

## Memberships

### Professional Organizations

Memberships in Professional, Educational, and/or Learned Organizations are, in general, payable from local or state funds. Memberships purchased with state funds must be in the name of the institution. Individual memberships are considered a personal expenditure, and as such, are not payable from state funds. Individual memberships may be paid using appropriate local funds if documentation is provided that indicates a savings by joining individually rather than as an institution or documentation is provided that indicates only individual memberships are accepted.

State funds cannot be used for payment of membership dues to an organization on behalf of the agency or an employee of an agency if the organization pays all or part of the salary of a person required to register under Chapter 305, Government Code. Use the [Ethics Commission's home page](#) to check the status of organizations. If the organization is on this list, state funds may not be used for the membership.

The order must include

- the complete name of the organization;
- the effective dates of membership;
- the membership number (if available); and
- the representative's name.

### Sample Description

Membership dues to American Osteopathic Association. Representative: John Smith, D.O.  
Effective 6/1/11 through 5/31/12.

Memberships on state funds must also have the approval of the appropriate President or designee. Due to the legislation that requires this approval, the delegation for this function is not to be delegated further.

A statement detailing the benefits the UNT System will receive from the membership must be included on all membership orders. Add the justification as a line comment or electronically attach a memo to the requisition. Use one of the category codes below in ePro.

Classification	ePro Category Code
Membership on a state DeptID/ProjID	963-48
Membership for a local DeptID/ProjID	999-07

### Chamber of Commerce

Memberships to a chamber of commerce are only allowed on local funds as long as the DeptID/ProjID allows that type of purchase.

### Club Memberships

Memberships in country clubs must have the appropriate President's approval. This is usually contained in the hire letter and allows local funds to be used. Club memberships not approved by the President or contained in the individual's hire letter, must be paid from gift funds. To be reimbursed, complete the [UNT System Social Club Reimbursement Form](#).