

EDINBORO UNIVERSITY OF PENNSYLVANIA

MEMBERSHIPS-Policy No. C024

Supersedes Policy No. C024, Dated 9/12/89 and 9/11/92

Recommended for Approval By Mr. Richard E. Morley, Vice President for Financial Operations and Administration

Approved By Foster F. Diebold, President on July 24, 1995

Review Date: As Required

INTENT

It is the intent of this policy to permit memberships in professional organizations related to one's University responsibilities and to establish procedures for charging memberships to appropriate University Cost Centers.

POLICY

Memberships are authorized and approved as part of the University's budget process by recommendation from Vice Presidents to the President for the President's approval.

PROCEDURE

- A. All membership fees must be individually identified and included in each Cost Center's annual budget request.
- B. Each Vice President will annually review the approved membership list as part of the budget process, justify all membership requests as to appropriateness and cost and recommend additions and deletions.
- C. Each membership should be noted as being a University or professional membership. University memberships are in the name of the University, whereas professional memberships are only in the employee's name. All professional memberships must have a University related purpose.
- D. As part of the annual budget process the President will approve all memberships.