



ADMINISTRATIVE POLICIES

SECTION:	Purchasing	POLICY #:	902
TITLE:	Memberships, Dues, and Subscriptions	PROCEDURE #:	902-A
		ORDER #:	13-65
DEPT:	Board of Commissioners' Office	DIVISION:	N/A
ADOPTED:	4/84	REVIEWED:	REVISIED: 6/13

PURPOSE: To establish a policy that guides the purchasing of memberships and dues in professional and business organizations. In addition, the policy guides the purchasing of subscriptions to professional journals, magazines, local newspapers, and information services.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, and 203.230.

APPLICABILITY: All Marion County departments and employees.

GENERAL POLICY: Support of professional associations and business related organizations; such as chambers of commerce, SEDCOR, and North Salem Business Association, assists Marion County in maintaining a professional level of staff and connection with the community. Memberships and dues for professional and business organizations and associations, and subscriptions to periodicals and news information sources align with professionalism of staff and operations. Marion County encourages public officials' participation in civic and service organizations to maintain a connection with the community.

As of July 1, 2013, Marion County may pay public officials' memberships, dues, or subscriptions only for professional and business organizations. Marion County will not pay for the memberships, dues or subscriptions for civic and service organizations. Examples of civic and service organizations include: fraternal lodges, Kiwanis International, Lions Club, civic leagues, Rotary International, Soroptimist International, and Exchange Clubs.

POLICY GUIDELINES:

- Responsibilities:** Department heads, elected officials or their assigned designees may authorize department memberships (i.e., local, state and national professional organizations) and subscriptions (i.e., to periodicals, newsletters, newspapers, and on-line professional and document services) based on the function of the department and the need to fulfill official duties.

SUBJECT: MEMBERSHIPS, DUES, AND SUBSCRIPTIONS

2. Implementation: Employees must have prior written approval from their appointed department head, elected official or assigned designee for: purchase of professional memberships; agreements for dues to a professional association; and/or, purchase of subscriptions made with county funds.
3. Annual Review: The Finance Department will compile information and provide an annual report to the Marion County Budget Committee on expenditures by department for memberships, dues, and subscriptions.
4. Violations: Violation of this policy may result in discipline up to and including termination of employment, subject to any applicable collective bargaining agreements.
5. Exceptions: None
6. Periodic Review: The Board of Commissioners' Office shall review this administrative policy at least every three (3) years, and make recommendations on revisions to the Marion County Board of Commissioners.

Adopted: 4/84
Revised: 10/84
11/95
6/13