

AIAS Local Dues Policy

Effective August 2025

Purpose

Local dues are an optional tool for chapters to access additional funding for local programming, events, and resources. This policy provides a clear, equitable structure for participation across the AIAS network while encouraging sustainable chapter development.

The intent of this policy is to ensure chapters collecting local dues follow consistent, fair, and responsible financial practices. Additionally, it will reduce administrative and legal risk for both AIAS HQ and chapters.

Policy Overview

Chapters may elect to participate in the AIAS Local Dues Program. Participation is optional and contingent on the chapter's ability to comply with this policy.

1. Eligibility and Opt-In

- Chapters must opt in annually through the [Local Dues Request Form](#), due **August 15**.
- To be eligible, chapters must:
 - Anticipate a **minimum of \$250** in local dues revenue (approximately ~30 members)
 - Demonstrate readiness with appropriate **systems** and **personnel** to manage local dues responsibly (e.g., university or chapter bank account, President, Treasurer or Faculty Advisor)
- Local dues revenue under \$50 **will not be distributed** and **will be forfeited** to the AIAS Leadership Fund.

2. Collection Timeline

- AIAS Headquarters collects local dues from members at the time of membership payment.
- Disbursements are made twice per year:
 - **January 15** (request form **due** by December 31)
 - **June 15** (request form **due** by May 31)

3. Disbursement Requirements

To receive local dues funds, participating chapters must:

- Submit a [Local Dues Disbursement Request Form](#) by the deadline preceding each disbursement.
- **Have a verified chapter or university bank account** that can accept funds.
 - ACH / Direct Deposit through [Bill.com](#) is preferred

Access and Expiration

- Chapters have until **7 months** after the end of the AIAS fiscal year to claim their disbursement (*e.g., funds collected between June 1, 2025 - May 31, 2026 must be claimed by December 31, 2026*)
- After that date:
 - Amounts under \$50 will be **forfeited automatically**
 - Funds above \$50 become **nonrefundable**
 - All forfeited funds will be redirected to the AIAS Leadership Fund
- *Please note: Physical checks are automatically voided after 90 days. HQ will work to reissue a check **once** if automatically voided. Upon reissue, should the check be voided again due to the chapter's failure to deposit it, those funds will be considered forfeited and redirected to the AIAS Leadership Fund.*

Important Notes

- Chapters **are not eligible** to collect local dues **outside** of this process. Chapters unable to receive funds due to university restrictions are not eligible to participate.
- Local Dues collection is not recommended for international chapters due to the difficulty of currency exchange.
- Chapters are responsible for staying in compliance with this policy to maintain good standing and eligibility for other forms of support.