

February 21, 2011

**MEMORANDUM**

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Provost and Executive Vice Chancellor  
Charles D. Leffler, Vice Chancellor for Finance and Business

SUBJECT: Procedures for departmental memberships at Institution-Affiliated Clubs

In the recently approved POL05.15.3 relating to non-salary compensation for University employees, Section 4.5 permits **business-only** departmental memberships as follows:

“University departments may hold a “departmental” membership, in the name of the department head, for departmental business use only at either of the University’s institution-affiliated clubs, if such memberships are allowed by club policy. Such memberships must be approved in advance by the Chancellor or designee. All personal use of departmental memberships is prohibited.”

Both the North Carolina State University Club, Inc. (University Club) and the NC State Alumni Club, Inc. (State Club) have agreed to accommodate these departmental memberships as attached. For both clubs, the billing address can only be established as the department head’s campus address. No payments of cash or credit cards will be accepted at the time of use. Both clubs will require written approval of the departmental membership (see below) prior to establishment of the membership. **The department head is responsible for validating the business use and approving the payment to the club in accordance with normal expenditure guidelines.** Neither club will be able to monitor usage. If the department head uses the membership, alternate validation and approval are required by the College or Unit as required by normal expenditure documentation and approval guidelines.

The departmental membership must be approved by the Chancellor’s designees prior to establishment. The Chancellor has designated the Provost for Colleges, Student Affairs and Provost Units and the Vice Chancellor for Finance and Business for all other administrative units. In the written request to the designee, please include the key business reasons for needing these memberships and the source of funds for payment.

The membership will immediately cancel if failure to comply with any club requirements or misuse of the business-only limitation. In addition, the responsible employee may be disciplined and/or must personally reimburse the University for any improper expense. All questions relating to the specific club requirements should be directed to Mr. Jim Aspley for the University Club at 919-828-0308 or to Mr. Rick Sederholt for The State Club at 919-515-0555.

cc: Kathryn Hart, Associate Vice Chancellor for Finance & Business and University  
Treasurer  
Rick Sederholt, General Manager, The State Club  
Jim Aspley, General Manager, NC State University Club

**PROCEDURES FOR DEPARTMENTAL MEMBERSHIPS  
AT INSTITUTION-AFFILIATED CLUBS**

**SPECIFIC DETAILS OF DEPARTMENTAL CLUB MEMBERSHIPS**

**UNIVERSITY CLUB**

A departmental membership is limited to conducting business in both the dining room and banquet facilities only. Any other use of the facilities is prohibited unless specifically approved by the Chancellor or his designees. The department head will manage and have complete control over who will be granted access to use this membership. The department head must call in advance to arrange business meetings and to make dining room reservations.

With this membership, there will be no room rental fees for banquet use except for business meetings that do not meet the minimum spending requirements. To reserve a table in the dining room, the club must be called in advance.

Payment of the Annual Fee (\$240 for 2011) and payment for the business meetings must be processed through the department head's campus address and normal University payment protocol.

**STATE CLUB**

Departmental memberships will be established similar to normal University memberships, but the billing address must be the department head. Normal University payment protocol must be used. The initiation fee for such memberships is currently \$150 but will be waived through February 28, 2011. As of January 1, 2011, each departmental individual identified as a user will pay \$40 monthly dues and a food and beverage minimum of \$25 per month. The State Club will not assess a room rental fee for private business functions if the food and beverage minimum for the requested room is met.