

MEMBERSHIP

(continued)

Associate Membership

Available to those non-ACTIVE Member individuals, companies, or associations primarily engaged in the supplying of goods and services to ACTIVE Members.

Entitled to: Serve as Director, vote, display the Institute's logo, participate in all offered benefits, services, and group programs, listing on the Woodwork Institute website and in the Membership Roster/Resource Guide, and discounted product costs and inspection fees, excluding TOC.

Dues are based on a firm's gross annual sales within the Institute's service area, paid annually in advance, subject to a minimum or maximum amount. Initial dues are pro-rated by the quarter.

M3 Membership

With the AWS being the successor, replacement, and latest edition of the *Manual of Millwork*, M3 now stands for **Master of Millwork Management**, replacing Master of *Manual of Millwork*.

M3 is available to those individuals affirming their superior knowledge of the Institute's entire *Architectural Woodwork Standards*, and showing commitment to enhancing and sharing their overall industry expertise.

Limitations: Woodwork Institute Licensee Status is unavailable to the M3 members without the additional Active Membership classification.

Entitled to: display Woodwork Institute M3 logo, special recognition, and separate membership listing on the Institute's website and in the Membership Roster/Resource Guide.

Dues are paid annually, in advance.

Member Benefits include:

Affinity Programs - Offering substantial savings in financial, human resource, and legal services.

Group Insurance Programs - Providing substantial savings and benefits in workers' compensation, health, and liability insurance.

Safety Programs - Helping you comply with required regulations and maintain a safe workplace.

Legislative Issues - The Institute reviews and lobbies appropriately on proposed state and federal legislation relative to our industry.

Architectural Woodwork Standards - An established set of material, manufacturing, finishing, and installation standards for the industry, used by the city and state governments of California and Nevada, the federal government/military, school districts, health care industry, and over 11,000 design/specification professionals.

Certified Compliance Program - An established discipline of quality assurance through licensees allowed to issue Certified Compliance Labels and Certificates.

Monitored Compliance Program - A "controlled quality program" that provides ongoing reviews and inspections of the project from start to Woodwork Institute Certification at completion

Inspection Service - An established means of determining compliance of millwork products, including the finish and installation thereof, to the architectural design and/or specification professional's requirements.

Engineered Approvals - Woodwork Institute provides SEISMIC/ADA (Americans with Disabilities Act), fabrication and installation applications to meet both state and federal requirements.

Membership Roster / Resource Guide - All the Institute's members are included in the annual membership registry and resource directory.

Area Meetings - Regular meetings help members stay informed through educational programs, plant tours, and networking opportunities.

MEMBERSHIP (continued)

Member Benefits (continued)

Archetype - the Institute's biannual, full-color journal, which is read by the architectural design, specification, and interior design communities, and offers affordable, targeted advertising opportunities.

Web - All the Institute's Members are included in the Institute's searchable online membership roster at www.woodworkinstitute.com/listings.asp.

Details - the Institute's quarterly newsletter provides updates of the Institute's current activities along with legal, safety, and human resources issues. Members are periodically highlighted for their achievements.

Consultation - the Institute provides technical assistance through our Directors of Architectural Services.

Seminars - the Institute holds free educational programs for the architectural design and specification community. The Woodwork Institute is a registered provider of AIA's (American Institute of Architects) CES (continuing education) program.

Exhibits - the Institute supports the architectural millwork industry by participating at all regional AIA (American Institute of Architects) & CSI (Construction Specifications Institute) product shows.

Awards - the Institute recognizes superior design and implementation of architectural wood products through three different award programs.

Technical Information - the Institute provides current industry-specific information to the architectural design and specification community.

Scholarships - The Woodwork Institute/C.E. Bernhauer, Jr. Scholarship Foundation provides financial assistance to individuals seeking educational advancement within the architectural millwork and design industry.

Code of Ethics

Woodwork Institute Members, Member-Licensees, Non-Member-Licensees, and their staff are expected to conduct themselves in an ethical and professional manner. The following Code is intended to serve as a basis for their ethical conduct, as such it will also serve as the basis for judging the merit of a formal complaint.

It is understood that some words and phrases are subject to varying interpretations, and that an ethical principle may conflict with another. Questions related to ethical conflicts can best be answered by thoughtful consideration of the fundamental principles, rather than reliance on detailed or specific regulations.

As a Woodwork Institute Members, Member-Licensees, Non-Member-Licensees and their staff I will ...

Be fair and take action not to discriminate or cause harm to others while respecting the values of equality, tolerance, and equal justice.

Not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the Institute.

Be honest and trustworthy, not make deliberate false or deceptive claims, be honest about my qualifications, and about circumstances that might lead to conflicts of interest. I will exercise care not to misrepresent the Institute, its positions and/or policies, nor conduct myself in a manner to bring my position as a member into disrepute.

Know, respect and follow the policies and/or procedures of the Institute while acknowledging and supporting proper authorized use of the Institute's resources.

Not use my position improperly to confer on or secure for myself an advantage or a disadvantage on another.

Not disclose information given to me in confidence, or information acquired which is of a confidential nature, without proper consent, or unless required to do so by law.