

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 99:006	Supersedes Policy Number: II:03:02
Date: August 1, 1986	Dated: February 14, 1983
Subject: Memberships and Subscriptions	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference: G-080
Approved: <p style="text-align: center;">President: Signature on File</p>	

I. General Statement

The following policy implements the Tennessee Board of Regents Guidelines G-080 which delineate the State Board of Standards policy on membership dues and subscriptions. The guidelines apply to all System institutions and units except campus libraries, which are exempt from the guidelines in their entirety. Pursuant to the President's responsibility to enforce the provisions below and for prohibiting renewal of memberships and subscriptions disapproved by the State Membership Dues and Subscriptions Committee, as contained on the attached listing, the President has delegated this responsibility to the University Committee on Memberships and Subscriptions. Individuals requesting APSU pay memberships and subscriptions are responsible for seeing that such requests meet the criteria found below. These policies only apply to state funds.

II. Definitions

For purposes of these guidelines, the terms below are defined as follows:

- A. Memberships Dues or Subscriptions are expenditures from state funds by APSU which entitle subscription of material or membership, associate membership, or participation in activities of an organization.
- B. Organization is a group (public or private), association, or society whose purpose is to promote common interests and share information.
- C. Professional Library is a collection of periodicals, books, publications, or reference materials maintained by a department, college, etc., for the use of faculty, staff, and students.

- D. Publication Directly Related to the Mission means a publication without which the mission of APSU would be impossible or difficult to perform.
- E. University Memberships and Subscriptions Committee is the APSU presidential designee responsible for: (1) APSU policy and procedures for memberships and subscriptions; (2) institutional approval of requests for payment of memberships and subscriptions; (3) routing of approved requests for further approval or for payment by the Business Office; (4) keeping appropriate records of approved and disapproved requests; (5) establishing its operating procedures; and (6) hearing appeals on disapproved requests.
- F. Budget Administrator is the person responsible for a budgeted account and thus authorized to send purchase orders without further approval to the Business Office.

III. Criteria

- A. APSU 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 institution.
- B. APSU shall not pay the membership dues or the cost of a subscription for an individual. An exception may be granted in rare instances where:
 - 1. An organization does not permit institutional membership.
 - 2. An individual membership (in the name of an APSU representative) is less expensive than an institutional membership.
 - 3. A membership is the only means of receiving a subscription.

However, memberships necessary to maintain or enhance an employee's professional status are considered the responsibility of the employee and association dues are considered a personal expense.
- C. Duplicate memberships and subscriptions shall be evaluated with the intention of providing only one membership/subscription for APSU.
- D. Membership dues and subscriptions costing in excess of \$1,000 must be approved initially by the Chancellor. A written request for approvals must be submitted by the President and include an explanation of the specific benefit derived by APSU. A listing of other institutions which maintain the membership or subscription may be requested.

- E. Where memberships dues are included as part or all of the expense of an organization meeting for which APSU pays the expense of an employee to attend, the appropriate expense shall be considered membership dues under these guidelines and shall be subject to the established membership approval process.
- F. Faculty and staff membership in civic organizations is encouraged; however, state funds may not be used by APSU to pay for memberships.
- G. No department, college, etc. may subscribe to political publications for other than instructional purposes.
- H. Professional libraries may include subscriptions related to their function or purpose. According to the Board guidelines, institutions are encouraged to maintain professional libraries in central locations so that faculty, staff and students may benefit from the periodicals. At APSU, Woodward Library serves this function and professional libraries are discouraged.
- I. APSU may subscribe to newspapers within its service area for public information and instructional-related purposes only. The only exceptions to the above are that the athletic department may subscribe to newspapers outside APSU's service area, and that subscriptions to newspapers with national distribution may be subscribed to for instructional purposes.
- J. Subscriptions to airline flight guides must be approved by the Chancellor, pursuant to the following:
 - 1. There may be only one subscription maintained by APSU.
 - 2. APSU personnel engage in a large amount of airline travel.
 - 3. There is no other institution or agency which could, as a practical matter, share the subscription with APSU.
- K. Newspaper clipping services must be approved by the Chancellor. The need for service shall be clearly set forth in writing. The written justification should address the following points:
 - 1. The subjects to be clipped.
 - 2. The type of clipping service requested. (For example, statewide, all daily newspaper.)
 - 3. The use of information provided by the service.
 - a. Who the clippings are circulated to at APSU.

