



2026

Membership Procedures and Policies Guide

The Membership Procedures and Policies Guide provides an overview of the processes and policies that govern AIA membership. It is designed to help chapter staff manage daily operations that support member recruitment, retention, and engagement.

Membership Team Overview

The Membership team is organized into three key areas: the Member Support Center, which handles member inquiries and customer service; Membership Engagement, focused on recruitment, acquisition campaigns, and fostering member involvement and new member onboarding; and Membership Reporting & Retention, responsible for renewal billing and invoicing, tracking membership data, and driving retention strategies.

- **Member Support Center:** The Member Support Center is the organization's frontline. The team is dedicated to addressing members' needs promptly and accurately while delivering exceptional customer service. Key support areas include managing continuing education for members and providers, processing dues payments, handling member status changes, AIA event and registration support, providing technical assistance for aia.org access and navigation, ensuring eligibility for membership, explaining member benefits, and resolving general membership issues.

In addition to handling inbound calls, the team conducts annual outbound calls to support membership retention and participate in other important organizational initiatives that involve customer service or require member support expertise. The team manages more than 22,000 emails and 20,000 inbound calls annually.

The Member Support Center can be reached at (800) 242 3837, option 2 or membersupport@aia.org. Operating hours are Monday – Friday, from 8:30 am to 6:00 pm EST.

- **Membership Engagement:** The Membership Engagement team conducts ongoing membership outreach and recruitment initiatives throughout the year. The team leads recruitment efforts, helps to establish AIA engagement metrics, improves our usage of technology, and leads 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.

- **Membership Retention Team:** The Membership Retention team oversees the annual dues billing process, which includes the Call for Dues, and drives strategies that increase member retention. The team is also responsible for data validation and ad hoc reporting requests.

AIA Membership

AIA membership is open to licensed architects, individuals with a professional degree in architecture who are pursuing licensure, and professionals in related fields, including engineers, landscape architects, interior designers, urban planners, builders, and construction professionals.

The AIA is made up of just over 200 local and state chapters across the country and 12 international chapters. Except for National Allied, each member belongs to all three levels of the organization: local,

state, and national. In states without local chapters, members are affiliated with the state and national levels.

Chapters vary in structure; some are volunteer-led, while others are fully staffed. Every chapter receives dedicated support from AIA's Component Engagement team and is assigned a liaison to provide onboarding and overall support.

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.
- **Honorary:** AIA Honorary Membership is open to an individual or two individuals who have created one body of work, who are otherwise ineligible for AIA Membership.

Chapter Assignment

All new and reinstating members are assigned to a chapter based on their primary place of residence or work. This policy also applies to members living abroad in countries served by one of AIA's seven international chapters. Members assigned to an international chapter, including those previously unassigned or affiliated only with the National chapter, will now be placed in the newly established International Chapter.

Members may also participate in a secondary (dual) chapter, provided the chapter approves their application. Participation in a dual chapter is voluntary, but members cannot vote for delegates or on Institute matters within that chapter. Official Institute records will reflect membership only in the assigned chapter.

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

International Components for Non-US Resident Members

New and reinstating members must be assigned to a component either where they live or work. This includes members living internationally in a country 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 international chapters will serve as locals. There are currently 12 international 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

Hong Kong SAR, Macao SAR, Guangzhou, Shenzhen, Zhuhai, Foshan, Huizhou, Dongguan, Zhongshan, Jiangmen, and Zhaoqing

AIA Japan

Japan

AIA Shanghai

Shanghai. 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

AIA Taipei, a voluntary section of AIA International

Taiwan, the Republic of China, and its Territories

AIA South Korea, a voluntary section of AIA International

South Korea

AIA Southeast Asia, a voluntary section of AIA International

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

AIA Latin America, a voluntary section of AIA International

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

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 Benefits

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

- 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 the AIA transcript, every course and learning opportunity is tracked, making it simple to manage continuing education while members focus on advancing their careers.

- 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](#).

