



2022 AIA Honorary Membership **Sample Application**

Submitter Information

Thank you for applying for Honorary AIA Membership. On this page please provide the information on who is filling out this application, this may or may not be the candidate.	
First Name *	
Last Name *	
Firm /Organization Name *	
Email Address *	
Phone Number *	

Eligibility, Jury List and Release Form

The AIA recognizes the notable contributions and service of people outside of the architecture profession with Honorary Membership in the Institute.	
Eligibility	<p>Nominees must not be eligible for membership in the Institute, including individuals who:</p> <ul style="list-style-type: none">• are eligible by education or experience and are employed, enrolled or participating in circumstances recognized by licensing authorities as constituting credit toward architectural licensure, or• are employed under the supervision of an architect in a professional or technical capacity directly related to the practice of architecture, or have a professional degree in architecture, or• are faculty members in university programs in architecture and who are actively involved in research, administration, or the teaching of architecture, or• have an architectural license or the equivalent from a non-U.S. licensing authority and demonstrate honorable standing in the profession in the locale in which they are licensed <p>Institute and component staff members may be nominated for Honorary Membership during their employment after:</p>



	<ul style="list-style-type: none">• they have completed a cumulative total of ten years as employees of the Institute and/or one or more components• such employment need not be continuous• the Secretary may waive all or part of the period of employment if an individual may be eligible for nomination for reasons other than his or her employment as an Institute or component staff member
Deadline	<ul style="list-style-type: none">• the deadline for submission completion is September 14, 2021 before 5 pm Eastern• all deadlines are strictly observed• there is no entry fee for this program
2022 Honorary Membership Jury	<p>The Jury for Honorary Members is composed of three members, two of whom are AIA members and one of whom is an Architect member for less than 10 years, nominated annually by the secretary for approval of the Board.</p> <p>2022 Jury</p> <p>TBD</p> <p>Communication with the jury from the time of submittal to completion of the jury process by the candidate or anyone acting on their behalf is inappropriate and cause for disqualification.</p>
Judging Criteria	<p>The Jury evaluates candidates based on how well the candidate or organization meets the program criteria which include how their contributions have:</p> <ul style="list-style-type: none">• The achievement of the nominee• The nominee's contribution to the profession of architecture• The nominee's contribution to the Institute. <p>Additional Considerations</p> <p>Throughout the submission, you are encouraged to highlight any aspects of the candidate's work or life experience that may have reflected contributions or sensitivity concerning areas of special interest to the</p>



	<p>Institute, its members, and the architecture profession, including but not limited to the Public policies and Position Statements of the AIA. These might include such areas as diversity, sustainability, or the mentoring of emerging professionals, to the degree the candidate has had the opportunity to address them, or as these topics may enhance the presentation. For instance, AIA juries include evaluating Honors & Awards submissions relative to the AIA Framework for Design Excellence. While submissions do not have to adhere entirely or fit comprehensively with all measures from the framework, submitters are strongly encouraged to consider their submission materials in this context. For additional information visit the AIA Framework for Design Excellence website.</p>
Release From *	<p>Information and illustrations for any project receiving an award or chosen for inclusion in any award citation will be taken from the information and materials submitted by the Entrant. There may be no further communication with an entrant prior to the announcement of an award. Accuracy, therefore, is essential.</p> <p>BY MAKING A SUBMISSION, THE ENTRANT AGREES THAT THE INFORMATION CONTAINED IN ITS CONCEALED IDENTIFICATION FORM AND ANY OTHER INFORMATION OR MATERIALS SUBMITTED BY THE ENTRANT ARE COMPLETE AND ACCURATE. THE ENTRANT FURTHER AGREES THAT IT SHALL INDEMNIFY AND HOLD HARMLESS The American Institute of Architects ('AIA') AND Hanley Wood, FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF THE USE OF ANY INFORMATION OR OTHER MATERIALS SUPPLIED BY THE ENTRANT. ALL ERRORS OR OMISSIONS ARE THE SOLE RESPONSIBILITY OF THE ENTRANT.</p> <p>The entrant further certifies that entrant has obtained all permissions necessary to permit AIA to publish, without financial or other obligation, any information, photograph or other materials submitted by the Entrant, including any permissions required from any individual, architect, contractor, owner or photographer, and such grant will include the necessary permissions to include the same in the AIA's designated periodical(s), published by Hanley Wood, LLC, for purposes of any announcements for this awards program. The Entrant certifies that the AIA is authorized to use all such materials as they deem appropriate in</p>



