

## Professional Memberships Policy

<b>Last Modified</b>	August 2020
<b>Review Date</b>	July 2023
<b>Approval Authority</b>	Executive Director, Planning, Finance & ITS
<b>Contact Officer</b>	Financial Controller, Financial Services – Planning, Finance & ITS

### Introduction

Professional memberships may be paid by the University of Canterbury for individual members of staff under certain circumstances, as outlined in this policy.

### Definitions

**Staff or staff member** – person/s engaged for paid employment with the University by way of an employment agreement.

### Policy Statement

- Professional memberships paid on behalf of a staff member by the University must be
  - Clearly relevant to the performance of the staff member's duties and responsibilities;
  - For that person alone and not to cover members of the staff member's family;
  - For no longer than one year – an exemption is possible where significant discounts are available and it is reasonable to expect a two year subscription to be to the advantage of the University;
  - Included in a budget centre and be approved by the budget line manager.
- Professional memberships paid are for the benefit of the University and are not intended to be a personal benefit to staff members.
- The University considers 3 memberships per person per annum as the absolute maximum. All memberships must be charged to the P-card holder's card and

approved by the Senior Leadership Team member or delegate, as outlined in the [Purchasing Card \(P-card\) Policy \(PDF, 797KB\)](#).

- Where a University employment contract includes provision for payment of clubs and professional memberships, the employment contract will take precedence over this policy.
- Should an employee leave for any reason within six months of a professional membership being purchased by the University, the employee must refund the proportionate remaining cost of the professional membership to the University. The decision not to require a refund for membership fees is at the discretion of the Head of Department or School.

## Related Documents and Information

### UC Policy Library

- [Gifts Policy \(PDF, 286KB\)](#)
- [Purchasing Card \(P-card\) Policy \(PDF, 797KB\)](#)
- [Sensitive Expenditure Policy \(PDF, 401KB\) \(Staff only\)](#)
- [Staff Code Of Conduct \(PDF, 406KB\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Conversion onto new template and updated hyperlinks.	Policy Unit	Sep 2013
1.01	Review date pushed out.	Policy Unit	Sep 2014
2.01	Scheduled review by Contact Officer – minor changes.	Policy Unit	Oct 2015
2.02	Contact Officer changed & scheduled review by new Contact Officer – minor changes.	Policy Unit	July 2017
2.03	Unscheduled review, added clause on amount of memberships paid by the University	Policy Unit	Dec 2017
3.00	Scheduled review by Contact Officer	Policy Unit	August 2020