

# MEMBERSHIP 2020 TERMS AND CONDITIONS



## General conditions of membership

Institute members agree to the following:

- To comply with the [Constitution](#), the Institute's [Code of Professional Conduct](#) and every policy of the Board and National Council that applies to Institute members.
- To acknowledge that they have read, understand and agree to comply with the National Council's [Member Behaviour Policy & Handbook](#). Compliance with this policy is a condition of membership with the Institute and if breached, can have consequences for continued membership or readmission.

## Consent to use and disclose personal information

Institute members acknowledge that:

- the Institute may collect and use personal information in accordance with the *Privacy Act* and the Institute's [Privacy Policy](#).
- limited details of members (name, address, date of membership) must be disclosed under the [Constitution](#) or under the *Corporations Act*, in response to a request to inspect or copy the corporate register of members, for a proper purpose.

Members consent to the Institute sending correspondence and updates to their nominated email address. In addition, members consent to the Institute providing information including: member details, practice details, address for communications and contact details to the organisations or third parties for the purposes set out in the [Privacy Policy](#), including to deliver various member benefits.

Members should carefully consider nomination of their preferred home address and postal address details. All members are advised that their postal address may need to be made public by the Institute in specific circumstances to meet its obligations under the [Constitution](#) and the *Corporations Act*.

The Institute's [Privacy Policy](#) also sets out limited circumstances where member's personal information (including email address) may be shared with other members, for example, where they are involved in an Institute Council or committee and sharing of personal contact information with committee members is directly relevant to the purpose of that Institute body.

## Term of Membership

Individual membership of the Australian Institute of Architects is based on the calendar year. The full annual fee is payable if joining between 1 Dec – 31 March (monthly and quarterly payment options are available, conditions apply). Pro-rata fees apply when joining outside this period. This does not apply to renewing members (see Lapsed membership section below). The 75% rate is applicable when joining between 1 April – 30 June, the 50% rate between 1 July – 30 Sept and the 25% rate between 1 Oct – 1 Dec. Contact the membership team on 1800 770 617 or email [membership@architecture.com.au](mailto:membership@architecture.com.au) to confirm the pro-rata fee that applies.

## Lapsed membership

A member at 31 December that lapses and then re-joins in the following calendar year will be charged the full annual fee (if paying annually) or the scheduled quarterly fee plus all quarterly payments in arrears.

# MEMBERSHIP 2020

## TERMS AND CONDITIONS



### Automatic membership renewal

Individual members can elect to have their membership renewed automatically each year by opting to pay the annual fee in full, or by quarterly instalments. Automatic renewal payments can be made either by credit/debit card or direct debit from a nominated bank account.

This is what you need to know:

### Credit card payment option

- If you have opted to make annual payments, your membership subscription fee will be debited from your nominated credit card in the first week of January each year.
- If you have opted to make quarterly payments, your membership subscription fee will be debited from your account in the first week of each quarter (January, April, July and October).
- It is your responsibility to ensure that there are sufficient funds available in your account to allow a payment to be made. You can update your credit card details at any time via your member portal.
- All credit card details are stored securely and managed by third party *Transaction Network Services (PCI Compliant)* (TNS), a trusted payment solutions provider.
- You may stop or defer a payment, or terminate this agreement by giving us at least fourteen **(14) days** notification by **Email** to: [membership@architecture.com.au](mailto:membership@architecture.com.au)

### Direct debit payment option

On selecting to pay via direct debit members enter into and agree to the terms of the Institute's direct debit service agreement. Please refer to the *Direct Debit Request Service Agreement* for more information.

- If you have opted to make annual payments, your membership subscription fee will be debited from your nominated account in the first week of January each year
- If you have opted to make quarterly payments, your membership subscription fee will be debited from your nominated account in the first week of each quarter (January, April, July and October).
- You will receive a fee invoice at least (1) week prior to the funds being withdrawn from your nominated account.
- You may stop or defer a payment, or terminate this agreement by giving us at least fourteen (14) days notification by Email to: [membership@architecture.com.au](mailto:membership@architecture.com.au)

### Monthly payments – Victory Funding

The Institute has partnered with third party Victory Funding Pty Ltd to provide members with the option to pay their membership fees over 3, 6, 8, 10 or 12 monthly instalments. Additional fees and conditions apply.

- The Victory Funding option is available to members renewing or joining between 1 December and 30 September.
- Members apply for funding of their membership fee via Victory Funding who then pay the full annual fee on behalf of the member to the Institute. The member then repays this loan on the agreed terms with Victory Funding.
- For more information visit <https://www.victoryfunding.net/institute-rates-info>

# MEMBERSHIP 2020

## TERMS AND CONDITIONS



### Refunds

All member subscription payments are *non-refundable* subject to the below exceptions.

- Upgrade of individual to A+ membership where there are overlapping membership payments. Note that where an individual member is allocated to an A+ practice, fees are deemed to be overlapping only after the A+ practice has paid the quarterly fee in respect of the specific eligible staff member. As A+ fees are paid in advance the overlap may not occur until the quarterly payment period after the staff member is added to the practice.
- The member has successfully applied for a reduced subscription payment through a Special Circumstances application and has already paid the full annual membership fee
- The member has been incorrectly charged

### Transfer to retired membership

On transfer to retired membership, the full membership rate stands for the remainder of the payment period in which the transfer has occurred. The retired fee would then apply commencing on the date the next membership payment falls due. Refunds are only offered where the incorrect fee rate has been applied.

### Payment failures

Where members have entered into an agreement to pay their annual membership fee by quarterly instalments, or have their membership renewed automatically, it is the responsibility of the member to ensure that their payment details are accurate and that there are sufficient funds in their accounts for the automatic processing of payments on the nominated dates. Quarterly payments are processed in the first week of the months of January, April, July and October. Payment failures will result in immediate withdrawal of services and deactivation of the membership until the applicable payment is processed successfully.

### Cancellation

Membership cancellations must be issued in writing to [membership@architecture.com.au](mailto:membership@architecture.com.au) at least 14 days prior to the processing of the next scheduled quarterly payment or, if automatically renewing their annual membership, 14 days prior to the end of the calendar year. Where membership has been held for a period of 12 months or less, resignation of membership must be accompanied by return of the membership certificate and membership card before cancellation of membership is approved.

### Member rewards program

Note that in the event of a lapse or cancellation of membership the Institute reserves the right to notify any business alliances of the lapse or cancellation so that lapsed or cancelled members cannot continue to take advantage of the benefits offered by such alliances and reserved solely for Institute members.

### Any questions?

Contact the National Membership Team  
email: [membership@architecture.com.au](mailto:membership@architecture.com.au)

p: 1800 770 617

p: (03) 8620 3877