

# Roles & Responsibilities of AIA Chapters & Sections

	Chapter	Mandatory Section	Voluntary Section
<b>Activities</b>	May carry out any activities allowed by Institute bylaws.	May carry out any activities allowed by Institute bylaws.	May carry out any activities allowed by Institute bylaws.
<b>Bylaws</b>	Must have bylaws approved by the Institute.	Must have bylaws approved by the Institute.	Need not have bylaws approved by the Institute.
<b>Core Member Services</b>	Must deliver Core Member Services.	Must deliver Core Member Services.	Need not deliver Core Member Services.
<b>Delegates</b>	Elects delegates to National Convention.	May not elect delegates to National Convention.	May not elect delegates to National Convention.
<b>Dues</b>	May charge dues.	May charge dues with permission of parent chapter.	May not charge dues.
<b>Governance</b>	Must elect officers and board.	Must elect officers and board.	Need not elect officers and board.
<b>Grassroots</b>	Must send 2 elected leaders and Executive Director (if any) to Grassroots once every 3 years.	Must send 2 elected leaders and Executive Director (if any) to Grassroots once every 3 years.	Need not send leadership or staff to Grassroots.
<b>Incorporation</b>	Must incorporate.	Must incorporate.	Need not incorporate.

	<b>Chapter</b>	<b>Mandatory Section</b>	<b>Voluntary Section</b>
<b>Membership</b>	Assigned.	Assigned.	Voluntary.
<b>Minimum Membership</b>	100 members to establish a new chapter.*	10 members to establish a new section.	10 members to establish a new section.
<b>Membership Staff</b>	Members must have access to staff (may be through partner).	May be staffed or unstaffed.	May be staffed or unstaffed.

## Financial Considerations for AIA Chapters & Sections

	<b>Chapter</b>	<b>Mandatory Section</b>	<b>Voluntary Section</b>
<b>National Resource Allocation</b>	Eligible. Distributed on the basis of membership size. Amount may be adjusted in statewide Member Service agreement.	Eligible. Distributed on the basis of membership size. Amount may be adjusted in statewide Member Service agreement.	Ineligible.
<b>Grassroots Leadership Conference</b>	Complimentary registration for Executive Director (if any) and two elected leaders.	Complimentary registration for Executive Director (if any) and two elected leaders.	Not eligible for complimentary registration, though leaders may attend.
<b>CACE Annual Meeting</b>	Up to \$1000 travel stipend for Executive Director (if any) to attend.	Up to \$1000 travel stipend for Executive Director (if any) to attend.	Not eligible for travel stipend.

\*Through 2015.