

**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

None

APPLICABILITY

This policy is applicable to TWU Employees.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. Memberships

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

II. Institutional Memberships

All institutional memberships must have broad University implications, such as SACS. Institutional memberships will not be specific to any particular area of the University. All memberships funded under this account must be approved by the Vice President for Finance and Administration or the Chancellor and President.

III. Memberships Funded from Designated Funds

All memberships funded from designated funds must be approved by the appropriate Vice President or the Chancellor and President. Individual memberships may be funded from designated funds as exceptions; however, these memberships must be monitored closely.

IV. Memberships Funded from Auxiliary Funds

All memberships funded from current auxiliary funds must be institutional memberships, unless the particular organization requires that an individual be named as the institutional representative. In exceptional cases where each individual must have a separate membership, such membership may be approved by the Vice President for Student Life and documented as to the necessity for multiple memberships. These memberships must be monitored closely.

V. Memberships Funded from Federal Grant Accounts

Federal grant guidelines must be followed.

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

None

FORMS AND TOOLS

None

<p>Publication Date:</p> <p>Next Review:</p>
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