AIA

Core Member
Services
requirements

2018

Table of contents

During AIA's Repositioning initiative, 31,000 members and stakeholders told us that AIA's complexity led to confusion about where to go for services and that member services were not consistent from one locale to another. Since then, the AIA component network has made significant progress toward providing a consistent experience for all members, no matter which component they belong to.

For those who are new to this effort, here's a bit of history. In 2014, the board of directors created a Core Member Services standard that outlined the core benefits each AIA member could expect to receive through AIA and its state and local components. For the first time in the institute's history, the board ensured a baseline of core member services and documented service delivery through a component accreditation process.

At the same time, there was a need to align financial resources and service capacity. In 2016, the institute launched an important new model for sharing business revenue with components. Phasing in over a five-year period, by 2020, the former zip-code-based Contract Documents revenue-sharing model will complete its transition to a more equitable distribution of resources based on membership in each state. State components decided how to distribute these funds among themselves and, in many cases, arranged to collaborate to deliver member services more effectively.

Starting in 2016, components applied for accreditation. We ensured due process by bringing diverse panels of members and staff to review applications and to hear appeals. Intensive coaching and other resources helped components improve services where needed. Today, 217 components have achieved accreditation. Many components agree: Although applying for accreditation takes work, it's rewarding. Now chapters have proven they are performing as they should, they have improved their offerings and operations, and they have founded effective collaborations with other chapters in their states. More than 50 other components have chosen an alternate governance option, which allows them to focus on those activities they do best while minimizing administrative tasks.

Looking ahead to the 2019–2021 accreditation cycle, the institute asked member leaders and CACE representatives to review and update the Core Member Services to make them as relevant, timely, and clear as possible. Many of the requirements that follow are essentially unchanged; although a few are new, a few others were eliminated. Language has been clarified to describe both the core service requirements and the documentation that components should submit with their applications.

What follows is the revised list of Core Member Services as well as a timeline and answers to common questions. Please read through the revised materials carefully. Ask questions, and let us work with you on any areas where you may need to make changes.

The application deadline is January 15, 2019, though the online portal will open in mid-September 2018 to give components plenty of lead time.

Voluntary sections are not subject to Core Member Service requirements and do not apply for accreditation. If your component is a mandatory section, you must apply for accreditation just as chapters do.

Thank you for your dedication to improving and enriching the AIA member experience. We look forward to hearing from you.

Sincerely,

Gwen Berlekamp, CAE
Managing Director,
Component Collaboration & Resources

Ann Dorough, CAE
Director, Component Development

Section 1

Goals for
accreditation

Component accreditation is a process that measures component delivery of Core Member Services. These core services are not minimum standards; rather, these services are central to delivering member value and ensuring the long-term viability of the component. When every component delivers Core Member Services, AIA members everywhere have a consistent member experience, and the three tiers of AIA align to achieve our common goals. The Core Member Services goals are:

Member communications

- Provide AIA member value through communications
- Support the AIA brand
- Promote AIA resources to members
- Offer touch points to members and the public

Education

- Offer all AIA members, regardless of component, access to component Continuing Education programming
- Ensure quality continuing education
- Maintain continuing education transcripts
- Offer licensure and career development support to emerging professionals

Advocacy

- Advance AIA's legislative priorities
- Engage regulatory entities on issues of importance to architects
- Empower members to advocate for themselves and their profession

Public outreach

- Promote public awareness of the value of design and the role of architects
- Recognize member excellence
- Engage with the local community

Governance

- Comply with federal and state laws
- Mitigate risk
- Keep institute, state, and local strategic plans up to date and aligned
- Develop visionary leaders to serve at institute, state, and local levels

Membership

- Actively recruit and retain members
- Engage members in fellowship and community
- Seek member feedback

Finance & operations

- Conduct secure, transparent, and timely financial practices
- Protect tax-exempt status
- Participate in AIA volunteer and component staff training opportunities

About your application

General information as you prepare your application for accreditation:

- When deciding what to submit with your application, keep in mind that the reviewers are looking for something that shows your component is successfully delivering a service. Some questions are very specific as to what will suffice, and others leave the documentation largely to your discretion.

