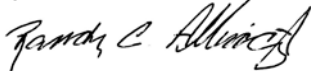


MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Membership in Associations, Organizations, or Societies	Number: 205.15 Amended
Date: December 11, 2017	By Direction of:  Randy C. Albright, Secretary of the Budget
Contact Agency: Office of the Budget, Office of Comptroller Operations, Bureau of Payable Services, Telephone 717.787.6496	

This directive establishes policy and responsibilities for authorizing, on behalf of the governor, pursuant to *Section 507(5) of The Administrative Code of 1929*, agency memberships in independent associations, organizations, and societies having functions related to an agency.

- 1. PURPOSE.** To establish policy and responsibilities regarding memberships in professional associations, organizations, or societies.
- 2. SCOPE.** This directive applies to all departments, boards, commissions and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction.
- 3. OBJECTIVES.** To establish the procedure for authorizing, on behalf of the Governor pursuant to *Section 507(5) of the Administrative Code of 1929*, agency memberships in professional associations, organizations, and societies.
- 4. DEFINITIONS.**
 - a. Professional association, organization, or society.** Typically, a nonprofit organization seeking to further a particular profession and the public interest.
- 5. POLICY.**
 - a.** Agencies may pursue a reasonable number of memberships in professional associations, organizations, or societies.

b. Memberships will:

- (1) Provide a defined benefit to an agency's or its employees' professional growth, developments, service, or production.
- (2) Be acquired in the name of an agency or major agency subdivision.
- (3) Be jointly used, when possible, to avoid proliferation and duplication within an agency.
- (4) Not be acquired in the name of an individual, unless individual membership will provide significant benefit to an agency.
- (5) Be evaluated upon membership renewal for benefits received and need for continuance.

c. Agencies should strive to share knowledge or benefits gained from memberships throughout the agency as appropriate.

6. RESPONSIBILITIES.

a. **Agency Heads.** Agency Heads or designees are responsible for:

- (1) Establishing appropriate membership limits.
- (2) Disseminating to managers, as appropriate, preauthorized memberships.
- (3) Approving or disapproving new memberships.
- (4) Compiling, approving, and maintaining a record of authorized memberships.
- (5) Evaluating membership for continuation upon renewal.
- (6) Ensuring the sharing of information gained through memberships.

b. **Office of the Budget, Office of Comptroller Operations.** The Office of Comptroller Operations is responsible for monitoring agency approved membership invoices for timely payment.

This directive replaces, in its entirety, *Management Directive 205.15, Membership in Associations, Organizations, or Societies*, dated February 9, 2006.