



**NEW MEMBERSHIP  
POLICY & PROCEDURES  
May 8, 2017**

## **Policy and Procedure for Manufacturer Member Applications**

**May 8, 2017**

The procedure for becoming an AWMAC BC Chapter member is extensive and detailed. During the application process we endeavor to educate the new applicant on the attributes desirable in a new AWMAC BC member. These attributes are as follows:

1. Ability to fabricate and install architectural woodwork compliant with the current AWMAC's STANDARDS.
2. Ability to tender shop drawings that meet the current AWMAC's STANDARDS, Section 1 Submittals.
3. Demonstrate their knowledge of AWMAC's STANDARDS by successfully completing the MSQ with a 95% pass rate.
4. Financial stability.
5. A positive reputation within the industry.
6. Payment of AWMAC BC invoices within 60 days.
7. Punctual communications with the AWMAC BC office.

### **Procedure**

#### **1. Initial Contact**

- 1.1. Initial contact is made by either an applicant showing interest in AWMAC or a member recommending a potential applicant.
- 1.2. The AWMAC BC office briefs them on the benefits of membership and the application process.
- 1.3. The AWMAC BC office sends an email to the applicant attaching an introduction letter (see Appendix A) and application form.
- 1.4. In the body of the email the applicant is invited to the next general membership meeting as the association's guest (no charge for dinner).
- 1.5. If the completed application has not been received within six weeks, the office will contact the applicant as a follow up.

#### **2. Completed Application (one month)**

- 2.1. When the office has received the completed application form, initiation fee and signed financial release form:
- 2.2. The MSQ will be sent to the owner or project manager along with
  - 2.2.1. A digital copy of the current AWMAC's STANDARDS if they do not already have one.
  - 2.2.2. The Guarantee and Inspection Service (GIS) Policy and Procedures Manual.
- 2.3. The MSQ must be successfully completed within one month, unless there are underlying circumstances that have been clearly communicated by the applicant to the office.
- 2.4. When the MSQ is sent, the office will also request shop drawings, specifications, materials lists and any other relevant documentation for all three projects submitted in their application.
- 2.5. The application form requires the applicant to list an AWMAC member reference. This reference must be listed and a phone call made by the executive director or designate to ascertain its validity.
- 2.6. The office will not proceed until a 95% pass rate has been achieved on the MSQ.

**3. Feedback from the Membership (one week)**

- 3.1. Once item 2 is complete, an email is sent asking for feedback on the applicant by way of a
  - 3.1.1. Monkey survey to the AWMAC membership
  - 3.1.2. Monkey survey to contractors listed on the application form
  - 3.1.3. Monkey survey to architect/designers listed on the application form

**4. Financial Reference Check (two weeks)**

- 4.1. Once item 2 is complete the financial questionnaire will be sent to the financial institution by the Executive Director or designate.
- 4.2. The completed financial reference should be received within two weeks (guideline).

**5. Shop Drawing Inspections/Education**

- 5.1. Each project listed on the application form must have products that are defined by at least four AWMAC's STANDARDS Sections, with one being Section 1, Submittals.
- 5.2. The membership director or a manufacturer on the BoD will perform a quick review of the submitted shop drawings to see if the drawings/projects are suitable.
- 5.3. If director deems the drawings/projects are suitable he will choose two of the three projects and the office will send the documentation to a GIS Certified Inspector who will complete two Submittal Reviews.
- 5.4. If one or more projects are not suitable, a request for alternates will be made. This process is to be completed within one week. If the membership director is not available to do this within the specified time frame another manufacturer BoD member is to be assigned to complete this task.
- 5.5. If the shop drawings do not meet the AWMAC's STANDARDS, the following process is to be completed in approximately one week:
  - 5.5.1. The office will send the applicant a set of sample shop drawings that meet AWMAC's STANDARDS, complete with coversheet.
  - 5.5.2. The applicant's reworked documentation will be forwarded to a Certified GIS inspector.
  - 5.5.3. The applicant will be notified that an inspector has been assigned to help with the shop drawing upgrade process.
- 5.6. The applicant will rework one set of drawings and resubmit them until they meet AWMAC's STANDARDS. This process is to be completed with one week increments up to a total of three weeks. (The applicant gets three opportunities to rework the drawings, each opportunity has a one week time period assigned to it. The applicant needs to be made aware of this timeline and all timelines of the application process). The assigned inspector will help in an educational manner with this process to a limit of two hours of the inspector's time.
- 5.7. Once the reworked drawings are suitable, the inspector will complete a Submittal Review.

