



2024 AIA Component Calendar and Checklist

Find more details on Component Connect (<https://network.aia.org/components/home>) and the *Component Update* newsletter. Send questions and updates to componentrelations@aia.org.

FIRST QUARTER

- Speak with non-renewing members to ask about their member experience. If finances are an issue, suggest the Dues Payment Program or dues adjustment, if appropriate.
- Reach out to new graduates and student influencers about an 18-month free membership.
- Mark your calendar with the deadline to renew your state nonprofit corporation filing (with your Secretary of State or equivalent).

January

- January 1: New officers' terms begin at most components.
- January 2: AIA processes AIA Resource Allocation payments for Q4 2023 to components.
- January 8: Members who have not paid 2023 dues are terminated.
- January 12, Deadline to submit event or meeting space requests for AIA24
- January 15: Deadline to file [2023 Component Accreditation Checkup](#) submission
- January 15: Member deadline to renew membership for 2024
- January 19: Deadline to apply for [AIA College of Fellows Component Grants](#) (for programs and support for emerging professionals)
- January 21: Leadership Summit 2024 housing deadline

February

- February 27-March 1: [AIA Leadership Summit](#) Washington, DC (formerly Grassroots)

March

- March 1: Deadline to submit resolutions to Secretary for 2024 AIA Business Meeting
- Week of March 11: Q1 Leadership Exchange network calls
- March 31: Last day for members to renew 2024 dues before becoming "not current"
- End of March: AIA sends Q1 Component Investment Fund Tier 1 payments to components.



SECOND QUARTER

- Audit of members for 2023 CES requirements begins. Check the audit list for your members who may need help earning their credits.
- Check your CES dashboard to identify which members have not attended your events. Consider reaching out to learn their interests and promote relevant opportunities to them.
- Institute Resource Training (virtual; date TBD) for new chief staff executives at components
- Applications open for AIA Gold Medal and several other national awards. [See schedule for these and other awards throughout the year.](#)

April

- April 1: Membership is officially counted to apportion voting delegates at Annual Meeting.
- April 4: Renewing members who have not paid 2024 dues are moved to “not current.”
- April 14-20: Architecture Week (Social Media Celebration of K-12 Activations)
- April 15: Deadline to apply for [2024 AIA Trust/Component Grants Program](#)
- April 26: Online accreditation of delegates to Annual Meeting opens and delegate packets are posted on aia.org.
- April 30: Deadline for members to enroll in 2024 Dues Installment Program

May

- May 15: Deadline for components whose fiscal year ends December 31 to file 2023 federal tax returns with the IRS. Components whose fiscal year begins on some other date must file within 5-1/2 months after the end of their fiscal year.
- Week of May 13: Q2 Leadership Exchange Network: Town Hall with delegates to review business items to be presented at Annual Meeting
- May 15: Online accreditation of delegates to Annual Meeting closes.
- May (date TBD): Next to Lead applications open.

June

- June 5-8: AIA Conference on Architecture 2024 (Washington, DC)
- June 5: AIA Annual Business Meeting (1-4pm Eastern time)
- June 15: Deadline to submit paperwork to AIA Component Engagement if restructuring
- Late June: 2025 Institute dues rates are announced. Review your component’s dues rates, and prepare to report your 2024 rates to Membership Operations.
- End of June: AIA sends Q2 Component Investment Fund Tier 1 payments to components.



THIRD QUARTER

- After 2024 AIA Annual Business Meeting, amend your component's bylaws if necessary. Send updated bylaws to AIA Legal and Business Affairs.
- Review your strategic plan to determine goals for 2025 and start preparing your budget.
- Review contracts and vendor agreements and renegotiate as needed.
- Reach out to emerging professionals with networking or AXP-credit program opportunities.
- Finalize recruitment of 2025 board leaders prior to elections.
- Remind Architect members to complete AIA's CES requirements before year's end. Also remind members 6 months before your state's deadline for license renewals.

July

- July 17-18: Architects in Action 2024 (virtual)
- July 31: Deadline to submit personalized 2025 dues renewal cover letter
- July 31: Deadline to send chapter restructure documentation to Component Engagement

August

- August 1: Membership is officially counted for state representative apportionment and Resource Allocation.
- August 7-9: [CACE Annual Meeting](#) (Minneapolis)
- Week of August 12: Q3 Leadership Exchange Network calls

September

- Mid-September: AIA sends Tier Two AIA Component Investment Fund payments (for attendance at AIA Conference on Architecture and Design 2024) to components.
- September 15: Deadline to report 2025 dues rates through chapter portal Call for Dues
- September 15: Early invoicing for 2025 dues begins.
- September 30: Final deadline for members to complete payments under 2024 Dues Installment Program
- September 30: Deadline for audited members to satisfy 2023 CES requirements.
- End of September: AIA sends Q3 Component Investment Fund Tier 1 payments to components.



FOURTH QUARTER

- Before renewing insurance policies, review your exposure, limitations, and premiums.
- If your design awards are digital, get national publicity by sharing winning entries with *AIA Architect*. If your program occurs earlier in the year, notify *AIA Architect* a month before your next awards presentation.

October

- Early October: Deadline to apply for AIA Fellowship
- October 1: 15-for-12 promotion begins for new and reinstating members.
- October 1: 2025 Dues Installment Program begins.
- October 8-10: Women's Leadership Summit (Chicago)
- October 15: Deadline to report on election results for Strategic Council state representatives for terms beginning in 2025
- Week of October 14: Q4 Leadership Exchange Network calls

November

- November 15: Portal opens for 2024 Component Accreditation Checkup submissions (This is **not** the full accreditation that runs through 2025. The Checkup covers a few select activities in years between full accreditations.)

December

- December 10-13: Governance Week for Board and Strategic Council (Washington, DC)
- December 31: Deadline to provide your 2025 Board officer roster to Component Engagement (Accreditation Checkup portal open until January 15, 2025)
- December 31: Final Deadline to Renew 2024 Membership
- December 31: Members under CES audit who have not accrued sufficient credits for 2023 are terminated.
- End of December: AIA sends Q4 AIA Component Investment Fund payments to components.