

<b>NORTH CAROLINA DEPARTMENT OF COMMERCE</b>		<b>POLICY # FM 9</b>
<b>Title: Memberships and Sponsorship in Organizations</b>		
<b>Effective Date: July 1, 1999</b> <b>Revisions: January 1, 2011</b>	<b>Administering Authority: Chief Fiscal Officer</b>	
<b>Statutory Authority (if Applicable): State Budget Manual--Memberships Section 4.7 and Sponsorships Section 5.8</b>		

**Purpose:** To identify the procedures for approval of memberships and sponsorships

**Scope:** This policy applies to all Divisions organized under Department of Commerce, except ESC.

**Policy:**

### Memberships

The Department of Commerce will pay for membership in professional, trade and other organizations applicable to the operations of Department Divisions and affiliated agencies. All memberships to be paid for by the Department will be organizational memberships or memberships for the particular position, not the individual employee, and **shall not be transferable upon personnel changes.** Additionally, although the membership may be in the name of the individual, this membership terminates when the individual terminates his employment with the state or moves to another department.

Membership dues paid from state funds for state departments, institutions and agencies to organizations shall be kept to a minimum. The Secretary of Department of Commerce or his/her designee must review and approve all memberships to determine that the benefits accruing to the state from such memberships will exceed the costs. Membership dues shall not be paid from state funds for individual state employees or for the benefit of an individual

state employee unless the benefit of the membership is for the state and the position for which the individual is employed.

Membership dues paid from state funds should be for the benefit of the state and not for an individual. If the state is to benefit from an individual's membership in an organization, that benefit should derive not because of the individual, but because of the individual's position with state government regardless of who is in the position.

Requests for payment of memberships (new and renewals) shall be submitted to the Secretary's Office (Secretary of Commerce or his/her designee) on Membership Questionnaire form for prior approval. Any membership over \$10,000.00 needs to be approved by the Purchasing Officer (Allison Tart) before going to the Secretary's office.

The approved Membership Questionnaire form and invoice must be attached to the approved Cash Disbursement Code Sheet and include the federal ID number.

### **Sponsorships**

Request for payment of sponsorships shall be submitted to the Purchasing Office in the Fiscal Management Division before submitting to the Secretary's Office (Sec. Crisco's or his designee) via memo for prior approval.