**6. Interim Report**

- 6.1. When item 5 is complete, the membership director will write an interim report for review by the board of directors at the next board meeting. This report will recommend whether or not to continue with the candidate's application. If there are more than 45 days until the next board meeting, an electronic vote will take the place of the board meeting.
- 6.2. If it is determined by the board of directors that the applicant will not be accepted into membership the AWMAC BC office will send them a letter along with a refund of their initiation fee, less 15% for administration.

## **7. Project Inspections**

- 7.1. If the decision by the board is to move forward with the application, an AWMAC Certified GIS Inspector will complete Site Inspections for at least two of the submitted projects. These projects will be inspected to the current Architectural Woodwork Quality Standards. They must each be more than \$40K and have products that are defined by at least four of the AWMAC's STANDARDS Sections, with one being Section 1, Submittals.

## **8. Facility Inspection**

- 8.1. When the inspection reports under item 7 meet AWMAC's STANDARDS, the membership committee, including the membership director and the Executive Director or designate(s), will meet with the applicant and visit their facility. This will be organized by the Executive Director or designate.
- 8.2. If the applicant's shop resides outside of Metro Vancouver and there is an inspector who resides close by, the inspector may be sent to inspect the facility.
- 8.3. Anyone inspecting a facility will fill in the "New Member Facilities Inspection" form.

## **9. Report and Recommendation**

- 9.1. The membership director will produce, for the following board meeting, a report and recommendation to accept or reject the applicant as an AWMAC manufacturer member.
- 9.2. If the board votes to recommend, a vote will be taken at the next general meeting to accept the company as an AWMAC member.
- 9.3. If there are more than 45 days until the next general meeting, an electronic vote will take the place of a vote at a general meeting.
- 9.4. If the company is not accepted into the membership, for whatever reason, the AWMAC BC office will send the applicant a letter along with a refund of the initiation fee, less 15% for administration.

**APPENDIX A – Following pages**

**MANUFACTURER APPLICANT INTRODUCTION LETTER & APPLICATION PACKAGE**

## BRITISH COLUMBIA CHAPTER

  
604-298-3555  
INFO.BC@AWMAC.COM  
WWW.BC.AWMAC.COM  
101-4238 LOZELLS AVE.  
BURNABY, BC V5A 0C4

Date

Company Name  
Company Address  
BC, V3M 6N1

Attention:

Enclosed is the AWMAC BC manufacturer membership package. To initiate the membership process, please complete both the application (first page of the enclosed document), and the financial reference and send with your initiation fee to our office. Payment can be made by cheque or credit card (phone/fax/email). The initiation fee is a one-time charge that will be refunded, less a 15% administrative fee, should **Company Name** not meet the membership criteria.

Once we receive the application form, financial reference and initiation fee, one principal or project manager from your company is required to complete the Manufacturer Standards Questionnaire, a multiple choice, open book test based on the current edition of the *North American Architectural Woodwork Standards* (AWMAC's STANDARDS). These four components must be completed before we move into the next phase of application.

1. On the application form the three recently completed projects listed must demonstrate the quality and variety of architectural woodwork manufactured by **Company Name**. Each individual project should have a minimum value of \$40,000.00. These projects will go through the following process:
  - a. Submit to the AWMAC BC office the contract specifications, materials list, shop drawings and any other relevant documentation for all three projects.
  - b. The shop drawings will be reviewed by our Membership Director and then one of our Guarantee and Inspection certified inspectors will complete shop drawing reports for a minimum of two projects submitted. If the shop drawings for the inspected projects do not meet the AWMAC's STANDARDS, **Company Name** will rework one set of drawings and resubmit them until they meet the standards. The assigned inspector can help with this process.
  - c. One or more of our certified inspectors will inspect at least two of the submitted projects against the AWMAC's STANDARDS. One of these projects must pass the inspection deficiency free.
  - d. The general contractor and design authority of each of the above submitted projects will be sent a survey asking about **Company Name** quality and service on their projects.

2. The AWMAC BC office will contact the financial reference to have them fill in a brief questionnaire.
3. The membership committee will meet with you at your facility for a shop inspection.
4. Once all of the above is complete a vote will be taken at the following General Membership Meeting.

Please note:

- The membership application process takes a minimum of 2 months.
- Only projects that have been tendered after **Company Name** becomes a member qualify for the 2 year AWMAC Guarantee.

Sincerely,



Glenda Harskamp  
Executive Director, AWMAC BC

c.c. Greg Antle, President AWMAC BC  
Mark Stone, New Membership Director



Date: \_\_\_\_\_

## PROSPECTIVE MEMBER

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ PCode: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_ Website: \_\_\_\_\_

## COMPANY PROFILE

Typical job types? (i.e. commercial, institutional, residential, or furniture) \_\_\_\_\_

Approximate annual sales for 2016? \$ \_\_\_\_\_

Approximate % of work annually

BC projects: \_\_\_\_\_% US projects: \_\_\_\_\_% Other: \_\_\_\_\_%

Three recently completed local projects & contract values (minimum value \$40,000.00 each):

Note: A service survey will be sent to both the GC & Design Authority on the projects listed below.

