

Member Associations Policy

Policy Name	Member Associations Policy
Policy Category	Governance
Policy Number	2019-004
Policy Origination and Review Dates	September, 2019; June, 2023
Requirements	Not required by any federal or state statutes
Review Cycle	5 years
Legal Review Required	No

A. General Policy Statement

Water Environment Federation (WEF) is a federation comprised of Member Associations (MAs) each of which operate independently in accordance with their own Constitution and/or Bylaws in concert with WEF Bylaws, House of Delegates (HOD) Policy and Procedures, and WEF policies and procedures.

WEF and MAs partner to advance WEF's vision, mission and strategic goals. This policy clarifies requirements, rights, and privileges, as well as any limitations, related to Member Association (MA) formation and/or dissolution and also covers the nature of WEF's collaborative partnership with MAs.

B. General Requirements

Any association(s) seeking WEF membership will be granted membership in WEF upon approval by the Board provided:

- 1) Its membership consists of at least 50 WEF members in good standing in the United States or Canada, or 10 WEF members in good standing elsewhere
- 2) Its objectives are in alignment with the mission of WEF
- 3) It has a defined geographical boundary
- 4) No more than one MA is created to serve a given geographical area. In the event that previously established MAs overlap and provide services within the same geographical boundary, the Board will grant each affected association overlapping membership privileges subject to conditions established by the Board, in consultation with the HOD
- 5) Its Constitution and/or Bylaws are reviewed by the WEF Bylaws Subcommittee/Committee and determined to be in harmony with WEF Bylaws
- 6) It certifies acceptance of WEF Bylaws

- 7) It, or its Executive Committee (or primary governing body), holds at least one meeting per year
- 8) If reorganized, it meets the petition and voting requirements covered later in this policy

Any group that is part of an organization whose core mission is in major fields other than the water environment may be granted membership in WEF as a MA provided it meets the qualifications set forth above.

A MA may affiliate with or establish other associated groups or local sections as an adjunct to its overall coverage of the water environment field provided:

- 1) Classification of membership for the other associated groups or local sections are determined by the MA
- 2) MA determined classifications do not include, or conflict with, classifications in the MA that are reserved for WEF

C. Boundaries

WEF's Board of Trustees (Board), in consultation with the HOD and each affected MA, will establish geographic boundaries for all MAs. Generally, boundaries are comprised of one or more states or provinces in the United States or Canada and the equivalent of national boundaries elsewhere and are served by no more than one association.

MAs are assigned to a geographical boundary area and are granted the exclusive authority to conduct normal business within the assigned boundary including, but not limited, to conferences, seminars, training, advocacy, and member recruitment.

When MAs overlap and provide services within the same geographical boundary, the Board will grant each affected association overlapping membership privileges subject to conditions established by the Board, in consultation with the HOD.

D. Privileges

The HOD is the deliberative and representational body of the Federation and serves to advise the Board on matters of strategic direction and public policy development. MAs elect or appoint delegates, and delegates serve to represent the MA in the HOD, subject to provisions in the WEF Bylaws, HOD Policy and Procedures, and MA Constitution and/or Bylaws.

Acting on behalf of their member constituencies, delegates serve as a primary conduit of information exchange between their MAs and WEF. The role of the WEF Delegate is critical to the success of WEF and the MA; therefore, persons chosen for the role of Delegate must be willing and able to devote the time, energy, and effort to participate and be engaged in HOD activities. Additional details on delegates and their roles can be found in the Policies and Procedures of the House of Delegates.

E. Constitution and/or Bylaws Changes

Changes to MA Constitution and/or Bylaws must be referred to the WEF Bylaws Subcommittee/Committee for review to ensure that they are consistent with WEF objectives and are not in conflict with WEF Bylaws. Following review, if the WEF Bylaws Subcommittee/Committee determines:

- **No Conflict Exists:** WEF will notify the MA that their current MA Constitution and/or Bylaws are in harmony with the WEF Bylaws, and will also share any recommended changes for consideration.
- **A Conflict Exists:** WEF will advise the MA and provide a period of time for the MA to resolve the conflict. Failure of an MA to resolve a conflict with WEF Bylaws in the requested timeframe will be handled by the Board, in conjunction with the HOD and Legal Counsel. While consideration may be given to circumstances surrounding the conflict and additional time may be granted for a resolution, WEF reserves the right to exclude MAs as outlined later in the policy as warranted.

The Board (through the Bylaws Subcommittee/Committee) will communicate with the HOD as the need for changes to WEF Bylaws are identified. The Subcommittee/Committee will work with the HOD steering committee to discuss proposed changes, address comments and concerns, and fine-tune the Bylaws prior to requesting Board approval and subsequent presentation to the HOD for vote on any Bylaw changes. WEF staff shall communicate any proposed amendments to the general membership, Membership Associations, and each member of the HOD at least 90 days prior to the scheduled vote. Feedback from members on proposed changes to WEF Bylaws should be directed to the respective HOD representative.

F. Reorganization

Division of an existing MA into two or more MAs requires approval by the Board. To be considered by the Board:

- 1) A petition requesting membership for a new MA and a vote on the formation of the new association is filed with the Board and the petition is signed by not less than 80% of current WEF members of the existing MA
- 2) A mail or electronic ballot on the question of formation of the proposed association is submitted to the entire WEF membership of the MA and 67% of the responding voting active WEF members of the existing MA approve the formation of the new MA
- 3) Each newly formed MA will have not less than:
 - a. 50 WEF members in good standing if the MA is located in the United States or Canada
 - b. 10 WEF members in good standing if the MA is located elsewhere

Combining of two or more existing MAs into one MA requires approval by the Board provided:

- 1) Petitions requesting membership for the new MA and a vote on the combining of the existing associations are filed with the Board and the petitions are signed by not less than 80% of current WEF members of the existing MAs
- 2) A mail or electronic ballot on the question of combining the MAs is submitted to the entire WEF membership of each affected MA and 67% of the responding voting active WEF members in each of the affected associations approve the combining of the associations
- 3) The newly formed MA will have not less than:
 - a. 50 WEF members in good standing if the MA is located in the United States or Canada
 - b. 10 WEF members in good standing if the MA is located elsewhere

G. Withdrawal

Any MA may withdraw from WEF at the end of any WEF fiscal year by giving three months notice in writing of such intention, provided that all financial obligations of the MA to WEF are fully paid up to the time of withdrawal.

H. Exclusion

Any MA may be excluded from WEF, subject to approval by the Board, for:

- 1) Failure to fulfill its financial obligations to WEF
- 2) Changes in its Constitution and/or Bylaws that bring them into conflict with WEF Bylaws provided that the MA persists in its conflict after being notified by WEF that such conflict exists
- 3) Refusing to abide by amendments to WEF Bylaws that require subsequent changes to MA Constitution and/or Bylaws
- 4) Failure to meet membership minimums (50 WEF members in good standing in the United States or Canada; 10 WEF members in good standing, elsewhere) for a period of three consecutive years, beginning and ending on September 1. MAs failing to meet the required WEF membership minimums for the period stated above will be presented to the Board for consideration of continued MA status.

By its exclusion, an MA loses all rights and privileges in WEF, including the right to be represented in the HOD. Exclusion does not relieve an MA of its financial obligation to WEF.

A former MA that was excluded by the Board may petition for reinstatement after taking the necessary actions to correct the reason(s) for its exclusion.