



2024

MEMBERSHIP POLICIES

Last Updated: September 2023

Overview of Membership Support and Solutions	4
AIA Membership and Dues Structure	4
Chapter Assignment	5
Monthly Dues Proration	6
Dues Calculator	6
Renewals and Invoicing	
Billing & Collections	6
Membership Retention and Recruitment Efforts	7
Local and State Supplemental Dues	8
Dues Payment Processing	
PCI Compliance	8
Membership Applications and Membership Forms	9
Mailed in Payments/Membership Lockbox	9
Partial Payments – New and Reinstating Members	9
Partial Payments – Renewing Members	10
Lapsed Membership	10
Reinstatement of Membership	10
Dues Overpayments and Refunds	10
Insufficient Funds Payments	11
Transfer of Chapter Funds via ACH Deposit	11
Payment Processing Discrepancies	11
Member Requests	
Chapter Transfers	12
Membership Status Changes – Associate to Architect	12
Membership Status Changes – Architect/Associate to Emerita/Emeritus	13
Appeal Process for Emerita/Emeritus Waivers	14
Dues Adjustments/Waivers	14
Membership Application Processing	16
International Components for Non-US Resident Members	16
Membership Cancellations	17
Membership Verification Letters	18
Membership Management	
Use of AIA Designations	18
Reporting Misuse of the AIA Designation	19
Fonteva AMS Database Training	19

Duplicate Records in the Database	19
Servicing Component Responsibilities	20
Deceased Member Records	20
Returned Mail	20
Member Fulfillment	21
Component Requests for Membership Reports	21
Online aia.org Access and Single Sign-On (SSO) for Members	21
Continuing Education Requirements	22
Membership Incentives	
15 for 12	22
Newly Licensed Graduated Dues Program	22
Dues Installment Program	23
New Graduate Program	23
New Graduate Expansion Program	23
<i>ARCHITECT</i> Magazine Distribution	
Reporting Intellectual Property Issues	24
IMPORTANT 2024 MEMBERSHIP DEADLINES	25

The outlined membership policies are presented as guidelines to local and state component staff and volunteer leadership.

OVERVIEW OF THE MEMBER SUPPORT CENTER

The Member Support Center (MSC) is a dedicated hub for assisting and engaging with members. The team's goal is to always ensure a positive experience, addressing members' needs promptly and efficiently.

The MSC provides membership renewal assistance, member benefits explanation, continuing education transcript management support, handles the review and processing of member requests (such as transfers and changes in status), dues payment processing for new and renewing members, technical support, data validation, and general issue resolution. The MSC also serves as the frontline for the organization and provides outbound call support for membership retention and other Institute initiatives.

AIA MEMBERSHIP AND DUES STRUCTURE

AIA is a professional membership association with approximately 200 local and state chapters. Membership is required at the local, state, and National chapter levels. In some cases, there are states that do not have local chapters. In those instances, members belong to National and the state chapter. Some chapters may be unstaffed and are led by volunteers, while others may be fully staffed.

There are four membership types available to those with an interest in joining the AIA:

- **Architect** - Individuals with an architectural license from a U.S. licensing authority are eligible for architect membership.
- **Associate** - Associate membership is open to individuals who meet one of the following criteria: professional degree in architecture; currently work under the supervision of an architect; currently enrolled in the Architectural Experience Program (AXP) and working toward licensure (ARE candidate); or faculty member in a university program in architecture.
- **International Associate** - Individuals who have an architecture license or equivalent from a non-U.S. licensing authority are eligible for International Associate membership.
- **National Allied** - Individuals who do not hold a degree in architecture but share an interest in the built environment as a professional colleague or enthusiast, are eligible for National Allied membership. Membership is at the national level only.

There are two subcategories of membership available to existing members, based on meeting eligibility outlined in the Institute's Bylaws.

- **Emerita/Emeritus:** An Architect or Associate member that is at least 70 years of age, has either fifteen successive years of membership in good standing, or, has a total of at least twenty-five successive or non-successive years of membership in the Institute, and has been a member in good standing for at least three successive years immediately preceding application for Emerita/Emeritus, and is fully retired from the profession of architecture or an occupation related to the profession of architecture, OR, is at least 70 years of age and is retired from the profession of architecture or in an occupation related to the profession of architecture, or is so incapacitated as to be unable to work in the profession or in an occupation related to the profession of architecture.
- **Fellow:** An Architect member who has been in good standing for at least ten cumulative years may be nominated for Fellowship.

Chapter Assignment

New and reinstating members are required to be assigned to a chapter either where they live or work. This includes members living internationally in a country under the jurisdiction of one of the seven international chapters.

Individuals who are assigned to one of the seven international chapters, or are unassigned and belong to National only, will also be assigned the newly formed International Chapter.

Any applicant or member, who requests a special assignment, must submit a request to the Secretary of the Institute through the Member Support Center.

