



MANUFACTURER MEMBERSHIP APPLICATION

The undersigned hereby applies for membership in the *Architectural Woodwork Manufacturers Association of Canada (AWMAC), Manitoba Chapter* and hereby acknowledge that 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: _____

Company Operating Name: _____

Address: _____

City/Province/Postal Code: _____

Telephone: _____ Fax: _____

Additional Address: _____

City/Province/Postal Code: _____

Main Representative: _____ Title: _____

E-mail Address: _____

Alternative Representative: _____ Title: _____

E-mail Address: _____

Incorporation Number: _____ Year of Incorporation: _____

Number of Owners: _____

Full Names of All Owners and Percentage of Ownership per Director:

_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%

President of Company: _____

Secretary: _____

Nature of Business/Goods and Services Provided: _____

** In the event that any changes are made to the above, AWMAC MB Chapter must be notified of such changes*



Any firm or corporation engaged in the architectural woodwork manufacturing 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:	\$ 250.00	one time only non refundable to be applied to the first year annual dues
Annual Dues:	\$ 1980.00	billed annually
Annual Participation Fee:	\$ 100.00	billed annually (meeting charge – 3 meetings annually)

Applications received during the year will be prorated quarterly based on when the application has been approved by the AWMAC MB Chapter Board

MANUFACTURING MEMBERSHIP CRITERIA

Membership in AWMAC MB Chapter carries the following obligations and responsibilities

1. Each applicant must at the time of the application for membership, have been in business for a period of five (5) years, or have demonstrated experience in the industry, to the satisfaction of the Board of Directors
2. Each Applicant will serve a probationary period of two (2) years
3. Each Applicant has 45 days from membership acceptance to successfully complete the Manufacturer Standards Questionnaire (MSQ) before membership will be finalized and the company will be considered a Member in Good Standing. Company name will then be added to the AWMAC Manitoba website. If the MSQ is not completed in forty-five (45) days, then the application will be rescinded and membership denied, there will be no refund of dues paid and the applicant can reapply after a two (2) year period
4. 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
5. AWMAC Manitoba Chapter supports and enforces its GIS program both provincially and nationally. All manufacturer members are required to support and comply with the requirements of the GIS program. As an AWMAC Manitoba Chapter member, if you are bidding on a project which specifies the program, as part of the millwork tender you are obligated to:
 - a. Carry the GIS fee as part of the tender;
 - b. Notify the GIS Administrator of the project particulars;
 - c. Notify the GIS Administrator if you are the successful bidder awarded the contract;
 - d. Provide the GIS Administrator with hard copies of all requisite documentation in a timely manner;
 - e. Keep the GIS Administrator apprised of the status of the project and request inspections allowing five business days notice;
 - f. Provide the GIS Administrator 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/design professional 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 Administrator 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 Administrator 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 Administrator in writing within three (3) business days of receipt of the report by fax or email.
 - l. Must abide by current AWMAC GIS Policies & Procedures (refer to GIS P&P Manual)



6. Membership will be terminated should a member company go bankrupt or into receivership.
7. Membership will be terminated if the Board of Directors deems a written complaint from an owner, design professional 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 Manitoba Chapter and the applicant, prior to the inspection.
8. AWMAC Manitoba Chapter members are provided with two written notices on 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.
9. An applicant is free to reapply for membership two (2) years after the date of membership denial or termination.

Cheques are to be made payable to the **Architectural Woodwork Manufacturers Association of Canada – Manitoba Chapter**

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 past two (2) years
- b) Copy of WCB Certificate
- c) Copy of Insurance Policy
- d) Articles of Incorporation
- e) Example of Shop Drawings to AWMAC standard

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 – Manitoba Chapter. I acknowledge that I have read the Constitution & By-Laws, the Code of Conduct (attached as Appendix A) and the full contents of the 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: _____

Company Name: _____ Title: _____

Signature: _____

In compliance with Canada’s anti-spam laws, we would like to ensure we have your consent to receive our membership information, publications, invitations to conferences, events and programs offered by AWMAC, announcements, messages and other communications (collectively, the “Communications” that we send to you from time to time for the purpose of:

- (i) Sharing information with you about our programs and services; or
- (ii) Establishing, developing and/or managing our relationship with you.

AWMAC MANITOBA CHAPTER USE

Date Presented: _____

Board’s Decision: _____



APPENDIX A

CODE OF BUSINESS CONDUCT

As a member of the Architectural Woodwork Manufacturers Association – Manitoba 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.



APPENDIX B

FOUR COMPLETED PROJECTS OVER \$10,000 (WITHIN THE LAST 2 YEARS)

Project Title _____

General Contractor _____

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Design Professional _____

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Owner _____

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Project Title _____

General Contractor _____

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Design Professional _____

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Owner _____

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____



Project Title _____

General Contractor _____

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Design Professional _____

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Owner _____

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Project Title _____

General Contractor _____

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Design Professional _____

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Owner _____

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____