

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-36
MEMBERSHIP FEES

The University may pay a membership fee to a professional and/or non-professional organization if:

- The University has specific or implied statutory authority for the payment.
- The payment would serve a proper public purpose, and
- The University would receive adequate consideration in exchange for the payment.

The senior or division Vice President (VP) or the VP's designee for each division shall review and grant prior approval for any expenditure for recurring membership fees or dues to professional and/or non-professional organizations based on the criteria above.

Chamber of Commerce Memberships

The Texas Constitution, Article III prohibits the use of public funds to pay for memberships in a chamber of commerce (reference The Attorney General of Texas Opinion No. JM-516, 1986 and H-397, 1974). However, the President or President's designee may authorize an institutional membership in a chamber of commerce in the name of the University, **so long as the membership is paid only from gift funds.**

Professional Organizations

A membership may be in the name of an employee when the VP has determined the membership is required to maintain a professional license or certification or provides a public purpose exceeding the amount of the dues. The specific business purpose and benefit to the University shall be included on the form. No membership paid for with University funds shall be used for personal use or benefit at any time.

Non-Professional Organization

Memberships in non-professional organizations, such as those that permit the University to purchase goods or services at a discount may only be procured in the name of the University.

Payment

Payment for memberships or dues to professional or non-professional organizations shall be handled via a Membership form in BearKatBuy. The appropriate routing/workflow is built into the form.

If a vendor will not accept payment generated via a BearKatBuy requisition, the P-Card may be utilized, with the exception of fees memberships for Chambers of Commerce. If the P-Card is used, the department must submit the Membership [Request](#) form (PDF form for P-Card transactions only). The form must go through the VP or the VP's designee for prior approval of the transaction, listing the business purpose and benefit to the University and be submitted with the procuring department's P-Card Expense Report.

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