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## ASSOCIATE MEMBERSHIP APPLICATION

### 1. NEW APPLICANTS:

**A. QUALIFICATIONS:** Applicants for Associate Membership shall meet the qualifications for membership set forth in Article I, Section 1.1 of the Bylaws. Candidates may be either individuals or business firms; however, they may not be manufacturers and/or installers of fabricated architectural millwork products such as casework, countertop, and passage doors. They shall not be direct suppliers of goods and/or services directly to an end user or their contractor/sub-contractor, and they shall not be holders of a general contractors license.

### B. APPLICATION PROCEDURES:

- i. **Application Form.** The applicants shall use the Membership Committee's written application form.
- ii. **Fees.** The applicant shall pay an application fee in the amount of \$100.00 at the time of application submittal. Additionally, the applicant shall pay an entire calendar year of dues, the excess portion of which will be offset by a credit towards the following year's dues on a quarterly basis. For example, if an applicant submits an application on June 30<sup>th</sup>, the applicant shall receive a credit for six months of dues the following year. Dues shall be refunded to the applicant within 90 days of final rejection of an application. Application Fees are not refundable.
  - a) Dues are based on an entities gross sales in our service areas of Arizona, California, Hawaii, Nevada, and Oregon as follows: sales less than \$1,000,000 = \$500; between \$1,000,001 - 5,000,000 = \$700; between \$5,000,001 - \$10,000,000 = \$900; and over \$10,000,000 = \$1,100.

### C. BENEFITS:

- i. Use of Institute's logo with "Associate" tag.
  - ii Access to Group Insurance Programs.
  - iii Free *Architectural Woodwork Standards*.
  - iv *Details* (member newsletter), *Archetype* (design professional journal), and the Membership Roster.
  - vi Member listing on the Institute's website and the annual Membership Roster (subject to print cutoff date).
  - vii Discounts on: Certification and Inspection Services, Publications, Educational Programs, etc.
  - viii Existing and Future Member Services and/or Programs.
- EXCLUDES** - Vigilant HR Services.

### 2. MEMBERSHIP APPLICATION AND REVIEW PROCEDURES

**A. MEMBERSHIP APPLICATION AND CRITERIA.** Associate Member applicants shall provide the following: Completed, executed application, application fee, first year's dues.

**B. MEMBERSHIP COMMITTEE REVIEW.** The WI Membership Committee shall review each application, and shall determine the suitability of the applicant for membership in the association based upon criteria set forth in WI policy, including the Bylaws, Code of Ethics, other policies, applicable laws, and regulations. The Membership Committee will not consider information or matters not reasonably related to the above-referenced criteria.

**C. APPROVAL OR DENIAL OF MEMBERSHIP APPLICATION.** Based upon its review, the Membership Committee shall approve or deny each complete membership application. If the application is denied, the decision shall be made known to the applicant, and the applicant shall be informed of his/her/its right to a hearing concerning the denial of membership application. A notice of request for a hearing shall be included with the notice of decision. An applicant may request a hearing concerning a denied membership application within 45 days of the date the notice of denial was mailed to the applicant. If no hearing is requested within 45 days, the denial is final, and no longer subject to hearing or appeal.

### 3. HEARING PROCEDURES

**A. DUE PROCESS.** In the event that an applicant requests a hearing concerning a denied membership application, "due process requirements" are applicable. To satisfy due process requirements there must be: (a) reasonable notice of the reasons for denial of the application, (b) notice of the time and place for the hearing, (c) the right of confrontation and cross examination of witnesses, and (d) an opportunity to refute all claims concerning lack of eligibility for membership. The applicant shall not be entitled to be represented by legal counsel in the hearing portion of this process.

**B. REJECTION OF MEMBERSHIP APPLICATION.** Upon hearing and consideration of the facts and evidence presented, the Membership Committee shall render a decision. Every decision, whether for approval or denial of membership, shall be in writing, and denials shall specify the reasons for the denial. Notice of the decision shall be sent by return receipt requested mail to the applicant. The notice of decision must be sent by return receipt requested mail, and must be accompanied by a form to request an appeal hearing before the WI Board of Directors, and must specifically state that any appeal must be filed with a statement of particulars with the Executive of WI no later than sixty (60) days after the mailing of the decision.

#### **4. REVIEW OF DECISION.**

- A. APPEAL OF REJECTED MEMBERSHIP APPLICATION.** The decision of the Membership Committee, following the hearing, shall be subject to review/appeal to the WI Board of Directors, subject to its own rules and procedures. Any appeal must be filed with a statement of particulars with the Executive of WI no later than sixty (60) days after the mailing of the decision, or it is forever waived.
- B. APPEAL PROCEDURES.** In the event that of appeal, “due process requirements” are applicable. To satisfy due process requirements there must be: (a) reasonable notice of the reasons for denial of the application, (b) notice of the time and place for the hearing, (c) the right of confrontation and cross examination of witnesses, if any, and (d) an opportunity to refute all claims concerning lack of eligibility for membership. The applicant shall be entitled to be represented by legal counsel in the appeal portion of this process. The decision of the WI Board of Directors shall be final.

