

## Administrative Policy No. 18.71

**Subject:** Membership in Professional Organizations and Societies

**Information Contact:** Human Resources Division

**Effective Date:** July 1, 2005

**Revised:** April 7, 2023<sup>01</sup> Housekeeping 2/26/24

**Approved By:** Original signed by Wendy Long  
Senior Director, DSHS Human Resources Division

---

### Purpose:

This policy reflects the Department of Social and Health Services (DSHS) recognition of the value provided by membership and participation in professional organizations and societies. It establishes criteria for determining employee and DSHS membership and participation in those organizations and societies.

### Scope:

This policy applies to all DSHS employees.

### Additional Guidance:

[Administrative Policy 18.34](#) Employee learning and development

[Administrative Policy 18.91](#) Use of resources

### Definitions:

**Cabinet:** The advisory body that supports the secretary and is made up of the assistant secretaries, chief of staff, deputy chiefs of staff, chief technical innovation officer, the senior director of human resources, the senior director of the office of equity, diversity, access, and inclusion, the senior director of the office of justice and civil rights, the senior director of legislative affairs, the director of division of vocational rehabilitation, and communications director.

### Policy:

A. Individual membership

1. A DSHS employee may choose to initiate and maintain participation with a professional organization or society.
2. Employees will not be reimbursed for any dues or fees associated with their personal membership in a professional organization or society.

B. Agency membership

1. DSHS may establish and maintain an agency membership in a professional organization or society. A cabinet member must determine the organization or society meets one or more of the following criteria:
  - a. Has established goals and objectives relating directly to specific goals and objectives of one or more DSHS programs.
  - b. Provides information on federal initiatives, statutes, and regulations.
  - c. Provides information on sources of federal funding or support for one or more DSHS programs.
  - d. Provides usable information or other assistance on new developments affecting the operations or management of one or more DSHS programs.
  - e. Has a measurable impact on a DSHS program if agency membership is withheld or denied.
2. An employee or employees may be designated to represent DSHS interests in a professional organization or society in which the department maintains an agency membership.
3. Requests for agency membership in professional organizations or societies are forwarded to the appropriate cabinet member through the chain of command. The cabinet member's decision is final.

<sup>01</sup>Link updates 2024 SharePoint move.