

## **Membership Dues**

**Summary/Purpose:** Instances where membership dues may be paid with university funds.

The University encourages faculty and staff membership in organizations that will promote advancement of instruction, research, public service, and enhance the professional standing and development of its faculty and staff. With the approval of the dean or corresponding non-academic department head, faculty and staff memberships that are within the guidelines outlined below may be paid for with available departmental funds. Memberships should be in the name of the University of Mississippi to be represented by the individual.

Faculty and staff memberships paid with university funds should benefit the division/department in terms of its mission. These benefits should include receipt of scholarly journals, professional publications, employment information, professional development contacts, and exchange of information with other professionals in the area of interest. Only memberships in organizations that do not discriminate on the basis of race, religion, sex, age, color, national origin, or individual handicap will be approved.

An Attorney General's ruling allows only one membership per city for Chambers of Commerce. These memberships must be in the name of the University with no benefits accruing to any particular individual or department.

Vice chancellors or department heads may establish more restrictive guidelines for the payment of individual memberships.

Payment of dues may be processed on a Request for Payment form or by the procurement card. The dean or the corresponding non-academic department head must approve the Request for Payment form.