



TO: AIA Peconic Membership
FROM: Executive Committee / AIA Peconic
DATE: October 18, 2007 *addendum:* January 10, 2012; March 6, 2013; October 2, 2013
RE: AIA Peconic Policies

For clarification and future archives please note the following policies are in effect:

- (1) Finances: No member shall have any right, authority or power to expend any money of the Chapter, incur any liability for or in its behalf, or make any commitment that will or may be deemed to bind the Chapter to an expense or liability unless such an expenditure, liability or commitment has been budgeted and authorized by the Executive Committee or a specific resolution at a meeting of the Chapter (Article 7, Item 7.021 of By-Laws) All travel, hotel, etc. arrangements for any member representing AIA Peconic will be made by the Executive Director.
- (2) AIA Peconic is to send representation to three important AIA events; Grassroots, AIA National Convention, and AIA New York State Convention. It is customary for AIA Chapters to send representation to these events and to defray the travel and lodging expenses. The Chapter Membership voted for the following expense coverage and attendance, **IF BUDGET ALLOWS**:
 - Grassroots – Event Fee, Housing, and Travel for two Board Members and the Executive Director
 - National Convention – Event Fee and Housing for two Board Members
 - State Convention – Event Fee for two Board Members
- (3) No informational notice is to be broadcast to AIA Peconic membership, either by e-mail or post, without the express approval of the AIA Peconic President and/or Vice President prior to distribution; this applies to members, community, and vendor solicitation.
- (4) The Scholarship savings account will be funded with \$7,500 each year, as long as funds are available. Each committee has a budget and each budget is expected to be met and self-funded. It is understood that some committees might exceed their costs, or generate excess revenues, and clearly one of the functions of AIA Peconic is to cover the cost if the costs exceed the revenues. Excess revenues shall go into serving the goals of this organization. *(October 10, 2013)*
- (5) Policy for Vendors. The Board decided that vendors who sponsor dinner meeting programs may be given a paper “label” copy of the member mailing list, which will always include the following proviso statement: *“By accepting this mailing list I agree that the list may be used to contact AIA Peconic members, but may not be sold, transferred or reproduced for any other reason.”* No electronic list is to be distributed.
- (6) Members are to be charged \$30 per meeting with the option of purchasing a yearly discount package for \$250.00. Members who fail to pay for the event will have their program learning credits withheld.
- (7) The yearly membership fee for **ASSOCIATES** is as follows:

a.	AIA National	\$ 75.00
b.	AIA State	\$ 40.00
c.	AIA Peconic	No fee for the first year
d.	AIA Peconic Dinner Fees	\$ 15.00
- (7a) Any member may request a waiver or adjustment of chapter, state, and/or national dues for cause or hardship. The member requesting such waiver or adjustment must submit an "AIA Dues Waiver/Adjustment Request Form" to the AIA Peconic Treasurer for Executive Committee review at the



next committee meeting. The Treasurer shall inform the member of the decision and/or recommendation regarding the request within 60 days of that meeting. The Treasurer shall forward the request for state and national review. Waiver or adjustment of state and national dues, respectively, shall be subject to separate approvals and notification. A member may be granted a waiver or adjustment of dues for no more than three (3) consecutive years.

- (8) ALLIED membership is for the principle of the firm (12 times a year) with a second member of that firm being entitled to attend 4 times a year.
- (9) In order to respect the privacy of and better serve our membership AIA Peconic has established our policy regarding the use of the membership email list. We request that blanket e-mails to the entire membership not be sent without prior approval of the Executive Committee. All questions should be directed to the Executive Director at aiapeconic@usa.net which will then be distributed to the Executive Committee. Appropriate emails will then be distributed by the Executive Director to the membership. *(March 6, 2013)*