- Some questions allow you to submit a text response instead of a document.

- Still other questions do not require components to submit documentation because AIA can check its data to find the answer.

- If the question does not specify how many items to submit, one will be sufficient.

- If the question does not specify when the activity needed to occur (for example, within the past year or quarter), simply provide the most recent example you have of that item.

- If the question asks for a dated item, please provide the most recent item you have.

Requirements for accreditation

01. Member communications

GOALS

- Provide AIA member value through communications
- Support the AIA brand
- Promote AIA resources to members
- Offer touch points to members and the public

National support

AIA national will create and model AIA brand assets and guidelines for use in print and digital media. We will provide branded advertising resources to allow components to promote AIA products and services that members value. Additionally, we will maintain the AIA website with resources for members, components, industry, and the public. AIA national will also develop a digital distribution platform that can integrate state and local component content. Finally, national will provide members and the public with ready access to the institute both online and by telephone.

REQUIREMENT

Follow AIA brand guidelines consistently across all the component's electronic and print media to ensure members experience AIA as a unified organization.

Documentation: Provide the component website's URL, and the institute will review the component's web branding. Provide a copy of the component's key print publications, such as a business card, letterhead, or at least one example of the cover of a magazine, brochure, or flyer, if produced.

REQUIREMENT

Provide regular, visible promotion of specific AIA products—AIA Contract Documents, AIA Career Center, AIA Conference on Architecture, and AIAU—in the component's electronic and print communications. (Revenues from these products are shared with components via resource allocation.)

Documentation: Provide screenshots of web communications or copies of print communications showing how the component advertises each of the four AIA products and services listed above.

REQUIREMENT

Contribute at least one upcoming event to your component website that is hosted on the AIA digital platform. If the component does not participate on the AIA platform, maintain the component's own web presence. To ensure members and the public can engage easily and directly with the component, provide a dedicated point of contact.

Documentation: Provide the component website's URL. If the component does not have a website, the institute will verify that the component has uploaded content to its AIA-hosted chapter website. Provide telephone, name, and contact information for the person who is the component's primary point of contact. Provide a screenshot of this contact information on the component's website or a URL for that webpage.

02. Education

GOALS

- Offer all AIA members, regardless of component, access to component Continuing Education programming
- Ensure quality continuing education
- Maintain continuing education transcripts
- Offer licensure and career development support to emerging professionals

National support

AIA national will maintain CES Discovery to store course records and member transcripts, and maintain the AIAU digital CE course delivery platform for on–demand education. National will also set CES Provider Standards, conduct CES Provider training, and run a quality assurance program to ensure quality continuing education. Finally, we will provide AXP (Architect Experience Program) and ARE (Architecture Registration Exam) resources to support emerging professionals who are pursuing career development and licensure.

REQUIREMENT   **Offer at least 18 CES credit hours annually, of which at least 12 are Health/Safety/ Welfare (HSW), to ensure members have access to sufficient credits to maintain AIA membership. These hours may be part of a collaborative education plan with other CES providers. For at least 4 of these 18 hours, the component should have some direct involvement in creating, facilitating, or customizing that content for its members to foster high–quality, relevant courses.**

Documentation: The institute will verify component provider course records. If the component does not provide 18 AIA LU/12 HSW credits annually, provide a CES partnership form that shows how it partnered with another CES provider to create educational courses. The institute will verify that at least four credit hours were filed using the component's own CES Provider account.

REQUIREMENT   **Comply with requirements outlined in the CES Provider Manual to assure a basic level of quality and member service.**

Documentation: The institute will verify that key requirements in the CES Provider Manual are being observed; specifically, submitting courses and updating member transcripts in a timely manner.

REQUIREMENT

Provide career information and mentoring opportunities for emerging professionals to engage members early in their careers. Each state component appoints and maintains contact with the state Architect Licensing Advisor, who serves as a resource to AXP participants.

Documentation: Provide at least one sample of component member communications that describe the component's AXP, ARE, career, or mentoring activities. State components must provide the name of the state Architect Licensing Advisor.

