

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Memberships and Subscriptions

EFFECTIVE DATE: July 1, 2000

Southwest Tennessee Community College adopts the following policy regarding memberships and subscriptions which applies to all areas except the campus library which is exempt from the guidelines in their entirety.

I. Approval

Approval of new institutional memberships must be obtained prior to the completion of the July budget. Requested memberships are submitted to the appropriate member of the President's staff. Exception to this policy may be made by the President.

II. Criteria

The following criteria apply to institutional memberships and subscriptions:

- a. Southwest Tennessee Community College may be a member of an organization or maintain subscriptions if the membership or subscription is directly related to the goals and mission of the college.
- b. Southwest Tennessee Community College will not pay the membership dues or subscription of an individual. An exception may be granted in rare instances where an organization does not permit institutional membership or where an individual membership (in the name of the institutional representative) is less expensive than an institutional membership. Membership necessary to maintain or enhance an employee's professional status is considered the responsibility of the employee, and the association dues are considered a personal expense.
- c. Membership dues and subscriptions costing in excess of \$1,000 per year must be approved initially by the Chancellor.

Source of Policy: <u>Transition Office</u>	Vice President for Responsible Business, Finance and Administrator: <u>Information Systems</u>
Related Policy: <u>N/A</u>	TBR Policy Reference: <u>N/A</u>
	TBR Guideline Reference: <u>G-080</u>
Approved: <u>President</u>	Date: <u>July 1, 2000</u>

- d. Membership dues that are included as part or all of the expenses of an organization meeting for which Southwest Tennessee Community College pays the expenses of the employee to attend will be subject to the institutional membership approval process, i.e. must be approved by the President's staff.
- e. Faculty and staff memberships in civic organizations are encouraged; however, state funds may not be used to pay for such memberships.
- f. Southwest Tennessee Community College may not subscribe to political publications for other than instructional purposes.
- g. Southwest Tennessee Community College may subscribe to newspapers within its service area for public information and instructional-related purposes and to newspapers with national distribution for instructional purposes only.
- h. Subscriptions to airline flight guides and newspaper clipping services must be approved by the President and submitted to the Chancellor for approval.