1 - \$ \_\_\_\_\_ Project name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact name at project: \_\_\_\_\_ Phone: \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
2 - \$ \_\_\_\_\_ Project name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact name at project: \_\_\_\_\_ Phone: \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
3 - \$ \_\_\_\_\_ Project name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact name at project: \_\_\_\_\_ Phone: \_\_\_\_\_  
Scope of Work: \_\_\_\_\_

## MANAGEMENT

Principals: \_\_\_\_\_ Business license number: \_\_\_\_\_  
Number of years in business: \_\_\_\_\_

Please enclose a letter of introduction that includes a brief description and history of your company.

## PRODUCTION

Number of full time employees? \_\_\_\_\_ Number of apprentices? \_\_\_\_\_  
How many square feet of floor space? \_\_\_\_\_ Number of journeymen? \_\_\_\_\_

## REFERENCES

Financial reference: Name of Financial Institution: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact email: \_\_\_\_\_

**\*\* NOTE:** Please inform your financial reference that we will be contacting them.

AWMAC BC member references: 1. \_\_\_\_\_  
2. \_\_\_\_\_

Signature \_\_\_\_\_



## **AWMAC Manufacturer Membership Benefits**

### **Membership privileges include:**

- Promotion of your company with a listing on the BC Chapter page of the AWMAC national website [www.awmac.com](http://www.awmac.com).
- Use of the AWMAC logo for marketing purposes.
- The AWMAC 2 year Guarantee (at no cost) for those manufacturer members whose work has been successfully inspected. Only contracts bid after acceptance into AWMAC BC are eligible for the AWMAC Guarantee.
- One hard copy and one digital copy the current North American Architectural Woodwork Standards; a reduced price for further copies.
- Up to two hours with an AWMAC certified GIS inspector to discuss the AWMAC's STANDARDS manual.
- Networking at our monthly meetings.
- Positions on committees and the possibility of joining our Board of Directors.
- Voting at the chapter and national levels.
- Attendance at educational seminars and workshops.
- The chance to hear relevant speakers at our general meetings.
- The opportunity to submit projects to our annual Awards of Excellence. The media, as well as architects, designers and general contractors attend this event. It is an excellent promotional tool.
- A subscription to our local spring and fall *Benchmark* magazine and the national *Sounding Board*.
- The opportunity to sponsor our annual Awards of Excellence.
- The opportunity to attend the AWMAC National Convention.
- Producing work beyond the capabilities of your shop through collaboration with other member firms.
- Having a forum to air ideas, disputes, difficulties, visions, etc.

### **AWMAC BC promotes quality architectural woodwork through:**

- The AWMAC's STANDARDS manual
- Our Guarantee and Inspection Service (GIS) program
- Our annual Awards of Excellence





## **Manufacturer Membership Dues and Invoices**

### ***Initiation Fee:***

There is a one-time fee (paid at the time of application) ranging from \$1,000 to \$2,000 depending on your sales volume (see attached schedule).

### ***Dues:***

Dues are based on your yearly gross sales volume (see attached schedule). Members are invoiced twice a year. 2017 dues will be invoiced November 1, 2016 and May 1, 2017. Please note that GST will be added to these invoices. New member dues will be prorated from the date of membership.

### ***Meeting Charges:***

There is a \$36.00 charge for each of our eight general membership dinner meetings whether you attend or not. These meetings are currently held at the Executive Plaza Hotel in Coquitlam. There are no meetings in July, August, September or December.

Every year we hold our annual Awards of Excellence Ceremony and Dinner. For 2017, this event will be on held Thursday, September 21 at the Vancouver Convention Centre West . We ask all members to support this event by paying for one dinner whether they attend or not. The cost of this dinner is \$130.00.

### ***Invoicing:***

AWMAC BC will issue all invoices electronically. Members are required to supply an Accounts Payable email address.

### ***Invoice Payment:***

Invoices can be paid by cheque, direct deposit, or credit card (Visa & MasterCard). Please note that a 2% service fee will be charged for each credit card transaction over \$750.00. In instances where the office specifically asks for credit card payment (i.e. golf tournament) there will be no service charge. It is a requirement of membership to keep your accounts payable within 60 days. Failure to do so will result in your company becoming a Member Not In Good Standing resulting in membership privileges being pulled.



## Manufacturer Membership Dues and Invoices

*For Companies located outside Metro Vancouver*

### ***Initiation Fee:***

There is a one-time fee (paid at the time of application) ranging from \$1,000 to \$2,000 depending on your sales volume (see attached schedule).

