



## Policy for Dues & Memberships Central Administration Staff and Units

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### Policy Statement

There are several kinds of Dues & Memberships supported by Harvard when they are either job-related or there is benefit to the institution. They include:

1. Institutional Dues & Memberships - Harvard participates in and supports a number of memberships on an institutional basis for reasons such as: benefit to the larger University; it is an important partnership to support; or it extends the mission of the University.
2. Group or Department Dues & Memberships - Occasionally, a group or department membership will be more cost-effective, yet deliver the same benefits, to purchasing many individual memberships.
3. Professional Association Individual Dues & Memberships - Memberships to professional associations for individuals may be eligible for Harvard funding when the membership benefits the individual's current role and Harvard.
4. Professional License Fees – When a professional license is required for an individual's current role, fees may be eligible for Harvard funding.

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### Reason for Policy

Dues and memberships to professional associations and other organizations/programs are an important way for both Harvard and individual employees to stay current with standards, changes and policies within job industries. They may provide access to industry data through publications and websites as well as promote networking with other industry members at conferences and seminars (see also Policy for Conference Attendance and Staff Training). Some jobs also require re-certification of professional licenses annually.

It is important for Central Administration to have a clear policy on both eligibility and funding for Dues & Memberships and Professional License fees to facilitate consistency and equity in practice across all units and departments. In addition, costs must be considered and contained within the approved budget.

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### Who Must Comply

All Harvard Central Administration staff, departments and units regardless of funding source.

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### Procedures

1. Institutional Dues/Memberships – Institutional memberships should be reviewed and approved by the local unit VP and administrative/finance leader. Institutional memberships should be reviewed every year to ensure the intended benefits are a priority for the University. **All Institutional memberships should be communicated to the appropriate audiences so that all intended beneficiaries are aware of the membership held.**
2. Group or Department Dues/Memberships – If the department is currently paying for several individual memberships from the same Association, we ask the department to look into whether a group membership is available at a discount. Membership benefits are often the same between a group membership and an individual membership.



## CENTRAL ADMINISTRATION FINANCIAL POLICY

Responsible Office: Central Finance and Administration  
Date Effective: July, 2016

3. Professional Association Individual Dues/Memberships – Harvard funding for individual professional association memberships will be eligible for Harvard funding if the membership is directly related to the employee's current role and job description, and it provides measurable benefit to the employee's role and performance, as agreed and approved by the unit VP. If the employee is seeking more than one professional association membership in one fiscal year, the purchase of the memberships must be approved by the local unit VP and administrative/finance leader.

Harvard funding for an individual membership that is not job related and is solely for the benefit of the employee is not eligible for Harvard funds. If a membership is not funded by Harvard, individuals may purchase their own membership at their own expense.

4. Professional License Fees – Harvard funding for professional license fees will be eligible for Harvard funding if the license is required to perform the duties and responsibilities of the employee's current job.

All other professional license fees will be the responsibility of the individual employees at their own expense.

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### Responsibilities and Contacts

Central Administration units and department finance and administrative leaders are responsible for ensuring all staff in Central Administration complies with this policy.

Central Finance and Administration (CFA) is responsible for final approval when arbitration is needed. CFA is also responsible for reviewing the policy on an annual basis and making updates when needed.

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Note to Finance Staff: Payment for Dues and Memberships should be coded to object code 8680, "Dues & Memberships."

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### Related Resources

The University Financial Policy website: <http://policies.fad.harvard.edu/>