

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

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DATE: July 1, 2006

REVISION/REVIEW DATES: Nov 2011, Dec 2012, Apr 2014

SUBJECT: Membership in Organizations

APPROVED: William A. Meehan, President

PURPOSE

This policy is intended to identify the criteria, approving authorities, and procedures for membership in organizations for which Jacksonville State University will pay membership dues or fees.

INTRODUCTION

Jacksonville State University funds institutional and individual memberships in organizations that support personnel in enhancing education, research, service, and community relations.

Below are the major considerations in securing a membership in an organization:

1. Cost of membership in relation to the expected benefit to the University.
2. Membership must be used primarily for activities that contribute to teaching, research, service, or community relations.
3. Membership must not be paid to organizations that maintain illegal or discriminatory membership policies or practices.
4. Membership must not be paid to organizations functioning as political action committees, or organizations that primarily support candidates in political campaigns for public office.
5. Institutional memberships will be chosen over individual memberships whenever possible.
6. The University will not be responsible for individual professional licensures. These licensures (i.e., CPA, LCSW, etc.) are considered the responsibility of the employee.
7. The University library may purchase memberships in organizations in order to obtain periodicals for its collections.

POLICY

Budget Managers are responsible for evaluating requests for memberships using the criteria above.

PROCEDURES

Requisitions for memberships should be routed to the appropriate Budget Manager for approval.

RESPONSIBILITY

The Vice President for Finance & Administration is responsible for this policy.

EVALUATION

The University Council will review this Policy every five (5) years.