### ***Annual Dues:***

Dues are based on your yearly gross sales volume (see attached schedule). Members are invoiced twice a year. 2017 dues will be invoiced November 1, 2016 and May 1, 2017. Please note that GST will be added to these invoices. New member dues will be prorated from the date of membership.

### ***Meeting Charges:***

AWMAC BC holds eight general membership dinner meetings at the Executive Plaza Hotel in Coquitlam. There are no meetings in July, August, September or December.

You will be charged \$36.00 (plus GST) for each meeting **you attend**. However we will reimburse you \$136 for attendance of up to two general meetings and one workshop/seminar per year. We hope this will help compensate for your travel and time.

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## 2017 SCHEDULE OF DUES

THE FOLLOWING SCHEDULE IS TO BE USED  
TO CALCULATE ANNUAL DUES

### MANUFACTURER MEMBERS:

CATEGORY	SALES VOLUME for 2016	DUES	INITIATION FEE
1	\$0 to \$500,000	\$1870	\$1000
2	\$500,000 to \$2,000,000	\$2,640	\$1500
3	\$2,000,000 and over	\$3,850	\$2000

The sales volume includes supply, installation, sub-contract work,  
straight purchases and resale. **GST will be added to your dues invoice.**  
**There is no GST on the initiation fee.**

**Invoicing:** Dues will be invoiced electronically twice yearly for the calendar year

Payable: 50% on November 1<sup>st</sup>  
50% on May 1<sup>st</sup>

Your AWMAC BC membership dues category is based on the gross income from your most recently completed fiscal year.

If you fall into category 1 or 2 please send us one of the following:

1. on your accountant's letterhead a brief statement confirming the category your last fiscal year falls into.
2. notice to reader (or higher level of scrutiny) financial statements from a Certified Accounting firm for your most recent fiscal year.

*\*\*\*These documents will be seen held in the strictest of confidence.*

### AUTHORIZATION FOR INVOICE PURPOSES:

Company name: \_\_\_\_\_

Dues per above schedule: \_\_\_\_\_

Accounts Payable Email: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please fax (604-298-3558) or email (admin.bc@awmac.com)  
this signed copy to the AWMAC BC office



## APPLICATION FOR MEMBERSHIP

Company name: \_\_\_\_\_

I/We hereby make application for Manufacturer Membership in the Architectural Woodwork Manufacturers Association of Canada, British Columbia Chapter and undertake the following:

- To accept the rules and regulations of the Association.
- To pay the annual membership fees and assessments as set forth by the Association.
- To consider volunteering on a committee in the future.
- To complete the *Manufacturer Standards Questionnaire* (MSQ), an 135 question open-book test based on the current edition of the North American Architectural Woodwork Standards (AWMAC's STANDARDS). This step must be completed prior to acceptance into the Association.

Why do you want to join AWMAC? \_\_\_\_\_

**Please enclose a letter of introduction that includes a brief description and history of your company.**

Equipment	Brand Name	Brand Name	Brand Name
Panel saws			
Table Saws			
Edge Bander			
Jointer & Planer			
Thickness Sander			
Stroke Sander			
Shaper			
Paint Booth			
CNC Equipment			
Other			

### CATEGORY LISTING

Description	Associate	Percentage	Manufacturer	Percentage
Lumber				
Sheet Products				
Finishing				
Millwork				
Stairwork & Rails				
Wall/Ceiling Surfacing & Partitions				
Doors				
Casework				
Countertops				
Historic Restoration Work				
Abrasives				
Adhesive				
Edgebanding				
Hardware				
Laminate				
Solid Surface				
Machinery				
Tooling				

## **CONSENT TO RELEASE OF FINANCIAL INFORMATION**

\_\_\_\_\_(City)\_\_\_\_\_(Province)

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

TO WHOM IT MAY CONCERN:

This authorizes \_\_\_\_\_  
(name of financial institution)

located at \_\_\_\_\_  
(Institution address)

to which \_\_\_\_\_ is indebted or has  
(name of company applying)

assets located, to provide information concerning their finances and assets without liability, to

AWMAC BC, 4238 Lozells Avenue, Burnaby, BC, V5A 0C4, Membership Director Mark Stone and

Executive Director Glenda Harskamp.

You are further requested not to disclose such information to any other person without written authority to do so.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

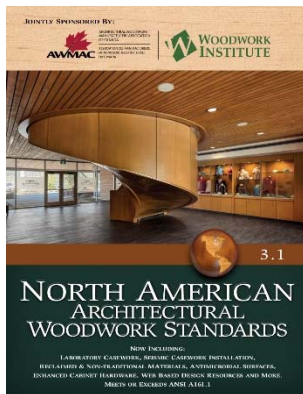


## **The Architectural Woodwork Manufacturers Association of Canada Guarantee and Inspection Service**

### **INTRODUCTION**

The Guarantee and Inspection Service (GIS) is an integral part of our ongoing effort and commitment to strengthen our industry standards and improve the quality of workmanship.

