UNIVERSITY OF PANNONIA
CHANCELLOR

Chancellor's Directive No 5/2018. (VII. 30.)
on the establishment of membership and the rules of procedure for the payment of membership fees

To: All Deans, Heads of comprehensive organisational units and Heads of organisational units

Dear Head of Organisational Unit,

I. Purpose of the Directive

Regulation of the establishment and maintenance of memberships undertaken by the University in the name of the University, as well as the professional and financial conditions for fulfilling the related membership fee obligations.

II. Legal basis

According to Act CCIV of 2011 on National Higher Education (hereinafter referred to as: NHEAct), the University of Pannonia, as a budgetary institution, may, within the scope of its economic activities, make any decision or take any measure that contributes to the performance of its tasks defined in its Deed of Foundation, provided that it does not endanger the performance of its core duties or the use of public funds. In particular, it may conclude contracts, associate, and **obtain memberships**.

When establishing membership, it is required to justify the causal connection to the public or professional tasks defined in the Deed of Foundation, ensure the lawful and economical use of available resources, provide proper documentation with financial countersignature and proof of funds, and obtain the necessary approvals.

The University of Pannonia **does not provide financial support or donations** charged to expenditure appropriations **in connection with memberships**. **The legal basis** for establishing membership and/or paying membership fees **is the determination and documentation of the consideration derived from the membership.**

III. General rules for establishing and maintaining membership

1. Membership may be established **in exchange for consideration** – through services, benefits, discounts, maintaining professional relations, ensuring the University's recognition and visibility in domestic and international scientific or professional communities, and providing networking opportunities.

2. Membership and the payment of membership fees may only be made to a **transparent organisation**.

3. The **commitment document** establishing membership is the membership declaration, which – under the University's "Regulation on Commitments, Authorisation and Financial Countersignature" – must be signed by the person assuming the commitment, the financial countersigner, and the Chancellor exercising the right of consent.

4. Unless otherwise restricted, membership should **primarily** be established and maintained at the **institutional level** in the name of the University.

5. The **University of Pannonia** may establish **one membership** with a given organisation, association, or society **at institutional level**. Exceptions may be made only with the Rector's approval and the Chancellor's consent for academic matters, or with the Chancellor's approval for administrative areas.

6. If institutional membership would constitute sponsorship contrary to legal regulations – i.e. involves no reciprocal service –, **institutional membership cannot be established or paid**.
   In such cases, **based on professional justification and proper commitment documentation**, **individual membership** of a full-time University employee **may be authorised**, and the related invoice may be paid.
   Similarly, **individual membership may be established** if the **organisation's/association's/company's statutes do not recognise institutional membership.**

   Content of professional justification: description of the services, benefits and discounts provided by the Association in connection with the University's core activities.

7. Individual membership may be preferred over institutional membership if the services received are equivalent but the membership fee is more favourable, or if the individual membership offers more advantageous or broader benefits. Preference for individual membership must be based on efficiency, cost-effectiveness and performance principles.

8. According to Section (2a) of Article 4 of Act CXVII of 1995 on Personal Income Tax, an **individual membership fee** – invoiced to the University – may be charged as a **University expense** only if the services derived from the membership are **used within the scope of work or are a prerequisite for performing the employee's activities.**

IV. Responsibilities of the faculties, comprehensive organisational units and organisational units

1. Review of memberships financed by the University and termination of any unjustified memberships.

2. Maximising the use of benefits and services derived from memberships.

3. Informing the University community to make the most of the services provided by memberships (e.g. journals, professional materials, online access) and ensuring institutional-level access to professional materials.

4. When submitting requests for establishing membership or paying membership fees, preparing the professional justification and supporting documentation as specified in point 6 of the General Rules, and forwarding them to the Directorate for Economic and Technical Affairs / Financial Department.

5. Developing and maintaining up-to-date records of membership fees financed by the University (responsibility of the DETA / Financial Department).

Person responsible for compliance with the provisions of this Directive: all heads of organisational units
In order to ensure compliance with legislation, all concerned employees must be informed of and adhere to the provisions set forth above.

This Chancellor's Directive enters into force on the day following its publication and remains valid until revoked.

Dated in Veszprém, on 30th July 2018

Dr. Gyula Kovács m.p.
Chancellor