Monthly Dues Proration for New and Rejoining Members

For new and reinstating members, dues are prorated monthly from January 1 through September 30. From October 1 through December 31, the 15 for 12 promotion allows members to pay for the upcoming membership year while receiving free membership for the remainder of the current year. Members pay for 12 months but enjoy 15 months of membership benefits.

The full National dues rates for 2026 are: Architect, \$341.00; Associate, \$148.00; and International Associate, \$247.00. The monthly prorated National dues rates for 2026 are:

Joining/Rejoining Month	Prorated Dues Rate	Architect	Associate	International Associate
January	0%	\$341.00	\$148.00	\$247.00
February	8%	\$312.58	\$135.67	\$226.42
March	17%	\$284.17	\$123.33	\$205.83
April	25%	\$255.75	\$111.00	\$185.25
May	33%	\$227.33	\$98.67	\$164.67
June	42%	\$198.92	\$86.33	\$144.08
July	50%	\$170.50	\$74.00	\$123.50
August	58%	\$142.08	\$61.67	\$102.92
September	67%	\$113.67	\$49.33	\$82.33

Dues Estimator

The Dues Estimator allows new and returning members to calculate their membership dues. Dues rates are pulled directly from Fonteva to ensure accuracy. This tool is intended for new and rejoining members only and should not be used by renewing members to estimate their dues. The estimator can be accessed at membership.aia.org/dues-estimator.

Membership Application Processing

Although the PDF membership applications are not posted on the public join pages, components can access all applications and forms through Component Connect. While PDF membership applications are available for prospective members, we recommend joining online. Online enrollment or reactivation is the quickest way to join, avoiding postal delays and allowing members to immediately access benefits and discounts.

If a PDF application is submitted instead of completing the online process, completed applications with payment can be sent by mail or email. For security, members should never email or mail credit card

information. Emailed forms will require contact with the prospective to obtain credit card information, while mailed payments should be sent to the remittance PO Box address on the application.

The Member Support Center reviews all applications submitted directly to National to confirm eligibility before processing. Applications that lack valid eligibility verification or full payment will not be processed. In these cases, the prospective member will be notified of any missing or invalid documentation and asked to provide it. If we are unable to obtain the required information, we will notify the component, which may choose to follow up directly with the prospective member.

For check payments, members have a 30-day window to submit verification or full payment before a refund is issued. For credit card payments, cards will not be charged until verification is received, or full payment authorization is provided. After 30 days, the membership request will be withdrawn.

If chapters require prospective members to submit applications directly to them, the chapter is responsible for verifying that all documentation meets membership requirements before forwarding the application to National.

AIA Continuing Education Requirement

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

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.

New Member Welcome Kits

New member welcome kits are shipped out from an external vendor approximately biweekly to new and rejoined 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 a lapel pin. Membership certificates are available by request only. Certificate requests should be directed to the Member Support Center at membersupport@aia.org.

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, rejoining, 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.

AIA.org Access

If a member joins or rejoins online, a password is automatically created during the process. Members with manually processed applications will need to create an account on aia.org after their application is completed to set up their website password.

If a customer wants to change their primary email and knows their password, they can log in to aia.org with their current email and update the address through the MyAccount section in the self-service portal. A verification link is then sent to the new email. If the customer does not remember their password, they must contact the Member Support Center to request an email update. After verifying the new email through a link, the customer can log in with the new address and reset their password using the “Forgot Password” option. For security reasons, staff cannot see or reset passwords.

Member Newsletters

AIA Access is a monthly digital newsletter personalized for members featuring member-only content. It is a resource designed to keep members informed about the latest news, updates, and opportunities within the organization, and it provides valuable insights and information tailored to the needs of members, ensuring they stay connected with the organization and the architecture community.

AIA Architect newsletter is a key communication tool for members, delivering the latest news, insights, and resources relevant to the architecture profession. It features articles on design, practice, and advocacy, helping members stay informed and engaged with current trends and developments in the field.