03. Advocacy

GOALS

- Advance AIA's legislative priorities
- Engage regulatory entities on issues of importance to architects
- Empower members to advocate for themselves and their profession

National support

AIA national will plan and conduct advocacy efforts at the federal level:

- Develop AIA's legislative and political advocacy agenda. Work with state components to identify emerging issues. Provide state components tools to monitor policy, legislative, and regulatory developments.

- Support components' efforts with state and local advocacy by providing a platform for sharing advocacy agendas and a repository for state advocacy resources.

- Engage with Congress and key federal agencies on national issues and mobilize state components when appropriate to advance legislative priorities and achieve positive legislative outcomes.

AIA national will also operate the State Government Network (SGN) and provide a stipend to allow each state to send one representative to the SGN meeting once every three years. We will also provide a Legislative Action Network that supports AIA members who want to carry the institute's message to Congress.

Lastly, AIA national will run a resilience program that provides preparation, training, and resources to develop and enhance disaster preparedness and response capabilities.

REQUIREMENT

State Component:
Plan and conduct advocacy efforts at the state level:

- **Develop a state legislative agenda that is aligned with the AIA Public Policies and Position Statements. Share that agenda and critical legislation with the Institute and with local components around the state.**

- **Engage with the state's legislature, licensing boards, procurement agencies, and other officials on issues of importance to the architectural community.**

Documentation: State components provide a copy of their legislative agenda, which should address any key legislative issues that affect the architecture profession in their state. Also provide a summary of efforts made in the most recent legislative session to advance the state legislative agenda and results produced by those activities.

REQUIREMENT **Local component:**
Engage with local government agencies, decision makers, and building officials on issues of importance to the architectural community.

Documentation: Local components provide a summary of these engagement activities, including interactions with local government officials and staff; for example, discussions about regulatory or legislative concerns, invitations to chapter events, and partnerships with local business networks.

REQUIREMENT **State Component:**
Send a representative to the SGN annual meeting once every three years to ensure component advocates have access to training, resources, and networks across the institute.

Documentation: None required. The institute will verify.

REQUIREMENT **State Component:**
Appoint a volunteer AIA State Disaster Coordinator to interface with emergency management officials, to help components around the state prepare for potential natural or other disasters.

Documentation: State components must provide the name of the AIA State Disaster Coordinator.

04. Public outreach

GOALS

- Promote public awareness of the value of design and the role of architects
- Recognize member excellence
- Engage with local community

National support

AIA national will craft an integrated public awareness campaign, and coordinate public engagement via communications and programs. Additionally, we will recognize and publicize nationally outstanding architecture projects by members and exemplary service to the institute and the profession.

REQUIREMENT

Raise awareness about the value of design and the role of architects using messaging and programs aimed at a public audience. The component should promote, use, or adapt the institute's public outreach resources or develop its own resources.

Documentation: Describe at least one key public activity and the target audience. Provide at least one example of a public outreach communication or press release.

REQUIREMENT

Recognize and publicize outstanding architecture projects by members. Highlight outstanding projects through tours, public displays, featured placement in communications, or a design awards program. (If offered, design awards need not be held annually.) Recognize and publicize those who provide exemplary service to the chapter and to the profession. Components within a state or region may collaborate on this activity.

Documentation: If the component offers a design awards program, provide a copy of the most recent call for entries. If not, please show or describe how the component highlights outstanding member work. Show or describe how the component recognizes and publicizes outstanding volunteers and leaders in the profession.

05. Governance

- Comply with federal and state laws
- Mitigate risk
- Keep institute, state, and local strategic plans up to date and aligned
- Develop visionary leaders to serve at institute, state, and local levels

National support

AIA national will adopt and comply with written policies on whistleblower protection, conflicts of interest, records retention and destruction, and joint ventures. Additionally, we will comply with policies on antitrust compliance and sexual harassment, and implement the recommendations of the institute's Equity, Diversity, and Inclusion Commission. National will provide AIA Model Component Bylaws to help components enact current best practices for good governance, and review components' bylaws to ensure consistency with AIA's Bylaws. Furthermore, AIA national will maintain minutes for the board and any committees authorized to act on behalf of the board, and maintain directors and officers insurance and general liability insurance policies for the component to protect volunteer leaders and the component from risk. National will inform component officers of news and resources they need to execute their duties. Orientation for the board of directors annually, conduct strategic planning and share the institute's strategic plan with components will also be provided. Finally, we will adopt an institute business continuity plan, and comply with all filing requirements for nonprofit organizations in the state where the institute is incorporated.

