



2025 MEMBERSHIP POLICIES

MEMBER SUPPORT CENTER OVERVIEW

The Member Support Center is the organization's frontline, dedicated to delivering exceptional experiences for members and customers. The team is dedicated to addressing members' needs promptly and accurately while delivering exceptional customer service.

Key support areas include managing continuing education transcripts, processing dues payments, handling member requests like transfers and status changes, providing technical assistance for aia.org, ensuring data accuracy, explaining member benefits, and resolving general membership issues. In addition to handling inbound requests, the team conducts outbound calls to support membership retention and other important organization initiatives.

MEMBERSHIP STRATEGY & ENGAGEMENT

The Membership Strategy & Engagement team conducts ongoing membership retention and recruitment initiatives throughout the year. The team leads renewal efforts, helps to establish AIA engagement metrics, improves our usage of technology, and other initiatives. Updates on these initiatives are shared through the bi-weekly

Component Update newsletter and Component Connect. Components play a crucial role in supporting these efforts by encouraging prospective members to join and existing members to renew. Regular engagement with prospective and current members is essential to reinforce the value of membership. If you have questions about engagement initiatives or general engagement information contact Steve Broadwater (Director, Membership Strategy) at stevebroadwater@aia.org

AIA MEMBERSHIP STRUCTURE

AIA membership is open to licensed, architects, those with a professional degree in architecture who are on the path to licensure, and professionals in allied industries, including engineers, landscape architects, interior designers, urban and city planners, builders, construction professionals, owners, and more.

The AIA has approximately 200 local and state chapters. Membership encompasses all three levels: local, state, and national. In states without local chapters, members are assigned to national and a state chapter. Some chapters are volunteer-led and unstaffed, while others have a full staff. Each AIA chapter is supported by the Component Engagement team and has an assigned component liaison.

Benefits of Membership

The AIA is the largest, most influential network of architects and design professionals. Here are some of the reasons to join:

- Members often discover their deepest connection to the AIA at one of more than 200 local, state, and international chapters.
- The AIA designation that members can use after their name has signified the highest standards in architectural practice.
- AIA's best-in-class continuing education promises new ideas, skills, and career opportunities. Members can earn a certificate, master new skills, or earn AXP hours with courses by leading architects through AIAU, their local chapter, core AIA events, or AIA's extensive network of AIA-approved CE providers.
- With free access to the AIA Career Center, members can easily discover and apply to the best jobs.
- Various member discounts on AIA events, products, and services.

For a full overview of member benefits, please visit the AIA Member Benefits page [here](#).

Membership Categories

AIA offers four different membership types for those interested in joining:

- **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.

Two membership subcategories are available to current members, depending on their eligibility as specified 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 must be assigned to a chapter based on where they live or work. This requirement also applies to members living abroad in a country covered by one of the seven international chapters. Members assigned to an international chapter, including those currently unassigned or belonging only to the National chapter, will be assigned to the newly established International Chapter.

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.

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

Monthly Dues Proration for New and Rejoining Members

New and reinstating members have their membership dues prorated monthly from January 1 to September 30. From October 1 to December 31, the 15 for 12 promotion lets new and reinstating members pay for the upcoming renewal year while receiving free membership from October through December. This means they pay for 12 months but enjoy 15 months of membership benefits.

The full National dues rates for 2025 are:

Architect Dues	\$	330.00
Associate Dues	\$	143.00
International Associate Dues	\$	239.00

The monthly prorated National dues rates for 2025 are:

Joining/Rejoining Month	Prorated Dues Rate	Architect	Associate	International Associate
January	0%	\$330.00	\$143.00	\$239.00
February	8%	\$302.50	\$131.08	\$219.08
March	17%	\$275.00	\$119.17	\$199.17
April	25%	\$247.50	\$107.25	\$179.25
May	33%	\$220.00	\$95.33	\$159.33
June	42%	\$192.50	\$83.42	\$139.42
July	50%	\$165.00	\$71.50	\$119.50
August	58%	\$137.50	\$59.58	\$99.58
September	67%	\$110.00	\$47.67	\$79.67

Dues Estimator

The dues estimator enables new or returning members to calculate their membership dues. Dues rates are pulled directly from the Fonteva. The tool is designed for new and rejoining members and should not be used by renewing members to estimate their dues. To access the estimator, visit membership.aia.org/dues-estimator.

