



**Administrative Policies and Procedures**

<b>Procedure Number</b>	<b>Subject</b>	<b>Effective Date</b>	<b>Revised Date</b>
BU-1.1.23	Payment of Membership Dues & Subscriptions	07/01/2007	

**I. Overview**

Bainbridge College may pay institutional memberships and dues if they are in the name of the College. Membership dues or fees may not be paid from College funds unless the professional organization is related to the function and assimilates information for the benefit of the College and performs other services beneficial to the College. Memberships in the name of individual persons cannot be paid or reimbursed.

Individual membership dues or fees are not paid from College funds except where it is required by Bainbridge College or the State of Georgia that organizational membership be a part of employment. Individual memberships in professional organizations may also be paid provided the sole purpose is to obtain a reduced cost for professional journals or registration fees. The journals must become property of the College and not the individual in whose name the membership is made. The journals must pertain to the mission of the department from which payment is made. Payment for such memberships should be made by submitting a purchase requisition along with a letter or supporting documentation indicating that the cost savings by paying the membership exceeds the cost of a subscription by a non-member, and that the professional journals pertain to the mission of the department. The request must be approved by the applicable department chair/head.

In certain professions, Bainbridge College requires the applicants to be registered, certified or licensed in a particular trade or profession as a job qualification to be eligible for employment. These are professional credentials that belong to the individual applicant (employee). Therefore, any fees or dues required to maintain these professional credentials are the responsibility of the employee and cannot be paid by College funds. The following examples are provided as a guide:

Professional Engineers  
 Licensed Electricians  
 Attorneys at Law  
 Medical Doctors

Registered Nurses  
 Licensed Practical Nurses  
 Certified Public Accountants  
 Licensed Plumbers



Additionally, the Georgia department of Audits has determined that Chamber of Commerce dues may not be paid by the institution.

Subscriptions must also be in the name of Bainbridge College and not in the name of an individual employee.