



AIA United Kingdom Hardship Dues Reduction Policy

This is a Policy of the American Institute of Architects UK Chapter for ensuring consistent application of Hardship Dues Reduction as initiated under Paragraph 3.05 of the AIA UK Chapter Bylaws.

3.05 Hardship Dues Reduction. The Board of Directors may, in exceptional circumstances, waive all or any part of the annual dues of any member. After consultation with the AIA Secretary and other affected components, the Board of Directors may, in exceptional circumstances, waive all or any part of the dues or fees owed by a member to the AIA and other assigned components, provided that such waiver is in equal proportions across all levels of membership. Hardship Reductions shall be conducted in line with the Hardship Dues Reductions Policy maintained by this Chapter.

Hardship Requests shall be processed in accordance with the following conditions:

- **Submission Period.** *A member of the Chapter may submit a Hardship Request at any time between notification of dues renewal and the renewal deadline.*
 - *Requests made during the period noted above will be reviewed for the membership calendar year dues.*
 - *Requests made outside of the period noted above will not be reviewed and the membership will be considered lapsed.*
- **Submission Limits.** *A maximum of three requests will be considered in any five-year span. More than five requests in a seven-year period will not be considered.*
- **Duration Limit.** *Requests will be considered for up to three consecutive years.*
- **Exceptions.** *All waivers are granted at the discretion of the Board of Directors. Waivers will not be granted beyond the conditions outlined above **except** in those instances in which compelling and extraordinary reasons are demonstrated for doing so.*
 - *Any further requests for a dues adjustment in the fourth consecutive year or beyond must be an exceptional circumstance and the appropriate form must be completed.*
 - *Notwithstanding the terms above, the Board of Directors can make discretionary terms for situations of prolonged disability or other impairment.*