

Business Services

Membership Policy

Revision: 01	Policy No:	Effective Date: 4/01/18
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PURPOSE

The purpose of the Membership policy is to provide guidance to the University of Wisconsin-La Crosse (University) regarding the purchase of membership in associations, societies, and organizations, etc., normally in the name of the university that are essential for effective performance of university academic and administrative affairs. This policy provides further clarification of the [UW System Administrative Policy 328: Memberships](#) that prohibits the purchase of membership from funds administered by the State if the primary beneficiary of the expenditure is the individual.

POLICY

- A. When a membership is deemed essential and adequate justification can be provided, an institutional or organizational membership, rather than an individual membership, should be purchased. *UW System Administrative Policy 328: Memberships* prohibits the purchase of a membership in which the employee is the primary beneficiary.
- B. A University address should be listed for all memberships.
- C. Because not all societies, associations, etc., offer institutional or organizational memberships, individual memberships may be purchased under the following circumstances:
 - No institutional or organizational membership is available or
 - The cost of the individual membership is considered less than organizational or institutional membership, and there is a clear advantage to the University in obtaining the individual membership.Advantages should include the following:
 - a. Reductions in fees for conferences and seminars which departmental personnel normally attend, and/or
 - b. Receipt of publications, newsletters, or other mailings that are an important part of departmental operations, particularly those that would ordinarily be ordered at additional cost to the University.
- D. If it is deemed a necessity to have more than one individual membership to the same organization in a department or division, the Dean or Director should provide adequate justification.
- E. The payment of memberships for employees in CPA (Certified Public Accountant) societies, Unions, Wisconsin Bar Associations, and the like is prohibited.
- F. A membership should not be paid more than 90 days in advance.

- G. If the membership is purchased with grant funds, the term of the membership or subscription should not exceed the grant ending date.
- H. Membership renewals are allowable on a University procurement card provided the initial payment of a new membership was processed through Business Services to allow for appropriate approvals.
- I. The same membership or subscription should not be paid twice in one fiscal year without the approval of Business Services. Approval will be considered for instances in which the vendor changes their billing cycle as well as instances in which the department wishes to change their annual payment date moving forward.
- J. Amazon Prime memberships are currently prohibited.

REFERENCES & RESOURCES

[UW System Administrative Policy 328: Memberships](#)

Membership Payment Form