The GIS is a national program designed to:



- ensure that clients/owners get value and quality for their money.
- guarantee that the architectural woodwork meets the current edition of the North American Architectural Woodwork Standards (AWMAC's STANDARDS).
- help design authorities and contractors avoid problems such as cost overruns, delays, deficient architectural woodwork and interpretation disputes.

Projects covered by the GIS benefit from the expert guidance and direction of independent, highly qualified industry specialists. These specialists are contracted by AWMAC as GIS inspectors to:

- Review specifications to flag omissions or errors that can result in confusion during the tendering or manufacturing stages of the project.
- Review shop drawings, samples and prototypes to ensure architectural woodworking requirements are met and future problems are prevented.
- Issue inspection reports at each stage.
- Carry out on-site inspections so that problems can be identified and remedied.
- Owners/clients issued a two-year guarantee. This guarantee is backed by the woodworker, the AWMAC BC Chapter and AWMAC National.

The GIS is the first and last step to high quality architectural woodwork and client satisfaction.



## **THE INSPECTION AND REPORT**

The AWMAC Inspection Service is a three-phased review process with a written report issued at each phase. It begins with a shop drawing inspection report as soon as the shop drawings have been reviewed by the architect or designer.

As part of this service, AWMAC also offers an optional pre-tender review of architectural specifications. A review at this point of the project helps to ensure that there are no apparent errors, omissions, contradictions, or other concerns, which would result in confusion during the tendering, manufacturing or installing stages of the project.

## **THE GUARANTEE** (basic wording for specifications)

Architectural woodwork shall be manufactured and/or installed to the current AWMAC Architectural Woodwork Standards and shall be subject to an inspection at the plant and/or site by an appointed AWMAC Certified Inspector. Inspection costs shall be included in the tender price for this project. (Contact your local AWMAC Chapter for details of inspection costs). Shop drawings shall be submitted to the AWMAC Chapter office for review before work commences. Work that does not meet the North American Architectural Woodwork Standards (AWMAC'S STANDARDS) as specified, shall be replaced, reworked and/or refinished by the architectural woodwork contractor, to the approval of AWMAC, at no additional cost to the owner.

If the woodwork contractor is an AWMAC Manufacturer member in good standing, a two (2) year AWMAC Guarantee Certificate will be issued. The AWMAC Guarantee shall cover replacing, reworking and/or refinishing any deficient architectural woodwork due to faulty workmanship or defective materials supplied and/or installed by the woodwork contractor, which may appear during a two (2) year period following the date of issuance.

If the woodwork contractor is not an AWMAC Manufacturer member they shall provide the owner with a two (2) year maintenance bond, in lieu of the AWMAC Guarantee Certificate, to the full value of the architectural woodwork contract.

For more information about AWMAC and its GIS Program, visit our website at [www.awmac.com](http://www.awmac.com), and contact your local AWMAC Chapter office.





ARCHITECTURAL WOODWORK  
MANUFACTURERS ASSOCIATION  
OF CANADA

ASSOCIATION DES MANUFACTURIERS  
DE MENUISERIE ARCHITECTURALE  
DU CANADA

4715

## CERTIFICATE OF GUARANTEE

### COMMUNITY HEALTH CENTRE, SECOND FLOOR

Owner

Design Professional

Architectural Woodwork Manufacturer

REGIONAL HEALTH AUTHORITY

CREATIVE ARCHITECTURE Ltd.

FINE CUSTOM CABINETRY Inc.

The Architectural Woodwork Manufacturers Association of Canada (AWMAC) hereby certifies that the architectural woodwork supplied by the above noted Architectural Woodwork Manufacturer, a member in good standing, has been manufactured and/or installed to premium, custom, or economy grade as specified in the AWMAC Quality Standards Manual.

Pursuant to the terms and limitations appearing on the reverse side of this document and including the repair and/or replacement of any damages to the owners premises which result from the repair and/or replacement of defective millwork, the Architectural Woodwork Manufacturer (Primary Guarantor), AWMAC Chapter (Second Guarantor) and AWMAC (Third Guarantor) guarantee the architectural woodwork in this project, for a period of two years commencing on the date of guarantee issuance or substantial completion, whichever comes first.