#### **5. MAINTENANCE OF ASSOCIATE MEMBERSHIP.**

- A. ONGOING COMPLIANCE** with WI policies, rules, regulations and Bylaws. Members are subject to WI policies, rules, regulations and Bylaws on an ongoing basis, and shall be subject to discipline, suspension or expulsion as set forth in Bylaws, Article II, Section 2.3.

#### ***WI 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 the ethical conduct of the INSTITUTE’S Members, Member-Licensees, Non-Member-Licensees and their staff , 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 Member, Member-Licensee, Non-Member-Licensee and staff, I will:

1. Be fair and take action not to discriminate or cause harm to others while respecting the values of equality, tolerance, and equal justice.
  2. Not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the INSTITUTE.
  3. Be honest and trustworthy, will not make deliberately false or deceptive claims, be honest about my qualifications and circumstances that might lead to conflicts of interest. I will exercise care not to misrepresent the INSTITUTE, or its positions and/or policies, nor conduct myself in a manner to bring my position as a member into disrepute.
  4. Know, respect, and follow the policies and/or procedures of the INSTITUTE, while acknowledging and supporting proper authorized use of the INSTITUTE’S resources.
  5. Not use my position improperly to confer on, or secure for myself, an advantage or a disadvantage on another.
  6. 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.
  7. Honor contracts, agreements, and specifications, especially those requiring compliance to the *Architectural Woodwork Standards* and/or Certified or Monitored Compliance.
  8. Strive to achieve the highest quality, effectiveness, dignity, and professional competence, while managing my personnel and resources to enhance the quality of our professionalism.
  9. Uphold principles of this Code and promote the same to other Members, Member-Licensees, Non-Member-Licensees and their staff.
  10. 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.
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**We hereby apply for Associate Membership with the Woodwork Institute:**

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ County: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_  
 Legal Structure:  Individual  Partnership  Corporation  Other: \_\_\_\_\_  
 Federal ID#: \_\_\_\_\_ Business Lic #: \_\_\_\_\_  
 Average # of Employees: \_\_\_\_\_ Office \_\_\_\_\_ Shop \_\_\_\_\_ Warehouse \_\_\_\_\_ Installation \_\_\_\_\_ Total \_\_\_\_\_  
 Firm specializes in: \_\_\_\_\_

Firm has been in business since: \_\_\_\_\_ Principals have been in industry since: \_\_\_\_\_  
 Gross Sales (subject to verification): \_\_\_\_\_

**Company Statement** (25 words or less, for Membership Roster & website listing):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

We are best described as a:  Manufacturer  Distributor  Professional organization and would like to be listed under the following heading(s) in the Woodwork Institute *Membership Roster/Resource Guide*:

