

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Personal Dues and Subscriptions

**NUMBER:** 5.11

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### **A. PURPOSE**

To ensure financial resources are appropriately and equitably used for licensure fees, personal dues and subscriptions deemed essential to and necessary for South Dakota Board of Regents institutions and the executive director's office business needs.

### **B. DEFINITIONS**

1. **Individual Licensure Fees:** These fees are licensure fees of an individual.
2. **Individual Memberships and Individual Professional Memberships:** These are for individual members in professional and business organizations.
3. **Institutional Membership Representative:** A university, special school or the executive director's office holds the membership, but a named individual may be listed as a representative to that organization.

### **C. POLICY**

It is the policy of the Board of Regents that no appropriated funds shall be expended to support memberships, licensure, dues or subscription payments where the primary beneficiary is an individual employee. This would include individual memberships and individual licensure fees.

1. For purposes of this policy, an employee shall not be deemed to be the primary beneficiary of individual licensure, membership, dues or subscription payments where:
  - 1.1. payment of individual dues or subscriptions reduces the total cost to the Board employer of obtaining desired institutional access to an organization or to materials; or
  - 1.2. the essential responsibilities of the employee are such that the individual holding the position is required to maintain the licensure, membership or subscription as a condition of employment.
2. This policy is not intended to limit the prerogative of presidents, superintendents or the executive director to use state funds to support institutional members and institutional membership representatives in professional organizations whose activities relate directly to the operations of South Dakota Board of Regents office and institutions or to subscribe to publications used in the ordinary course of business operations.

**FORMS / APPENDICES:**

None

**SOURCE:**

BOR December 1990; BOR March 2017; October 2023 (Clerical).