

1.0 POLICY:

The University may support, through the full or partial payment of membership dues, the memberships of University employees in organizations and/or associations where such memberships are considered to be of value to the University.

REGULATIONS:

- 1.1 Whenever possible the membership will be in the name of the University rather than the employee. Exceptions will be made where institutional membership is not possible or when institutional membership is more costly than individual membership.
- 1.2 Whenever possible only one representative per association shall be supported, and will be rotated between eligible University staff.
- 1.3 Approval of memberships and dues will be in accordance with the approvals required by policy D5010 (Purchasing Policy). Also, a given individual cannot approve membership or due where the membership is in the name of that individual. At the time of application, the applicant shall declare any current, or proposed memberships for which University support has been, or will be, requested during the current fiscal year.
- 1.4 Where the membership is a requirement of an individual for maintenance of status or grade level for a particular pay scale of the employee, as specified in a Collective Agreement, no University financial support request shall be entertained.
- 1.5 In the event of a conflict or inconsistency between this Policy statement and a provision in a Collective Agreement, or an employment policy, such provision shall prevail and supersede this Policy.

PROCEDURES:

- 1.6 Financial Services shall be responsible for design and supply of necessary application forms and procedural directions.
- 1.7 Application for payment of membership fees from University funds will be submitted to Financial Services with explicit directions for full and for partial support, signed by the appropriate person in accordance with Clause 1.3.

- 1.8 The Chief Financial Officer will notify the appropriate Executive Officer of any membership payment that appear to be inconsistent with this Policy.

FACT SHEET

DATES:

Approval	81.03.19
Review	2003.12

SOURCE:

81.03.19	Approved by Board Motion 19-21-80/81. Replaces Board Policy 5.10 approved 71.04.14 by Board Motion 31-13-71.
85.05	Updated to reflect current practices and terminology as approved by Executive Officers' Committee.
87.02	Updated to reflect current practices and terminology as approved by Executive Officers' Committee.
97.12.11	Updated to reflect current practices and terminology as approved by the Finance Committee and Board Motion 6-12-11-97/98.
2003.02.01	Terminology and format updated – “Financial Affairs” changed to “Financial Services”.
2009.10.08	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10