



## Emeritus Eligibility Information & FAQ's (Internal use only)

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### The American Institute of Architect Bylaws – Members Emeritus (Amended June 20, 2018)

#### 2.31 Eligibility.

**2.311 Architect Members.** Any Architect member may apply for Emeritus status if (a) [the member] (i) has been in good standing in the Institute for fifteen successive years immediately prior to . . . 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] application for Emeritus membership; and (b) . . . [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 Emeritus status if (a) [the member] (i) has been in good standing in the Institute for fifteen successive years immediately prior to . . . 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] application for Emeritus membership; and (b) . . . [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 an occupation related to the profession of architecture.

#### 2.313 Waiver by the Secretary

- (a) The Secretary, in exceptional circumstances and for adequate cause, may, on an individual basis, waive (i) all or part of the period of membership required for Emeritus status; and/or (ii) the age requirement for Emeritus status.
- (b) In addition, the Secretary, in exceptional circumstances and for adequate cause, may, on an individual basis: **(i) waive the requirement than an applicant for Architect Emeritus Member status must be an Architect member at the time of . . . [the] application, so long as the individual was an Architect member in good standing within one year before submitting . . . [the] application for Emeritus status;** and (ii) waive the requirement that an applicant for Associate Emeritus Member status must be an Associate member at the time of . . . [the] application, so long as the individual was an Associate member in good standing within one year before submitting . . . [the] application for Emeritus status. [Emphasis supplied.]

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## Chapter FAQ's

### What is the process to attain Emeritus membership in the AIA?

1. Member first contacts the local chapter; the process begins at the local level.
2. Local chapter staff verifies retirement status and member completes an Emeritus application request form.
3. Local chapter staff signs off on retirement verification and sends the Emeritus application to the National Membership Services team at [memberservices@aia.org](mailto:memberservices@aia.org)
4. National confirms the member meets the eligibility requirements (age and fifteen successive years of membership or twenty-five successive or non-successive years, including three years immediately preceding Emeritus application).
5. Member and local chapter are notified when the Emeritus application decision is made by the Secretary of the Institute.
6. If approved, the status for Emeritus will be made on the member record and email notification is sent to the member and the chapter.

### Q: What is the typical processing time for Emeritus application?

A: The timeline is dependent on the period in which the completed application is submitted to national and the Secretary of the Institute has reviewed the request and made their decision. Typical the processing time could range from 30-45 business days.

### Q: What happens if a member does not meet the Emeritus eligibility requirement?

A: If the member does not meet any of the requirement (except Retired), the chapter may request an exceptional waiver through the Secretary of the institute by completing the exceptional waiver request form (see bylaw section 2.313) for age and fifteen successive years of membership or twenty-five successive or non-successive years, including three years immediately preceding Emeritus application.



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**Q: What happens if a member does not meet the age requirement?**

**A:** If the member does not meet the age requirement, the chapter may request an exceptional waiver through the Secretary of the institute by completing the Emeritus exceptional waiver request form (see bylaw section 2.313).

**Q: What happens if a member does not meet the fifteen successive year requirement?**

**A:** If the member does not meet the fifteen successive year requirement, the chapter may request an exceptional waiver through the Secretary of the institute by completing the exceptional waiver request form (see bylaw section 2.313).

**Q: What happens if a member does not meet the twenty-five successive or non-successive year requirement?**

**A:** If the member does not meet the twenty-five successive or non-successive year requirement, including three years immediately preceding Emeritus application). The chapter may request an exceptional waiver through the Secretary of the institute by completing the exceptional waiver request form (see bylaw section 2.313).

**Q: What happens if the member is incapacitated and unable to work in the profession?**

**A:** The member may apply for Emeritus by completing the Emeritus application form and should provide as much information as possible to allow the Secretary to make an informed decision regarding their request for Emeritus. The member is not required to complete the exceptional waiver request form.

**Q: How can the chapter determine eligibility of the fifteen years or twenty-five successive or non-successive years including three years immediately preceding Emeritus application)?**

**A:** If the chapter is unable to determine if a member has the years of membership, they should contact Membership Services at [memberservices@aia.org](mailto:memberservices@aia.org) to verify the member's eligibility.

**Q: If an exceptional circumstance request is submitted for age, fifteen successive year, or twenty-five successive or non-successive year requirement is submitted, how long does the process take?**

**A:** The timeline is dependent on the period in which the completed application is submitted to national and the Secretary of the Institute has reviewed the request and made their decision. Typical the processing time could range from 30-45 business days.

**Q: Can a member submit an emeritus request or an emeritus age waiver, fifteen year waiver, or twenty-five successive or non-successive year request directly to National for review?**

**A:** National does not ordinarily provide members with the emeritus or the emeritus waiver forms and should work directly with their local or state chapters. Request submitted directly by the member will be sent directly back to the chapter for review, approval and submission to the secretary through membership services. If a member specifies that the chapter is not to be involved, the member may request Emeritus application directly through the membership services management staff.

**Q: Can a lapsed member that has not renewed for the current year apply for Emeritus status?**

**A:** Yes, a lapsed member can submit a request for emeritus status

**Q: Can a new member apply for Emeritus status?**

**A:** New members are not eligible for Emeritus status. They must meet the requirements per 2.311 and 2.312 section of the bylaws.

**Q: Can a recently reinstating (former) member apply for Emeritus status?**

**A:** Reinstating members may apply for Emeritus if they do so within one year after termination of membership. They must apply for Emeritus through the Emeritus Exceptional Circumstance form per 2.313 section of the bylaws.