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Revision Responsibility: President  
Responsible Executive Officer: President

Source/Reference: [TBR Guideline G-080](#)

## **PURPOSE**

To ensure the College is in compliance with the Tennessee Board of Regents' policy on membership dues and subscriptions paid for from State funds.

## **DEFINITIONS**

- I. Membership Dues or Subscriptions – any expenditure from state funds by an institution which entitle subscription of material or membership, associate membership, or participation in activities of an organization.
- II. Organization – a group (public or private), association, or society whose purpose is to promote common interests and share information.
- III. Publication directly related to the mission – means a publication without which the mission of the College would be impossible or difficult to perform.

## **POLICY**

- I. Columbia State Community College adheres to [TBR Guideline G-080](#) relative to membership dues and subscriptions. The TBR guideline is incorporated into this policy by reference herein and may be accessed through the TBR website.

Questions regarding the criteria set forth in [TBR Guideline G-080](#) should be directed to the vice president for finance and administration.

- II. The president or his or her designee must approve all College memberships and subscriptions, with the exception of library subscriptions.
- III. Proposed memberships and subscriptions must be requisitioned following the College's purchasing procedures.