

COLLEGE POLICY ON PAYMENT OF MEMBERSHIP DUES OR FEES  
Effective December 8, 2015

Pursuant to NDSU policy 152.2, dues and membership fees for joining and participating in professional and service organizations are normally the employee's own personal responsibility. Only in certain very limited circumstances may university funds of any type (appropriated, local, grant, foundation) be used to cover the cost of such memberships. Accordingly, the College of Science and Mathematics policy regarding using university funds for memberships is the following:

- 1) The Dean must explicitly approve any such expenditure *a priori*. Requests for reimbursement of membership dues or fees paid by individuals *before* obtaining the approval of the dean will be denied with no possibility of appeal no matter what the justification.
- 2) NDSU policy 152.2 allows the university to "pay organization or institutional fees in professional and service organizations when the membership is regarded, either by the organization or the University, as an *institutional* membership or is otherwise considered *directly beneficial* to the University. In such cases, all benefits of membership, such as resource materials, belong to the University." An institutional membership is one for which *all* benefits of membership are available to members of the university beyond the individual. A *direct* benefit is one that provides an immediate, *tangible* benefit to the university community.
- 3) Consistent with NDSU Policy 812.12 payment of individual membership dues or fees from project grant funds is allowed provided that certain conditions are met, including but not limited to (see Policy 812.12 for a complete list):
  - a. For federally funded projects, these costs are allowable only if approved in the budget by the granting agency.
  - b. If subscriptions are included with membership, the subscription must be received at a university address.
  - c. The costs of memberships and subscriptions should be allocated across all funded activities benefiting from the expense.
- 4) It is recognized that some professional organizations that sponsor conferences or other meetings may require presenters (or one of their co-authors) to be a member in good standing to submit an abstract and present. In such cases, the college considers such a cost to be akin to an abstract submission fee and may approve university funds for this purpose provided that:
  - a. Prior approval is sought from the dean.
  - b. Either the organization requires that the presenter must be a member or in the case where at least one co-author (not necessarily the presenter) must be a member, no co-author is already an eligible member.
  - c. The individual would not normally be a member of the organization sponsoring the conference.
  - d. The cost is for the minimum level of membership required to present, i.e., no additional fees (e.g., extra subscriptions, local dues, etc.) are included.
  - e. Written proof of that such a membership requirement exists is provided.
  - f. A paper (oral or poster) will be presented. Fees will not be covered for individuals seeking merely to attend a conference.
  - g. If grant funds are to be used to pay the cost of membership, the request is consistent with NDSU policy 812.12.