ANNUAL MEMBERSHIP RENEWALS AND DUES INVOICING

Dues Billing

Membership Strategy & Engagement team leads dues billing efforts continuously throughout the year. National is responsible for creating, generating, and distributing all membership dues renewal sales orders for members by e-mail and direct mail. Local and state components are responsible for assisting National in the creation of sales orders following the procedures outlined in the Call for Dues guidelines provided by the Membership Strategy & Engagement team.

The Annual Call for Dues is the process used to collect component dues rates for the upcoming year. As outlined in the Core Member Services Plan, components must report their dues rates by September 15. If dues rates are not received and updated before October 1, Fonteva will allow members to renew, join, or reinstate under the previous year's rates. If you have questions about the Call for Dues or chapter invoicing process, contact callfordues@aia.org.

Per the Institute Bylaws, members are required to pay dues to the Institute. National reserves the right to notify members regarding outstanding dues balances 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 annual dues deadline for renewing members is January 15.

Local and State Supplemental Dues

Some local and state chapters impose supplemental dues, with each chapter establishing its own rates, typically outlined in the chapter's bylaws. The principal or managing partner of an architecture firm is responsible for reporting and paying the firm's supplemental dues following local and/or state requirements. National does not charge supplemental dues.

For chapters collecting supplemental dues, Architect renewal sales orders feature a section to report state and/or local supplemental dues. Architect members must annually report their supplemental dues liability during the renewal process.

The supplemental dues liability options 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 firm's supplemental dues.

A chapter may request that National lapse membership due to non-payment of supplemental dues. The request should be sent to callfordues@aia.org. It is 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.

Renewing Membership

There are three ways members can renew their membership:

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

Membership Dues Auto-Renewal Program

The auto-renewal program offers members a convenient way to renew their membership automatically. New, reinstating, and renewing members can enroll in auto-renewal online. Before reaching the checkout page, members can opt into auto-renewal, which will take effect in the

following renewal cycle. For those enrolled, the debit date is set for December 31. Members will receive notifications 30 days and a reminder 7 days before the auto-renew payment is charged.

To update the credit card on file, members should contact the Member Support Center. If a payment is declined, the member will be notified by email and should contact the Member Support Center to process the payment. Members can cancel their auto-renewal enrollment at any time by logging into My Account at me.aia.org or contacting the Member Support Center. An email confirmation will be sent upon cancellation.

MEMBERSHIP DUES PAYMENT PROCESSING

PCI Compliance and Handling Sensitive Information

Protecting our members' information is a top priority. Please avoid emailing renewal forms, membership applications, or any documents containing credit card information, as email is not a secure method for transmitting this data. The Member Support Center does not encourage or support the transmission of credit card information via email.

AIA adheres to the Payment Card Industry (PCI) standards. Employees responsible for handling sensitive information must complete PCI training biennially.

Membership Applications and Membership Forms

Although PDF applications are available for prospective members, we strongly recommend joining online. Joining or rejoining online is the fastest way to activate a membership, avoiding postal delays, and allowing members to start enjoying their benefits and discounts immediately.

While the 2025 PDF membership applications are not currently posted on aia.org, components can access all applications and forms through Component Connect.

Mailed Dues Payments/Membership Lockbox

Check payments sent to the PO box will be deposited by the bank. The Member Support Center receives electronic copies of all payments and supporting documents through a secured site and is responsible for processing the payments in Fonteva. There may be a delay between when the payment is deposited by the bank and when it is processed in Fonteva.

It typically takes at least one day, sometimes longer, for AIA National to be notified of the payment after the bank has cashed the check. During the height of renewal season (December to February), processing times may be further extended due to higher volumes. To avoid delays, members are encouraged to include a copy of their invoice or application with their payment or to join or renew online for quicker service.

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

Credit card payments should not be mailed to the AIA for the member's security.

Partial Payments - New and Reinstating Members

New and reinstating members are encouraged to join or reinstate at aia.org/join. If a member chooses to apply using an application, dues 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, the Member Support Center team 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. 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 - Renewing Members

Renewing members who 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 31 the individual's membership will be 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, then local and state chapters.

Membership Lapsing and Termination

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 automated and runs in the database the first 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. PDF applications are only available when requested or needed.

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

Dues Overpayments and Duplicate Payments

When an overpayment or duplicate dues payment is received, a refund will be issued back to the original payee. In cases where one payment was made by credit card, and the duplicate payment was made by check, we will refund the credit card payment and apply the check to the member's invoice.

Credit card refunds are usually credited back to the member's bank account within 3 to 5 business days. Check refund requests are submitted by the MSC team and go through an approval process with accounting before the refund check is issued by Bill.com. This process can take 3 to 5 weeks from when the refund request is submitted to when the refund check will be delivered to its intended address.