Terms and Conditions for Membership

Upon joining, members agree to 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. Terms & conditions can be found [here](#). This page also includes the terms and conditions for active member incentives, special promotions, and programs.

Annual Membership Invoicing and Billing

National manages the creation, generation, and distribution of all membership renewal invoices sent to members via email and direct mail. Local and state components support this process by assisting National in creating sales orders in accordance with the Call for Dues resource page on Component Connect. The Call for Dues is the annual process for collecting component dues rates for the upcoming

membership year. Components must submit their dues rates by September 15. Missing this deadline may result in delayed invoice distribution to members later in the fourth quarter.

The Membership Retention team's goal is to issue invoices as early as possible to ensure members have ample time to renew and maintain uninterrupted access to their benefits. Timely invoice distributions also help to generate dues revenue as early as possible for National and chapters.

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 nor 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 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 four ways members can renew their membership:

1. Online: Pay by credit card, debit card, or electronic check at aia.org/renew
2. By mail (check only): The American Institute of Architects - Membership, PO Box 830080, Philadelphia, PA 19182-0080
3. By phone (credit card only): (800) 242 3837, option 2, or +1 (202) 626 7300, option 2 (outside of the U.S.)
4. By ACH (Domestic only): Bank name "PNC Bank", Account name "American Institute of Architects Membership", ABA # 021052053, UPIC #75357216. Email ACH accompanying remittance documents to accountsreceivable@aia.org.

Membership Dues Auto-Renewal Program

The auto-renewal program offers members a convenient way to renew their membership automatically. New, rejoining, 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 November 30. Members will receive notifications 30 and 15 days before the auto-renewal payment is charged.

To update the credit card on file, members should contact the Member Support Center. If 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 Plan

The payment plan gives new, rejoining, and renewing members the flexibility to divide their dues into up to six monthly installments. There is currently no fee to participate in the program for the 2026 year, though an administrative fee may be added in future years. The plan is available only through online enrollment using electronic check payments. Monthly installments are processed on the last day of each month for the duration of the plan. The program is open from October 1 through April 30 to ensure installments do not extend into the next renewal cycle and delay invoicing.

PCI Compliance

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 biannually.

Check Payment Processing

Check payments sent to the PO box are deposited directly by the bank. The Member Support Center receives secure electronic copies of all payments and supporting documents and is responsible for processing them in Fonteva.

There may be a delay between when the bank deposits the check and when the payment appears in Fonteva. National is typically notified of deposits at least one business day after the bank has cashed the

check, though this may take longer during peak renewal season (December–February) due to higher volumes.

To help ensure timely processing, members should include a copy of their invoice or application with their payment—or, for the fastest service, join or renew online. For member security, credit card payments should not be mailed.

The check payment remittance address is: The American Institute of Architects – Membership, PO Box 830080, Philadelphia, PA 19182-0080.

Partial Payments - New and Reinstating Members

New and reinstating members are encouraged to join or rejoin online at aia.org/join, which ensures the fastest processing time.

If a member chooses to submit a paper application, full payment of dues must be included at the time of submission. Applications submitted with partial payments will not be processed. The applicant will be contacted to pay the remaining balance. If the applicant cannot be reached after multiple contact attempts, the Member Support Center may request component assistance to resolve the application. If no resolution is reached within 30 business days, the partial payment will be refunded.

Check refunds are generally processed within 30 to 60 business days, though processing times may be longer during the peak renewal season (December–February). Credit card payments will only be processed when the full dues amount has been authorized. If the authorization is incomplete, the applicant will be contacted to approve payment for the correct total.

Partial Payments - Renewing Members

Renewing members who make partial payments will be notified of any outstanding balance. A sales order for the following year will not be generated until dues for the current year are paid in full.

If the full balance is not received by December 31, the membership will be terminated. Membership is considered fully paid when local, state, and national dues have been received in full, except in cases of dues installment participation. If less than full payment is made, funds will be applied in the following order: National dues, local chapter dues, and state chapter dues.

