



## **POLICY MANUAL**

### **OPERATING POLICIES AND PROCEDURES**

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**Number 522**

**Subject: Memberships and Dues**

**Effective Date: July 15, 2009**

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#### **522.1 Memberships and Dues**

To permit affiliation with a broad range of organizations for purposes of accreditation, service to students, promotion of effective research programs, enhancement of information exchange and professional development, payment of certain memberships and dues may be in the best interest of the University.

##### **1.1 Institutional or Organizational Memberships and Dues**

In accordance with Regents Policy R581 *Payment of Dues and Memberships*, the payment of institutional or organizational memberships and dues must be deemed necessary for the effective operation of the University, college, or department in accordance with the University's mission stated within USU Policy 103 *The University's Mission, Purpose and Functions*.

The President grants authority to Deans and Vice Presidents to approve, within their respective areas of responsibility, the payment of institutional or organization memberships and dues. This authority may not be further delegated.

##### **1.2 Individual Memberships or Dues**

In accordance with Regents Policy R581 *Payment of Dues and Memberships*, funds administered by the University will generally not be used to acquire memberships in or dues for associations required or desired by University employees.

However, where such memberships or dues are essential to the effective operation of a department or program, the President grants authority to Deans and Vice Presidents to approve, within their respective areas of responsibility, the payment of essential individual memberships or dues. This authority may not be further delegated.

## **522.2 Accountability**

Deans and Vice Presidents are required to annually review expenditures for memberships or dues to ensure that such expenditures meet the guidelines defined in this policy.