



PAYMENT OF MEMBERSHIP DUES

Authority:	Vice Chancellor of Business Affairs
History:	Effective June 15, 1988; Updated July 1, 2006; supersedes former Administration Policy No. ACG2.00, "Payment of Membership Dues"
Source of Authority:	Office of State Budget and Management
Related Links:	Payment of Membership Dues Procedure
Responsible Office:	Comptroller

I. Purpose

To provide guidelines for the policy regarding payment of membership dues from university funds.

II. Scope

This policy applies to all UNCW departments and employees.

III. Policy

A. Restrictions

Membership dues paid from appropriated funds for UNCW are limited to institutional memberships.

A membership that benefits only an individual is not considered an institutional membership and, therefore, cannot be paid from appropriated funds.

B. State Policy

Such memberships shall meet approved criteria as set forth by the Office of State Budget and Management, as follows:

1. Membership dues paid from university funds to organizations shall be kept to a minimum.
2. Department heads must review and approve all memberships to determine that the benefits accruing to the university from such memberships will exceed the costs.
3. Membership dues paid from state funds should be for the benefit of the state and not for an individual. If the state is to benefit from an individual's membership in an organization, the benefit should derive, not because of the individual, but because of the individual's position with the university regardless of who is in the position.
4. The membership may be in the name of the individual, but the membership terminates at the same time employment is terminated.
5. Individual memberships may be paid from institutional trust funds but not appropriated funds.