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 case-by-case and will require component review and approval.

Insufficient Funds Payments

Accounting reconciles all daily payment batches, including online transactions. If a physical check payment fails due to insufficient funds or an invalid account/routing number, the member will be notified of the payment issue and asked to provide a new payment method. The original payment will be reversed by accounting in Fonteva, and the component will see the transaction recorded as a debit against future deposits. The balance will remain, and the membership will be lapsed or terminated at the appropriate time if the sales order remains unpaid.

Electronic check (e-check) payments can only be made online. It *may take up to 4 days* for an e-check payment to process in Fonteva. Once the payment settles, Fonteva will automatically activate the member's record for a new or rejoining membership or renew the membership for an existing membership. If the e-check does not settle, the member's status will remain inactive or unrenewed. An email will be sent notifying them that the e-check failed to settle and that a new form of payment is needed. Due to the 4-day delay, your reports may not reflect transactions for members who join or renew using e-check for several days.

Component ACH Deposits

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 are processed in the centralized database. Fonteva transactions are real-time and post automatically after they are processed. Accounting runs an ACH process daily, usually in the evening around 7:00 PM EST. The ACH distribution of component dues will appear in component bank accounts by 3:00 PM the following day if there was payment activity the previous day and will reflect on the components ACH report accessed through the Chapter Portal.

Component bank changes or 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 about deposits should be directed to Elite Shi (Controller – Finance and Administration) at eliteshi@aia.org.

Payment Processing Discrepancies

When dues payments submitted for membership renewal cannot be processed, the MSC will contact the member to resolve the payment discrepancy. Some examples include invalid or declined credit cards, partial payment, or license information that cannot be validated.

In instances where the member does not follow up with Membership Operations, the local and/or state component may be included in subsequent emails to the member/prospective member and asked to join in the collection efforts to resolve the issue. Members who do not resolve invalid renewal payments by paying the full dues amount by December 31 will experience a membership lapse, which may lead to termination.

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. Members are not required to pay dues to the old and new components within the same 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. Members can also initiate a transfer request through MyAccount at me.aia.org. 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 request will receive an email confirming the member's transfer into one chapter and out of the other.

If a member requests to join a chapter outside their home or work area, per the bylaws, approval is required from the member's current and desired local chapters before the transfer can be processed. If one or both chapters deny the request, the transfer will not proceed. In cases where a member continues to contest the decision, the Secretary may, upon receiving a formal written application, assign the member to a chapter that is neither their legal residence nor principal place of business, under special circumstances.

The transfer process does not involve refunds or balance adjustments. We encourage members to transfer their chapter before renewing. If a member transfers after renewing, the dues will stay with the original chapters they renewed under. However, if a member transfers before renewing, their renewal will apply to their new chapter(s).

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 member's 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: The member (i) has been in good standing in the Institute for fifteen successive years immediately prior to their 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 member's application for Emerita/Emeritus membership; and 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: The member has been in good standing in the Institute for fifteen successive years immediately prior to the member's application, or 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 member's application for Emeritus membership, and The member either (i) has attained the age of 70 and is retired from an occupation related to the profession of architecture, or (ii) is so incapacitated as to be unable to work in an occupation related to the profession of architecture.

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

Page. All Emerita/Emeritus forms must be completed and signed by the component before being submitted to National for eligibility verification and processing.

After the form has been completed and signed by the member and the component, it should be emailed to AIA National at membersupport@aia.org for review and approval. Once approved and processed, the member will receive an email notification. Please note that the component will not receive a separate notification.

Emerita/Emeritus members are not responsible for annual dues or supplemental dues. Some chapters have an optional subscription that Emerita/Emeritus members may subscribe to. Chapter subscriptions and the costs associated with them are handled 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.

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.

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 and Waivers

Upon receiving a dues adjustment request, the component is responsible for the initial review and approval. The designated authorization section on the Dues Adjustment Form must be completed by the component, ensuring that both state and local levels acknowledge and approve the request. The signed form should then be forwarded to National for review by the Secretary of the Institute to aiawaivers@aia.org.

Dues reductions must be applied equally across all membership tiers (National, state, and local). If the form does not reflect an equal reduction, it will be returned to the component without being submitted to the Secretary.

