

# Policy on Institutional and Individual Memberships

## Purpose

The purpose of this policy is to establish regulations and procedures related to University-sponsored memberships in professional agencies, organizations and associations.

## Scope

This policy shall apply to all university paid memberships and all university employees.

## Policy

It is the policy of the University to establish institutional memberships in organizations that would promote the advancement of education and research, enhance the professional standing and development of its faculty, staff and administrative personnel, and/or facilitate favorable campus-community relations.

1. A major consideration in securing or continuing a membership shall be the cost of membership in relation to any tangible, demonstrable benefits the University expects to derive from that membership. Benefits must be to the University, department or program, and not to an individual.
2. Institutional memberships shall be in the name of the University and shall designate the name of the individual who will represent the University. If an organization requires that the membership be in the name of an individual, said membership will need to be justified as to its appropriateness in relation to the individual's position.
3. Whenever possible, institutional rather than individual memberships shall be obtained as the former may allow participation by several or alternate employees.
4. Departments may purchase an institutional membership in an organization to secure its periodicals if the periodicals cannot otherwise be secured. Such periodicals shall become the property of the University rather than of an individual and must be made available to all CCSU faculty, staff and students.
5. When a Disbursement Form is submitted for the payment of membership dues, it must be accompanied by an invoice, application and/or renewal form from the organization and must indicate inclusive dates of the membership period. If paying for a membership utilizing a university P-Card, your P-Card documentation should contain the same.
6. Memberships in scholarly societies or professional memberships, e.g. CSCPA, are considered to be personal responsibilities to be paid by the individual.
7. Membership fees shall not be paid to organizations that are primarily social or that support any political action or activity, e.g. country clubs, The Hartford Club, the Elks, Rotary Club, the NRA, NOW.
8. The budget manager should review all memberships annually. The budget manager is responsible for ensuring that only one subscription or membership per individual/department is paid for in any fiscal year.
9. Budgetary authorities shall evaluate each membership to ensure that University funds are not being used to join organizations that are duplicative in function and membership or renew memberships that are no longer worthwhile. Emphasis should focus on limited numbers of quality relationships.
10. As an affirmative action/equal opportunity employer, Central Connecticut State University prohibits the expenditure of University funds for membership in organizations that discriminate on the basis of race, religion, sex, age, color, national origin or individual handicap.