

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: IV:03:06**

**DATE: July 1, 2006**

**REVISION/REVIEW DATES: Nov 2011, Dec 2012, Apr 2014, Apr 2022**

**SUBJECT: Membership in Organizations**

**APPROVED: Dr. Don C. Killingsworth, Jr., President**

**PURPOSE**

This policy identifies the criteria, approving authorities, and procedures for membership in organizations for which Jacksonville State University (JSU) will pay membership dues or fees.

**INTRODUCTION**

JSU funds institutional and individual memberships in organizations that support personnel in enhancing education, research, service, and community relations.

Below are the major considerations in securing a membership in an organization:

1. Cost of membership in relation to the expected benefit to the University should be evaluated.
2. Membership must be used primarily for activities that contribute to teaching, research, service, or community relations.
3. Membership must not be paid to organizations that maintain illegal or discriminatory membership policies or practices.
4. Membership must not be paid to organizations functioning as political action committees or to organizations that primarily support candidates in political campaigns for public office.
5. Institutional memberships will be chosen over individual memberships whenever possible.

6. JSU will generally not be responsible for individual professional licensures. In most circumstances, these licensures (i.e., CPA, LCSW, etc.) are considered the responsibility of the employee. However, JSU may pay the licensure fee if: 1) the employee must maintain the licensure to perform the employee's job at JSU; 2) the expenditure for the license fee is approved in advance by the applicable vice president; and 3) funds have been properly budgeted to account for the cost of the license fee. Any exceptions to this policy must be approved in writing by the President.
7. The JSU library may purchase memberships in organizations to obtain periodicals for its collections.

### **POLICY**

Budget Managers are responsible for evaluating requests for memberships using the criteria above.

### **PROCEDURES**

Requisitions for memberships should be routed to the appropriate Budget Manager for approval.

### **RESPONSIBILITY**

The Senior Vice President for Finance & Administration and CFO is responsible for this policy.

### **EVALUATION**

The University Counsel will review this policy at least every five (5) years.