

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Memberships**

**Regulation and Procedure  
Number: URP: 04.330**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

The purpose of this policy is to provide specific guidance for membership fees and dues to professional organizations for employees and students of Texas Woman's University ("TWU" or "University"). Under state law, the Chancellor and President, or designee, is required to approve payment of professional membership fees and dues.

## **APPLICABILITY**

This policy is applicable to TWU Employees and Students.

## **DEFINITIONS**

1. "Employee" means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.
2. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.

## **REGULATION AND PROCEDURE**

### **I. TWU Memberships**

University funds may be used to purchase memberships to a professional organization. As a general rule, all memberships will be in the name of Texas Woman's University. Individuals may be named as the official representative for the University.

### **II. Purchasing Requirements**

- A. All memberships must provide a benefit to the University.

- B. No membership paid for with University funds shall be used for personal use or benefit at any time.
- C. All membership requests must be approved by the Vice President for Finance and Administration or the Chancellor and President.
  - 1. Approval must be routed through the Request for Approval and Payment of Membership and Dues Form prior to the purchase of the membership or payment of dues, including renewals.
  - 2. Individual memberships may be approved where required and will be reviewed by Finance and Administration for University benefit. In the event of the termination of an employee that holds an individual membership, the employee's department will ensure their individual membership is retained by TWU.
- D. Memberships funded from federal grant accounts must follow appropriate grant guidelines.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

[Texas Government Code 2113.204](#)

[URP 04.360: Purchase of Goods and Services](#)

## **FORMS AND TOOLS**

[TWU Purchasing Website](#)

[TWU Procurement Card Website](#)

[Request for Approval and Payment of Membership and Dues Form](#)

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