



POLICY AND PROCEDURE FOR APPLICATION OF AWMAC SASKATCHEWAN MANUFACTURER MEMBERSHIP

1. INITIAL CONTACT

- 1.1. Once a prospective member has inquired about membership, the Chapter office will send the contact:
 - 1.1.1. A copy of this Policy and Procedure
 - 1.1.2. A membership application form
 - 1.1.3. The Chapter Constitution, By-Laws and Code of Conduct
 - 1.1.4. Any other pertinent information from the Chapter regarding member benefits.
- 1.2. The prospective member may be invited as a guest to any upcoming Chapter meetings.

2. MEMBERSHIP APPLICATION

- 2.1. The prospective member will submit a completed application form to the Chapter office.
 - 2.1.1. The application form must include all requested supporting documents including a recommendation letter from an existing AWMAC manufacturer or supplier member.
- 2.2. The Chapter office will invoice the prospective member a \$500 membership deposit.
 - 2.2.1. The deposit must be paid before proceeding with the membership application process.

3. REFERENCES

- 3.1. The Chapter office will contact the supplier references.
- 3.2. All Chapter members will be asked for any relevant information regarding the prospective member.
- 3.3. Once all information has been received, it will be reviewed by the Membership Director along with the recommendation letter.
- 3.4. The Membership Director will provide a report for the Chapter Board of Directors.
- 3.5. The Chapter Board of Directors will vote whether to continue with the application process.
 - 3.5.1. If the Chapter Board of Directors votes not to continue the application process:
 - 3.5.1.1. The prospective member will be advised in writing.
 - 3.5.1.2. The membership deposit will be reimbursed in full.
 - 3.5.1.3. The prospective member may re-apply for membership after one (1) year.

4. MEMBER STANDARDS QUESTIONNAIRE (MSQ)

- 4.1. The prospective member will proceed with writing the Member Standards Questionnaire.
- 4.2. The following resources are available to download:
 - 4.2.1. North American Architectural Woodwork Standards manual (<https://awmac.com/naaws-manual/>)
 - 4.2.2. GIS Policy and Procedure manual (<https://awmac.com/gis/gis-policy/>)
- 4.3. The prospective member will request a copy of the MSQ by following this link <https://awmac.com/gis/msg/>.
- 4.4. A passing mark of 95% must be achieved before proceeding with the next steps.
 - 4.4.1. One rewrite is allowed if 95% isn't achieved on the first MSQ submission.



5. INSPECTIONS

5.1. SHOP DRAWING INSPECTION

- 5.1.1. The prospective member will provide the Chapter office with a set of shop drawings for a current project valued over \$30,000 but under \$80,000.
- 5.1.2. The Chapter office will arrange to have a shop drawing report completed by the AWMAC Inspector.
 - 5.1.2.1. The report should be completed as if the project had been specified with the Guarantee and Inspection Service and provided to the Membership Director.
- 5.1.3. If the shop drawings provided do not meet the North American Architectural Woodwork Standards (NAAWS):
 - 5.1.3.1. The prospective member may rework the drawings once and re-submit for review.
 - 5.1.3.2. If the shop drawings still do not meet the NAAWS:
 - 5.1.3.2.1. The prospective member will be advised in writing.
 - 5.1.3.2.2. The membership application process will end.
 - 5.1.3.2.3. The membership deposit will be reimbursed less 50%.
 - 5.1.3.2.4. The prospective member may re-apply for membership after one (1) year.

5.2. PLANT AND MOCK-UP INSPECTION

- 5.2.1. The prospective member will contact the Chapter office to set up a visit to the manufacturing plant for the purpose of a mock-up cabinet inspection.
- 5.2.2. The Chapter office will coordinate with the AWMAC Inspector to provide a mock-up inspection report.
 - 5.2.2.1. This inspection will be used to determine if the prospective member has all the necessary equipment to fabricate products that will meet the standards in the NAAWS manual.
 - 5.2.2.2. Mock-up cabinets should show typical construction of lower, drawer, upper and countertop.
- 5.2.3. The AWMAC Inspector should identify any items that do not meet the standards to the prospective member.
- 5.2.4. The AWMAC Inspector will prepare a mock-up cabinet report and provide it to the Membership Director.
- 5.2.5. Another mock-up inspection may be requested at the discretion of the Membership Director.

5.3. PROJECT INSPECTION

- 5.3.1. The prospective member will advise the Chapter office once the project submitted in step 5.1 has been built (and installed if the prospective member is providing the installation service).
- 5.3.2. The Chapter office will arrange to have an inspection report completed by the AWMAC Inspector.
 - 5.3.2.1. The report should be completed as if the project had been specified with the Guarantee and Inspection Service and provided to the Membership Director.
- 5.3.3. If the project contains items that do not meet NAAWS, the prospective member will have the opportunity to repair any deficiencies and confirm in writing that they have been completed.
 - 5.3.3.1. If the deficiencies are not repaired,
 - 5.3.3.1.1. The membership application process will end.
 - 5.3.3.1.2. The membership deposit will not be reimbursed.
 - 5.3.3.1.3. The prospective member may re-apply for membership after one (1) year.



6. REVIEW AND RECOMMENDATION

- 6.1. Upon completion of all inspections, the Membership Director will make a recommendation to the Chapter Board of Directors to accept or reject the prospective member's application. The recommendation will be based on all the information available including communication and performance during the inspections, references and inspection reports.
- 6.2. The Chapter Board of Directors will vote to accept or reject the prospective member.
 - 6.2.1. If the Chapter Board of Directors votes to reject the prospective member application:
 - 6.2.1.1. The prospective member will be advised in writing.
 - 6.2.1.2. The membership deposit will not be reimbursed.
 - 6.2.1.3. The prospective member may re-apply for membership after one (1) year.
 - 6.2.2. If the Chapter Board of Directors votes to accept the prospective member application:
 - 6.2.2.1. The Chapter office will:
 - 6.2.2.1.1. Send an invoice for the pro-rated membership fees less the membership deposit (must be paid in full before membership is fully approved).
 - 6.2.2.1.2. Send a copy of the Chapter Code of Conduct (must be signed before membership is fully approved).
 - 6.2.2.1.3. Send a copy of the Chapter Constitution and Bylaws.
 - 6.2.2.1.4. Send the AWMAC logo and guidelines.
 - 6.2.2.1.5. Add the probationary member to the AWMAC website.
 - 6.2.2.2. The prospective member will become a Manufacturing Member with a one (1) year probationary status and full voting rights.
 - 6.2.2.2.1. The membership may be terminated during the probationary period by vote of the Chapter Board of Directors.
 - 6.2.2.2.2. After one (1) year, the Membership Director will submit the recommendation to all AWMAC Chapter members to vote to remove the probationary status for the member.
 - 6.2.2.2.2.1. If the membership votes to reject the removal of the probationary status:
 - 6.2.2.2.2.1.1. The prospective member will be notified in writing.
 - 6.2.2.2.2.1.2. The membership deposit will not be reimbursed.
 - 6.2.2.2.2.1.3. The prospective member may re-apply for membership after one (1) year.