

## University Policy 522: Memberships and Dues

**Category:** Operating

**Subcategory:** General

**Covered Individuals:** All Employees

**Responsible Executive:** Vice President for Finance and Administrative Services

**Policy Custodian:** Controller's Office, Controller

**Last Revised:** 2022/07/26

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### 522.1 PURPOSE AND SCOPE

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

### 522.2 POLICY

#### 2.1 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.

#### 2.2 Individual Membership or Due

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.

### 522.3 RESPONSIBILITIES

#### 3.1 Deans and Vice Presidents

Required to review and approve expenditures for memberships or dues to ensure that such expenditures meet the guidelines defined in this policy.

### 522.4 REFERENCES

- USHE/Board of Higher Education R581, Payment of Dues and Memberships

## 522.5 RELATED USU POLICIES

- USU Policy 103, The University's Mission, Purpose and Functions
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**Information below is not included as part of the contents of the official policy.** It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

## RESOURCES

### Procedures

- Approval and required forms for Memberships and Dues are incorporated into EZ-Buy and Service Now processes for Travel and **P-cards**. Additional information may be gathered by speaking with Business Services, Travel Specialists, or Pcard Administration.

### Forms

- <https://www.usu.edu/controllers/files/forms/memberships-or-dues.pdf>
- **Within EZ-Buy and ServiceNow, as incorporated into the P-card and Travel approval processes,**

### Contacts

- Controller's Office – Accounts Payable

## POLICY HISTORY

Original issue date: 2009/07/15

Last review date: 2022/07/26, 2009/07/15

Next scheduled review date:

Previous revision dates: 2009/07/15