

# Appendix A: Format for Submission of a Complaint

Mail to: Chair, National Ethics Council  
The American Institute of Architects  
1735 New York Avenue, NW; Washington, DC 20006

Email to: [aiaethics@aia.org](mailto:aiaethics@aia.org)

**1. Complaint Date:**

**2. Complainant(s):** (submitter of Complaint)

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

**3. Complainant's Advisor or Counsel:** (optional)

Do you have an Advisor or Counsel?  Yes  No

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Complainant acknowledges that all acts and representations by this advisor or lawyer will be taken as acts or representations of the Complainant.

**4. Complainant's Contact:**

All correspondence with regard to this matter will be sent to this person.

**5. Respondent(s):** (subject of Complaint)

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

<b>6. Rule(s) Violated:</b> (no Canons or Ethical Standards) (provide Chronological Narrative as Item 13 below)	Rule Citation Violated*	Last Violation Date	Time Elapsed Until Complaint** (days between Last Violation Date and Complaint Date)

\* If claiming a violation regarding responsibility claimed or credit due for projects or other work, complete Appendix C and file the required information with this Complaint.

\*\* If this number exceeds 365 days, Complaint is considered delayed and may not be heard. Litigation or licensing proceedings may not be good cause for delay. Explain any mitigating cause for delay:

**7. Knowledgeable Parties:**

**8. Supporting Documents:**

**9. Other Filings:**

Is there currently pending civil litigation or an administrative (Licensing Board) proceeding concerning the subject matter of this Complaint?

Yes  No [*indicate only one*]

*If yes, give details and describe the schedule for resolution.*

**10. Confidentiality:**

Complainant agrees to avoid public disclosure and discussion of this Complaint, the parties involved, and the issues under consideration. The Complainant may contact persons with knowledge of the matter, who are potential witnesses, or who might otherwise have information relevant to allegations in a complaint.

Yes  No [*indicate only one*]

**11. Release and Waiver:**

The undersigned hereby gives consent to The American Institute of Architects, its officers, directors, committee members, staff, members of the National Ethics Council, or other members (AIA) for the disclosure of the Complaint and all other submissions by or on behalf of Complainant to: (1) the Respondent(s) named in the Complaint and any lawyer or advisor designated by Respondent(s); (2) the AIA directors, officers, committee members, and staff whose access to the submissions is necessary for the resolution of the proceeding; and (3) the membership and the public generally in the event a Respondent is found in violation of the Code of Ethics and Professional Conduct and a nonconfidential sanction is imposed.

THE UNDERSIGNED, INDIVIDUALLY AND ON BEHALF OF ANY FIRM OF WHICH THE UNDERSIGNED IS AN OWNER OR MANAGER, AGREES TO RELEASE AND WAIVE AND AGREES NOT TO SUE THE AIA FOR ANY DAMAGES RESULTING OR ALLEGED TO RESULT FROM THE FILING OF THIS COMPLAINT, INCLUDING AIA'S RECEIPT, REVIEW, AND ANY ACTION THEREON, INCLUDING PUBLIC DISCLOSURE OF ITS CONTENTS.

**12. Complainant's Signature:**

\_\_\_\_\_  
*Signature of Complainant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed or Typed Name of Complainant*

**13. Chronological Narrative:**

(proceed date-by-date through events and expand as necessary)

Date	Event (state the facts of what occurred)	Related Rule(s) (when applicable)	Supporting Exhibit(s) (when applicable)