



## PENN STATE - HUMAN RESOURCES

# Policy HR12 PROFESSIONAL ORGANIZATION MEMBERSHIPS

POLICY'S INITIAL DATE: September 1, 1959  
THIS VERSION EFFECTIVE: January 27, 1989

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### PURPOSE:

To state University policies concerning memberships in professional societies, associations, or organizations.

### GENERAL:

In an institution of higher learning it is recognized that in order to maintain professional competence in the various disciplines it is necessary to maintain contacts in the disciplines through membership in professional societies and associations. The professional societies provide an opportunity to maintain and upgrade competence and professional standards by face to face discussions, by journals distributed as part of the membership, and by meetings where papers are presented.

### MEMBERSHIPS:

When dues or fees are paid by the University, membership in a professional society or association is considered to be an institutional membership in the name of the University. In most instances, a senior staff member (General Officer, Staff Officer, Dean, Department Head, and Professor) is named as the institutional representative to represent the University.

The senior staff member may vote in the name of the University and may hold office in the organization.

### APPROVAL OF MEMBERSHIPS:

Institutional memberships will be considered when it appears to be in the best interest of the University. Proposals are made through the appropriate University budget executive by means of a properly signed Special Request for Check with an attached invoice. All subsequent renewals, must also be approved by the budget executive.

### INDIVIDUAL MEMBERSHIPS:

Normally, the University will not pay for individual memberships to organizations. However, some organizations are structured in such a way that only individual memberships are available. In rare instances where, in the judgement of the budget executive, the University can only be represented in such a manner, charges for individual memberships will be processed for payment. Requests for approval are made via a Special Request for check as indicated above.

# Penn State Altoona Request for Membership Approval

Penn State University policy HR-12 (see reverse side) refers to memberships in professional societies, associations or organizations. Penn State policy precludes paying for individual memberships. Institutional memberships may be considered when the membership is in the best interest of the College/University. In most cases, a senior staff member is named as the institutional membership representative of the University. All memberships must be processed on an SRFC with an attached invoice. All memberships must be approved by the Chancellor in advance of the membership payment.

The University will consider an **INDIVIDUAL** membership only in the instance where an organization doesn't accept institutional memberships. The person requesting the membership must submit documentation verifying that the organization only accepts individual memberships. The requestor must also submit a justification for the membership request which describes how the membership will benefit the College/University.

Justification for individual membership:

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Requesting staff or faculty member (Print Name)

\_\_\_\_\_  
Date

Approve

Deny

\_\_\_\_\_  
Budget Administrator



\_\_\_\_\_  
Date

\_\_\_\_\_  
CC Member



\_\_\_\_\_  
Date

\_\_\_\_\_  
Chancellor



\_\_\_\_\_  
Date