

University Policy on Memberships

Effective July 2025

Brandeis and Brandeis employees belong to many different professional organizations. Many of these organizations charge annual membership fees or dues. Often times the expenses are charged to the University. This policy sets out when it is appropriate for a membership fee to be charged to the University, and where the charge should reside if it is an acceptable expense.

Memberships that are for the institution will be charged to the University membership cost center. These are for institutional fees such as: AAU, NACUBO, NECHE etc. Institutional memberships shall be in the name of the University and shall designate the name of the individual who will represent the University. If an organization requires that the membership be in the name of an individual, said membership will need to be justified as to its appropriateness in relation to the individual's position. Whenever possible, institutional rather than individual memberships shall be obtained as the former may allow participation by several or alternate employees.

Any decision to cancel a membership that has been in place, or to institute a new institutional membership requires written approval of the President, Provost or Executive Vice President of Finance & Administration.

Individual memberships, those that are in a person's name and not institutional, shall only be funded by the University under one of the following situations:

1. Membership is required for the maintenance or acquisition of a professional certification that is germane to the individual's role at Brandeis. This includes fees such as CPA licensure.
2. Memberships that are required, or provide for substantial discount registration, for attendance at educational programs that are related to the employee's role at the University. This could include an academic conference or a subject matter event.

Membership fees shall not be paid to organizations that are primarily social or that primarily support political action or activity, e.g. country clubs, the Elks, Rotary Club, the NRA, NOW. Individual membership fees for stores or wholesale clubs (e.g Amazon Prime, Costco BJ's) are also not permissible.

Brandeis University prohibits the use of University funds for membership in organizations that discriminate on the basis of race, color, national origin, ethnicity, caste, sex, pregnancy, sexual orientation, gender identity/expression, including transgender identity, religion, disability, age, genetics, active military or veteran status and any other characteristics protected under applicable federal or Massachusetts law, or any organization whose primary function is political activity or advocacy.

This policy does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.

Policy Owner

Office of Finance & Administration