	connection with this awards program, including publicizing the program itself.
Terms and Conditions *	By agreeing below, I acknowledge that I have read and agree to the above terms and conditions. <input type="checkbox"/> I agree
Exhibits for Archives *	<input type="checkbox"/> I understand that should I be selected as the recipient of this award this submission will be archived by the AIA.

Candidate and Nominator’s Information

Candidate’s Name *	Please provide the candidate’s name exactly as you wish it to appear on all announcements and notifications.
AIA Component *	Select the AIA Component the Candidate would be affiliated with should they be granted Honorary Membership.
Candidate’s Firm /Organization Name *	
Candidate’s Phone # *	
Candidate’s Email Address *	
Candidate’s Address *	Street Address *
	Line 2
	City *
	Country *



	State / Province *
	Zip / Postal Code *
	Country *
Demographic Information	All demographic information provided is confidential, and only used for statistical purposes.
Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/> Other
Ethnicity *	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black and African American <input type="checkbox"/> Hispanic and Latino <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Two or more races <input type="checkbox"/> Prefer not to disclose
Candidate's Unpaid Labor Declarations *	<p>If you cannot answer 'Yes' to the Unpaid labor Declaration Policy, you are not eligible to submit for this award. Please contact HonorsAwards@aia.org should you have any questions concerning our Intern Declaration policy.</p> <input type="checkbox"/> I declare, acknowledge, and affirm that I do not utilize, employ, or otherwise engage labor that is unpaid, including working students, and neither does any firm of which I am an owner or manager, in part or in whole. I acknowledge this wording shall cover all persons working under my employ or that of my firm, regardless of position or title. I also recognize that exceptions recognized by



	<p>federal law (such as legally defined internships or educational cooperative programs) or by the AIA Rules of the Board are exempt from this policy.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I further declare, acknowledge, and affirm that I have not utilized any unpaid labor as defined above: for a minimum of 5 years prior to the application deadline for all Institute Honor Awards (if I am a candidate for such an award; and a minimum of 10 years prior to the application deadline for all other Institute Honors, including the Honors program, Membership Honors Awards, and Collaborative Achievement Awards (If I am a candidate for any of those awards). <input type="checkbox"/> I acknowledge adherence to the terms of this Policy
<p>Code of Ethics and Professional Conduct *</p>	<p>The AIA stands for universal respect for human dignity, and the unbiased treatment of all persons in employment, civic, and business transactions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I affirm that I uphold this value in all my business and professional practices, and all my activities and conduct relating to the AIA.
<p>Code of Ethics and Professional Conduct Continued *</p>	<p>In addition, the Rules of Conduct of the AIA Code of Ethics and Professional Conduct are mandatory for all AIA members and enforceable by the National Ethics Council.</p> <p>Rule 1.401 – Members shall not engage in harassment or discrimination in their professional activities on the basis of race, religion, national origin, age, disability, caregiver status, gender, gender identity, or sexual orientation.</p> <p>Rule 1.402 – Members shall not engage in conduct involving wanton disregard of the rights of others.</p> <p>Rule 2.101 – Members shall not, in the conduct of their professional practice, knowingly violate the law.</p> <p>Rule 2.104 – Members shall not engage in conduct involving fraud.</p>