In addition to membership in the assigned chapter, a member may, without action by the Institute, participate voluntarily in any dual chapter upon approval of an application by such chapter. The member, however, may not vote for delegates or on matters affecting the Institute in the dual chapter and shall be listed in the records of the Institute only in the assigned chapter.

Monthly Dues Proration

Beginning with the 2022 renewal year, membership dues for new and reinstating members shifted from a quarterly proration to monthly. From the period of January 1 through September 30, dues are prorated monthly for all tiers of members. The 15 for 12 promotion is where members can pay the dues for the upcoming year and receive October – December for free, is still in place.

The National dues for 2024 are:

2024 NATIONAL DUES

Architect Dues	\$	318.00
Associate Dues	\$	138.00
International Associate Dues	\$	230.00

The 2024 *monthly prorated* dues for National are:

	Updated proration	Architect	Associate	International Associate
January	100%	\$318.00	\$ 138.00	\$ 230.00
February	92%	\$291.50	\$ 126.50	\$ 210.83
March	83%	\$265.00	\$ 115.00	\$ 191.67
April	75%	\$238.50	\$ 103.50	\$ 172.50
May	67%	\$212.00	\$ 92.00	\$ 153.33
June	58%	\$185.50	\$ 80.50	\$ 134.17
July	50%	\$159.00	\$ 69.00	\$ 115.00
August	42%	\$132.50	\$ 57.50	\$ 95.83
September	33%	\$106.00	\$ 46.00	\$ 76.67

Dues Calculator

The dues calculator is a tool within aia.org/join that allows new or rejoining members to calculate what their dues will be. The estimator pulls national and chapters dues rates from Fonteva to calculate the dues. The direct link to it is membership.aia.org/dues-estimator. The estimator is not for renewing members and should not be used to estimate dues for current/renewing members.

ANNUAL RENEWALS AND INVOICING

Billing & Collections

Membership Support and Solutions leads billing and collection efforts continuously throughout the membership year.

Due to the AMS conversion to Fonteva, invoices are now referred to as sales orders. This naming is consistent with the product. The main difference is that sales orders are not proforma.

In accordance with the Institute Bylaws, members are required to pay dues to the Institute. National reserves the right to notify members regarding outstanding balances of dues to avoid lapsing or termination of membership. Nonpayment of dues, unpaid balances, or defaulting on the Dues Installment Program agreement will result in lapse or termination of membership. The current dues deadline for renewing members is January 15th.

National creates, generates, and distributes all membership dues renewal sales orders for members by e-mail and direct mail. For the 2024 renewal year, members will receive their initial renewal by email.

Each local and state component is responsible for supporting the creation of sales orders by National staff as outlined in the “Annual Call for Dues” guidelines and schedule issued by Membership Support and Solutions and the Core Member Support Guidelines. This process is managed by the Billing & Collections team. The “Annual Call for Dues” process requires components to report their dues rates for the following year and review any rosters of members or samples of invoices provided by the Billing & Collections team for accuracy.

As outlined in Core Member Services, components must report their dues rates to National by September 15th. If dues rates are not received and updated prior to October 1st, Fonteva allows members to renew, join, or reinstate under the previous year’s rates. Sales orders will not be created for the upcoming renewal year until we have received your chapter’s Call for Dues. Inquiries regarding renewals and chapter invoicing can be directed to callfordues@aia.org.

There are three ways that a member can renew their membership:

1. Online by credit/debit card or electronic check: aia.org/renew
2. By phone: (800) 242-3837, option 2 or +1 (202) 626-7300, option 2 (outside of the U.S.)
3. By mail: The American Institute of Architects - Membership, PO Box 830080, Philadelphia, PA 19182-0080

Membership Retention and Recruitment Efforts

National has ongoing membership retention and recruitment initiatives throughout the year. Notifications of any initiatives are shared with components in the Component Updates newsletter and through Component Connect.

Components should support membership retention and recruitment by encouraging prospective members to join and existing members to renew. Engaging prospective and current members regularly help support National’s efforts. If you have questions about engagement initiatives or general engagement information contact Steve Broadwater (Director, Membership Strategy).

Local and State Supplemental Dues

Supplemental dues are charged by some local and state components. Each local and state component that charges supplemental dues sets their own rates and policies regarding payment (generally this is outlined in the chapters Bylaws). National does not charge supplemental dues.

The principal or managing partner of an architecture firm is required to report and pay the firms supplemental dues liability according to their local and/or state requirements.

For chapters that charge supplemental dues, the Architect renewal sales orders include a section on reporting state and/or local supplemental dues. Architect members are required to report supplemental dues liability annually on the renewal.

The supplemental dues liability codes are:

- (1) The architect member neither owns or manages an architecture firm, nor is the individual a sole proprietor.
- (2) The architect member owns or manages a firm employing architects; however, another firm owner or manager is reporting and paying all mandatory supplemental dues owed by the firm.
- (3) The architect member is a sole proprietor and does not employ any other licensed architects. A sole proprietor may be responsible for paying supplemental dues to his/her local and/or state component.
- (4) The architect member is the owner or manager who is reporting and paying the firms supplemental dues.

