



# Dues Waiver POLICY

The Following policy was approved by the Board of Directors on May 16, 2018

Waivers for financial hardship, unemployment/partial employment, medical disability, sabbatical and family leave are annual.

AIA Connecticut members requesting a waiver must be made in writing using the current National AIA standard Dues Adjustment Request Form and submit the completed form(s) to the AIA Connecticut Executive Director.

Conditions:

1. Participation in AIA events is not required to be eligible.
2. The waiver requires a minimum of 10% of total current dues.
3. Requests may be made for up to 3 years consecutively or in total.
4. Subsequent requests may be made for up to 2 years of deferred dues, after which back dues must be paid in full to continue membership.
5. Any approved adjusted dues must be paid either as a lump sum or by using the Online Dues Installment Plan.
6. The applicant may let their membership lapse and rejoin at any point, but the aggregate number of requests remains. In other words, there will be no additional possible requests for an individual member than as listed above, regardless of starting again with a new membership.
7. All memberships are individual. Firms are not required to pay dues, so this policy does not need to address dues payment by firms.

*Excerpt from National AIA Bylaws – Regarding Dues Waivers*

3.12 Hardship Dues Reduction by the Component:

The component, in exceptional circumstances and after consultation with the Institute Secretary and other assigned components, may waive all or any part of the dues or fees in equal proportions across all components owed by a member at any level of membership in the AIA.

*Excerpt from National AIA Rules of the Board – Regarding Dues Waivers*

3.021 Waiver and Deferral of Institute Dues Payments:

The Secretary may waive or defer payment of the Institute dues of any member for up to one year upon written presentation of satisfactory evidence of financial hardship, medical disability, sabbatical, family leave, unemployment or partial employment or such other hardship as may reasonably justify waiver or deferral. A minimum annual payment may be required in all cases to cover the costs of mailings. A waiver for any of the reasons stated above is annual and renewable upon written request for up to a total of three consecutive years; no waivers will be granted beyond that three-year period except in those instances in which compelling and extraordinary reasons are demonstrated for doing so.