- b. How the clippings benefit APSU.
4. A statement that the clipping service is the most economical means of fulfilling APSU's need.

IV. APSU Procedures for Approval of Memberships and Subscriptions

A. Routing to Committee

1. These procedures only concern actions necessary to route requests involving the start or renewal of memberships and subscriptions to the Committee.
2. Except for the procedure given, established routing procedures and time tables within administrative units applicable to the approval of purchase orders and travel requests are followed.
3. In order to act upon a request the Committee must receive:
 - a. A written justification of the request which:
 1. relates the request to the criteria given in (III.) above.
 2. identifies the University goals the request will further.
 3. provides adequate evidence that personal memberships, especially those in professional organizations, directly benefit the University.
 - b. A completed and approved purchase order from the budget administrator (for definition see II.F.).
4. On Non-Travel related requests the budget administrator:
 - a. Review requests.
 - b. For approved requests, routes the written justification of the request and a completed university purchase order to the Chairman of the Committee.
5. On Travel related requests (III.E.):

- a. The budget administrator reviews requests and for approved requests, forwards the justification and appropriate forms to the within the administrative unit who has the final authority to approve travel requests.
- b. The person with final authority reviews requests and for approved requests routes the justification and appropriate forms to the Chairman of the Committee.
- c. When travel requests are routed to the Committee, sufficient time must be allowed for Committee review and action within the time constraints dictated by APSU policy and procedure. At least two (2) weeks before deadline are necessary for Committee action.
- d. In emergency situations, where requests cannot be reviewed by the Committee within existing time constraints:
 1. Requests may be tentatively approved by the Budget Director.
 2. The Budget Director's action is subject to change by the committee.
 3. The Budget Director forwards to the Committee all requests approved in this manner.
 4. The Committee informs the requester and the Business Office of the changes made in the Budget Director's actions.

B. Routing by the Committee

1. The Committee routes approved requests to the Business Office or to the President when Chancellor approval is required.
2. The Committee informs the person who forwarded the request to the Committee of the approval or disapproval in writing.

C. Routing by the President

1. The President sends requests requiring Chancellor approval to the Chancellor.

2. The President informs the Chairman of the Committee of the actions taken by the Chancellor action may be added to the permanent Committee record.

D. Routing by the Business Office

1. The Business Office follows its regular operating procedures for requests forwarded to it by the Committee or the President.
2. The Business Office returns purchase orders and travel requests involving a membership or subscription, which were routed to it without going the Committee or the President, to the person initiating the request.
3. The Business Office returns to the Committee purchase orders and travel requests involving memberships or subscriptions where:
 - a. A change in the name of the organization is necessary for processing.
 - b. A price change causes the amount to exceed \$1,000.

V. Appeals Procedure for Requests Denied by the Committee

- A. Unapproved requests may be resubmitted to the Committee for reconsideration when:
1. An endorsement by the Senior Administrator of the administrative unit accompanies the request. Senior Administrators are: the Vice Presidents, the Executive Assistant to the President, the Athletic Director, and the Dean of Students. For these administrators as well as the Internal Auditor, the Senior Administrator is the President.
 2. New evidence justifying the request is attached to the previously submitted justification.
 3. The original request and the approved purchase order are received.
- B. Committee routing of resubmitted request will follow the procedures found in IV.B.

VI. Exceptions

Exceptions to these guidelines may be approved by the Chancellor. Memberships and Subscriptions: Prohibited Renewals

Subscriptions:

Atlanta Journal
Buffalo River Review
Nashville Magazine
Sports Illustrated
Southern Living
Tennessee Legislative Digest
The Tennessee Journal

Memberships:

N/A