A chapter may request that AIA National lapse a membership due to the non-payment of supplemental dues. The request should be sent to membersupport@aia.org. However, it will be the chapter's responsibility to contact the members and notify them of the change in status and the supplemental dues owed. Membership will reactivate upon receiving payment and notice from the chapter.

MEMBERSHIP DUES PAYMENT PROCESSING

PCI Compliance

The security of our member's information is important to us. Email is not a secure method for transmitting credit card data. Please do not email renewal forms, membership applications or documents to Membership that contain credit card information. The Member Support Center does not communicate or encourage members or components email forms with credit card information. Credit card information can be provided by phone at (800) 242-3837, option 2 or by mail at The American Institute of Architects - Membership, PO Box 830080, Philadelphia, PA 19182-0080.

Membership Applications and Membership Forms

The PDF membership applications and all forms are updated annually with the appropriate dues rates and applicable dates and any other information that may need to be adjusted. These forms for the new renewal year are posted on the Membership and Operational Resources Page on Component Connect.

Mailed in Payments/Membership Lockbox

The payment remittance address for membership dues renewal payments and applications is printed on all sales orders and applications. The payments should be mailed to: The American Institute of Architects - Membership, PO Box 830080, Philadelphia, PA 19182-0080

Payments sent to the PO Box will be processed directly to AIA Nationals bank. The bank will cash/charge the payment, and then send Membership electronic copies of the payment and supporting documents through a secured site. Membership is then responsible for processing those payments in Fonteva.

There may be a slightly longer processing time between the payment being cashed/charged by the bank and AIA National processing the payment in Fonteva. During peaking renewal season (December – February) the processing in time will be slightly longer due to higher processing volume. To avoid processing delays, members should include a copy of their invoice or application along with payment.

Partial Payments/Underpayments – New and Reinstating Members (excludes Dues Installment Program Enrollees)

New and reinstating members are encouraged to join or reinstate at aia.org/join.

Dues for new and reinstating members must be paid in-full at the time of application submission. Applications with partial payments will not be processed and the applicant will be contacted and notified of the remaining amount due.

When an applicant cannot be reached after multiple attempts to contact them, Membership Operations may request component assistance in resolving the application. If there is no response within 30 business days, the partial payment will be refunded. Check refunds are typically processed within 30 to 60 business days; however, the turnaround time is contingent upon the Accounting department check run. Check refunds tend to take longer during the busier renewal season months of December through February.

Credit card payments will only be processed if the total dues amount has been approved by the applicant at the time of submission. If the full payment is not authorized, the applicant will be contacted for authorization for the proper amount.

Partial Payments/Underpayments - Renewing Members

Renewing members that make partial payments outside of the Dues Installment Program will receive notification regarding outstanding dues balances. Renewing members with a balance due will not receive a sales order for the following year until the current year's dues are paid in full. If the full balance is not paid by December 31st, 2024, the individual's membership will be manually terminated.

Full payment of dues is defined as local, state, and national receiving complete payment for all outstanding dues. If the member provides less than full payment, funds received will be allocated to National first, then the local and state chapters.

Lapsed Membership

If annual dues are not paid for the current membership year by March 31, the membership will be placed in a lapsed status and the member will not be current. The lapsing process is an automated process that runs in the database the first week of April. Any member lapsed for nonpayment of dues in the current year may pay to activate their membership before the end of the current membership year by December 31.

If dues are not paid by December 31, the membership will be terminated, and the member will be required to reinstate. The termination process is an automated process run in the database the 1st week of January. Termination is a break in consecutive membership history and can impact future Emerita/Emeritus or fellowship eligibility.

Reinstatement of Membership

Former members are encouraged to join or reinstate/rejoin online at aia.org/join. Paper PDF applications are also available within the join page.

Individuals who were members prior to the current year that have been terminated for nonpayment of dues, must reinstate/rejoin, and pay the current year dues to activate membership. Reinstating/rejoining members are eligible for the monthly prorated dues.

Components that have stepped or graduated dues programs are required to report their policy for reinstating/rejoining members with their Annual Call for Dues each year. If this information is not reported, the application will process at the highest step.

Dues Overpayments and Duplicate Payments

When an overpayment or duplicate dues payment is received, a refund will be issued back to the original payee.

AIA's general refund policy is that membership dues are non-refundable when a member requests to cancel their membership. Companies requesting refunds of membership dues paid for individuals who have left their firm are handled on a case-by-case basis and will require component approval. Check refunds are typically processed within 30 to 60 business days; however, the turnaround time is contingent upon the accounting departments check run.

Insufficient Funds Payments

Accounting reconciles all daily payment batches, including online transactions. If a physical check payment or electronic check payment does not process due to insufficient funds or an invalid account/routing number, Membership will contact the member regarding the payment issue and request a replacement payment. The payment transaction will be reversed by Accounting in the Fonteva and the component will see the transaction as a debit to future deposit. The dues balance will remain open/outstanding, and the membership will be lapsed or terminated at the appropriate time if the sales order remains unpaid.

