

**SOUTH DAKOTA BOARD OF REGENTS**

**Budget and Finance**

**AGENDA ITEM: 7 – G**

**DATE: March 28-30, 2017**

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**SUBJECT: BOR Policy 5:11 – Personal Dues and Subscriptions (Second Reading)**

Attached are proposed changes to BOR Policy 5:11 – Personal Dues and Subscriptions. This policy was last reviewed in 1990, yet the purpose and intent have not really changed. Definitions have been added to the policy and the policy has been reworded to clarify its intent.

The policy has been reviewed by the necessary councils and the Council of Presidents and Superintendents.

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**DRAFT MOTION 20170328\_7-G:** I move to approve the second and final reading of the revisions to BOR Policy 5:11 – Personal Dues and Subscriptions.

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Personal Dues and Subscriptions

**NUMBER:** 5:11

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### A. PURPOSE

To ensure financial resources are appropriately and equitably used for licensure fees, personal dues and subscriptions deemed essential to and necessary for South Dakota Board of Regents institutions and the executive director's office business needs:

### B. DEFINITIONS

1. **Individual Licensure Fees:** These fees are licensure fees of an individual.
2. **Individual Memberships and Individual Professional Memberships:** These are for individual members in professional and business organizations.
3. **Institutional Membership Representative:** A university, special school or the executive director's office holds the membership, but a named individual may be listed as a representative to that organization.

### C. POLICY

It is the policy of the Board of Regents that no appropriated funds shall be expended to support memberships, licensure, dues or subscription payments where the primary beneficiary is an individual employee. This would include individual memberships and individual licensure fees.

1. For purposes of this policy, an ~~individual~~ employee shall not be deemed to be the primary beneficiary of individual licensure, membership, dues or subscription payments where:
  - 1.1. payment of individual dues or subscriptions reduces the total cost to the Board employer of obtaining desired institutional access to an organization or to materials; or
  - 1.2. the essential responsibilities of the employee are such that the individual holding the position is required to maintain the licensure, membership or subscription as a condition of employment.
2. This policy is not intended to limit the prerogative of presidents, superintendents or the executive director to use state funds to support institutional members and institutional membership representatives in professional organizations whose activities relate directly to the operations of South Dakota Board of Regents office and institutions Higher Education or to subscribe to publications used in the ordinary course of institutional business operations.

**FORMS AND APPENDICES:**

None

**SOURCE:**

BOR December 1990; March 2017.