



70 Leek Cres., Richmond Hill ON L4B 1H1  
Telephone: 416-499-4000/Fax: 416-499-8752

## APPLICATION FOR MEMBERSHIP

The undersigned hereby applies for membership in the Architectural Woodwork Manufacturers Association of Canada - Ontario Chapter and hereby acknowledges they have read the Constitution & By-Laws, the Code of Conduct (**attached as Appendix A**) and the full contents of this membership application form and agrees to abide by these documents and any amendments thereto.

### Company Profile

Company Legal Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Province/Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Website: \_\_\_\_\_  
Main Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Alternate Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Year of Establishment: \_\_\_\_\_  
Registered Owner of Company: \_\_\_\_\_  
Nature of Business/Goods and Services provided \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our cheque for membership, payable to the **Architectural Woodwork Manufacturers Association of Canada – Ontario Chapter**, is enclosed as follows:

#### **Membership Category - please indicate**

Manufacturer \_\_\_\_\_  
Associate \_\_\_\_\_  
Design Authority \_\_\_\_\_  
Education Sector no charge \_\_\_\_\_  
Media Sector no charge \_\_\_\_\_

Initiation Fee: \_\_\_\_\_  
Dues: \_\_\_\_\_  
Sub-Total: \_\_\_\_\_  
HST (#R124359670) \_\_\_\_\_

**Total Enclosed** \_\_\_\_\_



- f) Provide the GIS Office with any change orders/addenda which affect the architectural millwork;*
- g) Submit payment for GIS invoices within 30-45 days;*
- h) Manufacture millwork to AWMAC standards unless specifications contradict the standards. Specifications over-rule AWMAC standards, however, every effort should be made to make the owner/architect aware of the conflict between their specification and AWMAC standards as early on as possible;*
- i) Rectify all deficiencies set forth in AWMAC inspection reports in a timely manner and advise the GIS Office in writing of the completion of the rectifications setting out each noted deficiency individually and the manner in which it was rectified;*
- j) Arrange with the GIS Office for a final site inspection ensuring the inspector will have access to all required areas prior to the date of inspection;*
- k) Submit any comments or conflicts regarding an inspection report to the GIS Office in writing within 3 business days of receipt of the report by fax or email.*

3. Invoicing for membership is conducted on an annual basis. Failure to submit payment for membership within the time allotted will nullify your membership and your name will be removed from the roster and website.
4. Membership will be terminated should a member company go bankrupt or into receivership.
5. Membership will be terminated if the Board of Directors deems a written complaint from an owner, architect or corporate member justifiable. Any reasonable inspection costs incurred as a result of the justifiable complaint will be borne by the applicant after full discussion between AWMAC Ontario Chapter and the applicant, prior to the inspection.
6. AWMAC Ontario Chapter members are provided with two written notices of non-compliance. Should the member not respond and/or rectify the issue of non-compliance within the allotted time period contained in the notice, the defaulting member will be given a final written warning advising of the date of revocation of their membership failing proper rectification.
7. An applicant is free to reapply for membership two (2) years after the date of membership denial or termination.

**Under the manufacturer membership category, each applicant will be required to include the following documentation with the completed application form:**

- a) **Appendix B** attached – 4 completed projects over \$10,000 during the last 2 years.
- b) Copy of WSIB Certificate.
- c) Copy of Insurance Policy.

## Associate Members

*Please complete pages 1 and 6*

Any person, firm or corporation engaged in the supply of materials, products or services related to and affiliated with the architectural woodwork industry. Such members shall have full voting rights and shall be entitled to the privileges and responsibilities of the Association, including the right to sit as Director at the AWMAC National Board.

**Initiation Fee:    \$ 100.00**

**Annual Dues:        \$850.00**

**An associate membership application form received by the end of June will pay full initiation fee and annual dues, plus HST.**

**Forms received from July 1<sup>st</sup> to the end of the year will pay the initiation fee and annual dues, plus HST, as follows:**

<b>Month</b>	<b>Initiation</b>	<b>Dues</b>
July	\$100.	\$425.00
August	\$100.	\$350.00
September	\$100.	\$275.00
October	\$100.	\$200.00
November	\$100.	\$125.00
December	\$100.	\$ 75.00

## Sponsorship from Current Member

Under the associate membership category, each applicant will require sponsorship for membership from one **current manufacturer member** in good standing. A letter of reference from the sponsor must accompany the application form.

Sponsor Company Name \_\_\_\_\_

Sponsor Company Contact \_\_\_\_\_

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## Design Authority Members

*Please complete pages 1 and 6*

\_\_\_\_\_ Architect

\_\_\_\_\_ Interior Designer

\_\_\_\_\_ Specification Writer

**Annual Dues:                \$ 75.00**

Design Authority membership includes a copy of the latest edition of the 'Architectural Woodwork Standards'.

## Education Sector

*Please complete pages 1 and 6*

*Membership is granted to educational institutes. Representatives are not eligible to vote at meetings.*

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## Media Sector

*Please complete pages 1 and 6*

*Membership is granted to companies that produce industry-specific publications. Representatives are not eligible to vote at meetings.*

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Please complete and sign below:

I acknowledge that I have read and fully understand the responsibilities and obligations of membership in the Architectural Woodwork Manufacturers Association of Canada - Ontario Chapter. I acknowledge that I have read the Constitution & By-Laws (attached with the application form), the Code of Conduct (**attached as Appendix A**) and the full contents of this membership application form. I agree to abide by these documents and any amendments thereto and to uphold the highest standards possible within the industry.

**Dated:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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AWMAC Ontario Chapter Use:

**Date Presented:** \_\_\_\_\_

**Board's Decision:** \_\_\_\_\_



## Code of Business Conduct

As a member of the Architectural Woodwork Manufacturers Association – Ontario Chapter, this firm subscribes to the following code of business conduct:

We believe that all our business transactions should be based upon that which is morally right, rather than upon that which may be legally enforced.

We will support the financial and moral objectives of the Association and participate in all Association activities, in order to foster common goals for the betterment of the entire industry.

We will abide by all bylaws and regulations passed by the Board of Directors in accordance with the Constitution of the Association.

We recognize the AWMAC Quality Standards for Architectural Woodwork as the industry standard, and will adhere to specifications in the manufacture of their products and to avoid the substitution of inferior quality products, and we agree to support and maintain this standard.

We will maintain the highest integrity and strive for excellence in the quality of our work, our relationship with our employees, clients, and colleagues.

We will neither solicit employees, nor procure contracts surreptitiously from our competitors.

We will promote the products and skills of our company, rather than disparage our competitors.

Four Completed Projects over \$10,000 (within the last 2 years)

Project Title \_\_\_\_\_  
General Contractor \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Architect/Owner \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

Project Title \_\_\_\_\_  
General Contractor \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Architect/Owner \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
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Contact Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Architect/Owner \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
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Project Title \_\_\_\_\_  
General Contractor \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Architect/Owner \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_