



2010 Membership Dues Payment Plan

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

2010 Member Dues Payment Plan

I. Eligibility

- All active 2009 members, including renewing Architect, Associate, International Associate, and Allied (Institute only) who receive a 2010 dues renewal invoice, are eligible if they meet the requirements for a waiver or deferral of Institute dues under Section 3.03 of National's Rules of the Board:

3.03 Secretary's Authority.

3.031 Waiver and Deferral of Institute Dues Payments. The Secretary may waive or defer payment of National dues of any member for up to one year upon written presentation of satisfactory evidence of financial hardship, medical disability; sabbatical, family leave, unemployment or partial employment or such other hardship as may reasonably justify waiver or deferral. A minimum annual payment may be required in all cases to cover the costs of mailings. A waiver for any of the reasons stated above is annual and renewable upon written request for up to a total of three consecutive years.

The following declaration of hardship will be included on the renewal invoice or online enrollment page:

2010 Membership Dues Payment Plan Program

Members wishing to enroll in the 2010 MDPP program must be eligible for a waiver or deferral of Institute dues because of financial hardship, unemployment or similar circumstances specified in Section 3.03 of National's Rules of the Board.

Eligible members interested in participating in the 2010 Membership Dues Payment Plan will be able to enroll online beginning January 4, 2010.

Members will be required to authorize The American Institute of Architects to make withdrawal payments against a valid credit/debit card based on the scheduled terms for the payment of annual dues. See terms and conditions to learn more @ www.aia.org/installmentpayments

- All components may participate in the MDPP. However, any component that wishes to opt-out of the plan must provide written or oral notification to the AIA Member Services team no later than Monday, October 12, 2009. Components that have not reported their 2010 Call for Dues Rates can provide us their decision before their chapter invoicing begins.
- If any state or local component opts out, then that state or local component portion of the dues will not be part of the MDPP. However, the member will have the option to enroll National portion of his or her dues into the payment plan.

Component Participation and MDPP Eligibility:

Local	State	National	Component Member Enrollment Eligibility	National Member Enrollment Eligibility
Opt In	Opt Out	Opt In	No	Yes
Opt Out	Opt In	Opt In	No	Yes
Opt In	Opt In	Opt In	Yes	Yes
Opt Out	Opt Out	Opt In	No	Yes

- Members participating in MDPP may enroll beginning January 4, 2010. Members must enroll online at aia.org.
- Members will remain active during the membership renewal grace period as long as they enroll into the dues payment plan before March 31, 2010. AIA member benefits remain active for members who enroll in the MDPP program or pay their dues in full after April 6, 2010.
- Members who have not renewed their Institute membership by April 6, 2010, 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 MDPP. The deadline to enroll is April 30, 2010. Enrollment requests to participate in the MDPP received after April 30, 2010, will be reviewed on a case-by-case basis.
- New and reinstated members are NOT eligible to participate in the MDPP.
- Members must have a valid e-mail address and credit card in order to participate in the program.

II. Enrollment

- MDPP will be offered to members in the 2010 renewal notification. Members will be required to wait until January 4, 2010, to enroll into the program due to online automation development.
- To enroll in the MDPP, members must agree to the plan's terms and conditions and pay a \$17.25 service fee to help cover the costs of administering the plan. The service fee will be distributed in equally portions to the member's monthly installment payments.
- The installment term for the 2010 plan will be for six months only, starting January 4, 2010, and ending June 30, 2010. Members may enroll into the plan prior to April 30, 2010.
- Members may choose to authorize an automated electronic debit to their credit card or debit card. The member is responsible for ensuring credit card or account information is accurate and up-to-date during the payment plan period.
- Check payments will not be accepted.
- Each participating member will be asked to complete an online enrollment authorization allowing the American Institute of Architects to debit his or her credit card and stating the member's eligibility to participate in the plan under rules governing the waiver or reduction of dues payments for 2010.
- 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.
- Depending on the member's financial institution, additional information may be required.
- Firms who choose to use the MDPP 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 2009 MDPP program must complete the 2009 installment payments before December 31, 2009, in order to participate in the 2010 payment plan. These members will need to re-enroll online due to component participation for 2010.
- Members who have an outstanding balance from 2009 and did not participate in the 2009 MDPP program must pay that balance in full and will not be allowed to include that open balance in the 2010 MDPP.

III. Payment Schedule

- Members enrolled in the MDPP 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.
- The payment schedule is the last working day of each month.

Example of Payment Schedule for Enrollees

6 Month Installment Payment Plan Model						
Installment	Membership Dues (National, State & Local)	Supplemental Dues	Service Fee	Total Installment Monthly Charge	Credit/Debit Card Authorization Date	
Architect example:	\$244 +\$300 +\$100=\$644.00	\$300.00	\$17.25	\$961.25	6 Installments Schedule	
#1	\$ 107.33	\$50.00	\$2.88	\$ 160.21	1/30/2010	
#2	\$ 107.33	\$50.00	\$2.88	\$ 160.21	2/26/2010	
#3	\$ 107.33	\$50.00	\$2.88	\$ 160.21	3/30/2010	
#4	\$ 107.33	\$50.00	\$2.88	\$ 160.21	4/30/2010	
#5	\$ 107.33	\$50.00	\$2.88	\$ 160.21	5/29/2010	
#6	\$ 107.33	\$50.00	\$2.88	\$ 160.21	6/30/2010	
Total	\$ 644.00	\$300.00	\$17.25	\$ 961.25	Total Installments	

- For members who enroll in the MDPP program starting January 4, 2010, the authorized 1/6 payment of their membership dues, component supplemental dues (if any) and service fee must be paid in full each month. The member will be automatically charged in accordance with the enrollment agreement.
- Members enrolled in the MDPP must pay the full amount of each installment invoice received under the plan. 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 payments will be processed January 29, 2010, depending on the member’s date of enrollment. Thereafter, the member’s credit or debit card will be charged according to the payment schedule. Members will receive an e-mail confirmation of enrollment into the MDPP program, once they have enrolled into the program online.
- Members enrolled in the MDPP will receive an e-mail confirmation for each payment after their credit cards are charged.