Transfer of Chapter Funds via ACH Deposit

The Automated Clearing House (ACH) is a nationwide electronic funds transfer (EFT) system that facilitates the inter-bank clearing of credit and debit transactions and information exchanges among participating financial institutions.

Dues payments and publications fee payments are processed in the centralized database. After a payment batch is processed and closed, it is sent to Accounting to be posted. Fonteva transactions are real time & post automatically after they are processed. Accounting runs an ACH each evening around 7pm EST. The ACH distribution of component dues would appear in component bank accounts by 3pm the following day if they had activity the previous day.

Any component bank changes/updates need to be reported immediately to Accounting. Each component shall be responsible for the monthly reconciliation of deposits, bank accounts, membership and financial reports and for reporting any discrepancies as appropriate. Changes in banking information or questions regarding deposits should be directed to Shelita Masterson (Manager, Component Accounting) at shelitamasterson@aia.org.

Payment Processing Discrepancies

When dues payments submitted for membership renewal or from prospective or reinstating/rejoining members cannot be processed, the Membership Operations team will contact the member to resolve the payment discrepancy. Some examples include, but are not limited to, invalid or declined credit card, partial payment, or license information cannot be validated.

In instances where the member does not follow up with Membership Operations, the local and/or state component may be included on subsequent emails to the member/prospective member and asked to join in the collection efforts to resolve the issue. Members whose invalid renewal

payments go unresolved will result in lapsing and eventual termination of membership if the dues are not paid in full by December 31st.

MEMBER REQUESTS

Chapter Transfers

Members may request a transfer of membership to another component at any time if their home or work address provided is within the territory of the new chapter requested. National reviews and processes all transfers. A member is not required to pay dues to both the old and new component in a single year.

Chapter transfers are not automatic when a member changes their address. National must receive a written request or chapter transfer form to process a transfer. Requests can be sent by email to membersupport@aia.org or by fax to (202) 626-7547. Members can also initiate a transfer request through aia.org under MyAccount. Once a chapter transfer request is processed, the member will receive an automated response confirming their transfer was completed. Both chapters involved with the transfer will receive an email communication confirming the members transfer into one chapter and out of the other.

If a member requests to be part of a chapter that is outside of their home or work territory, per the bylaws, the members request would need approval from both local chapters involved before the transfer is processed. If one or both chapters do not approve the request, the transfer will not be processed. If the member continues to push back after a chapters denial, in special cases, upon receiving written application from a member, the Secretary may assign a member to a chapter that is neither the legal residence nor principal place of business of the member.

The transfer process will not consist of refunds or balance dues. If a member needs to transfer their chapter, we encourage them to do so prior to renewing. If a member renews then transfers their chapter after renewing, the money will remain with their previous chapters they renewed under. If a member transfers before renewing, then the renewal will be for the members new chapters.

Membership Status Changes - Associate to Architect

Per the AIA Bylaws:

Advancement from Associate to Architect Membership. An Associate who receives an initial license to practice architecture thereby becomes eligible for Architect membership and may not renew membership as an Associate.

To facilitate a change in status from Associate to Architect, a status change form must be completed and sent to membersupport@aia.org. The members license must be active at the time of request and license information should be completed on the form for verification.

Membership Status Changes - Architect/Associate to Emerita/Emeritus

Per the AIA Bylaws (*Amended June 20, 2018*):

2.311 Architect Members. Any Architect member may apply for Emerita/Emeritus status if (a) [the member] (i) has been in good standing in the Institute for fifteen successive years immediately prior to . . . application, or (ii) has had a total of at least twenty-five successive or non-successive years of membership in the Institute, and has been a member in good standing for at least three successive years immediately preceding . . . [the] application for Emerita/Emeritus membership; and (b) . . . [the member] either (i) has attained the age of 70 and is retired from the profession of architecture, or (ii) is so incapacitated as to be unable to work in the profession.

2.312 Associate Members. Any Associate member may apply for Emerita/Emeritus status if (a) [the member] (i) has been in good standing in the Institute for fifteen successive years immediately prior to . . . application, or (ii) has had a total of at least twenty-five successive or non-successive years of membership in the Institute, and has been a member in good standing for at least three successive years immediately preceding . . . [the] application for Emerita/Emeritus membership; and (b) . . . [the member] either (i) has attained the age of 70 and is retired from the profession of architecture, or (ii) is so incapacitated as to be unable to work in an occupation related to the profession of architecture.

Architect to Emerita/Emeritus Form must be completed and signed by the component before submitting to national for verification of eligibility and processing.

Associate to Emerita/Emeritus Form must be completed and signed by the component before submitting to national for verification of eligibility and processing.

It is the responsibility of the local component to instruct a member about the Emerita/Emeritus application process. Once a form has been completed (signed by both the member and the component), it should be forwarded to AIA National by email to membersupport@aia.org for review and approval. Once the form is approved and processed, the member will be notified by email. The component will not get a notification.