Dated this 17<sup>th</sup> day of April, 2017  
AWMAC chapter: AWMAC - British Columbia  
Authorized by

ARCHITECTURAL WOODWORK MANUFACTURER

AWMAC CHAPTER PRESIDENT

AWMAC PRESIDENT

# ARCHITECTURAL WOODWORK GUARANTEE

## TERMS OF AWMAC GUARANTEE

### FOR ARCHITECTURAL WOODWORK PURSUANT TO CURRENT AWMAC'S STANDARDS AT TIME OF TENDER

Subject to the following conditions, this Guarantee is limited to repair and/or replacement of deficient architectural woodwork supplied and/or installed on this project, provided that the cause of the deficiency of the architectural woodwork is wholly a result of faulty workmanship or defective material supplied by the Architectural Woodwork Manufacturer.

The Owner shall exhaust all remedies for defective architectural woodwork against the Architectural Woodwork Manufacturer (primary guarantor) before requesting the AWMAC Chapter (second guarantor) to repair or replace defective architectural woodwork. Only when the first and second guarantors have not honoured this guarantee will AWMAC (third guarantor) be liable to repair or replace defective architectural woodwork.

Furthermore, AWMAC and AWMAC Chapters will not be responsible (except to repair and/or replace deficient architectural woodwork supplied and/or installed) for any other direct, indirect or consequential damages, claims or suits as a result of faulty workmanship, defective material or from inadequate or negligent inspections and any exclusions stated.

In order for AWMAC to be responsible pursuant to this guarantee the following conditions shall apply:

1. The elements of this Guarantee are subject to the maintenance of temperature and relative humidity per AWMAC's STANDARDS specified range. The maintenance of temperature and relative humidity is the sole responsibility of the owner.
2. This Guarantee shall not apply to any scratches or marks caused by improper storage or handling or damage caused after installation.
3. Failure by the owner to notify AWMAC and the AWMAC chapter offices in writing of any potential claim under this Guarantee within one month of the discovery of the alleged or actual defects will relieve AWMAC and the AWMAC chapter of their obligations.
4. This certificate is not binding unless signed by the Architectural Woodwork Manufacturer, the AWMAC chapter and AWMAC after final inspection.
5. If any component (material and/or method) of this project does not comply with the current AWMAC's STANDARDS manual and it is so stated in the attached inspection report or itemized here, then that part will not be subject to this guarantee.



**GUARANTEE AND INSPECTION SERVICE (GIS)**  
**FEE SCHEDULE**  
(effective for jobs tendered after January 1, 2014)

<b>Architectural Woodwork Contract Value</b>	<b>Fee for projects within the hub</b>	<b>Calculation</b>
\$0 - \$25,000	\$ 850 (flat fee)	e.g. Value – \$15,000 GIS fee – \$850
\$25,000 - \$ 100,000	\$1500 (flat fee)	e.g. Value – \$59,000 GIS fee - \$1,500
\$100,000 - \$500,000	1.5%	e.g. Value – \$135,000 GIS fee – \$2,025
\$500,000 - \$1,000,000	1.5% for first \$500,000 1% of balance	e.g. Value – \$750,000 GIS fee – \$7,500 + \$2,500 = \$10,000
\$1,000,000 - \$1,500,000	1.5% for first \$500,000 1% of next \$500,000 0.5% of balance	e.g. Value – \$1.2 million GIS fee – \$7,500 + \$5,000 + \$1,000 = \$13,500
\$1,500,000 plus	1.5% for first \$500,000 1% of next \$500,000 0.5% of next \$500,000 0.25% of balance	e.g. Value – \$2,225,000 GIS fee – \$7,500 + \$5,000 + \$2500 + \$1812.50 = \$16,812.50

AWMAC National GIS committee has put in place a “GIS distance surcharge” to help alleviate the costs of remote projects which specify the Guarantee and Inspection Service. Jobs tendered after January 1, 2017, carry a “distance surcharge” for projects **beyond** 100 km of the hub in which the GIS inspector lives. All jobs within 100 kilometers of the hub (as the crow flies) will have no extra charges.

The surcharge will be \$2 per kilometer, beyond the 100 km, **one direction only**. (i.e. if the project is 150 km from the hub, the long distance surcharge would be 50 km x \$2, or \$100.) There is no distance surcharge on the first 100 km.

**Current BC hubs are:**

Victoria , Qualicum Beach, Vancouver, Kelowna, Prince George

For further information, please contact the AWMAC BC Chapter office at:

AWMAC BC, 101 - 4238 Lozells Ave, Burnaby, BC, V5A 0C4

Phone: 604-298-3555

Email: [admin.bc@awmac.com](mailto:admin.bc@awmac.com)

## **Policy and Procedure for Associate Member Applications**

### **May 8, 2017**

#### **Policy**

The procedure for becoming an AWMAC BC Chapter member is extensive and detailed. During the application process we endeavor to educate the new applicant on the attributes desirable in a new AWMAC BC member. These attributes are as follows:

1. Punctual communications with the AWMAC BC office.
2. Where applicable, the applicant company should promote and sell items that meet the requirements of AWMAC's STANDARDS.
3. Financial stability.
4. Payment of AWMAC BC invoices within 60 days.
5. A positive reputation within the industry.

