



## Administrative Policy No. 18.71

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

**Applies To:** All Department of Social and Health Services Employees

**Information Contact:** Human Resources Division

**Effective Date:** July 1, 2005

**Revised:** September 1, 2014

**Approved By:** original signed by David L. Stewart  
Senior Director, DSHS Human Resources

### 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 or DSHS membership and participation in those organizations and societies.

### Scope:

This policy applies to all employees of the Department of Social and Health Services.

### 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 his or her 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. The organization or society must meet 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 and/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 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 Assistant Secretary through the chain of command. The Assistant Secretary's decision is final.

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