

Approved:

Effective: May 18, 2018
Review: July 8, 2019
Office: Director of Administration
Topic No.: 010-000-001-I



Department of Transportation

MEMBERSHIP DUES

AUTHORITY:

Sections 20.23 (3)(a), and 334.048(3), Florida Statutes (F.S.)

REFERENCES:

Section 11.062, F.S.
Section 216.345, F.S.
Section 119.01(3), F.S.
Rule 69I-40.002(11), Florida Administrative Code (F.A.C.)

STATEMENT OF POLICY:

It is the policy of the Department of Transportation to establish a process by which the Department approves payment of dues for membership in associations and other professional organizations.

SCOPE:

This procedure applies to all employees who seek Department payment of membership dues.

DEFINITIONS:

Agency Membership - A membership in which the Department, rather than an individual, joins an association, society, etc. The association may permit one or more persons in the Department to be named as points-of-contact and receive literature from the association.

Individual Membership - A membership in which an individual joins an association, society, etc. Often, the membership is not transferable to another individual if the person leaves the Department or changes jobs. At times, associations will offer "group" memberships which consist of several individual memberships from the same organization.

1. RESPONSIBILITIES

1.1 The Department's Director of Administration is responsible for administering the overall program and will issue guidance concerning requests for payment of dues, and evaluate requests for compliance with guidance, procedures, rules and statutes. The Department's Director of Administration is authorized to approve requests for payment of membership dues.

1.2 Prior to obligating the Department to membership in an association, each employee is responsible for obtaining advance payment approval for payment of membership dues.

2. STATUTORY REQUIREMENTS

2.1 The membership must be essential to the statutory duties and responsibilities of the Department. Criteria to be used in determining if a membership is essential are listed in **Section 4**.

2.2 If available, the Department must obtain an agency membership. An individual membership may be obtained if an agency membership is not available or if the individual membership is cheaper and if the membership is essential. The association must certify that an agency membership is not available or that an individual membership is cheaper.

2.3 An association's financial, business, and membership records pertaining to the Department's membership shall be public records and open for public review.

3. DEPARTMENT REQUIREMENTS

There are three Department requirements which must be considered when requesting that the Department pay for membership dues.

3.1 The Department will not pay for individual memberships which would normally be the personal, professional responsibility of the individual.

3.2 Under certain specific instances, the Department may approve an individual

membership even though an agency membership has been purchased. The additional individual membership may be obtained if such membership is required by the association in order for the employee to participate or serve as an officer or member on committees or subcommittees engaged in activities that are essential to the Department and in which the employee has related expertise.

3.3 The Department may purchase more than one individual membership but will purchase the minimum number of individual memberships which are justified as essential to fulfill the statutory duties and responsibilities of the Department.

Multiple individual memberships cannot be justified for convenience or simply because the individual can use information published by the association. Individual members, as well as points-of-contact for agency memberships, are expected to disseminate pertinent information and materials throughout the Department, as needed.

4. CRITERIA

Pursuant to Section 216.345 F.S., state funds may be used for the payment of membership dues when the membership is essential to the statutory duties and responsibilities of the Department.

The Department will use the following criteria to determine if payment for membership dues is appropriate. The criteria will require that the membership:

4.1 Provide information which is necessary to the operational performance of the organization.

4.2 Be necessary for accrediting the program or product of the requesting unit.

4.3 Provide access to significant research services and technical data which is directly applicable to the unit's operation.

4.4 Provide an awareness of and an ability to impact technological and regulatory developments which may directly affect Department operations.

4.5 Provide an exchange of information with industry or other governmental organizations which should result in operational improvements or advancement of departmental programs.

4.6 Provide a copy of a certification on the association's letterhead and signed by a representative of the association, that all financial, business, and membership records of the association pertaining to the Department's membership, are public

records and open for public inspection.

4.7 Provide a signed statement from the association that State funds are not being used for lobbying in accordance with Section 11.062, F.S.

5. SUBMITTING REQUEST FOR PAYMENT OF DUES

5.1 An employee will not obligate the Department to pay membership dues without first submitting a justified request, which is subsequently approved by the Department's Director of Administration.

5.2 Requests will be submitted annually on *Form No. 010-000-10, Professional/Organizational Membership Request Authorization*.

5.3 In completing the request form, the requestor must:

5.3.1 Provide all requested membership data.

5.3.2 Provide full justification for the request to include what criteria are met, how the membership will achieve the criteria, and what the results of the membership will be. Specific information should be used where possible.

5.3.3 Obtain approval from the appropriate Central Office or District Director or Manager; District Transportation Support Manager, the State Transportation Development Administrator, the State Freight and Logistics Coordinator, or Chief Engineer, as appropriate. Prior to submission to the Department's Director of Administration, the request must also be signed and approved by the appropriate Assistant Secretary. Signature approval by Department's Director of Administration shall be coordinated through the offices of the respective District Transportation Support Manager.

5.3.4 If an individual membership is requested, attach a certification from the organization that an agency membership is not available or that the individual membership is cheaper.

5.3.5 Attach a copy of a certification on association letterhead and signed by a representative of the association, that all financial, business, and membership records of the association pertaining to the Department's membership, are public records and open for public inspection. This certification will be valid for five years, but a copy must be submitted each year with the documents submitted to the Disbursement Operations Office or the appropriate District Financial Services Office for payment.

5.4 Submit the request form to the Department's Director of Administration. Prior to payment, submit the approved request to DOOQAS@dot.state.fl.us to request advance payment approval.

6. DEPARTMENT APPROVAL ACTION

6.1 The Department's Director of Administration will review the requests for approval based on completeness, compliance with established criteria, and appropriate justification.

6.2 After the Department's Director of Administration has acted on the requests, a copy of each approval will be forwarded to the requestor. The requestor will be required to attach a copy of the approval to the invoice and other required documents when submitting for payment to the Disbursement Operations Office or the appropriate District Financial Services Office.

7. TRAINING

There is no training required by this procedure.

8. FORMS

Form No. 010-000-10