

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. GA 1.10	Page 1 of 4	Effective Date: 10/24/2019
DIVISION:	General Administration	
SUBJECT:	Institutional Memberships	
AUTHORITY:	Texas Government Code, Chapters 556.005 and 2113.104	
PROPOSED BY:	Jonathan Hoekstra	
TITLE:	Vice Chancellor & Chief Financial Officer	Date: 10/24/2019
RECOMMENDED BY:	Jonathan Hoekstra	
TITLE:	Vice Chancellor & Chief Financial Officer	Date: 10/24/2019
APPROVED BY:	Mike Reeser	
TITLE:	Chancellor	Date: 10/24/2019

STATUS: Approved by LT on 10/24/2019

HISTORICAL STATUS: Revised 10/2018
 Approved by VCs on 9/25/15
 Revised 08/2015
 Approved by MC 03/11/05
 Revised 02/2005
 Approved by MC 06/29/01
 Revised 6/11/01
 General Appropriations Act 75th Legislature, Article IX,
 Section 5 and Section 151, Approved 2/18/99
 Proposed 01/25/99

I. STATEWIDE STANDARD

COMPLIANCE: Texas State Technical College (TSTC) shall comply with [Section 556.005](#) and [Section 2113.104](#) of the Texas Government Code regarding all issues associated with institutional memberships.

II. PERTINENT INFORMATION

The College recognizes the importance of memberships in national, state, local, community, and professional organizations. However, membership dues paid to organizations must be made in accordance with multiple provisions within the Texas Government Code which relate to the use of appropriated funds. Specifically, they are:

1. [Section 556.005](#) – Employment of Lobbyist: TSTC may not use appropriated money to pay, on behalf of TSTC or an officer or employee of TSTC, membership dues to an organization that pays part or all of the salary of a person who is required to register as a lobbyist under [Chapter 305](#). This section does not apply to membership dues to the State Bar of Texas under [Chapter 81](#).
2. [Section 2113.104](#) – Memberships in and Dues for Professional Organizations: TSTC may not use appropriated money to pay for membership in or dues for a professional organization unless the Chancellor, or his/her designee, first reviews and approves the expenditure.
3. A state agency, to include TSTC, may not join a chamber of commerce using appropriated funds. However, a state agency may contract for services with a chamber of commerce if the agency has specific or implied statutory authority for the contract.

III. GENERAL GUIDELINES

Institutional memberships must be in the name of TSTC. For regional exceptions, memberships must be in the name of the local campus.

Memberships must be limited to annual terms.

IV. DEFINITIONS

Leadership Team (LT): A team consisting of the Chancellor and Vice Chancellors.

V. DELEGATION OF AUTHORITY

The Chancellor, or his/her designee, has the authority and responsibility to review and approve in advance any expenditures for memberships or dues to professional organizations.

VI. PERFORMANCE STANDARDS

1. The Vice Chancellor & Chief Financial Officer submits to the LT annually a list of institutional memberships for approval.
2. The LT approves any exceptions in accordance with the requirements defined in this Statewide Operating Standard.

APPENDIX

VII. RELATED STATEWIDE STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

[Government Code, Section 556.005](#)
[Government Code, Section 2113.104](#)
[Government Code, Chapter 305](#)
[Government Code, Chapter 81](#)
[Membership Exception Approval Form](#)
[Approved Membership List](#)
[Texas Ethics Commission](#)

VIII. OPERATING REQUIREMENTS:

1. TSTC may pay a membership fee(s) to an organization if:
 - a. TSTC has specific or implied statutory authority for the payment;
 - b. The payment would serve an appropriate public purpose; and
 - c. TSTC would receive adequate consideration in exchange for the payment.
2. Approved institutional memberships may be purchased from Educational & General (E&G) funds, Auxiliary Funds, or other institutional funds at the discretion of a Vice Chancellor. Procurement shall vet the [Approved Membership List](#) against the list of registered lobbyists available from the [Texas Ethics Commission](#) website. When processing an exception, departments using E&G funds to pay for a membership must also check the list of registered lobbyists.
3. Individual memberships may be paid when they are required to maintain an individual's professional license or certification when the license or certification is required to perform job duties (i.e., certified public accountant, attorney). TSTC may pay for memberships in organizations in the individual's name if the membership shall serve a public purpose worth more than the dues (i.e., a membership that shall save the state money in terms of merchandise discounts or registration fees). Individual memberships shall be considered an exception which shall require approval from the respective Vice Chancellor. Individual memberships to a chamber of commerce shall only be paid with TSTC Foundation funds.
4. The [Approved Membership List](#) shall be published in the employee Portal. Additional approval shall not be necessary for organizations on the approved list.
5. The [Membership Exception Approval Form](#) shall be used to request approval for the following memberships:

- a. New – to pay dues to an organization not on the approved list;
- b. Individual – to pay for an individual membership;
- c. Regional – to pay for a membership for a regional organization;
- d. Duplicate – to request approval to pay for a second membership; and
- e. Other – other reason not listed.