Emerita/Emeritus members are not responsible for annual dues or supplemental dues. Some chapters have an optional publication subscription that Emerita/Emeritus members may elect to subscribe to. This set up must be done through the Annual Call for Dues process. Emerita/Emeritus members may continue to use the designation and will receive all benefits and access as an Architect or Associate member, except for the method of delivery of ARCHITECT magazine. Emerita/Emeritus members receive the magazine subscription digitally by email.

Waiver Appeal Process for Emerita/Emeritus Waivers

The Secretary of the Institute can waive the age requirement and/or the 15 successive or 25 successive or non-successive years of membership, however, the Secretary does not have the authority to waive the retirement requirement for Emerita/Emeritus.

The Emerita/Emeritus waiver form must be signed by the local chapter before submitting to National for processing. If the chapter decides to deny the request and not sign the form, the chapter is responsible for notifying the member. It is not necessary to send the Emerita/Emeritus waiver to National in those instances.

National does not provide members the Emerita/Emeritus forms. Components can also access these forms on Component Connect through the Component Membership Toolkit.

Completed forms should be submitted to membersupport@aia.org. Secretary waiver requests can take 30 – 45 business days before a decision is rendered. Once approved, the member and component will receive confirmation. If the waiver is denied by the chapter, the member and components will be notified by email.

Dues Adjustments/Waivers

Upon receipt of a dues adjustment request, the component has the initial responsibility of reviewing and approving the request. The designated section of authorization on the Dues Adjustment Form must be completed by the component. The component is responsible for making sure the state and local acknowledge and approve the request; the signed form should be forwarded to National to be reviewed by the Secretary of the Institute.

Reductions are required to be distributed equally for all tiers of membership (National, state and local). If the Dues Adjustment Form does not reflect an equal reduction, the adjustment will not be submitted to the Secretary and will be returned to the component.

Eligibility

A member who meets one or more of the qualifications below may request a waiver of his/her membership dues:

- Financial Hardship
- Medical Disability
- Sabbatical
- Family Leave
- Unemployment/partial employment
- Other exceptional circumstances (A member must complete the Exceptional Circumstances Dues Adjustment Request Form under this category)

The American Institute of Architects Bylaws – Regarding Dues Waivers

3.12 Hardship Dues Reduction by the Component

The component, in exceptional circumstances and after consultation with the Institute Secretary and other assigned components, may waive all or any part of the dues or fees in equal proportions across all components owed by a member at any level of membership in the AIA.

The American Institute of Architects Rules of the Board – Regarding Dues Waivers

3.021 Waiver and Deferral of Institute Dues Payments

The Secretary may waive or defer payment of the Institute dues of any member for up to one year upon written presentation of satisfactory evidence of financial hardship, medical disability, sabbatical, family leave, unemployment or partial employment or such other hardship as may reasonably justify waiver or deferral. A minimum annual payment may be required in all cases to cover the costs of mailings. A waiver for any of the reasons stated above is annual and renewable upon written request for up to a total of three consecutive years; no waivers will be granted beyond that three-year period except in those instances in which compelling and extraordinary reasons are demonstrated for doing so.

Dues Adjustment Process

1. A member experiencing hardship may request an adjustment of their dues by completing a 2024 dues adjustment form. This form may be provided by national or the local component. The completed form should be sent to the local component for review and approval.
2. All tiers to which the member is assigned must agree on the adjustment. Where applicable, both the state and local component must confirm and approve the dues adjustment. Either component may submit the form to National on behalf of the member, however the originating component must certify that it has consulted with the member's other assigned component before it will be processed.
3. Upon receipt of the completed dues adjustment form, National Membership Support & Solutions will forward the request to the Secretary of the Institute for final approval or denial. In some cases, the Secretary may require additional information prior to making a decision. National staff will coordinate with components on any additional information the Secretary requests to make a decision.
4. The member will receive a letter from the Institute informing him/her of the outcome of the request along with any other details the Secretary provides.

Consecutive Dues Adjustment Requests

The Rules of the Board permit a dues adjustment to be granted on an annual basis in up to three consecutive years. Any request for a dues adjustment in the fourth consecutive year or beyond must be an exceptional circumstance and the 2024 Exceptional Circumstances Dues Adjustment Request Form must be completed.

Membership Application Processing

New and reinstating members are encouraged to join or reinstate at aia.org/join.

If an application is submitted in lieu of joining or reinstating online, completed applications with payment can be sent by mail to: The American Institute of Architects - Membership, PO Box 830080, Philadelphia, PA 19182-0080.

The Membership team will verify all applications submitted directly to National before processing. If an application does not provide valid verification of eligibility for membership or payment in full, the application will not be processed. The prospective member will be notified of the missing or invalid documentation needed to process the request be asked to provide documentation.