#### **Procedure**

##### **1. Initial Contact**

- 1.1. Initial contact is made by either an applicant showing interest in AWMAC or a member recommending a potential applicant.
- 1.2. The AWMAC BC office briefs them on the benefits of membership and the application process.
- 1.3. The AWMAC BC office sends an email to the applicant attaching an introduction letter (see Appendix A) and application form.
- 1.4. In the body of the email the applicant is invited to the next general membership meeting as the association's guest (no charge for dinner).
- 1.5. If the completed application has not been received within six weeks, the office will contact the applicant as a follow up.

##### **2. Completed Application (one month)**

- 2.1. Only when the office has received the completed application form, the initiation fee and the signed financial release form will it proceed with the application.
- 2.2. The application form requires the applicant to list an AWMAC member reference. This reference must be listed and a phone call made by the executive director or designate to ascertain its validity.

##### **3. Feedback from the Membership (one week)**

- 3.1. Once item 2 is complete, an email is sent asking for feedback on the applicant by way of a  
3.1.1. Monkey survey to the AWMAC membership

##### **4. Financial Reference Check (two weeks)**

- 4.1. Once item 2 is complete the financial questionnaire will be sent to the financial institution by the Executive Director or designate.
- 4.2. The completed financial reference should be received within two weeks (guideline).

##### **5. Facility Inspection**

- 5.1. Once item 3 and 4 are satisfactorily completed the membership committee, including the membership director and the Executive Director or designate(s), will meet with the applicant and visit their facility. This will be organized by the Executive Director or designate.
- 5.2. If the applicant's premises resides outside of Metro Vancouver and there is an inspector who resides close by, the inspector may be sent to inspect the facility.

**6. Report and Recommendation**

- 6.1. The membership director will produce, for the following board meeting, a report and recommendation to accept or reject the applicant as an AWMAC associate member.
- 6.2. If the board votes to recommend, a vote will be taken at the next general meeting to accept the company as an AWMAC member.
- 6.3. If there are more than 45 days until the next general meeting, an electronic vote will take the place of a vote at a general meeting.
- 6.4. If the company is not accepted into the membership, for whatever reason, the AWMAC BC office will send them a letter along with a refund of their initiation fee, less 15% for administration.

**APPENDIX A – Following pages**

**ASSOCIATE APPLICANT INTRODUCTION LETTER & APPLICATION PACKAGE**

BRITISH COLUMBIA CHAPTER

Date

Company Name

Company Address

Company Address



604-298-3555



INFO.BC@AWMAC.COM

WWW.BC.AWMAC.COM



101-4238 LOZELLS AVE.

BURNABY, BC V5A 0C4

Re: AWMAC BC Associate Membership

Attention:

Thank you for expressing an interest in our association. The British Columbia Chapter (AWMAC BC) is the founding chapter and one of eight that form the Architectural Woodwork Manufacturers Association of Canada (AWMAC). We are a dynamic organization with members from British Columbia to Newfoundland it is our hope that by joining your competitors you will build better working relationships. The BC chapter is currently focusing on improving education for apprentices and providing ongoing education for members in the form of seminars and workshops.

Membership is extended to companies who meet the requirements of membership as defined in our bylaws, and are voted in by a 2/3 majority of AWMAC BC's general membership who cast a vote. The prospective company must be financially secure and have a current business license. To apply for membership, complete both the attached application form and consent to release financial information form, and send to the AWMAC BC office along with payment of the initiation fee (\$750).

I would like to invite you to our next general membership dinner meeting on **<insert date here>** as our guest. Please contact the office by **<5 days before date>** to let us know if you are coming. Feel free to call me if you have any questions. We welcome your inquiries and look forward to receiving your application.

Sincerely,



Glenda Harskamp  
Executive Director, AWMAC BC

cc: Greg Antle, President AWMAC BC  
Mark Stone, New Membership Director



## APPLICATION FOR MEMBERSHIP

I/We hereby make application for Associate Membership in the Architectural Woodwork Manufacturers Association of Canada, British Columbia Chapter, and undertake the following:

- To accept the rules and regulations of the Association.
- To pay the annual membership fees and assessments as set forth by the Association.

Company name: \_\_\_\_\_

Principals of this company:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Please enclose a letter of introduction that includes a brief description and history of your company.**

Financial references may be obtained from:

Name of Institution: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

References of two current AWMAC BC members:

1. \_\_\_\_\_

2. \_\_\_\_\_

Why do you want to join AWMAC?

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

In what area would you be interested in volunteering?

