



AIA

2018 Dues Installment Program

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The outlined **Dues Installment Program** is being presented as guidelines to local and state component staff, and volunteer leadership.

2018 Dues Installment Program

I. Eligibility

All renewing, new & reinstating Architect, Associate, International Associate, Allied (Institute only), and New Graduates are eligible to participate in the 2018 Dues Installment Program. Reinstating members will enroll through a manual process until development is completed for complex steps dues.

Reinstating members must enroll through a manual process until development is completed for complex steps dues. Effective August 2, 2013 new graduate members may enroll in the Dues Installment Plan online.

3.11 Period and Due Date of Dues. Dues shall cover a calendar year and, except as otherwise provided in these Bylaws, shall be due and payable in full on or before January 15 of each year.

3.134 Dues Payment Programs. Notwithstanding any other provisions of these Bylaws, the Board may provide in the Rules of the Board for programs under which new or renewing members may pay their regular annual dues to the Institute in one or more installments over a period of time during the year in which the dues are due and payable. Any such program may provide for service and interest charges, and include such other terms and conditions, as the Board may find appropriate.

3.161 Regular Dues Default. Every member who has not paid full regular dues owed for the calendar year shall be in default, provided, however, that no member shall be considered as in default so long he or she is current in his or her dues payments made in accordance with any programs approved by the Board in accordance with Section 3.134 of these Bylaws.

- All components will participate in the Dues Installment Program.
- Renewing members participating in Dues Installment Program may enroll beginning upon receipt of their 2018 renewal invoice. Renewing members must enroll online at www.aia.org/renew.
- New members participating in the program must enroll from October 1, 2017 through April 30, 2018. New members may enroll online at www.aia.org/join.
- Reinstated members will be eligible to participate in the 2018 Dues Installment Program and must enroll from October 1, 2017 through April 30, 2018.
- Reinstating members must enroll through a manual process until development is completed for complex steps dues.
- New and reinstating members currently have the ability to receive prorated dues by quarter and will not be responsible for full dues after April 30, 2018.

- Renewing members will remain active during the membership renewal grace period as long as they enroll into the installment program before April 4, 2018. AIA member benefits remain active for members who enroll in the Dues Installment Program or pay their dues in full after April 4, 2018.
- Members who have not renewed their Institute membership by April 4, 2018, will be considered as lapsed and will not receive membership benefits until either dues payment is made in full or the member enrolls in the Dues Installment Program. The deadline to enroll is April 30, 2018.
- Members must have a valid e-mail address and credit/debit card in order to participate in the program. Debit cards must possess a valid credit card logo on front.

II. Enrollment

- Dues Installment Program will be offered to members in the 2018 renewal notification. Members will be able to enroll upon receipt of invoice notification to enroll online by completing the appropriate enrollment form.
- Renewing, Reinstating and New members may enroll their dues up to six equal installments beginning October 1, 2017 through January 30, 2018. No member will be allowed to have more than six installments and all installments will be completed June 30, 2018.
- To enroll in the Dues Installment Program, members must agree to the program's terms and conditions and pay a \$40.00 administrative fee to help cover the costs of administering the program. The administrative fee will be distributed in equal portions to the member's monthly installment payments.
- The installment term for the 2018 program will be for up to six months only, starting October 1, 2017, and ending June 30, 2018. Members may enroll into the program prior to April 30, 2018.
- Members may choose to authorize an automated electronic debit to their credit/debit card. The member is responsible for ensuring credit card or account information is accurate and up-to-date during the installment payment period.
- Check payments will not be accepted.
- Each participating member will be asked to complete online enrollment authorization agreement allowing the American Institute of Architects to debit his or her credit/debit card. Reinstating members will be asked to complete an enrollment authorization form as a part of a manual process.
- Members may update or change their credit card account by signing a new authorization form and submitting it by e-mail, fax, or mail to National for processing. The form can be found at www.aia.org/renew.
- Depending on the member's financial institution, additional information may be required.

- Firms who choose to use the Dues Installment Program on behalf of their employees must enroll their Institute members individually online. This must also include the authorized credit or debit account from which each member's dues can be paid.
- Members who were enrolled in the 2017 Dues Installment Program must complete the 2017 installment payments before July 30, 2017, in order to participate in the 2018 installment program. These members will need to re-enroll online due to component participation for 2018.
- Members who have an outstanding balance from 2017 and did not participate in the 2017 Dues installment Program must pay that balance in full and will not be allowed to include that open balance in the 2018 Dues Installment Program.
- Members who participate in the 2017 Dues Installment Program and have an outstanding balance after July 30, 2017 must pay that balance in full prior to enrolling into the 2018 program and will not be allowed to include that open balance in the 2018 Dues Installment Program.

III. Payment Schedule

- Members enrolled in the Dues Installment Program agree to authorize the American Institute of Architects, or National's authorized representative, to make withdrawal payments against the account identified, in the amount and frequency requested, until the full amount of his/her annual dues payment for membership in the American Institute of Architects is reached.
- Number of payments will depend on enrollment date and may range from 6 to 3 equal payments. If enrollment occurs January or prior, there will be six payments. If enrollment is after January, there will be fewer payments, but no less than 3.
- The payment schedule is the 28th of each month. The installment will be charged on approximately the last business day of each month.

