



Kutztown University Policy A&F-010

Membership Policy

A. Purpose

This policy outlines University policy as it relates to the authorization and payment of membership fees.

B. Scope

This policy is applicable to all memberships paid for by University funds including grant funds.

C. Definition(s)

D. Policy & Procedure(s)

Approval

Institutional Memberships:

The President's office maintains a listing of memberships that are authorized for payment from the University membership account. The memberships paid from the central account do not relate to a particular department or division; these memberships pertain to the University as a whole. Any requests for new institutional memberships must be approved by the President's office.

Departmental Memberships

Any memberships pertaining to a particular University department, college, or division must have final approval from the appropriate cabinet level official or their designee. Such approval is contingent upon the availability of departmental resources to pay for the membership dues. Such approval is on an annual basis only.

Individual Memberships

Membership dues relating to individual memberships are not normally paid from University funds. To be eligible for payment, one of the following criteria must be met:

- If the membership relates to a professional license, payment may be authorized by the individual's supervisor (dean, director, or vice president)

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provided that the professional license is required by the employee's job description.

- If the membership relates to a professional association for which the individual is representing the University, payment may be authorized by the individual's supervisor (dean, director, or vice president).
- If the membership relates to an association from which the individual is receiving professional development, payment may be authorized by the individual's supervisor (dean, director, or vice president).

Note that the approval for individual memberships is contingent upon the availability of University department funds.

Payment

All membership payment requests should be entered into the SAP via an online purchase requisition. Back up documentation should be forwarded to Purchasing along with the Purchase Requisition number.

E. Effective Date

February 19, 1996
Revised 2/17/2006 – Gerald L. Silberman
Reviewed 8/2007

F. Approved By

Dr. David E. McFarland, President

G. Last Review

August, 2009
August, 2010
August, 2011
August, 2012
August, 2013