	<ul style="list-style-type: none"><input type="checkbox"/> I affirm that, throughout the course of my AIA membership, I have consistently abided by the standards set by Rules 1.401, 1.402, 2.101 and 2.104 of the 2018 AIA Code of Ethics and have not engaged in conduct that may have violated the standards stated there.<input type="checkbox"/> I understand and agree that the AIA may take any action it finds appropriate (including the withdrawal of any honor or award) if any affirmation I have made is false, misleading, or deceptive, or any other reason the AIA may in its sole discretion determine is appropriate.
Background Check*	<p>The AIA reserves the right to conduct a background check of recipients of AIA Honors and Awards.</p> <ul style="list-style-type: none"><input type="checkbox"/> I understand any potential recipient of an AIA Honor or Award program may be subject to a background check and hereby consent to such a background check and to such other inquiry as the AIA, in its sole discretion, may determine to be appropriate.
Nomination Information	<p>AIA Components, Knowledge Communities, members of the national AIA Board of Directors, and Strategic Council may submit nominations.</p> <p>Please select your nominator and complete the associated information.</p> <ul style="list-style-type: none"><input type="radio"/> AIA Board of Directors or Strategic Council Member<input type="radio"/> AIA Component<input type="radio"/> AIA Knowledge Community

Copyright Information and Announcement Images

Greater Rights *	<p>For good and valuable consideration, the exchange of which is hereby acknowledged, I grant The American Institute of Architects ('AIA') a non-exclusive license to use my copyrighted Work, including any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies or other copyrightable material, (the "Work") identified on this form and submitted in connection with this submission as follows.</p> <p>This license shall permit limited rights to use, reproduce, crop or resize,</p>
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	<p>publicly display, distribute and transmit worldwide the Work during the full term of the copyright in all media, now known or hereafter devised, including the internet, without payment of any royalty or license fee, as follows:</p> <ul style="list-style-type: none">• in connection with the announcement of any awards under the awards program and the promotion of the awards program itself• in connection with efforts to educate architects through different media, in which AIA members, only, have access to view the Work; provided, however, that AIA shall implement reasonable technological measures to ensure that access is limited to AIA members, shall provide written notice accompanying each access to the Work specifying the conditions under which the Works may be used and that any other use requires additional permissions from me, and shall provide the written contact information supplied below so that the AIA member can contact me for permission for further use <p>This license applies when the entrant has not secured greater rights to copyrighted material by a license or other agreement. If the entrant has previously secured greater rights to the copyrighted material, please select 'Entrant has secured greater rights to copyrighted material' below.</p> <ul style="list-style-type: none"><input type="checkbox"/> Entrant has NOT secured greater rights to copyrighted material.<input type="checkbox"/> Entrant has secured greater rights to copyrighted material.
Copyright Information File *	<p>Please provide a .PDF file showing the following information.</p> <ul style="list-style-type: none">• For announcement images:<ul style="list-style-type: none">○ Thumbnail○ Caption - Under 200 characters○ Copyright credit (name and contact information) - who took the photo○ Copyright notice (name and contact information) - who owns the photo• For all images in the submission file:<ul style="list-style-type: none">○ Thumbnail○ Page of the portfolio it appears on○ Copyright credit (name and contact information) - who took the photo



	<ul style="list-style-type: none">○ Copyright notice (name and contact information) - who owns the photo● For work featured in the submission file (e.g. text, brochures, drawings, photographs, graphics, plans, closed, books, or other copyrighted material):<ul style="list-style-type: none">○ Author/Creator○ Copyright owner○ Publication Date <p>Upload Here</p>
Permissions and Indemnification *	<p>By submitting this Copyright Permission Form for Textual and Visual Works, I represent that I have obtained all permissions that I believe are necessary to grant the limited rights granted by this Form and that the use or reproduction of the Work by AIA as permitted by this Permission Form shall not, to the best of my knowledge, information and belief, infringe or violate any other person’s copyrights.</p> <p>I AGREE TO INDEMNIFY AND HOLD HARMLESS AIA FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS. AIA AGREES TO INDEMNIFY ME AND HOLD ME HARMLESS FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ITS USE OF THE WORK.</p> <p>By entering your name below you acknowledge all the information above is correct.</p>
Photographer’s Approval Form *	<p>For any work in which you are not the copyright owner your photographer(s)'s signature is required on the AIA Photography Release Form to be uploaded below as a .pdf file. If multiple photographers were used please provide all the executed forms in one PDF file.</p> <p>Upload Here</p>
Announcement Images	<p>Should your candidate be selected as the recipient please provide five images from your submission to be used for the announcement on</p>



