

Statewide Agreement for States with Multiple Components

This Agreement is between

- The American Institute of Architects Virginia, known here as AIA Virginia, AND;
- The American Institute of Architects Blue Ridge, known here as AIA Blue Ridge
- The American Institute of Architects Central Virginia, known here as AIA Central Virginia
- The American Institute of Architects Hampton Roads, known here as AIA Hampton Roads
- The American Institute of Architects Richmond, known here as AIA Richmond
- The American Institute of Architects Northern Virginia, known here as AIA Northern Virginia

The purpose of this Agreement is to ensure that Core Member Services are delivered to all AIA members within Virginia and to record the intention of all parties to this Agreement to work together toward that effort.

Definitions

- "Core Member Services" are those specified in the 2018 AIA Core Member Services Requirements booklet.
- "Institute" is The American Institute of Architects.
- "Secretary" is the Secretary of the Institute.
- "Component" is a state component, a local chapter, or a mandatory section of the Institute. (A mandatory section is a section with required membership.)
- The terms "Party" and "Parties" refer to the components executing this Agreement.
- Membership counts include all categories of professional membership (Architect, Associate, International Associate, and Emeritus members, and Fellows), but not allied, student affiliate, or other members. The members included in the count are referred to as the "AIA members."
- "Revenue Share" refers to the "old" model of sharing AIA business funds with components based on their status as Contract Documents Full Service Distributors as well as their agreements on the AIA Career Center. This model completes its phase-out in 2020.
- "Resource Allocation" refers to the "new" model of allocating funding to components based on membership. This model completes its phase-in in 2020.

Terms for Distributing ALA Resource Allocation Funds

We understand that the Institute will distribute the quarterly resource allocation to components in Virginia based on the state's pro-rata share of the total number of ALA members in good standing as of August 1 of the prior year (as shown on the Regional Membership Count Report).

Instructions to ALA Finance Office: For the Former Revenue Share in 2019, ALA should set aside the amounts specified in the first chart. Then for the Resource Allocation Share, 2019-2021, ALA should distribute the percentage specified in the second chart for the state component and then distribute all remaining funds among the local components in the state on a pro-rata basis according to their membership on August 1 of the prior year.

For 2019 Revised Former Revenue Sharing Distribution

COMPONENT	2019
Blue Ridge	\$630
Central Virginia	\$513
Hampton Roads	\$1,014
Northern Virginia	\$2,341
Richmond	\$979
Virginia	\$17,990
Total Former Revenue Sharing Distribution	\$23,467.00

For 2019-2021 Resource Allocation Distribution

Component Name	Percentage
ALA Virginia	50%

Terms

This Agreement will commence on January 1, 2019 and will terminate on December 31, 2022. This Agreement may be extended upon the written mutual agreement of all Parties authorized to sign the Agreement.

The Parties acknowledge that they must be able to fulfill their responsibilities under this Agreement in accordance with the provisions of the law and regulations that govern their activities. The Parties assume full responsibility for their performance under the terms of this Agreement.

This Agreement is the complete agreement between AIA Virginia, AIA Blue Ridge, AIA Central Virginia, AIA Hampton Roads, AIA Richmond and AIA Northern Virginia.

Amendment or Cancellation

No Party to this Agreement may assign or transfer the rights or responsibilities specified in this Agreement without the prior written consent of the non-assigning Party, whose approval shall not be unreasonably withheld.

This Agreement may be amended or modified only in writing by mutual signed consent of each Party who is affected. Such amendments or modifications shall be recorded in writing with a copy sent immediately to the Secretary. Amendments affecting the distribution of Institute revenues will become effective in the first quarter of the following calendar year.

The Parties will confer in good faith to promptly resolve any dispute between or among them. If the Parties are unable to resolve the dispute, the matter may be mediated with the assistance of the Institute. Any disputes that are not resolved through this process will be submitted for decision to the Secretary, who will have authority to take whatever action he or she may find appropriate.

Authorization

Each component will become a party to this Agreement upon its execution by one duly authorized representative of the component. In order to receive resource allocation quarterly payments, there must be a signed agreement on file.

Electronic signatures are acceptable for this document.

1. AIA Virginia, 2501 Monument Avenue, Richmond, VA 23220

President-elect; Rob Reis, AIA Signature: _____



Date: _____

8.3.18

2. AIA Blue Ridge

President: JW Blanchard, AIA

Signature: _____



Date: August 3, 2018

3. AIA Central Virginia

President: Rob Winstead, AIA

Signature: _____



Date: August 3, 2018

4. AIA Hampton Roads, 133 Williamson Park Lane, Smithfield, VA 23430

President: Scott Boyce, AIA

Signature: _____



Date: _____

Date: 8/03/2018

5. AIA Richmond, 2501 Monument Avenue, Richmond, VA 23220

President: Rachel Shelton, AIA

Signature: _____



Date: _____

Date: 8/3/18

6. AIA Northern Virginia, 1101 Duke Street, Alexandria, VA 22314

President: Theresa P. del Nino, AIA

Signature: _____



Date: August 3, 2018

Responsibility for Core Member Services

Core Member Services 2.0 Roles and Responsibilities for Components in the state of Virginia						
Applies to	AIA Virginia	AIA Blue Ridge	AIA Central Virginia	AIA Hampton Roads	AIA Richmond	AIA Northern Virginia
Member communications						
1 all components	brand guidelines	✓	✓	✓	✓	✓
2 all components	AIA product promotion	✓	✓	✓	✓	✓
3 all components	web presence management	✓	✓	✓	✓	✓
Education						
1 all components	CES credit hours	✓	✓	✓	✓	✓
2 all components	provider manual requirements	✓	✓	✓	✓	✓
3 all components	emerging professionals support	✓	✓	✓	✓	✓
Advocacy						
1 states only	legislative agenda & summary	✓				
2 locals only	local government engagement		✓	✓	✓	✓
3 states only	SGN attendance	✓				
4 states only	disaster coordinator	✓				
Public outreach						
1 all components	public outreach activity	✓	✓	✓	✓	✓
2 all components	member recognition	✓	✓	✓	✓	✓

Governance						
1	all components	policies (whistleblower, conflicts, records, executive director)	✓	✓	✓	✓
2	all components	policies (antitrust, harassment, Equity Diversity Inclusion)	✓	✓	✓	✓
3	all components	bylaws	✓	✓	✓	✓
4	all components	board minutes	✓	✓	✓	✓
5	all components	insurance	✓	✓	✓	✓
6	all components	officer names report	✓	✓	✓	✓
7	all components	strategic plan	✓	✓	✓	✓
8	all components	business continuity plan	✓	✓	✓	✓
9	all components	nonprofit filings	✓	✓	✓	✓
Membership						
1	all components	retention & recruitment	✓	✓	✓	✓
2	all components	welcome & engagement	✓	✓	✓	✓
3	all components	member feedback	✓	ALA Virginia will share	ALA Virginia will share	ALA Virginia will share
Finance & Operations						
1	all components	tax filings	✓	✓	✓	✓
2	all components	financial reporting	✓	✓	✓	✓
3	all components	financial transaction & data security	✓	✓	✓	✓
4	all components	dues rates report	✓	✓	✓	✓
5	states & locals only	Grassroots attendance	✓	✓	✓	✓
6	states & locals if staffed	CACE Annual Meeting attendance	✓		✓	✓
7	states & locals if staffed	IRT attendance	✓		✓	✓