



## SECTION MEMBERSHIP DUES REBATES

Effective April 1, 2020, SWE moved to a bi-annual rebate distribution schedule and eliminated the \$75 minimum rebate amount for all sections who are in good standing.

The bi-annual rebate schedule will offer two rebate opportunities. Rebate #1 will be determined in October for memberships purchased between April 1st – September 30th, and rebate #2 will be determined in April, consisting of memberships purchased between October 1st – March 31st. Sections signed up with ACH will receive the rebate directly into their section bank account. Sections not signed up with ACH will be written a check to the address on file in SWE's accounts payable system, Concur.

In accordance with the SWE bylaws, the SWE Board of Directors has determined that sections are eligible for membership dues rebates if sections meet the four criteria outlined below. **Section leaders may check their section standing status on all criteria in the Section Standing Status tab on the Leaders Portal.**

### Current requirements to be in good standing:

#### 1. Leadership Roster - Due June 30 of each year

- The section/MAL has submitted the required current fiscal year leaders (President and Treasurer) to SWE HQ through the Leaders Portal.
- Leaders are currently in good standing as active paid SWE members for the fiscal year they are holding their position.
- The process is fully outlined in the “**Leader Assignment**” tab on the Leaders Portal.
- Questions should be directed to [membership@swe.org](mailto:membership@swe.org).

#### 2. Financial Report - Due July 31 of each year

- The section/MAL has submitted the required previous year's financial report to SWE HQ through the Leaders Portal.
- The process is fully outlined in the “**Financial Report**” tab on the Leaders Portal.
- Questions should be directed to [membership@swe.org](mailto:membership@swe.org).

#### 3. Section Agreement - Due September 30 and March 31 of each year

- The section has completed its Section Agreement for the current fiscal year OR has renewed its Section Agreement.
- The process is fully outlined in the “**Manage Section Agreement & Info**” tab on the Leaders Portal.
- Questions should be directed to [natalie.jones@swe.org](mailto:natalie.jones@swe.org).

#### 4. NEW: Tax Status - Due September 30 and March 31 of each year

- Sections/MAL that are subordinates of SWE must have an “Up-to-Date” IRS tax filing status.
- Sections that are not subordinates of SWE are exempt from this requirement (unless their EIN has been revoked).
- The process is fully outlined in the “**Manage Section Tax Information**” tab on the Leaders Portal.
- Questions should be directed to the [financecommittee@swe.org](mailto:financecommittee@swe.org).

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**Membership dues rebates are calculated as follows:**

- Sections receive 20% of the paid membership dues to SWE HQ, not including the \$20 application fee for new members. Note: Effective FY21, SWE began offering pro-rated (50% off) memberships for 1-year professional and collegiate memberships only. This did not extend to C2C, Life, or joint membership products. The time this will be offered is from 1/1 - 3/31 of each year. Sections will receive 20% off the price paid during this prorated period.
- Collegiate to Career (C2C) membership is paid to the section the year the C2C membership is purchased. This membership type does not get calculated into the rebates after year 1 as no additional payment is made.
- Memberships processed with an Employer Sponsor Membership (ESM) are calculated off \$30.
- Sections in good standing will be paid \$20 per year for Life Members in their sections.
- Award recipients, scholarship recipients, waived members, friends of SWE, and Affiliate members are not included in rebates.
- Sections receive rebates off the section membership roster at the time the rebates are calculated. If a member transfers sections after the rebate has been issued for their membership, the section the member transfers to will not receive a rebate for the member.

**Dues Rollover:** If the section is not in good standing when rebate #1 is issued, the rebate will be rolled over and combined with rebate #2. SWE will not rollover rebates from one fiscal year to the next. The deadline for sections to submit all of the information to be in good standing is September 30 of each year.