

**ADMINISTRATIVE PROCEDURES**

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| **40.06 Institutional Memberships**  | **Revised: December 8, 2023** |

1. GOVERNING REGULATIONS

Institutional memberships are governed by A&M System Regulation [21.01.03](http://policies.tamus.edu/21-01-03.pdf) *Disbursement of Funds* and sections of [eXpendit](https://fmx.cpa.texas.gov/fm/pubs/purchase/) related to [Lobbying](https://fmx.cpa.texas.gov/fm/pubs/purchase/restricted/index.php?section=state_relation&page=lobbying), [Chamber of Commerce Membership Fees](https://fmx.cpa.texas.gov/fm/pubs/purchase/restricted/?section=organizations&page=chamber_commerce) and [Membership Fees](https://fmx.cpa.texas.gov/fm/pubs/purchase/misc/?section=pay&page=membership).

1. DEFINITIONS
	1. Institutional Membership – membership in an organization in the name of the Texas A&M Forest Service. Approved institutional membership fees will be paid by the agency.

* 1. Individual Membership – membership in an organization in the name of an individual. Individual membership fees will not be paid by the agency with the following exception:

The State Firefighters’ and Fire Marshals’ Association of Texas (SFFMA) requires the position of Certification Coordinator to be a member of the organization. The agency Certification Coordinator, appointed by the Associate Director for Forest Resource Protection, may have their individual membership fees for SFFMA paid by the agency. These membership fees must be paid with non-appropriated funds (accounts beginning with a 2 or 4).

1. APPROVALS

An institutional membership must be approved prior to payment, using the [Institutional Membership Authorization](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/institutional%20membership%20authorization.docx) form. The Director has delegated approval authority as follows:

* 1. Local Institutional Membership Authorization

A local institutional membership for the agency (e.g., landowner association or prevention association) must be approved by the appropriate department head.

* 1. State and National Membership Authorization

A state or national membership for the agency (e.g., National Association of State Foresters) must be approved by the appropriate associate director.

4. INSTITUTIONAL MEMBERSHIP PAYMENTS

4.1 Membership fees may be paid with appropriated funds (accounts beginning with a 1) to an organization that does not pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305, to register as a lobbyist. The organization must provide in writing to the requesting department the following certification:

“To the best of my knowledge, the organization does not employ anyone who is required to register as a lobbyist in accordance with the Texas Government Code, Chapter 305.”

4.2 Membership fees must be paid with non-Appropriated funds (accounts beginning with a 2 or 4) to an organization that pays part or all of a lobbyist’s salary.

4.3 A payment document for an institutional membership is submitted to the accounts payable office. The approved Institutional Membership Authorization form must be included in the payment document package.

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