

POLICY 2.18 – Membership Fees

Policy Category: Financial

Effective Date: May 1, 1994

Supersedes: March 1, 1989

The following guidelines will be used in determining eligibility for payment of membership fees in professional associations and clubs by budget units of the University on behalf of their employees.

- 1.00 Any fee(s) paid to a statutory professional association or to a government agency for the purpose of licensing an individual to practice a profession such as Accounting, Dentistry, Engineering, Law, Medicine, etc., is the sole responsibility of the individual and will not be paid from University funds regardless of source, except for faculty claims against the Professional Allowance Plan.
- 2.00 Any fee(s) paid to a professional association or to a government agency, in which membership is essentially voluntary and is not a requirement for licensing purposes such as an educational or administrative association, may be funded by the University only under the following conditions:
 - (a) the membership is functionally necessary for the corporate University or the budget unit or pertains to the employee's job function within the University;
 - (b) funding of the membership is approved in advance by the Dean/Budget Unit Head of the Faculty/Department; and
- 3.00 Under no circumstances are memberships in private clubs, within or without the University, such as the Grosvenor Club, to be paid out of University funds, regardless of source, unless approved by the relevant Vice-President in advance.