If payment has been submitted by check, there is a 30-day window to submit verification or full payment before a refund is issued back to the member. If the application is submitted with a credit card payment, the card will not be charged until verification is received or authorization for full payment is provided. After the 30 days, the members request is withdrawn.

Upon obtaining AIA membership, members agree to abide by the Code of Ethics and Terms & Conditions for AIA membership. The Terms & Conditions outline that membership with the American Institute of Architects is subject to review of eligibility and that membership is contingent upon verification of eligibility. AIA reserves the right to cancel or revoke membership with invalid or missing proof of eligibility. Eligibility requirements for all membership categories can be found at www.aia.org/join and is printed on all paper applications.

If components request that prospective members return completed applications to the chapter, the component is responsible for verifying the provided documentation to ensure the applicant meets the requirements for membership, prior to sending to National for processing.

Please encourage members not to email applications with credit card information for their own security. The form can be emailed and National will call the member when the application is ready for processing,

International Components for Non-US Resident Members

New and reinstating members are required to be assigned to a chapter either where they live or work. This includes members living internationally in a county under the jurisdiction of one of our chapters. Individuals who are licensed outside of the United States (regardless of where they live) should be processed as International Associates. Individuals who hold a U.S. license (regardless of work or home location) will be processed as Architect members.

The AIA International Chapter will serve as a state chapter and the seven international chapters will serve as local chapters. This change took effect with the 2023 renewal season. With this change, what was formerly known as “unassigned” members (National only) will no longer exist.

One tiered National only/unassigned membership now include AIA International and became two tiers: (example, AIA National + AIA International)

Two tiered international memberships now include AIA International and became three tiers: (example, AIA National + AIA International + AIA Japan)

The seven international chapters are:

AIA London/UK

England, Scotland, Wales, Northern Ireland

AIA Continental Europe

Albania, Andorra, Austria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, FYRO Macedonia, Malta, Moldavia, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Russia, Serbia and Montenegro, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine

AIA Hong Kong

Hong Kong

AIA Japan

Japan

AIA Shanghai

Shanghai (only). All other cities within China will be assigned to AIA International and AIA National only.

AIA Middle East

Algeria, Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, UAE and Yemen

AIA Canada

Canada

Membership Cancellation Requests

Requests for membership cancellation (or sometimes referred to as resignation) must be received in writing by mail or email (membersupport@aia.org). The written request allows AIA to maintain proof and documentation of the request and that it was authorized by the member.

After the membership is cancelled in the system, the member should receive an email notification confirming the cancellation request has been processed.

Occasionally, requests for a cancellation will include a request for a full or partial refund of dues. Only dues for the current year paid are eligible for consideration for a refund. The members local chapter should be contacted and asked to approve the request for the refund. If the request is for a partial refund, the calculation should be done based on the number of full months of active membership for the period an individual receives member benefits.

Membership Verification Letters

Members may request a letter of verification of AIA membership by contacting membersupport@aia.org. Standard verification letters will include the following information:

- Member name
- Primary address on file
- "...is an active member of the AIA."

If a third party requests a standard membership verification letter for an AIA member or requests additional information be provided, a signed release from the member must be provided authorizing release of that information. Additional information would include AIA member number, join date and membership type. Membership verification letters would never include any disciplinary information, as that must be provided through Legal.

For third party membership verifications inquiries receive by phone, Member Support will only verify if an individual is or is not an AIA member. Any additional information must be requested through the letter verification request process.

MEMBERSHIP MANAGEMENT

Use of AIA Designations

The name and initials (AIA) of The American Institute of Architects are registered trademarks. This means that no one has the right to use them to describe any other organization, individuals, or activities connected with the architectural profession without the Institute's permission.

One of the benefits of membership in the Institute is the right to use a suffix to the member's name that includes the AIA's initials. The Institute's Bylaws designate a suffix that may be used each membership category except for Allied Members, who are not permitted to use the AIA's initials as a suffix to their names.

Only those individuals who are members in good standing are entitled to use the AIA designations. Use of an AIA designation by a non-member is a trademark infringement and is subject to legal action under both state and federal law. Similarly, organizations or companies may not use the AIA's name, initials, or other trademarks unless the Institute has entered into a written agreement giving permission.

A list of AIA designations is listed below:

- **AIA** – Architect Member (individual entitled under law to practice architecture and use the title Architect in any state of the United States)
- **Associate AIA or Assoc. AIA** – Associate Member (individual without an architectural license from a U.S. licensing authority who meets other architectural education or employment requirements set out in the Institute's Bylaws)