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

3.1 SECRETARY’S AUTHORITY

Waiver and Deferral of Dues Payments. The Secretary may waive or defer payment of the AIA membership dues for up to one (1) year due to financial hardship, medical disability, sabbatical, family leave, unemployment or partial employment, or such other hardship as may reasonably justify waiver or deferral. Members requesting such waivers will be required to submit such requests in writing. A waiver for any of the reasons stated above is annual and renewable upon written request for up to a total of three (3) consecutive years; no waivers will be granted beyond the three years 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 2025 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 before deciding. National staff will coordinate with components on any additional information the Secretary requests to decide.
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 annually for up to three consecutive years. Any request for an adjustment in the fourth consecutive year or beyond must be an exceptional circumstance and the 2025 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. PDF applications should only be provided if requested or needed.

If an application is submitted in place 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 or emailed to membersupport@aia.org. Members should be reminded not to mail or email credit card information for their security.

The Member Support Center verifies eligibility for 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 and be asked to provide documentation. If we're unable to gather the necessary information, we'll notify the component the member was trying to join, and the component can decide if they'd like to follow up directly for further outreach.

If payment has been submitted by check, there is a 30-day window to submit verification or full payment before a refund is issued 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 30 days the member's request is withdrawn.

Upon joining, members agree to follow the Code of Ethics and the Membership Terms & Conditions. These Terms state that membership is subject to eligibility review and contingent upon verification. AIA reserves the right to cancel or revoke membership if proof of eligibility is missing or invalid. Eligibility requirements for all membership categories are available online and listed on paper applications.

If chapters request that prospective members submit completed applications to the chapter, the chapter is responsible for verifying the documentation to ensure the applicant meets the membership requirements before forwarding it to National for processing. For security reasons, please advise members not to email applications containing credit card information. They may email the form, and National will contact them directly for payment when the application is ready to be processed.

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-tier National only/unassigned membership now includes AIA International and has two tiers: (example, AIA National + AIA International) and two-tiered international memberships now include AIA International and become three tiers: (example: AIA National + AIA International + AIA Japan).

There are currently 12 international AIA chapters:

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

The territory includes Hong Kong

AIA Japan

The territory includes Japan

AIA Shanghai

The territory includes Shanghai only. All other cities within China will be assigned to AIA International and AIA National only.

AIA Middle East

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

AIA Canada

The territory includes Canada

AIA Taipei, a voluntary section of AIA International

The territory includes Taiwan, Republic of China, and its Territories

AIA South Korea, a voluntary section of AIA International

The territory includes South Korea

AIA Southeast Asia, a voluntary section of AIA International

The territory includes Brunei Darussalam, Cambodia, Indonesia, Lao PR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam

AIA Latin America, a voluntary section of AIA International

The territory includes Antigua and Barbuda, Argentina, Bahamas, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Suriname, The Bahamas, Trinidad and Tobago, Uruguay, Venezuela

AIA Sub-Saharan Africa, a voluntary section of AIA International

The territory includes Angola, Benin Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo (Brazzaville, Congo (Democratic Republic), Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Réunion, Rwanda Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sudan, Swaziland, Tanzania, Togo, Uganda, Western Sahara, Zambia, Zimbabwe)

Membership Cancellation Requests

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

After the membership is canceled the member receives an email notification confirming the cancellation request has been processed.

Occasionally, cancellation requests may include a request for a full or partial refund of dues. Only dues paid for the current year are eligible for refund consideration. The member's local chapter should be contacted for approval of the refund request. If a partial refund is requested, it should be calculated based on the number of full months of active membership during which the individual received 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 the 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 verification inquiries received 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 they cannot be used to represent any other organization, individual, or activity related to the architectural profession without the Institute's authorization.

One of the membership benefits of the Institute is the right to use the AIA initials as a suffix to a member's name. The Institute's Bylaws designate specific designations for each membership category, except Allied members, who are not permitted to use the AIA designation.

Only individuals who are members in good standing may use the designation. Unauthorized use by non-members constitutes trademark infringement and may result in legal action under state and federal laws. Likewise, organizations or companies may not use the AIA name, initials, or other trademarks without a written agreement granting permission from the Institute.

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. AIA:** 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 Institute's 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 nor 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 the General Counsel's office by email at generalcounsel@aia.org.

Fonteva Database Training

New component staff must receive database training before receiving access to Fonteva. Please report these needs to Component Engagement using the [staff changes form](#).

Duplicate Records in the Database

Report duplicate records to Member Support at membersupport@aia.org. The team will review and merge them as necessary. Once the records are merged, we'll notify the member or component who reported the duplicates.

In some cases, a refund may be required to resolve the issue, such as when a member has two active, paid records or accidentally joins as a new member instead of renewing their original membership. Refunds will be handled on a case-by-case basis.

