



Policy Number: 2.009
Originating Office: Financial Affairs
Responsible Executive: VP of Finance & Admin.
Date Issued: 3/17/2011
Date Last Revised: 4/13/2012

Memberships

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I. REASON FOR THIS POLICY

Establish guidelines to responsibly and effectively manage memberships in professional organization and societies at the University of South Dakota.

This policy is mandated by the South Dakota Office of the State Auditor.

II. STATEMENT OF POLICY

Any membership dues paid must constitute a legitimate obligation of the State of South Dakota.

INSTITUTIONAL MEMBERSHIPS

Institutional memberships are preferred over individual memberships. Institutional membership is allowed for bona fide professional organizations.

Payment of dues for membership in various honorary, civic (i.e. Chamber of Commerce), social or trade associations generally cannot be considered an appropriate expenditure of public funds. Vouchers for items such as these will not be approved. An exception to this policy is where membership of a trade association offers a significant benefit to agencies which deal with individual trade.

INDIVIDUAL MEMBERSHIPS

Individual Memberships are allowable only where institutional membership is not available or is available at a significantly higher cost. The individual is eligible principally based on his/her position (as opposed to his/her occupation

of training), and membership is restricted to only those occupying similar positions.

The actual beneficiary of membership is the state rather than the individual. (Determinants of individual benefits include individual professional advancement, fringe benefits such as insurance, reduced rates for trips and tours, continued education for individual credit or as a prerequisite, existence of local chapters or other sub levels within the organization.)

Individual membership in honorary, social, civic or trade associations is not an obligation of the state.

APPROVAL AUTHORITY

The appropriate vice president will have signature authority for all dues and memberships within a department. The department Dean or Director must ensure that all membership vouchers meet state regulations before they are forwarded to the vice president for final signature authority.

III. DEFINITIONS

Not Applicable.

IV. PROCEDURES

A completed [Membership Approval Form](#), which includes justification of the membership and signature of the vice president, must be completed and submitted when requesting payment of membership dues.

If there is no cost associated with membership, an approval form is not required.

V. RELATED DOCUMENTS, FORMS AND TOOLS

[Membership Approval Form](#)