

NUMBER: BUSF 7.07
SECTION: Business and Finance
SUBJECT: Club Membership and Dues
DATE: March 21, 2007
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Rick Kelly
Issued by: Purchasing

I. Policy

Initiation fees and dues in social or dinner clubs are reimbursable from designated or private sources provided they meet the following requirements:

- A. The membership is reasonable, justifiable and necessary to provide an environment for conducting University business. A written statement detailing the justification, anticipated use and cost must be submitted to and approved by the employee's Vice President or Vice Provost or Chancellor or President. President shall be approved by the Chairman of the Board of Trustees.
- B. Membership is prohibited in any club or organization that practices discrimination in any manner.
- C. Fees must be reasonable and in line with the expected business use by the member and their guests. Generally, the Faculty House should be capable of satisfying the business needs of Columbia area employees.
- D. Fees for country/athletic clubs are prohibited from University funds unless required by terms of an employment contract or approved by the Board of Trustees.

II. Procedure

Requests for payment should be submitted on a Direct Expenditure Voucher (DEV) with required documentation and approvals.

Send comments to [Venis Manigo](#)