

POLICIES AND PROCEDURES

POLICY NUMBER: 02-01
SUBJECT: LOCAL SECTION MEMBERSHIP BILLING POLICY
EFFECTIVE DATE: July 1, 2002
REVISION DATE: 01/26/02; 04/02/02
SUPERSEDES:
APPROVED BY: Board of Directors

POLICY

It is the policy of the CWEA that uniform procedures will be followed in the billing of Local Section members. It is the purpose of this policy to establish a consistent, fair and equitable method for invoicing Local Section members, that provides a service to Local Sections; ensures quality and consistency of services provided to members; and ensure that CWEA members are also members of Local Sections and vice versa.

PROCEDURE

1. All memberships and membership renewals shall be processed by the CWEA office.
2. All memberships in CWEA and Local Sections shall be on a rotating annual basis, with renewal due twelve months after the month of initial membership.
3. All membership in Local Sections are contingent upon membership in CWEA.
4. All Local Sections shall have a single membership fee, which shall include annual CPI increases. Any other changes shall be established annually by the Northern and Southern Regional Committees at the Joint Committee Meeting in April for the following fiscal year.
5. Staff shall deposit checks or charge to credit card to the CWEA general fund account within seven working days of receipt of payment.
6. Staff shall assign all members to the Local Section serving the business address, unless the member expressly selects an alternate Local Section(s).

7. Membership in CWEA and one Local Section shall entitle any CWEA member to the reciprocal receipt of all benefits and services of membership in any Local Section, with the exception of receipt of Local Section newsletters. Initial membership in the Local Section entitles the member to the newsletter only of Local Section serving the business address. Those wishing to receive newsletters of more than one Local Section may purchase additional memberships in those section(s) for which they wish to receive newsletters.
8. On a monthly basis, staff shall produce a membership roster, and check payable to each Local Section, for all memberships registered in that Section during the prior month.
9. No corporate membership category shall exist at the Local Section level. CWEA corporate members shall hold one individual membership in the Local Section serving the business address, unless the member expressly selects an alternate Local Section(s). Local Section(s) may provide services on a fee-for-service basis to corporate members of CWEA, and may accept donations from corporate members of CWEA. Such services may also be provided to corporate non-members in compliance with CWEA's policy on differential prices for non-members.
10. LS shall continue to provide benefits to Local Section Life Members, regardless of whether those Life Members join CWEA as members or not.
11. This policy shall be waived for a non-member attending a local section event for the first time only after the effective date of this policy.
12. This policy shall not apply to immediate family members or significant others of CWEA members, provided that said individual(s) are not employed in any wastewater related business.