

## Memberships and Dues

The justification of UAB's payment of dues and membership fees is that the organization provides services related to the duties and responsibilities of the individual at UAB.

There is a presidential policy titled "Policy Concerning Approval and Payment of Institutional Memberships in Local Civic Organizations". This policy designates the number of such memberships, the organizations to which UAB can have such institutional memberships, and restricts funding of such memberships to non-UAB sources.

Other memberships are not addressed by presidential policy. However, expenditures from UAB funds are subject to the general criteria established by the State Examiners, which are:

- Except as noted above, dues cannot be paid for membership in civic organizations. Examples include Rotary, Chamber of Commerce, and Kiwanis.
- Dues cannot be paid for membership in political or religious organizations. Examples include The Republican Party and the Methodist Church.
- Dues cannot be paid for memberships in honor societies, alumni societies, or athletic Support organizations.
- Memberships in professional organizations are generally considered acceptable if the expenditure can be justified on the basis that the organization provides services which help the individual member fulfill his/her current responsibilities as an employee of UAB. For example, the expenditure might be justified in terms of the continuing education benefits derived from the membership. Payment for individual memberships in professional organizations will only be made for one year at a time.

Membership dues should be charged to the "Dues/Membership Fees" object code 8709040.

To assist in the preparation of a payment request for individual membership dues/fees, an *OPTIONAL* form is available on the Financial Affairs forms website.