- Once enrolled, members will not be able to adjust the payment schedule for the MDPP. The plan allows all members to follow the same payment schedule if they enroll after the first installment period on January 29, 2010. If a member enrolls into the payment plan before April 30, 2010, the member will be enrolling into the plan based on the remaining installments in the plan.

Example	Jan 10 Enrollment	Feb 10 Enrollment	Mar 10 Enrollment	April 10 Enrollment	May 10 Enrollment	June 10 Enrollment
Member Installment A	6 Installments	5 Installments	4 Installments	3 Installments	Not available	Not Available
Service Fee	6 Installments	5 Installments	4 Installments	3 Installments	Not Available	Not Available
State & Local Supplemental Fee	6 Installments	5 Installments	4 Installments	3 Installments	Not Available	Not Available
Example	Jan 10 enrollment	Feb 10 Enrollment	Mar 10 Enrollment	April 10 Enrollment	May 10 Enrollment	June 10 Enrollment
Total Dues & Service Fee (State & Local Supplemental Dues)	6 Total Payment for Membership Dues, Service Fee and State & Local Supplemental Dues	5 Total Payment for Membership Dues, Service Fee and State & Local Supplemental Dues	4 Total Payment for Membership Dues, Service Fee and State & Local Supplemental Dues	3 Total Payment for Membership Dues, Service Fee and State & Local Supplemental Dues	Not Available	Not Available
Enrollment Criteria	Launch Enrollment Period	Members may enroll into the program up until April 30 th , 2010. Members will be required to pay their total 2010 dues amount divided based on the remaining installments left for the enrollment period. All Installments will be billed per the schedule outlined enrolling into the program				

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 MDPP program if any payment is not received within 30 calendar days after due date (e.g., because the member's credit card has been declined). In that event, any remaining balance on 2010 dues will become due and payable immediately.

V. Refund

- Refund requests will be handled on an individual basis, in consultation with the member's local and state components.

VI. Component Participation

- Local and state components have the option to opt out of the 2010 MDPP program before October 12, 2009.
- The state component *must* opt in in order for the local component to participate in the plan. It is not possible to offer the payment plan for the local component tier only
- Should the state or a local components opt out of the program, the member will be able participate in the MDPP program for National dues only. Those members enrolling into National-only payment plan will be required to pay their state and local dues in full and enroll into National installment plan with the first installment of their full dues and 1/6 of their service fee (for those members participating at the start of the year). These total payments will be processed upon enrollment into National-only MDPP plan.
- State and Local components may not change their participation status after October 12, 2009.
- Local and/or state supplemental dues may be added to the payment plan and paid over the six-month period. Members enrolling in the MDPP who incur local or state supplemental dues charges are required to complete the online Supplemental Dues Liability form during the check-out process on aia.org.
- National currently incurs all administrative costs, credit card and bank fees for the processing of membership dues. The \$17.25 MDPP service fee will be used to subsidize the cost incurred by National for the implementation and management of the MDPP. The service fee will be allocated to National only.
- National will provide marketing and communications to members in participating components about MDPP. Components will not be given the choice to opt-out of the marketing messages being sent to members by National. Those members of components participating in the program will receive communication to enroll Institute, state, and local dues into the program and those members of components who do not participate will receive National-only offer.
- National will provide monthly reports on the MDPP throughout the program's duration.

X. Plan Timeline

Dates are based on approval from the Secretary and online automation development. These dates may be subject to change based on development of automation level of effort by the Integrated Web Strategy and Technology team and the appropriate vendors. Notification of any major milestone dates will be communicated accordingly.

Initiative	Target Date(s)
Approval of proposed plan by the Secretary of the Institute	October 2, 2009
Component Announcement of 2010 MDPP Program	October 2, 2009
Component Outreach	October 2-9, 2009
Component Opt-Out Deadline	October 12, 2009
2010 Membership Renewal by Component with MDPP announcement	October 19 - November 14, 2009
End of Year Renewal Reinforcement from the President & President-elect	December 14, 2009
2010 MDPP Enrollment Announcement – (AIA.org, AIArchitect, LinkedIn, Facebook, eNewsletters, etc)	December 21, 2009
Reminder: 2010 Membership Renewal	January 12, 2010
2010 Membership Dues Payment Deadline	January 15, 2010
Reminder: 2010Renewal/MDPP to non-paid members as of 1/23/10.	January 26, 2010
*2010 MDPP 1 st Installment	January 29, 2010
Reminder: 2010 Membership Renewal	February 16, 2010
*2010 MDPP 2 nd Installment	February 27, 2010
Reminder: 2010 Membership Renewal/Lapse April 6 th	March 15, 2010
*2010 MDPP 3 rd Installment	March 30, 2010
Lapse Period	April 6, 2010
Winback Announcement : 2010 Membership Renewal/Lapse members	April 13, 2010
*2010 MDPP 4 th Installment	April 30, 2010
*2010 MDPP 5 th Installment	May 28, 2010
Final Membership Cancellation letter from the Secretary	June 14, 2010
*2010 MDPP 6 th Installment	June 30, 2010
Winback Strategy	July 7- August 3, 2010