



Approved April 19, 2011

### **AIA Las Vegas Member Dues Waiver Policy**

The request for a “waiver” of membership dues and the granting of a “waiver” for the payment of membership dues will be provided in accordance with the following policy and procedures.

The procedure established by the National component of the American Institute of Architects for providing membership dues waivers will be used as the basis for granting waivers on the state and local levels in Nevada. The Institute requires approval by both the local and state Chapters in order to approve a dues waiver request at the national level. Waivers are granted for one year at a time and no single member can receive more than three dues waivers in three consecutive years.

AIA Members who wish to apply for a waiver of their dues must complete the “dues waiver request form”, which is available through the local Chapter, prior to April 1<sup>st</sup> for the current year’s membership. The member must complete and submit the request form to the Executive Director of the local Chapter, who will then provide a copy of the request form to the state Chapter.

The request will be reviewed by the appropriate committee(s) or board member(s) and they will make a recommendation to the local and state boards with regard to whether or not the request should be granted.

If the request is not granted, the member will be notified and their membership will become inactive on the last day of April of that year, and remain so until the dues for that year are paid in full.

If the request is granted, the member will be notified and their membership will continue to be active for that year. The approved request will be forwarded to the Secretary of the Institute for processing of a membership dues waiver at the National level. The member will be notified by the National component membership office when this request has been granted.

In order to show good faith and commitment to the Chapter, members who are granted dues waivers will be required to provide a volunteer service, for the Chapter, as deemed appropriate by the Executive Director for the Chapter. This commitment will be confirmed by the Executive Director of the Chapter.