REQUIREMENT

Adopt and comply with written policies on whistleblower protection, conflicts of interest, and records retention and destruction, and (for staffed components) review of executive director compensation and benefits. Adopt and comply with a policy on joint ventures, if the component participates in them. (The IRS states that such policies can improve tax compliance and prevent activity that is inconsistent with tax-exempt status.)

Documentation: Provide a copy of the component's policies on whistleblower protection, conflicts of interest, and records retention and destruction, and (for staffed components) compensation and benefits reviews for the executive director. If the component engages in joint ventures, provide a copy of the component's policy on joint ventures.

REQUIREMENT   **Comply with AIA's policies on antitrust and sexual harassment. Adopt the institute's Equity, Diversity, and Inclusion Statement.**

Documentation: Describe how the component complies with and educates its leadership and members about the antitrust compliance and sexual harassment policies. Describe how the component upholds the institute's Equity, Diversity, and Inclusion Statement.

REQUIREMENT   **Review and update bylaws at least once every 10 years using the AIA Model Component Bylaws as a guide. Submit bylaws to AIA's General Counsel for review as they are created or amended.**

Documentation: Provide a copy of current bylaws with the date they were last amended.

REQUIREMENT   **Maintain minutes for the board and any committees authorized to act on behalf of the board, to record board decisions, and to demonstrate compliance with bylaws and nonprofit laws.**

Documentation: Provide a recent copy of the component board's minutes.

REQUIREMENT   **Maintain directors and officers insurance and general liability insurance policies for the component to protect volunteer leaders and the component from risk.**

Documentation: Provide a page from the component's current insurance policy that shows the summary of coverages and policy period for directors and officers and general liability coverage.

REQUIREMENT   **Report names of the upcoming year's officers to AIA Component Collaboration & Resources by December 31 annually to ensure new officers receive leadership communications. Provide orientation for the board of directors annually to engage and initiate board members and improve the board's effectiveness.**

Documentation: Provide an agenda or summary from the last board orientation that outlines the component's board orientation process and content. The institute will verify that officer rosters have been submitted.

REQUIREMENT   **Conduct strategic planning at least every five years and align it with the institute's strategic plan to provide focus and direction for the component's activities.**

Documentation: Provide a copy of the component's most recent strategic plan, which includes the date of adoption.

REQUIREMENT   **Adopt a business continuity plan to prepare in case of a component disaster or crisis.**

Documentation: Provide a copy of the component's current business continuity plan.

REQUIREMENT   **Comply with all filing requirements for nonprofit organizations in the component's state.**

Documentation: Provide a copy of the record showing the component has filed with the state as a nonprofit corporation.

06. Membership

GOALS

- Actively recruit and retain members
- Engage members in fellowship and community
- Seek member feedback

National support

AIA national will lead and conduct vigorous nationwide retention and recruitment efforts annually. AIA's resources, training, and best practices offers will help components strengthen membership. AIA will also continue to welcome new members, communicate regularly with all members, and stay abreast of member needs.

REQUIREMENT
Conduct retention and recruitment efforts annually to ensure a healthy membership base. Use AIA member recruitment and retention resources, as described in the Member & Component Support Resource Guide, or the component may develop other such resources of its own.

Documentation: Describe the component's member recruitment and retention activities. Provide samples of materials used to reach out to members for this purpose.

REQUIREMENT
Welcome all new members and engage with members at each career stage to foster active participation in component activities.

Documentation: Describe the component's activities to recognize and engage members at each stage, if applicable to your membership: (1) new Associate and Architect members, (2) newly-licensed architects, (3) architects, and (4) new Fellows. Provide at least one example of component communications to at least one of these categories of members.

