

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Memberships and Subscriptions**EFFECTIVE DATE:** July 1, 2000; Revised September 15, 2024**Purpose**

The purpose of this policy is to explain the limitations on membership dues and subscriptions paid with Southwest Tennessee Community College (“Southwest” or “the College”) funds.

**Definitions**

- Membership Dues and Subscription Fees- Funds that entitle subscription of material or membership, associate membership, or participation in activities of an organization.
- Organization- A group (public or private), association, or society with the purpose of promoting common interests and share information.
- Publication directly related to the mission- A document without which the Southwest mission would be impossible or difficult to perform.

**Policy**Approval

Pursuant to Tennessee Board of Regents guideline G-080, the College is required to develop, make known, and enforce a process for approval of memberships and subscriptions. The President assigns as designees to approve or decline to approve membership and subscription requests the head of each division: Vice President of Academic Affairs, Vice President of Student Affairs, Vice President of People and Culture, Chief Financial Officer, Chief of Administrative Services, and Chief of Staff.

Criteria

- A. A subscription or membership in the College’s name may be maintained if it is directly related to a goal or the mission of the College.
1. Southwest may not pay the membership dues or subscription fees for an individual employee unless the organization does not permit institutional membership or where an individual membership (in the name of a College employee) is less expensive than an institutional membership.
  2. Membership necessary to maintain or enhance an employee's professional status (e.g. American Institute of Certified Public Accountants or Bar membership dues) should be considered the responsibility of the employee and the association dues considered a personal expense.

- B. Duplicate memberships and subscriptions should be evaluated with the intention of eliminating unneeded duplicates.
- C. Where membership dues are included as a portion or all of the expense of an organizational meeting for which the College pays the expense of an employee to attend, the appropriate expenses shall be considered membership dues under this policy and should be subject to the membership approval process.

Membership dues that are included as a portion or all of the expense of an organizational meeting for which Southwest will pay the expenses of the employee to attend must be approved by the President or designee.

- D. Faculty and staff membership in civic organizations is encouraged, however, state funds may not be used to pay the memberships.
- E. Southwest may not subscribe to political publications for other than instructional purposes.
- F. The College may subscribe to newspapers within the service area for public information and instructional-related purposes. The following guidelines are applicable to newspaper clipping services:
  - 1. The need for the service shall be clearly set forth in writing.
  - 2. The written justification will address the following points:
    - a. The type of clipping service requested. (e.g., all statewide daily newspapers)
    - b. The use of information provided by the service
    - c. Who the clippings are circulated to in the College
    - d. How the clippings benefit Southwest
  - 3. A statement that the clipping service is the most economical means of fulfilling the College’s need
- G. State funds may not be used to pay fees, dues, or subscriptions in conjunction with the membership, meetings, or activities of an organization if participation or membership in the organization requires an employee of the College to endorse or promote a divisive concept as defined by T.C.A. Section 49-7-1902.

Exceptions

The Southwest library is exempt from this policy. Employees assigned to work in the library are not exempt. The Chancellor may make additional exemptions or exceptions to this policy.

**Responsible**

**Source of Policy:** Business and Finance      **Administrator:** Chief Financial Officer

**Related Policy:** \_\_\_\_\_      **TBR Guideline Reference:** G-080

**Approved:** \_\_\_\_\_      **Date:** September 15, 2024

**President**