



PROCEDURAL MANUAL

SUBJECT: <p style="text-align: center;"><u>MEMBERSHIPS</u></p> <p style="text-align: center;">General Administration</p>	Effective Date: <p style="text-align: center;">12/31/03</p>	Number: <p style="text-align: center;">1016</p>				
	Supersedes: <p style="text-align: center;">11/30/87</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Page</td> <td style="text-align: center;">Of</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </table>	Page	Of	1	1
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Authority: SUS Std. Practice 00-000-3-01-01						

EFFECTIVE IMMEDIATELY President's approval is no longer needed for memberships. Memberships are now handled similar to other operating expenses.

PROCEDURE

1. Memberships shall be essential to the duties and responsibilities of the University and meet all of the following criteria:
 - a. The purpose, activities, and publications of the organization are consistent with the duties and responsibilities of the University department, officer, or employee requesting the membership.
 - b. The services, activities, and publications of the organization provide a direct benefit to the public purpose, work, and objectives of the department, officer, or employee requesting the membership.
 - c. The records of the association, organization, or group are open to inspection by any citizen of Florida as provided by Section 119.012, Florida Statutes. (<http://www.flsenate.gov/Statutes>)
 - d. University approved memberships will normally be institutional memberships with one or more designated representative(s). However, individual memberships may be approved at the appropriate department head's discretion.

RESPONSIBILITY

The responsibility for accurate and complete processing of the membership rests with the initiating department. For further information on processing, please visit:

Purchasing: <http://pegasus.cc.ucf.edu/~purchase/>

Finance & Accounting: <http://www.finacctg.ucf.edu/>