REQUIREMENT
Seek member feedback through meetings, focus groups, surveys, or another assessment method at least once every five years. Components may conduct this activity in partnership with other components in their state.

Documentation: Provide a summary of member feedback received from these assessment activities and state when the research was conducted.

07. Finance & operations

GOALS

- Conduct secure, transparent, and timely financial practices
- Protect tax-exempt status
- Participate in AIA volunteer and component staff training opportunities

National support

AIA national will file an IRS 990 return annually and file all tax returns required by applicable state and local jurisdictions, and report financials to the Board of Directors regularly. AIA will conduct an annual financial audit and ensure that financial data and transactions are secure. Shortly after they are adopted by the Board of Directors, the institute will announce the dues rates for the coming year. AIA will also conduct the Grassroots conference annually, and provide complimentary registration to assist components leaders and executives to attend. At the annual meeting, AIA will conduct the Council of Architectural Component Executives (CACE), and provide a stipend to assist components to send executive directors who work at least 30 hours per week. Finally, AIA national will conduct Institute Resource Training for new component executive directors.

REQUIREMENT   **File an IRS 990, 990EZ, or 990N (postcard) tax return annually to ensure continued tax-exempt status. File all tax returns required by applicable state and local jurisdictions.**

Documentation: Provide a copy of the component's most recent IRS 990, 990EZ, or 990N return.

REQUIREMENT   **Provide financial reports to the board at least quarterly. Adopt an audit or review policy. When there is no audit by an accountant, reviews may be performed by an independent financial review committee appointed by the board. These steps allow the board to execute its fiduciary responsibilities.**

Documentation: Provide a copy of your component's board agenda that shows financial reports are being delivered or provide your schedule for providing financial reports to the board. Provide a copy of the component's audit or review policy.

REQUIREMENT   **Ensure that financial data and transactions are secure for the protection of both customers and the component. If the component takes credit cards, ensure that the processor complies with the Payment Card Industry Data Security Standard (PCI DSS).**

Documentation: Provide a copy of the component's current policy or procedures concerning the handling of funds and member financial data.

REQUIREMENT **Report dues rates to AIA Member & Component Support as required by the institute's schedule (currently September 15) to ensure that dues revenues reach the component without delay. (Components that miss the September 15 deadline will have their members invoiced at the current year's dues rates without change.)**

Documentation: None needed. The institute will confirm.

REQUIREMENT **To ensure components have access to crucial leadership resources, send at least one elected leader to Grassroots at least once every three years. Send executive directors who work at least 30 hours per week to Grassroots at least once every three years.**

Documentation: None needed. The institute will verify attendance.

REQUIREMENT **To ensure component executives have access to crucial management resources, send executive directors who work at least 30 hours per week to the CACE Annual Meeting at least once every three years.**

Documentation: None needed. The institute will verify attendance.

REQUIREMENT **To ensure component executives are trained to access institute resources, send new executive directors who work at least 30 hours per week to attend Institute Resource Training within two years of hiring.**

Documentation: None needed. The institute will verify attendance.

Accreditation timeline & process

01. Accreditation timeline & process

2018	**early February**	Kickoff webinar
	February–October	Coaching
	March 12–15	Grassroots (accreditation workshops)
	April–May	Topical webinars
	May 15	Federal tax filing deadline for nonprofits
	May 31–June 1	Institute Resource Training (for new executives)
	July 10–13	State Government Network Annual Meeting
	September 1	Revised statewide MOUs due
	August 16–21	CACE & ASAE annual meetings
	September 15	Deadline to report dues rates
	September 15	**Application portal opens**
	early October	Portal & application training
	early October	2019 resource allocation projections distributed
	November 1, 2018– January 15, 2019	Staff feedback to applicants
	December 31	Deadline to report 2019 officers in netFORUM
2019	**through 1/15/2019**	Staff feedback
	January 15	**Application deadline; portal closes**
	January 16–February 15	Grace period (to address issues)
	early March	Teams review applications
	March 7–9	Grassroots
	mid-March	Notifications sent to applicants
	March 16–April 15	Appeals period
	late April	Appeals reviewed
	late April	Notifications sent to appellants
	May 1	**Accreditations renewed**

Section 5

FAQ

01. Core member services

What are "Core Member Services?"

