be when an organization does not provide or allow for institutional memberships, or when

membership in the name of an institutional representative is more cost effective than an institutional membership.

**PROCEDURES FOR INSTITUTIONAL MEMBERSHIPS:**

- Memberships in organizations that benefit the University as a whole shall be charged to a membership account that functions for university wide expenditures. A proposal for the initial membership in the organization shall be presented by the provost or appropriate vice president to the President's Cabinet for determination. Renewal of the membership shall be made on the basis of the benefits received and the cost of continuing the membership, or the legal or accreditation requirement for membership.
- Memberships in organizations that are not generally perceived as having university-wide impact, but nevertheless provide benefits essential to the mission of one or more operating units, shall be charged to a membership account in the budget unit of the provost or the appropriate vice president. A proposal for the initial membership in the organization shall be presented by the appropriate budget unit head to the provost or the vice president, who shall make the decision of obtaining membership. Renewal of the membership shall be made on the basis of the benefits received and the cost of continuing the membership.

**INDIVIDUAL MEMBERSHIPS AND PROFESSIONAL LICENSES:**

- Some organizations may require or request that an individual or individuals be named as the primary representative(s) for the institutional membership. This type of arrangement shall not be considered an individual membership.
- Individual memberships in professional organizations that maintain or enhance an individual's professional status shall be considered personal expenses and shall not be paid by the University.
- The cost of professional licenses may be paid by the University for the individual upon the approval of the provost or appropriate vice president if the certification or designation being licensed for the individual is an integral part of the requirements for the position or would generally be considered as being integrally related to the performance of the position.
- Individual memberships to organizations may be paid by the University if a legitimate business reason for the membership exists and the benefits of the membership directly contribute to the ability of the employing unit of the individual to accomplish the mission and goals of the University. Payment of individual memberships in this category may be made upon approval by the provost, the appropriate vice president, or their designee.
- Individual memberships or payments for professional licenses shall be charged to a membership account in the applicable unit where the individual is employed.