

**Membership Dues Adjustment Policy**  
**Approved by board on 9-28-10**

AISGW's dues formula calls for members to pay current-year dues based on previous-year enrollment numbers (i.e. 2016-17 dues are based on 2015-16 enrollments).

In January 2010, the board approved a dues adjustment policy that permits schools to request that their dues be based on current year enrollments if they suffer significant enrollment declines in a single year, or if they suffer enrollment declines over two years that combine to produce significant enrollment losses. Schools would be required to keep AISGW invoices current during the fiscal year in which the schools are granted dues adjustments.

The board also agreed that we would notify member schools of this policy in correspondence and invoices that are mailed at the beginning of the fiscal year, and in the members-only section of our website.

With input from the Finance Committee, the Executive Committee of the board believes that in light of the financial challenges member schools are facing it would be prudent to give the association greater flexibility in working with schools to help them manage the costs of AISGW. The Committee proposes a policy that would permit schools to request that their dues be based on current-year enrollments or their previous year's dues, if:

- They suffer the loss of a significant number *or* percentage of students over a one- or two-year period
- In the recent past, enrollment declines of at least 25 percent over one or two years have been considered significant
- AISGW's executive committee would grant requests for dues adjustment at its discretion. Also at the executive committee's discretion, schools suffering the loss of a significant number or percentage of students under this policy could be permitted to pay their AISGW dues in up to four installments during a fiscal year.
- Schools would be required to keep AISGW invoices current during the fiscal year in which the schools are granted dues adjustments

Member schools will be notified of this policy:

- In a letter from AISGW mailed with member dues invoices at the beginning of the fiscal year, or in a notice printed on dues invoices
- In the members-only section of the AISGW website