Core Member Services are basic deliverables—categorized into seven topics—that all members have a right to expect from the AIA component network. AIA national, state, and local components all have a role to play in delivering specific services designed to advocate for the profession, communicate with members, provide educational opportunities, conduct public outreach, maintain membership, and manage component operations, finances, and governance.

Who exactly delivers the Core Member Services?

Components determine who, within the boundaries of their states, will deliver each Core Member Service. Many components already deliver all these services and more, whereas others need to partner with other components in their state to do so.

Why does each chapter have to offer 18 CES credits a year?

All Architect members must obtain 18 CES credits per year, with 12 of those credits being HSW, to maintain membership eligibility. AIA members consistently rank the AIA CES programs they receive as the most important member benefit. For both reasons, each chapter should make that many credits available to their members.

Chapters should have "direct involvement" with at least 4 of their 18 annual hours of CES content for members. Why do chapters have to do that, and how is that accomplished?

One of the best ways for components to engage members and stay relevant is to provide quality continuing education targeted to their members' needs. Courses that the component creates and delivers using its own CES provider account will qualify. (Components are also encouraged to give their members the opportunity to create and/or present courses when feasible.) If partnering with another CES provider to deliver content, the component should have some role in creating, facilitating, or customizing that content and create the course in its own CES Provider account.

If a component doesn't offer 18 credits now, what should they do?

If a chapter does not offer at least 18 credits currently, they may partner with another chapter, AIAU, or another CES Provider to do so.

02. Accreditation

How do you know that Core Member Services are being delivered?

An accreditation process verifies that Core Member Services are being delivered. Each of the seven service areas has at least one way to demonstrate success in that area, and appropriate documentation that should be submitted is specified in the application.

How does the accreditation application work? Is there a template available? When can we start submitting things and uploading supporting documents?

The online accreditation application portal opens September 15, 2018 and closes January 15, 2019. AIA is using a new platform for the application. When the online portal is ready, training will be provided on how to use it. Until then, components should make sure they are delivering all the core services and start gathering their documentation.

How long does accreditation last?

Components that meet Core Member Services are accredited for three years. The first round of accreditations runs through May 1, 2019. The upcoming round of accreditations runs through May 1, 2022.

Who reviews accreditation applications?

Accreditation review teams, comprised of a diverse group of experienced volunteer leaders, component staff, and institute staff, jointly review each application.

What if a component cannot demonstrate that it provides the Core Member Services to its members?

That component will not be awarded accreditation.

May components appeal if denied accreditation?

A component that is denied accreditation will have 30 days to appeal to the Institute Secretary. The secretary will review the file and invite input from the component. The secretary will specify any areas of Core Member Services that have not yet been met. The secretary's decision is final.

What happens to components if they are denied accreditation on appeal?

Those components will need to explore an alternative governance structure that enables the component's members to successfully receive all Core Member Services. There are a variety of ways to do this, from becoming a voluntary section of a chapter to engaging the services of another chapter to deliver services. The Institute Secretary will direct the component to begin transitioning into an alternate structure and engage with a partner component within their state to ensure Core Member Services are delivered to their members. Members will be reassigned by the secretary accordingly.

How does accreditation affect components that use Association Management Companies (AMCs) to staff their operations?

In fairness to all members, components using AMCs must provide the same services as other components. If any Core Member Service is not part of the current AMC scope of work, the applicable agreement or contract should be revised to cover all Core Member Services. Or a component using an AMC may partner with another component in their state to deliver one or more Core Member Services and record this plan in the statewide Member Service Agreement.

03. Member service alignment

What is Member Service Alignment?

Member Service Alignment is the process of bringing components across each state together in collaboration, with the goal of ensuring that all AIA members receive the services they have a right to expect from AIA, no matter which component they belong to.

How do components in a state work together to address service gaps or overlaps?

Components throughout each state participate jointly to develop a Member Service Agreement. These agreements identify who delivers each specific Core Member Service to that state's members and directs the funding appropriately.

How are Core Member Services connected to a component's funding from AIA national?

