

Membership Policies: Dues Adjustment Applications

January 2024

(text adapted from AIA's 2024 Dues Waiver Adjustment FAQs)

What will a member need to demonstrate eligibility for an adjustment/waiver request?

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 (use Exceptional Circumstances Dues Adjustment Request)

What is the waiver process?

1. Member should reach out to local/state chapter to request application.
2. Member will complete top part of application (through percentage of dues) and return to component.
3. Component will complete the form and submit to AIA. This email should CC the member and the local component President.
 - a. How much should be waived? We, like many components feel that members paying for their dues creates a stake for them in their membership. Having some minimum is a good idea, with the caveat that some members may truly need the 100% waiver to maintain their membership. Higher percentage waivers are usually reserved for unemployed/disabled members.
 - b. Open communication between state/local components is essential to meeting our members' needs. Local components often have a personal knowledge of each member that is valuable to the discussion.
4. National Membership Strategy and Services department will forward the request to the Secretary of the Institute for final approval or denial (upon receipt of completed waiver form with the member's written request).
5. Member and local component will receive a letter from the Institute informing him/her of the outcome of the request.

Questions? Contact Cathy Guske, Member Services Director, cguske@aiava.org