Example of Payment Schedule for Enrollees

Members can choose up to six installments beginning October 1					
Installment	Membership Dues (National, State & Local)	Supplemental Dues	Service Fee	Total Installment Monthly Charge	Credit/Debit Card Authorization Date
Architect Example	\$344.00	\$300.00	\$40.00	\$984.00	6 Installment Schedule
#1	\$107.33	\$50.00	\$6.67	\$164.00	28-Oct
#2	\$107.33	\$50.00	\$6.67	\$164.00	28-Nov
#3	\$107.33	\$50.00	\$6.67	\$164.00	28-Dec
#4	\$107.33	\$50.00	\$6.67	\$164.00	28-Jan
#5	\$107.33	\$50.00	\$6.67	\$164.00	28-Feb
#6	\$107.33	\$50.00	\$6.67	\$164.00	28-Mar
Total	\$644.00	\$300.00	\$40.00	\$984.00	Total Installments

Installment will be charged on approximately the last business day of each month

- Members who enroll in the Dues Installment Program starting October 2017, the authorized 1/6 (or available installment) payment of their membership dues, component supplemental dues (if any) and administrative fee must be paid in full each month. The member will be automatically charged in accordance with the enrollment agreement.
- Members enrolled in the Dues Installment Program must pay the full amount of each installment invoice received under the program. A payment less than that shown on the installment invoice will not be accepted. In that instance, the member will be contacted to determine the reason for the lesser payment and may be referred to his or her local or state component to make additional arrangements.
- The first installment payment will be processed upon enrollment. Thereafter, the member's credit or debit card will be automatically charged according to the payment schedule. Members will receive an automated e-mail confirmation of enrollment into the Dues Installment Program once they have enrolled into the program online (Reinstating members will be enrolled manually).
- Members enrolled in the Dues Installment Program will receive an automated e-mail confirmation for each payment after their credit/debit cards are charged.
- Once enrolled, members will not be able to adjust the payment schedule for the 2018 Dues Installment Program. The program allows all members to follow the same payment schedule if they enroll after the first installment period beginning in October 2017.
- Members receiving an adjusted dues waiver will be eligible to enroll into the installment program after receiving approval notification from the Secretary of the Institute on their waiver request. The member will be able to enroll into the installment program online once their dues waiver/adjustment has been approved.

Enrollment by Month Framework	Enrolling Month	Available Installments	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Month 1 - 2017 DIP Enrollment	Oct-15	6	1	2	3	4	5	6			
Month 2 - 2017 DIP Enrollment	Nov-15	6		1	2	3	4	5	6		
Month 3 - 2017 DIP Enrollment	Dec-15	6			1	2	3	4	5	6	
Month 4 - 2017 DIP Enrollment	Jan-16	6				1	2	3	4	5	6
Month 5 - 2017 DIP Enrollment	Feb-16	6					1	2	3	4	5
Month 6 - 2017 DIP Enrollment	Mar-16	6						1	2	3	4
Month 7 - 2017 DIP Enrollment	Apr-16	6							1	2	3
			Legend	█	First Installment						
				█	Last Installment						
				█	Beginning Enrollment Period						
				█	End Enrollment Period						

IV. Cancellation

- A member may resign his/her membership at any time during the agreement term.
- A written request from the member is required in order to resign his/her membership.
- The member is obligated to make full payment of prorated dues for the period up to National's receipt of his/her notice of resignation.
- Members will be dropped from the Dues Installment Program if any payment is not received within 60 calendar days after due date (e.g., because the member's credit/debit card has been declined). In that event, any remaining balance on 2018 dues will become due and payable immediately.
- Members will be notified on a monthly basis of any delinquent installment payment due to declined credit/debit card. Each member will receive an automated email from the Member /Component Support team informing them of their delinquent installment and requesting a new credit/debit card payment method. Component will be notified of any delinquent member and will request approval prior to lapsing the member's membership, due to delinquency.
- Components will assist National in obtaining valid credit/debit card information for members that are delinquent due to non-installment payments.

V. Refund

- No refunds will be given as the member will receive benefits up until they become delinquent.

VI. Component Participation

- All Components will participate in the 2018 Dues Installment Program and there will be no opt out ability.
- National currently incurs all administrative costs, credit card and bank fees for the processing of membership dues. The \$40.00 Dues Installment Program administrative fee will be used to subsidize the cost incurred by National for the implementation and management of the Dues Installment Program. The administrative fee will be allocated to National only and is non-refundable.
- National will provide marketing and communications to members in participating Components about the Dues Installment Program. Components will not be given the choice to opt-out of the marketing messages being sent to members by National.
- National will provide monthly reports on the Dues Installment Program throughout the program's durations and Components can run the reports through netFORUM.