	<p>AIA.org and upload below. These photos are not for jury review and only for AIA.org.</p> <p>Photos must be:</p> <ul style="list-style-type: none">• A .jpg file• A single image• 3200 pixels wide by 1800 pixels tall – photos must be landscape• A minimum of 72 dpi• No white border <p>Photos that do not meet these requirements will not be displayed.</p>
Announcement Image #1 - Headshot *	Upload here
Announcement Image #2 -Project	Upload here
Announcement Image #3 - Project	Upload here
Announcement Image #4 -Project	Upload here
Announcement Image #5 -Project	Upload here

Reference Letters

Reference Letters	<p>Seven reference letters are required.</p> <p>The references should be people who know the candidate well and are able to verify and testify to the accomplishments cited in the summary of achievements. References should be explicit in their recommendation and contain specific reasons for support.</p> <p>Reference letters must be:</p> <ul style="list-style-type: none">• one-page, focusing on one or two aspects of the candidate's submission (two-page letters will be removed from your file and not reviewed by the jury).• on company letterhead
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	<ul style="list-style-type: none"> • signed • uploaded as a PDF file into the system using the unique link provided to each reference writer prior to 5 pm Eastern on September 14, 2021. <p>Please note that it is in the candidate’s best interest to demonstrate a broad range of support and influence.</p> <p>All reference letters are to remain confidential. It is the candidate's responsibility to contact the reference writers and establish if they are willing to act as a reference and to emphasizes the importance of submitting a letter in a timely fashion.</p>
Reference Writer 1 *	Full Name
	Email
Reference Writer 2 *	Full Name
	Email
Reference Writer 3 *	Full Name
	Email
Reference Writer 4 *	Full Name
	Email
Reference Writer 5 *	Full Name
	Email
Reference Writer 6 *	Full Name
	Email
Reference Writer 7 *	Full Name
	Email



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Materials for Jury Review

Candidate's Name *	First Name/ Middle Initial	Last Name
Candidate's Summary Statement *	Describe how the candidate's work may be considered notable and how it has advanced the profession of architecture in a 25 to 35-word statement . A simple statement can sometimes say a lot more than one that is overreaching, and the jury will rely heavily on this statement during the review process.	
	Word Limit: 35	
Candidate's Education *	Supply in reverse chronological order the candidate's higher education only – provide the name and location of the education institution, the number of years attended, and the degree(s) received.	
Upload Materials for Jury Review	Submit supporting documentation in a single .PDF file - max 20 MB not to exceed 22 pages - and include in the order listed:	
	<ol style="list-style-type: none"> 1. nomination letter (one page) 2. the candidate's professional activities and accomplishments that constitute distinguished service to the profession of architecture or to the arts and sciences allied there with (max of two pages) 3. the candidate's professional activities and accomplishments that constitute distinguished service to the Institute (max of two pages) 	



	<p>4. all other qualifications (honors, awards, publications, positions held, etc.) (max of two pages)</p> <p>5. other exhibits (max of 15 pages) as appropriate to support the nomination (photographs, brochures, booklets, etc.)</p> <p>Upload here</p>
Ready to submit *	<ul style="list-style-type: none"><input type="checkbox"/> I verify all the information associated with this nomination is accurate and I am ready to submit payment.<input type="checkbox"/> I understand once payment is made the submission will be completed and no further edits may be made.