- **International Associate AIA or Intl. Assoc.**– International Associate Member (individual without a U.S. architectural license who has an architectural license from a non-U.S. licensing authority)
- **FAIA** – Fellow (Architect Member who has been advanced to Fellowship by the Institute)
- **AIA Member Emerita/Emeritus** – Architect Member Emerita/Emeritus (Architect Member who has applied for and been granted Emerita/Emeritus status by the Institute as set out in the Institute’s Bylaws)
- **Associate AIA Member Emerita/Emeritus** – Associate Member Emerita/Emeritus (Associate Member who has been applied for and been granted Emerita/Emeritus status by the Institute as set out in the Institutes Bylaws)
- **FAIA Member Emerita/Emeritus** – Fellow Emerita/Emeritus (Architect Member who has been advanced to Fellowship by the Institute and been granted Emerita/Emeritus status by the Institute as set out in the Institute’s Bylaws)
- **Hon. AIA** – Honorary Member (individual otherwise ineligible for membership who has been admitted to honorary membership in the Institute as set out in the Institute’s Bylaws)
- **Hon. FAIA – Honorary Fellow** (architect who is neither a citizen or resident of the United States, who does not primarily practice architecture with U.S. territory, and who has been admitted to Honorary Fellowship as set out in the Institute’s Bylaws)

Reporting Misuse of the AIA Designation

To report misuse of the AIA designation by a non-AIA member, contact General Counsel’s office by email at copyright@aia.org (Cassandra Brown, Director & Sr. Paralegal • Legal and Business Affairs).

Fonteva Database Training

New component staff must receive database training before receiving access to Fonteva. This may be scheduled by e-mailing a request to the Technology Team at digitalsupport@aia.org.

Duplicate Records in the Database

Please report any duplicate records to membersupport@aia.org, and AIA National will review and merge them as needed.

Servicing Component Responsibilities

- *Core Member Support Requirements*
All components and volunteer leaders shall understand and administer all membership policies and procedures in accordance with the [Core Member Services](#). Questions about these requirements should be directed to

your component's liaison on the Component Engagement team.
- *Provide Updated Chapter Contact Information*
Staffing changes for key points of contact or relocation of chapter headquarters should be reported to Component Engagement using the [staff changes form](#).
- *Reporting Component Dues Rates*
Servicing Components shall provide and verify the accuracy of dues rate information for all components they serve and in accordance with Annual Call for Dues deadlines. Questions regarding chapter dues rates should be directed to callfordues@aia.org
- *Component Bank Information*
To transfer payments directly to each component, Servicing Components shall assist the AIA in gathering and verifying the accuracy of bank account information required for the ACH deposit system. Contact Accounting at shelitamasterson@aia.org to make updates or changes to component banking information.

Deceased Member Records

Deceased updates in the database must be handled by national membership staff. Components should send notifications of deceased members to membersupport@aia.org and records will be updated accordingly. The Member Support Center will ensure any open sales orders are deleted so future renewal reminders and/or dues mailings will cease.

Refunds of the current year's dues will be honored if requested by the spouse or the firm that submitted payment for the deceased member's current year's dues, and if the deceased member's local chapter approves of the refund.

Returned Mail

Each year National receives on average of 2,000 returned renewal sales orders with an incorrect mailing address. Please encourage members to keep their information current. Members may use the self-service portal at myprofile.aia.org or email their updated contact information to membersupport@aia.org. By maintaining current email addresses and mailing addresses helps to ensure that AIA membership dues information and other AIA benefits information is delivered timely to our members.

Member Fulfillment

New member welcome kits are shipped out from an external vendor approximately biweekly to new and reinstated members. Members changing their membership category from Associate to Architect also receive member kits reflecting their change to Architect member. The kit includes: a membership card and lapel pin. Membership certificates are available by request only. Certificate requests should be directed to AIA National.

Architect members receive gold pins, and Associate and International Associates receive silver pins. National Allied members, however, do not receive lapel pins.

In some instances, members may request replacement of certificates, cards, or pins, which are also sent out via the external vendor. Members should receive their kits or replacement items within approximately four to six weeks after joining, reinstating, changing membership category from Associate to Architect, or requesting replacement items. Delivery to international addresses tend to experience the longest delivery times and may require up to eight weeks.

In many cases, member kits that cannot be delivered are returned to national. In some cases, kits undelivered to members are not returned to us. Members who have not received their kits after eight weeks should notify the AIA for a replacement by email at membersupport@aia.org or by phone at (800) 242-3837, option 2.

Component Requests for Membership Reports

Requests for specialized reports from the database should be submitted by email to digitalsupport@aia.org.

Online Access and Single Sign On (SSO) for Members

If a member joins or reinstates online, the password is created during the online join or reinstate process. If a members join or reinstate request is manually processed using the PDF application, the member will need to create an account on aia.org after their application is processed in order to establish their password. If members need assistance with online access, they can contact Member Support at (800) 242-3837, option 2.

For security reasons, member passwords cannot be reset by AIA staff. If a member forgets or loses their password, they must use the “forgot password” link on aia.org. A link will be emailed immediately to the primary email address on file and the password can be reset.

Continuing Education Requirements

Each year Architect members and International Associate members are required to fulfill eighteen (18) total learning units of which twelve (12) should be health, safety, welfare (HSW).

In April, CES audit members are notified and have until September 30 to satisfy the previous year's requirement.