Dues Overpayments and Duplicate Payments

When we receive an overpayment or a duplicate dues payment, we will issue a refund to the original payment method. If one payment was made by credit card and the duplicate by check, the credit card payment will be refunded, and the check will be applied to the member's invoice.

Credit card refunds typically appear in the member's account within 3 to 5 business days. Check refunds are submitted by the Member Support Center, reviewed and approved by accounting, and then issued through Bill.com. This process generally takes 3 to 5 weeks from the time the request is submitted until the refund check is delivered.

Please note that membership dues are generally non-refundable when a member chooses to cancel their membership. Refund requests from companies for dues paid on behalf of individuals who have left the firm are considered on a case-by-case basis and 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 and asked to provide an alternative payment method. Accounting will reverse the original payment in Fonteva, and the transaction will be recorded as a debit against future deposits. The membership balance will remain, and if the sales order is not resolved, the membership will lapse or be terminated at the appropriate time.

Electronic check (e-check) payments are only accepted online and may take up to four days to process in Fonteva. Once settled, the system will automatically activate a new or rejoining membership or renew an existing membership. If the e-check fails to settle, the member's status will remain inactive or unrenewed, and they will receive an email requesting an alternative payment. Because of this processing window, reports may not immediately reflect e-check transactions for several days.

Payment Processing Discrepancies

If a membership renewal payment cannot be processed, the Member Support Center will reach out to the member to address the issue. Common reasons include declined or invalid credit cards, partial payments, or unverifiable license information.

If the member does not respond, the local and/or state component may be included in follow-up communications to assist in resolving the payment. Members who do not complete their renewal by paying the full dues amount by December 31 will experience a membership lapse, which could result in termination.

Membership Lapsing

If dues are not paid by March 31, the membership will be automatically placed in lapsed status during the first week of April. Members in lapsed status are not considered current but may pay the current year's dues before December 31 to reactivate their membership. Lapsed members also lose access to membership benefits and discounts. There is no break in consecutive years of membership while lapsed.

Membership Termination

If a lapsed member's dues remain unpaid by December 31, the membership will be terminated during the automated process that runs in early January. Termination creates a break in consecutive membership history, which may affect future eligibility for Emeritus/Emerita or Fellowship status.

Reinstatement of Terminated Membership

Former members are encouraged to join or rejoin online at aia.org/join. PDF applications are only available when requested or needed.

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

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 a 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. Components can track membership transfers by running the "transfer in" and "transfer out" reports through Component Connect.

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:

2.234 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. Members can also initiate an Associate to Architect status change request through MyAccount at me.aia.org. Once a status change request is processed, the member will

receive a congratulatory email confirming their request was completed. 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

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 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.

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

Per the AIA Bylaws

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

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 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 components must confirm and approve the dues adjustment. Either component may submit the approved 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 notification from the Institute informing them of the outcome of the request, along with any other details the Secretary provides.

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.

Membership Cancellation Requests

Requests to cancel or resign membership must be submitted in writing by email to membersupport@aia.org. Written requests ensure that AIA has proper documentation that the request was authorized by the member.

Once the membership is canceled, the member will receive an email confirming that the cancellation has been processed. In some cases, cancellation requests may include a request for a full or partial dues refund. Only dues paid for the current year are eligible for refund consideration. Refund requests must be approved by the member's local chapter. For partial refunds, the amount should be based on the number of full months of active membership during which the member received benefits.

Deceased Notifications

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

Membership Verification Letters

Members may request a letter of verification of membership by contacting membersupport@aia.org. Membership verification letters will include the member's name, primary address on record, and their current active status.

If a third party requests a membership verification letter or asks for additional member details, a signed release from the member is required to authorize the disclosure. Additional information may include the member's ID number, join date, or membership type. Membership verification letters will never include disciplinary information.

For third-party verification inquiries made by phone, Member Support may only confirm whether an individual is or is not an AIA member. Any further details must be requested through the formal membership verification letter process.

