

# Pine Technical College

## Policy and Procedure

**Policy Number:** 405R **Date:** 03/15/99 **Revision Date:** 3/15/01, 7/21/03

**Division/Department:** Fiscal Operations **Author:** Robert L. Musgrove, **Revised by:** Katherine Dettinger

**Subject:** Payment of Memberships for Professional Organizations

### **Authorities:**

Minnesota State Colleges and Universities (MnSCU) Policy 1.A.1., Part 6

System Procedure 5.14

### **Purpose:**

Memberships in associations, societies, and other professional organizations are often essential for effective performance of the various program and support functions of the college. The purpose of this policy is to delineate those circumstances where purchase of a membership is allowable. It is the intent of this policy to establish a system for payment of dues that is fair and equitable and benefits the institution and its students.

### **Policy:**

When membership is deemed essential, an institutional or organizational membership should be the first option considered. The college business address should be listed for all memberships.

Because not all societies, associations, and other professional organizations offer institutional or organizational memberships, individual memberships may be purchased if one of the following factors is met:

No institutional or organizational membership is available

The cost of the individual membership or the total cost of all individual memberships, if more than one is purchased, is substantially less than an organizational or institutional membership and there is a clear advantage to the college in obtaining the individual membership. Advantages should include the following:

Reduction in fees for conferences and seminars which employees normally attend and/or  
Receipt of publications, newsletters, or other publications that are an important part of operations, particularly those that would ordinarily be ordered at an additional cost to the college  
Payment for the membership is provided for under a collective bargaining agreement or compensation plan

### **Procedure:**

Those wishing to purchase an organizational membership in a professional organization must include the cost of the membership in their budget request for the year. The request must

designate the organization, the amount of the membership, and justification for the membership. Those wishing to purchase an individual membership in a professional organization must also include proof that no institutional membership is available or that institutional membership is substantially more expensive than individual membership, in addition to the requirements of #1 above.

If multiple memberships in the same organization are requested, justification for more than one membership must be also be provided.

The Budget Committee will review these requests. Approval will be indicated by inclusion in the budget.

Memberships will not be paid unless authorized by the Budget Committee and/or the President based upon Budget Committee approval.

**Responsibilities:**

See above

**Dissemination:**

Standard dissemination

**Reviewed by Executive Cabinet:** 03/15/99, 7/14/03

**Reviewed by Faculty Senate:** 03/17/99, 9/8/03

**Approved:** 03/15/99, 9/8/03

**Date:** \_\_\_\_\_

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