

AWARD PROGRAMS

[www.woodworkinstitute.com/http://www.woodworkinstitute.com/awards/index.asp](http://www.woodworkinstitute.com/awards/index.asp)

Design Professionals

The **Bernard B. Barber Jr. Award For Excellence** honors design professionals for outstanding projects in which architectural woodwork is a predominant feature. Recipients are recognized in the Institute's biannual full-color publication, *Archetype*. Application deadline is May 1st for each year's award program.

Specification Professionals

The **Wilbur L. Johnston Award for Excellence** honors specification writers for their use of our *Architectural Woodwork Standards* and Certified or Monitored Compliance programs within their specifications. Recipients are recognized in the Institute's biannual full-color publication, *Archetype*.

WI Members

The **Ralph B. McClure Craftsmanship Award** honors the Institute's members for their exceptional craftsmanship and/or installation of architectural millwork projects. Craftsmanship award recipients receive recognition in the Institute's biannual full-color publication, *Archetype*. Application deadline May 1st for each year's award program.

MEMBERSHIP

[www.woodworkinstitute.com/http://www.woodworkinstitute.com/membership/types.asp](http://www.woodworkinstitute.com/membership/types.asp)

Acceptance of an application for membership in the Woodwork Institute is subject to verification of the applicable classification, payment of appropriate dues/fees, and execution of the Institute's Code of Ethics. Current annual dues, rates, and application for all classes of WI Membership are available online at www.woodworkinstitute.com/forms.

Woodwork Institute's Members in good standing are afforded the privilege of charging requested materials and/or services subject to the following:

All invoices are paid by the 10th of the month, following the date of invoice, and if not paid are considered delinquent.

Members with delinquent invoices are subject to suspension of their charging privileges until their account is brought current. Invoices not paid current within 60 days of the date of invoice are subject to a 10% late fee and immediate collection procedures.

Members experiencing two or more occurrences of delinquent invoices within a 18 month period are subject to termination of their charging privilege for a period of 12 months, subject to the Institute's published appeal process.

Active Membership

Available to those individuals and firms primarily engaged in the fabrication, distribution, brokering, and/or installation of architectural millwork products per plans and specifications within Arizona, California, Nevada, and Oregon.

Entitled to: hold office, serve as Director, vote, display the Institute's logo, participate in all offered benefits, services, and group programs, listing on the Institute's website and in the Membership Roster/Resource Guide, discounted product costs and inspection fees, and application as an Institute Licensee.

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.

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.

MEMBERSHIP

(continued)

Code of Ethics (continued)

Honor contracts, agreements, and specifications, especially those requiring compliance to the *Architectural Woodwork Standards* and/or Certified or Monitored Compliance.

Strive to achieve the highest quality, effectiveness, dignity and professional competence while managing my personnel and resources to enhance the quality of our professionalism.

Uphold principles of this Code and promote the same of other Members, Member-Licensees, Non-Member-Licensees and their staff.

Treat violations of this code as inconsistent with proper Member, Member-Licensee, and Non-Member-Licensee behavior and understand that by engaging in gross misconduct, my membership may be terminated.

LICENSEE PROGRAM

www.woodworkinstitute.com/http://woodworkinstitute.com/membership/types.asp

WI Licensee firms are granted the right under the Institute's WI Licensee program to be a Certified Compliance Program (CCP) inspector of record and self-certify their own work under the Institute's strict oversight. Licensees are required to follow strict guidelines and have at least one full time WI Signatory employee to act as their inspector of record and representative agent.

WI Licensee's are only permitted to inspect and certify work covered by the particular WI License type or types they qualify for and are granted.

WI License Types

Type A	For all millwork products, excluding casework and countertops
Type A-D	For wood doors only
Type B	For casework
Type C	For flat and or formed plastic laminate counter tops
Type C*	For flat (only) plastic laminate countertops
Type DS	For Solid Surface countertops
Type DL	For Laboratory countertops
Type A-E	For installation of all millwork products, excluding casework and countertops
Type A-D-E	For installation of wood doors only
Type B-E	For installation of casework
Type C-E	For installation of laminated plastic countertops
Type DS-E	For installation of Solid Surface countertops
Type DL-E	For installation of Laboratory countertops

Signatory Employee

All WI Licensee firms are required to have at least one WI Signatory employee to function as their inspector of record or agent with the authority to require their firms non-compliant product and or installation be brought compliant. There is no limit to the number of WI Signatory employees a firm may have, and the Institute highly recommends that Chief Estimator, Chief Draftsman, Production Manager, Shop Foreman, Finishing Foreman and Outside Superintendent become WI Signatory or at least take the exam.

Policy and Procedure Highlights

WI Licensee applicants must agree to and execute or complete the following requirements:

Sign the Institute's 'Certificate of Licensing Status' binding them to all of the terms and conditions of the Institute's "Licensing Warrant". And, if not a WI Member, agree to and sign the Institute's 'Code of Ethics' as included in this document.