Requests for Advisory Opinion Letters

AIA provides advisory opinion letters for O and P Visa consultations exclusively for AIA members. Letters will not be provided to lapsed members or non-members.

Beginning January 2025, AIA will charge members for this service. The fee for standard delivery is \$250 (30 days). The fee for rush delivery is \$400 (14 days). Members must provide a resume or curriculum Vitae and the USCIS Service Center location through the [Advisory Letter Request Form](#).

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.

A top membership benefit 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

When a non-member is found using a membership designation, the Managing Director of Member Support & Solutions will contact the individual, encouraging them to join AIA or cease using the designation within 30 days.

If the individual complies, no further action is taken; if not, the issue is escalated to the Executive Office for possible legal action. In cases where a member misuses the designation in a firm name, the local chapter's Executive Director is notified and asked to contact the firm, requesting corrections within 30 days. If the issue is resolved, the matter is closed. If not, it is escalated to the Executive Office for further action, including potential legal steps. Components can report misuse of the AIA Designation [here](#).

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

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 liaison:

Staffed 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 and U.S. territories

Ruben Rames - RubenRames@aia.org

International components

Jen Schlueter - JenSchlueter@aia.org

Component ACH Deposits

The Automated Clearing House (ACH) is a secure, nationwide electronic funds transfer (EFT) system used to process credit and debit transactions between participating financial institutions.

Dues payments are submitted through the centralized Fonteva system, where transactions appear in real time once the payment is authorized. However, actual payment settlement—when funds are cleared and received—typically takes one to two business days, depending on the payment method (e.g., credit card, eCheck) and individual bank processing timelines. Component dues are distributed only after payments are fully settled, not at the time the transaction is first recorded in the system.

The Accounting team processes ACH payments daily for fully settled transactions. It typically takes one business day to prepare the payment batch, after which the ACH deposit is initiated the following morning. Funds are usually received in the component's bank account within one to two business days after the ACH is sent, depending on bank processing times. For example, a payment settling on Monday would be prepared on Tuesday, paid on Wednesday, and received by Thursday or Friday. All distributions are documented in the Component ACH Report, which is accessible via the Chapter Portal.

Components are required to report any changes to their bank account information immediately to the accounting team through Component Engagement. Failure to promptly update banking information may result in returned payments and delayed access to funds. Each component is responsible for conducting monthly reconciliations, including reviewing ACH deposits, bank account activity, membership transactions, and financial reports. Any discrepancies should be promptly reported to the Component Engagement team.

For questions about deposits or to update banking information, contact your Component Engagement liaison.

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.

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 Fonteva

Non-urgent requests in which the member didn't initiate the merge and there is nothing impeding the member's ability to log in or use their membership should be reported via the [Duplicate Record Intake Form](#). More urgent issues that prevent members from logging in or using their membership correctly should be reported to membersupport@aia.org.

In some duplicate record cases, a refund may be needed to correct the problem, for example, if a member has two active paid records or mistakenly joins as a new member instead of renewing their existing account. Refunds will be reviewed and processed on a case-by-case basis.

Membership Offers and Incentives

AIA maintains an ongoing list of active special offers and membership promotions affecting National membership dues within the [AIA Membership Terms & Conditions](#). Contact matthewwelker@aia.org with questions.

Group Enrollment

The AIA Group Enrollment Program allows architecture firms with 10 or more Architect or Associate members to pay for AIA memberships as a group through one convenient annual invoice.

Program benefits include a convenient single annual invoice, concierge onboarding and support, free 30-day AIA Career Center listing, and complimentary National Allied memberships based on volume. AIA launched the program in 2025 because of Member Needs Survey data that revealed 76% of members' dues are paid partially or fully by their employer.

The Group Enrollment Program exists to make it easier for firms to manage their rosters and apply timely payment. Rosters are reviewed annually concurrently with the typical individual renewal process. Participating firms do not pay more or less than others to participate in the program and may opt-out at any time. Group Enrollment does not confer any additional benefits at the State or Local chapter level. Memberships purchased through the Program belong to the individual members, not to the Participant, and are non-transferable. Contact groupenrollment@aia.org with questions.