Under the resource allocation model, funding goes to accredited components. Funding levels are based on membership measured on August 1 each year. This new funding distribution model is phasing in gradually from 2016 to 2020.

What must a state's components do to get their funding?

Starting in 2015, components held statewide leadership conversations to (1) identify member service gaps and duplication and (2) decide how Institute resources should be allocated. Both decisions were recorded in a statewide member service agreement in the form of a memorandum of understanding (MOU). To prepare for the next round of accreditation, components should review their statewide MOUs and extend or revise them. Each MOU must specify (1) how Core Member Services will be delivered collaboratively (if applicable) and (2) how institute funds shall be allocated among the state's components.

When are new or revised Member Services Agreements due to AIA national?

September 1, 2018. Model agreements will be provided to assist components in revising their agreements.

Where did the money in the old AIA national revenue-sharing model come from?

Historically, the funding portfolio included revenues from the sale of AIA Contract Documents and the AIA Career Center (also known as the "job board"). Full Service Distributors (chapters that sell paper Contract Documents) also have received revenues associated with online Documents-on-Demand sales and marketing support. The phase-out of this model is complete in 2020.

Where does the money in the new AIA national funding distribution model come from?

The new portfolio of funding sources includes revenues from AIA Contract Documents, Continuing Education, the AIA Career Center, AIAU, and AIA Conference on Architecture registration. The phase-in of this model is complete in 2020.

Are the Grassroots and CACE Annual Meeting training funds set aside or does the institute reimburse the component?

Components that send representatives to Grassroots will receive a certain number of free registrations. Components that send an executive director to the CACE Annual Meeting will receive up to $1,000 to reimburse their travel and lodging expenses for that purpose.

If my component doesn't send people to the CACE Annual Meeting or Grassroots, do they still get that funding?

The funding is intended to support leadership and operational training, and we encourage components to take advantage of it. Components that do not send staff or leaders to Grassroots will not receive the complimentary conference registration. Components that do not send an executive director to the CACE Annual Meeting will not receive that $1,000 travel and lodging stipend.

May voluntary section leadership and executives still attend Grassroots? Will they get free registration?

Yes, they are welcome to attend. However, they are not required to do so. One volunteer leader per voluntary section may receive free registration to Grassroots.

May unstaffed component leaders attend and receive funding for the CACE Annual Meeting?

No, the CACE Annual Meeting is specifically designed to serve the training needs for AIA component staff.

04. New governance structures

Some components have fewer than 100 members. What happens to them?

The minimum number of members to form a new domestic component is 100 members. However, existing components with fewer than 100 members that do fulfill Core Member Services may continue as they are.

Where did the 100-member threshold come from?

The number was developed to ensure components are large enough to deliver meaningful and consistent service to their members. It was also chosen because it is rare for any state to have fewer than 100 members, and access to a statewide component should be guaranteed to every member.

If a chapter becomes a voluntary section, what can they stop doing?

Voluntary sections are not required to meet Core Member Services. That is the job of the parent chapter. This includes governance and operational activities such as bylaws, boards, taxes, insurance, and strategic planning. It also includes education, advocacy, internal and external communications, and membership duties.

If a chapter becomes a voluntary section, what activities can they keep doing?

They can continue to run activities for their members as before, including continuing education, networking, advocacy, communications, and others. However, they are not required to do so.

May voluntary sections keep their board and bylaws?

Yes, they may continue to have a board and bylaws, but they are not required to have them. Governance is ultimately the responsibility of the parent chapter.

What happens to a chapter's visual identity if it becomes a section?

Such sections may keep the name and logo that identifies their component. Under the new AIA Identity Guidelines, the words "chapter" and "section" are not stated in logos, so sections may continue using their logo if they wish.

What happens to the AIA Conference on Architecture delegates if a chapter becomes a voluntary section?

Voluntary sections do not send delegates to the AIA Conference on Architecture; rather, they are represented by the delegates from their chapter. Chapters should discuss with their sections how to assure that this representation occurs.

AIA

1735 New York Avenue, NW
Washington, DC 20006
Information Central: (800) 242 3837
aia.org