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T. Memberships

1. Purpose.

1.1 Policies. This statement sets forth the policies applicable to University or individual Employee memberships in various organizations.

1.2 Establishment of Regulations. The Administration shall establish regulations and procedures governing approval of payments for memberships and the selection of organizations to which the University will belong or for which the University will pay membership related fees.

2. Basic Organization Requirements.

2.1 University Mission Enhancement. The University shall only be a member of and/or pay membership dues and fees for organizations whose purpose and programs will enhance the University's accomplishment of its mission.

2.2 Non-Discriminatory. The University shall not be a member of or pay for membership in organizations which discriminate on the basis of race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, genetic information, sexual orientation, gender identity, or any basis prohibited by law or policy.

3. Individual Employee Memberships.

3.1 When Payment Permitted. The University shall be permitted to pay for individual Employee memberships when:

- The primary purpose of the membership is to further the interests of the University (public relations or community service, for example);
- It will directly enhance job-related skills; or,
- Membership is required as a part of the Employee's job.

3.2 When Payment Prohibited. Payment for individual Employee memberships having the primary purpose of personal or professional development of the Employee shall be the individual's responsibility.

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4. Advance Approval. The following must have the advance approval by the President or President designee:

- Membership in an organization, for its appropriateness in furthering the interest of the University, and for organization compliance with Equal Opportunity laws; and,
- Payment or reimbursement of membership related dues or fees.

5. Subscription Exception. Memberships automatically included with purchase of a subscription shall be permitted without complying to other portions of this policy when the:

- Purchase is made by one of the University's libraries;
- Purchase is for the sole purpose of the subscription; and,
- Cost is charged to a subscription expenses account.

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