Pro-rated Dues

Member dues for new and reinstating members are prorated monthly between January and September of each year. This automatically applies to all National, State, and Local chapters.

15-for-12 Promotion

Beginning October 1 of each year, new and reinstating members receive full membership benefits for the remainder of the current year when they join or rejoin by paying full dues for the upcoming year. New and reinstating members can take advantage of the offer by joining or reinstating online at aia.org/join. This automatically applies to all National, state, and local chapters.

Newly Licensed Architect Graduated Dues

The incentive was instituted in 2016 to relieve the financial burdens for recently licensed architects. The incentive applies to National dues. Individual state and local chapters must opt into the Newly Licensed Architect Graduated Dues incentive.

Active Architect members attaining their initial license will receive reduced national dues for two membership years following the initial license date.

- First calendar year after licensure: renews at Associate rate + 1/3 the difference between Architect and Associate rates.
- Second calendar year after licensure: renews at Associate rate + 2/3 the difference between Architect and Associate rates.
- Third calendar year after licensure: renews at full Architect rate.

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

New Graduate Associate Program

First-time members who meet either of the following criteria are eligible for complimentary membership:

- **NAAB-accredited Degree Holders:** Individuals who have earned a NAAB-accredited architecture degree within the past 18 months; or,
- **Non-NAAB Degree Holders:** First-time members who have earned a non-NAAB accredited architecture degree within the past 18 months and currently work under the supervision of an architect; or, first-time member currently working under the supervision of an architect and currently enrolled in an AXP or equivalent activity.

The free membership period begins upon the date of graduation, not the join date. Members may participate in the new graduate promotion only once.

The incentive applies to National dues. Individual State and Local chapters must opt into the New Graduate Associate incentive. For additional information on the program or to enroll your chapter in the incentive, contact callfordues@aia.org.

International Dues Pricing

International Associate AIA members assigned to the AIA International component and living outside the United States will have their dues adjusted based on the World Bank's economic income ranking for the country in which they live or work. Adjustments will be automatically applied at checkout for eligible individuals as follows:

- High Income Countries: 0% adjustment
- Upper Middle-Income Countries: 50% adjustment
- Lower Middle-Income Countries: 75% adjustment
- Low-Income Countries: 90% adjustment

The incentive was launched in 2024 to provide a globally-inclusive pricing model for International Associate members. The incentive only applies to the International Associate member category. It automatically applies to National and AIA International. Local international chapters may opt in. For additional information on the program or to enroll your chapter in the incentive, contact callfordues@aia.org.

NOMA Discount

Active members of NOMA are eligible to receive 50% off National, State, and Local dues when they join or rejoin AIA membership between October 1 and January 15 annually. This incentive was created to optimize the value of membership in both organizations and launched in 2024. It automatically applies to all National, State, and Local chapters; however, State and Local chapters carry no financial burden for the promotion. National will reconcile any difference in dues in January.

Important Operational Deadlines and Reminders

DATE	DEADLINE/EVENT	MEMBERSHIP TEAM CONTACT
January 15, 2026	Official deadline for 2026 membership renewal	Christina Thomas
March 31, 2026	Lapsing deadline for unpaid 2026 renewal	Christina Thomas
April 30, 2026	Lapse notification sent to members unrenewed for 2026	Christina Thomas
July 1, 2026	2027 Call for Dues Opens	Michael Hamilton
September 15, 2026	Component deadline for 2027 dues rate submission	Michael Hamilton
September 30, 2026	Member deadline to fulfill the 2025 continuing education requirement	Christina Thomas
October 1, 2026	15 for 12 promotion begins for new and rejoining prospects	Matt Welker
November 30, 2026	Membership Dues Autorenewal Debiting	Christina Thomas
December 31, 2026	Final deadline for the 2025 continuing education requirement	Christina Thomas
December 31, 2026	Membership termination for unpaid 2026 membership renewals.	Christina Thomas