

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # FM 9
Title: Memberships and Sponsorship in Organizations		
Effective Date: July 1, 1999	Administering Authority: Chief Fiscal Officer	
Revisions: Nov 30, 2011		
Statutory Authority (if Applicable): State Budget Manual--Memberships Section 4.7 and Sponsorships Section 5.8		

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

Scope: This policy applies to all Divisions organized under Department of Commerce.

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.

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 membership dues (new and renewals), along with the completed Membership Questionnaire form shall be submitted to the Secretary's Office (Secretary of Commerce or his/her designee) for prior approval.

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

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 (Secretary of Commerce or his/her designee) via memo for prior approval.