



Automatic Membership Dues Renewal Program Policies

Eligibility

- All active new, renewing, and rejoining members are eligible to participate in the Automatic Membership Dues Renewal Program.
- There is no fee assessed for enrolling in the Automatic Membership Dues Renewal Program.
- During special periods, AIA may offer special promotions or incentive campaigns to increase enrollment in the Automatic Membership Dues Renewal Program.
- ArchiPAC contributions, supplemental dues, and mandatory or voluntary state and/or local chapter assessments are not eligible for auto-renewal enrollment.
- Members may elect to enroll in the Dues Installment Program or the Automatic Membership Dues Renewal Program; dual enrollment will not be permitted. Active enrollees of the Dues Installment Program may only convert to the Automatic Membership Dues Renewal Program for the next membership renewal period after satisfying all scheduled installments.
- Members receiving a dues adjustment/reduction will not be eligible to enroll in the Automatic Membership Dues Renewal Program.

Enrollment

- Enrollment will be offered to members beginning with the 2024 renewal period for the 2025 renewal year. Members will be able to enroll online during the online join or online renewal checkout process.
- Members must agree to the program's terms and conditions to enroll in the Automatic Membership Dues Renewal. Participating members will be asked to complete an online enrollment authorization agreement allowing the American Institute of Architects to debit the credit/debit card for membership dues.
- The member is responsible for ensuring credit or debit card information is accurate and up to date for future debiting.
- Check payments will not be accepted.
- Members may update or change their credit card account by contacting the Member Support Center. Online payment management is not currently available.
- Members can cancel enrollment immediately by accessing My Account at me.aia.org, selecting Membership, and selecting "Cancel" under "Manage My Autorenewal" or they may cancel by contacting the Member Support Center at (800) 242-3837.

Payment Schedule

- Members enrolled in the Automatic Membership Dues Renewal Program agree to authorize the American Institute of Architects to make withdrawal payments from the credit or debit card provided.

- The Automatic Membership Dues Renewal debiting process will occur on December 1.
- At the time of debiting, the membership will be active through December 31, 2025.
- The American Institute of Architects will provide two notifications to program enrollees 30 days and 7 days in advance of debiting. Notifications will include instructions for canceling enrollment.

Communications

- Members enrolled in the Automatic Membership Dues Renewal Program will receive enrollment confirmation after the online renewal checkout process.
- Members enrolled in the Automatic Membership Dues Renewal Program will receive an annual renewal invoice as scheduled in advance of debiting. Any changes to membership status or transfers completed after August 31 are not guaranteed to be reflected on the 2025 renewal invoice.
- The American Institute of Architects will send a notification of debiting 30 and 7 days before the scheduled debit.
- Members will receive a dues receipt and thank you message after successful debiting.
- Members with declined payments will receive notification of unsuccessful payments with instructions for updating the payment method on file.
- Members who cancel enrollment in the Automatic Membership Dues Renewal Program will receive a confirmation of cancellation.

Declined Payments

- Members with declined payments should contact the Member Support Center to update their payment method on file. At the time, the updated card provided will be charged for the missed debit.
- If an updated payment method is not provided the membership is subject to lapsing and termination at which time the member will be removed from the program and must re-enroll in autorenewal after the membership is active.