Servicing Component Responsibilities

- *Core Member Services Requirements*
All components and volunteer leaders shall understand and administer all membership policies and procedures following 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 under 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. To update or change your component banking information, you must 1) complete and return the ACH Authorization Form as the form instructs, and 2) log in to your component's Bill.com account and update the banking and contact details.

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 the refund.

New Member Welcome Kits

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. If a member requests a replacement pin, they can purchase one through the [AIA Design Shop](#).

Members may request replacement certificates or cards, 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 tends to experience the longest delivery times and may require up to eight weeks.

If a member kit cannot be delivered, it will be returned to National. However, in some instances, undelivered kits are not returned. If members have not received their kits within eight weeks, they should contact the Member Support Center for a replacement at membersupport@aia.org.

Component Requests for Membership Reports

Requests for specialized reports as well as questions about existing reports from the database should be submitted by email to your Component Engagement team POC:

State components and U.S. territories

2500 or more members - Jen Schlueter - JenSchlueter@aia.org

1000-2499 members - Amy Richards - AmyRichards@aia.org

Less than 1000 members - Ann Dorough - AnnDorough@aia.org

Staffed local domestic components

500 or more members - Amy Richards - AmyRichards@aia.org

Less than 500 members - Ann Dorough - AnnDorough@aia.org

All-volunteer domestic components

Ruben Ramales - RubenRamales@aia.org

International components

Jen Schlueter - JenSchlueter@aia.org

AIA.org Access for Members

If a member joins or reinstates online, their password is created as part of the online process. Members whose applications are processed manually will need to create an account on aia.org after their application is processed to establish their website password.

If members need help with online access, they can contact Member Support. For security reasons, our staff cannot reset passwords. If a member forgets or loses their password, they should use the "Forgot Password" link. A reset link will be sent to the primary email address on file, allowing the member to create a new password.

AIA Continuing Education Requirements

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

A percentage of AIA members are randomly selected each year for an 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. Members placed on audit are notified in April and have until September 30 to satisfy the previous year's requirement.

For more information on continuing education, visit the [Careers](#) page on aia.org or contact Barbara Reed(Manager, CES Provider Support, Professional Development & Resources)at barbarareed@aia.org for information.

MEMBERSHIP INCENTIVES AND PROGRAMS

15 for 12 Promotion

Beginning October 1 of each year, new and reinstating members are eligible to join/reinstate and receive fifteen months of membership for the cost of twelve. (October of the current year through December of the following year). New and reinstating members can take advantage of the offer by joining or reinstating online at 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 to relieve the financial burdens 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 three years:

- 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

New Graduate Program (NAAB accredited)

The new graduate promotion is open to individuals who have earned a NAAB-accredited Bachelor's, Master's, or Doctorate professional degree in architecture within the last 18 months. Qualified individuals can enjoy *up to 18 months* of free Associate membership.

The new graduate promotion may not be completely free for all eligible participants, as some local and state chapters still charge dues for new graduates. While National waives dues for new graduates and encourages local and state chapters to follow suit, there may be exceptions at the local or state level.

Members may participate in the new graduate promotion only once.

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

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 toward architectural licensure

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

The new graduate expansion promotion may not be completely free for all eligible participants, as some local and state chapters still charge dues for new graduates. While National waives dues for new graduates and encourages local and state chapters to follow suit, there may be exceptions at the local or state level.

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

ARCHITECT Magazine Update

Zonda, the publisher of ARCHITECT Magazine, discontinued its print editions at the end of 2023. As a result, the partnership between AIA and Zonda has ended. While the publication will continue in a digital format, it will no longer be connected to AIA membership, and subscriptions will be managed independently of AIA.

Reporting Intellectual Property Issues

For questions related to the intellectual property topics listed below, contact General Counsel at generalcounsel@aia.org.

- Copyright
- Subpoenas from outside law offices
- General ethics questions

For questions related to misuse of the AIA designation, contact the Member Support Center at membersupport@aia.org.

IMPORTANT 2025 MEMBERSHIP DATES

January 15	2024 Termination Process Run in Fonteva
January 15	Official Deadline for 2025 Dues Renewal
March 31	Official Lapsing Deadline for Unpaid 2025 Renewal
April 15	2025 Lapse Process Run in Fonteva for Unpaid Members
May 1	Secretary Lapsed Notice sent to members unrenewed for 2025
September 15	Deadline for 2026 Dues Rates
September 30	Deadline to Fulfill 2024 Continuing Education Requirements and Dues Installment Program final installments due/debited
October 1	15 for 12 Begins for New and Reinstating Members
December 31	Final Deadline for 2024 Continuing Education Compliance