



**RESOLUTION TO MODIFY
MEMBERSHIPS, DUES, CERTIFICATIONS, AND LICENSING FEES POLICY,
3356-3-15**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis;
and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
September 17, 2025
YR 2026-04**

3356-3-15 Memberships, dues, certifications, and licensing fees.

Responsible Division/Office: Procurement Services
Responsible Officer: VP for Finance and Business Operations
Revision History: December 2010; September 2015;
September 2020; September 2025.
Board Committee: Finance and Facilities
Effective Date: September 17, 2025 (reviewed, no changes)
Next Review: 2030

- (A) Policy statement. Memberships, dues, professional certifications or licensing fees are eligible for payment by the university when there is a direct benefit to the university.
- (B) Parameters.
 - (1) Memberships paid with university funds cannot negatively impact the university's image or mission, or be paid to organizations or for activities with arbitrary or discriminatory membership policies. Acceptable organizations include associations of colleges and universities, professional societies, government-sponsored groups, accrediting organizations, and other organizations related to work being performed. Fraternal and political organizations are specifically excluded, and community/civic organizations are allowable only for executive or development officers whose duties include significant responsibilities to represent the university in the community.
 - (2) Professional memberships, dues, licenses or certifications in the name of an individual are allowable when institutional memberships, etc., are not available or not applicable. Such expenses are eligible for payment by the university under the following criteria:
 - (a) The dues, professional licensing, certification, or testing fees are integrally related to an employee's job duties or essential to the research responsibilities of faculty. Examples include, but are not limited to: engineers, certified public accountant, or radioactive materials

licenses, notary fees, and world safety officer memberships;

- (b) Membership is required for the purchase of a journal;
 - (c) Membership allows a periodical or journal to be purchased at a discounted rate and the expected savings from the discount exceeds the cost of membership;
 - (d) Membership included in a conference registration fee allows for a reduced rate to attend the conference and the savings over the non-member registration fee rate is greater than the cost of individual membership in the organization.
- (3) Written justification must be maintained for memberships, dues, certifications, and licenses paid by the university in the name of an individual.
 - (4) No more than one institutional membership in any organization may be purchased.
 - (5) Payments for professional memberships, dues, licenses or certifications are subject to the university's purchasing policy. Procurement services has the primary responsibility to manage and monitor the purchasing process.
 - (6) Only the president or his/her designee may authorize written exceptions to this policy.