

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. GA 1.10	Page 1 of 3	Effective Date: 09/25/15
DIVISION:	General Administration	
SUBJECT:	Institutional Memberships	
AUTHORITY:	Texas Government Code, Chapters 556.005 and 2113.104	
PROPOSED BY:	<i>Original Signed by Jonathan Hoekstra</i>	
TITLE:	Vice Chancellor & Chief Financial Officer	Date: 09/25/15
RECOMMENDED BY:	<i>Original Signed by Jonathan Hoekstra</i>	
TITLE:	Vice Chancellor & Chief Financial Officer	Date: 09/25/15
APPROVED BY:	<i>Original Signed by Mike Reeser</i>	
TITLE:	Chancellor	Date: 09/25/15

STATUS: Approved by VCs on 9/25/15

HISTORICAL STATUS: Revised 08/2015
 Approved by MC 03/11/05
 Revised 02/2005
 Approved by MC 06/29/01
 Revised 6/11/01
 General Appropriations Act 75th Legislature, Article IX, Section 5
 and Section 151, Approved 2/18/99
 Proposed 01/25/99

POLICY

COMPLIANCE

PERTINENT INFORMATION

Texas State Technical College recognizes the importance of memberships in national, state, local, community, and professional organizations. Membership dues paid to organizations must be made in accordance with the following policies and procedures.

- Government Code, Chapter 556.005 – Employment of Lobbyist
TSTC may not use appropriated money to pay, on behalf of TSTC or an officer or employee of the TSTC, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305 to register as a lobbyist. This section does not apply to membership dues under Texas Government Code, Chapter 81 – State Bar.
- Government Code, Chapter 2113.104 – Memberships in and Dues for Professional Organizations
TSTC may not use appropriated money to pay for membership in or dues for a professional organization unless the Chancellor, or his/her designee, first reviews and approves the expenditure.
- A state agency may not join a chamber of commerce using appropriated funds. However, a state agency may contract for services with a chamber of commerce if the agency has specific or implied statutory authority for the contract.

DELEGATION OF AUTHORITY

The Chancellor, or the Chancellor’s designee, reviews and approves in advance any expenditures for memberships or dues to professional organizations. On an annual basis, the Chief Financial Officer will submit to the Vice Chancellor’s Council a list of institutional memberships for approval. The Vice Chancellors may approve exceptions in accordance with the requirements defined below.

OPERATING REQUIREMENTS

TSTC may pay a membership fees to an organization if:

- TSTC has specific or implied statutory authority for the payment; and
- The payment would serve a proper public purpose; and
- TSTC would receive adequate consideration in exchange for the payment.

Except as provided above, institutional memberships may be purchased from Educational & General Funds, Auxiliary Funds, or other institutional funds at the discretion of the Vice Chancellor. Procurement will vet the Approved Membership List against the list of registered lobbyists from the Texas Ethics Commission website: “[Registered Lobbyists with Clients, sorted by Clients.](#)” When processing an exception, departments using E&G funds to pay for a membership must also check the database.

Institutional memberships must be in the name of TSTC. For regional exceptions, memberships must be in the name of the local campus.

Individual memberships may be paid when they are required to maintain an individual’s professional license or certification, which is required to perform job duties (i.e., CPA, attorney).

TSTC may pay for memberships in organizations in the individual's name if the membership serves a public purpose worth more than the dues (i.e., a membership that saves the State money in terms of merchandise discounts or registration fees). Individual memberships are considered an exception, which requires approval from the respective Vice Chancellor. Individual memberships to a chamber of college can only be paid with TSTC Foundation funds.

Memberships are limited to annual terms.

The membership list approved by the Vice Chancellor's Council will be published in the employee Portal. If an organization is on the list, no additional approval is necessary.

The Membership Exception Approval Form shall be used to request approval for the following:

- New – to pays dues to an organization not on the approved list
- Individual – to pay for an individual membership
- Regional – to pay membership
- Duplicate – to request approval to pay for a second membership
- Other – other reason not listed

PERFORMANCE STANDARDS

1. All memberships are approved in advance by the Chancellor or the Chancellor's designee, using the annual approval process or the Membership Exception Approval Form.
2. Both the Procurement department and the initiating department will conduct a lobbyist search for memberships purchased with Educational and General Funds.