A percentage of AIA members are randomly selected each year for audit review of their continuing education requirements. A list is generated of audit eligible members and from that list a percentage of members are randomly selected. If a member is selected, the AIA will notify the member and the component if they are in jeopardy of not meeting the requirements. Please contact Barbara Reed, Manager, CES Provider Support • Professional Development & Resources, at barbarareed@aia.org if you have any questions.

For more information visit the [Continuing Education](#) page on aia.org

MEMBERSHIP INCENTIVES AND PROGRAMS

15 for 12

Beginning October 1 of each year, new and reinstating members are eligible to join/reinstate and receive 15 months of membership for the cost of 12 (October of current year through December of the following year).

New and reinstating members can take advantage of the offer by joining or reinstating online at www.aia.org/join.

Newly Licensed Graduated Dues Program

The following applies to the chapters that have opted into the newly licensed program incentive. The program was instituted in 2016 with the purpose of relieving some of the financial burden for recently licensed architects.

Architect members attaining their initial license will be included in a three-year program that phases in your national Architect dues over a three-year period:

- 1st calendar year after licensure - renews at Associate member rate + 1/3 the difference of Architect member rate
- 2nd calendar year after licensure - renews at Associate member rate + 2/3 the difference of Architect member rate
- 3rd calendar year after licensure – renews at Architect member rate

For additional information on the program or to enroll your chapter into the incentive contact callfordues@aia.org

Dues Installment Program

The Dues Installment Program is available to new, renewing and reinstating members and can be done online during the payment process. Eligible members can enroll in the program, which consists of 6 installments, beginning on October 1. There is a \$40 service fee to enroll into the program. The service fee is divided throughout the selected number of installments.

The deadline for enrollment into the Dues Installment Program is April 30 and the final installment must be satisfied by September 30.

New Graduate Program (NAAB accredited)

The new graduate promotion is available for recent graduates that graduated with a NAAB-accredited Bachelor's, Master's, or Doctorate professional degree in architecture within the past 18 months. Eligible prospects can receive *up to 18 months* of free Associate membership

[Find a NAAB Institution and Degree for Eligibility](#)

Members may participate in the new graduate promotion only once.

The new graduate promotion may not be entirely free for eligible enrollees, as some local and state chapters charge dues for new graduates. National does not charge dues for new graduate or new graduate expansion and encourages local and state chapters to do the same.

New Graduate Expansion Program (Non-NAAB accredited)

The new graduate expansion promotion is available for non-accredited degree holders or individuals enrolled in an AXP program working under an architect's supervision eligibility that meet the following criteria:

- currently work under the supervision of an architect in a professional or technical capacity directly related to the practice of architecture *and*
- recently graduated with a non-NAAB Bachelor's, Master's, or Doctorate degree within the past 18 months,

OR

- currently work under the supervision of an architect in a professional or technical capacity directly related to the practice of architecture *and*
- currently enrolled or participating in circumstances recognized by licensing authorities as constituting credit towards architectural licensure

[Find a Non-NAAB Institution and Degree Eligibility](#)

Members may participate in the new graduate expansion promotion only once.

The new graduate promotion may not be entirely free for eligible enrollees, as some local and state chapters charge dues for new graduates. National does not charge dues for new graduate or new graduate expansion and encourages local and state chapters to do the same.

ARCHITECT Magazine Distribution

ARCHITECT is currently the official magazine of AIA and a subscription is served to members as a benefit.

Effective June of 2020, any member with a primary address outside of the United States will have ARCHITECT magazine delivered by email only. Regardless of member type, if a member resides outside of the U.S., they will only receive the email/digital subscription.

Only full active Architect members are eligible for the mail/print by default. Associates, International Associates, Emerita/Emeritus and Fellows will receive the email/digital subscription.

Additionally, circulation has been reduced from 12 issues to 8 issues.

Reporting Intellectual Property Issues

For any inquiries regarding the following topics related to intellectual property issues listed below, send them to Cassandra Brown at cbrown@aia.org.

- Infringement of AIA marks
- Copyright
- Trademark infringement of AIA marks
- Subpoenas from outside law offices
- General ethics questions

IMPORTANT 2024 MEMBERSHIP DEADLINES

January 8	2023 Termination Process Run in Fonteva
January 15	Official Deadline for 2024 Dues Renewal
March 31	Official Lapsing Deadline for Unpaid 2024 Renewal
April 4	Lapse Process Run for Unpaid Members in Fonteva
April 30	Final Deadline to Enroll in the 2024 Dues Installment Program (DIP)
May 1	Secretary Lapsed Communication sent to members unrenewed for 2024
September 15	Deadline for 2024 Dues Rates
September 30	Deadline to Fulfill 2023 Continuing Education Requirements and Dues Installment Program final installments due/debited
October 1	15 for 12 Begins for New and Reinstating Members
October 1	Dues Installment Program Opens
December 31	Final Deadline to Renew 2024 Membership (<i>termination process run in the database in January</i>)
December 31	Final Deadline for 2023 Continuing Education Compliance