<input type="checkbox"/> Abrasives <input type="checkbox"/> Adhesives <input type="checkbox"/> Backer / Balance Materials <input type="checkbox"/> Cabinet Components, Pre-fab <input type="checkbox"/> Cabinet Hardware <input type="checkbox"/> Cabinet Doors, Pre-fab <input type="checkbox"/> Cabinet Drawers, Pre-fab <input type="checkbox"/> Caps, Fastener <input type="checkbox"/> Caulking & Sealants <input type="checkbox"/> Computer Software Systems <input type="checkbox"/> Countertops, HPL <input type="checkbox"/> Countertops, Laboratory <input type="checkbox"/> Countertops, Solid Surface <input type="checkbox"/> Door Frames, Wood, Fire Rated** <input type="checkbox"/> Door Hardware, Passage <input type="checkbox"/> Doors, Wood, Flush <input type="checkbox"/> Doors, Wood, Flush, Fire Rated** <input type="checkbox"/> Doors, Wood, Flush, Sound Rated** <input type="checkbox"/> Doors, Wood, S & R <input type="checkbox"/> Doors, Wood, S & R, Fire Rated** <input type="checkbox"/> Doors, Wood, S & R, Sound Rated** <input type="checkbox"/> Drafting / Shop Drawing Services <input type="checkbox"/> Edge Banding Materials <input type="checkbox"/> Engineered Core, Special <input type="checkbox"/> Exhibit / Display Materials <input type="checkbox"/> Fasteners, Installation & Fabrication <input type="checkbox"/> Financing Service, Machinery <input type="checkbox"/> Finishing Materials <input type="checkbox"/> Finishing Materials, Fire Rated* <input type="checkbox"/> Finishing Services <input type="checkbox"/> Finishing Services, Fire Rated* <input type="checkbox"/> Furniture, Metal/Wood <input type="checkbox"/> Hardboard <input type="checkbox"/> HPL Sheet Stock <input type="checkbox"/> HPL Sheet Stock, Chemical Resist. <input type="checkbox"/> HPL Sheet Stock, Fire Rated* <input type="checkbox"/> HPL Sheet Stock, Metal Faced <input type="checkbox"/> Inspection / Consulting Service <input type="checkbox"/> Installation Service - Millwork <input type="checkbox"/> Insurance Services <input type="checkbox"/> Laboratory Fixtures / Fume Hoods	<input type="checkbox"/> Lite Frames & Louvers, Metal <input type="checkbox"/> Louvers / Vents, Wood <input type="checkbox"/> Lubricants <input type="checkbox"/> Lumber, Hardwood <input type="checkbox"/> Lumber, Softwood <input type="checkbox"/> Machinery, Woodworking <input type="checkbox"/> Medium Density Fiberboard <input type="checkbox"/> Medium Density Fiberboard, Fire Rated <input type="checkbox"/> Medium Density Fiberboard, Formaldehyde Free <input type="checkbox"/> Medium Density Fiberboard, Moisture Resistant <input type="checkbox"/> Metal Fabricating Services <input type="checkbox"/> Mouldings, Wood <input type="checkbox"/> Mouldings, Metal / Bumper <input type="checkbox"/> Packaging Materials <input type="checkbox"/> Particleboard <input type="checkbox"/> Particleboard, Fire Rated <input type="checkbox"/> Particleboard, Formaldehyde Free <input type="checkbox"/> Particleboard, Moisture Resistant <input type="checkbox"/> Panel Processing <input type="checkbox"/> Panels, Hardwood Veneer Faced <input type="checkbox"/> Panels, Hardwood Veneer Faced, Fire Rated** <input type="checkbox"/> Panels, HPL Faced <input type="checkbox"/> Panels, HPL Faced, Fire Rated** <input type="checkbox"/> Panels, Melamine Faced <input type="checkbox"/> Panels, Polyester Faced <input type="checkbox"/> Panels, Softwood Veneer Faced <input type="checkbox"/> Panels, Vinyl Faced <input type="checkbox"/> Picture Frames <input type="checkbox"/> Safety Supplies <input type="checkbox"/> Shop Supplies <input type="checkbox"/> Shutters, Wood <input type="checkbox"/> Solid Surface Materials <input type="checkbox"/> Stairs, Wood <input type="checkbox"/> Store Fixtures, Metal <input type="checkbox"/> Tambour Materials, Fire Rated* <input type="checkbox"/> Tambour Materials <input type="checkbox"/> Tooling, saw Blades, Bits <input type="checkbox"/> Tools, Hand / Power <input type="checkbox"/> Truss, Wood <input type="checkbox"/> Turning, Wood <input type="checkbox"/> Veneers, Wood <input type="checkbox"/> Windows, Wood
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**Application Fee / Dues Calculations and Payment:**

Application Fee	\$ 100.00
Annual Membership Dues* (Subject to the dues as stated on front page)	\$ _____
Total:	\$ _____

\*In the event of a rejected application, Membership Dues will be repaid in full. Application fees are non-refundable.

**Payment Method:** (application fee and membership payment must accompany the application before it can be processed)

Check (enclosed)

Visa     Master Card    (For credit card payment, please complete information on the next page)

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As applicant or duly authorized "Designated Representative" of the applicant firm, I hereby attest that I have thoroughly read and agree to the INSTITUTE'S policies and procedures of applying for Associate Membership as herein stated. I declare under penalty of perjury that the contents of the application are true and correct. I acknowledge and pledge to adhere to the INSTITUTE'S Code of Ethics. I also acknowledge and pledge to adhere to the INSTITUTE'S policies, rules, regulations, and bylaws, all applicable laws and regulations, and the reasonable decisions of duly constituted committees of WI.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

By checking this box, I authorize WOODWORK INSTITUTE to accept this form as an electronically signed document; by submitting this signed document, I understand I am responsible for the above information.

\*Signature only required if sent via fax or mail.

PRINT

EMAIL

In principle and in practice, the WOODWORK INSTITUTE values and seeks diverse and inclusive participation within the architectural millwork industry. The INSTITUTE promotes involvement, access, and leadership opportunities to all members regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, or disability.

***Credit Card Information and Charge Authorization:***

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVC Code: \_\_\_\_\_

Amount to be charged: \$ \_\_\_\_\_

Billing Address: \_\_\_\_\_

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