

Membership Dues Strategy Policy

Policy Name	WEF Membership Dues Strategy Policy
Policy Category	Business
Policy Number	2007-002
Policy Origination and Review Dates	April, 2007; July, 2017; June, 2023
Requirements	Not required by any federal or state statutes
Review Cycle	5 years
Legal Review Required	No
Note	The timeline outlined in the July, 2017 version (prior to this update) of the policy will be sunset effective 9/2024 once new rate increase is approved.

A. General Policy Statement

It is the policy of the Water Environment Federation to provide structure and a timeline to guide the Board of Trustees on factors that impact setting WEF dues. WEF dues include dues other than those dues charged by WEF Member Associations. As stated in the WEF Constitution and Bylaws, one of the Board duties is to *“set the dues and service fee schedules of WEF”*.

This structure will provide all parties with the ability to incorporate changes into their long-term strategic and financial plans in a predictable manner.

B. Guidelines

Key Stakeholders

WEF is a federation and WEF dues are only a portion of the total dues required by joint WEF/MA federation members. Accordingly, the Board will communicate with representatives from the House of Delegates, MA volunteer leadership and MA paid staff as part of any decision-making process on dues, although the Board has the final decision-making authority on WEF dues.

Sustainable Business

WEF operates as a business and, as such, the Board has fiduciary responsibilities in ensuring that WEF follow sustainable business practices and be on a sound financial footing.

WEF is committed to fiduciary responsibility including review of program and administrative costs.

Member Value and Communication

Inherent in member category and dues structure is member value and related member benefits. WEF's member categories are designed to provide member value and member benefits based on the demographics of each member segment and periodic review of these categories is essential.

WEF will be proactive in communicating these categories, member value and member benefits and differentiating itself from other water sector associations.

Further, WEF will provide any updates during annual reporting to key stakeholders as part of the budget process at the following times:

- Midyear Finance/HOD Budget Committee Meeting
- MA leadership meetings such as WEFMAX meetings
- WEFTEC HOD meeting.

Dues Pricing Considerations

WEF's financial plan include dues as an integral revenue component, and WEF dues rates should consider many factors when determining pricing, including:

- WEF's long-term financial stability/sustainability (i.e., ongoing and future revenue streams, trends in revenue and expenses);
- WEF's annual operating costs (both administrative and programs);
- WEF's strategic plan and business plan goals/targets, including program growth and future program development;
- Relevancy and value of WEF programs, including evaluation of the member benefits and member value of each membership category;
- Cost to serve – while other products and events including but not limited to WEFTEC financially subsidize some of the costs of WEF's activities, including many member benefits and programs, the cost to serve should be considered when setting dues;
- The amount of the combined WEF/MA dues, especially for certain categories such as Operators or Academics, needs to be considered when setting dues.

Dues Rate Increases

WEF reserves the right to reasonably increase member dues based on changes in inflation, strategic investments in new products or services and expenditures required to maintain the desired level of existing member services. The annual dues increase assessment will be included in the WEF budget presented each year to the Board. The annual dues assessment increase will not exceed 3%. This does not prevent the Board from approving a special assessment outside of the annual dues assessment. The Board will have final determination as to which membership categories the annual increase will apply.