\_\_\_\_\_



## **AWMAC Associate Membership Benefits**

### **Membership privileges include:**

- Promotion of your company with a listing on the BC Chapter page of the AWMAC national website [www.awmac.com](http://www.awmac.com).
- Use of the AWMAC logo for marketing purposes.
- Networking at our monthly meetings.
- Positions on committees and the possibility of joining our Board of Directors.
- Voting privileges at chapter and national levels.
- Attendance at educational seminars and workshops.
- The opportunity to hear relevant speakers at general meetings.
- The opportunity to attend the annual AWMAC National Conventions.
- A subscription to the local *Benchmark* magazine and the national *Sounding Board*.
- A copy of the current Architectural Woodwork Standards Manual in book and digital format. Additional copies at reduced pricing.
- The opportunity to sponsor our annual Awards Ceremony attended by media, architects, designers, general contractors and owners; an excellent promotional tool.
- On the cutting edge of changes in the architectural woodwork industry.
- Having a forum to air ideas, disputes, difficulties, visions, etc.
- The opportunity to sponsor our annual Awards of Excellence Ceremony.

### **AWMAC BC promotes quality architectural woodwork through:**

- The North American Architectural Woodwork Standards Manual (AWMAC's STANDARDS).
- Our Guarantee and Inspection Service (GIS) program.
- Our annual Awards of Excellence Ceremony.





## Associate Member Dues

### ***Initiation Fee:***

There is a one-time fee of \$750 which is paid at the time of application. Should your company pull their application or fail to meet the requirements of membership, your application fee will be reimbursed less 15% for administrative costs.

### ***Annual Dues:***

2017 Annual Dues for all Associate Members are \$1100. Members are invoiced on November 1<sup>st</sup> 2016 for 2017 dues. Dues are prorated from the date your company becomes a member. Please note that GST will be added.

### ***Meeting Charges:***

There is a \$36.00 charge for each of our eight general membership dinner meetings whether you attend or not. These meetings are currently held at the Executive Plaza Hotel in Coquitlam. In 2017 there are no meetings in July, August, September or December.

Every year we hold our annual Awards of Excellence Ceremony and Dinner. This year it will be held on September 21, 2017 at the Vancouver Convention Centre. All members support this event by paying for one dinner (\$130.00) whether they attend or not.

### ***Invoicing:***

AWMAC BC will issue all invoices electronically. Members are required to supply an Accounts Payable email address.

### ***Invoice Payment:***

Invoices can be paid by cheque, direct deposit, or credit card (Visa & MasterCard). Please note that a 2% service fee will be charged for each credit card transaction over \$750.00. In instances where the office specifically asks for credit card payment (i.e. golf tournament) there will be no service charge. It is a requirement of membership to keep your accounts payable current. Failure to do so will result in your company becoming a Member Not In Good Standing resulting in membership privileges being pulled.



## Associate Member Dues

### *For companies located outside Metro Vancouver*

#### ***Initiation fee:***

There is a one-time fee of \$750 which is paid at the time of application. Should your company pull their application or fail to meet the requirements of membership, your application fee will be reimbursed less 15% for administrative costs.

#### ***Annual Dues:***

Annual Dues for all Associate Members are \$1100. Members are invoiced on November 1<sup>st</sup>, the year prior. Dues are prorated from the date your company becomes a member. Please note that GST will be added.

#### ***Meeting charges:***

AWMAC BC holds eight general membership dinner meetings at the Executive Plaza Hotel in Coquitlam. There are no general membership meetings in July, August, September or December of 2017.

You will be charged \$36 for each dinner meeting that you attend, however we will reimburse you \$136 for up to two general meetings and one workshop/seminar per year. We hope this will help compensate for your travel and time.

Every year we hold our annual Awards of Excellence Ceremony and Dinner. This year it will be held on September 21, 2017 at the Vancouver Convention Centre. We ask all members to support this event by paying for one dinner (\$130.00) whether they attend or not.

#### ***Invoicing:***

AWMAC BC will issue all invoices electronically. Members are required to supply an Accounts Payable email address.

#### ***Invoice Payment:***

Invoices can be paid by cheque, direct deposit, or credit card (Visa & MasterCard). Please note that a 2% service fee will be charged for each credit card transaction over \$750.00. In instances where the office specifically asks for credit card payment (i.e. golf tournament) there will be no service charge. It is a requirement of membership to keep your accounts payable current. Failure to do so will result in your company becoming a Member Not In Good Standing resulting in membership privileges being pulled.

### CATEGORY LISTING

Description	Associate	Percentage	Manufacturer	Percentage
Lumber				
Sheet Products				
Finishing				
Millwork				
Stairwork & Rails				
Wall/Ceiling Surfacing & Partitions				
Doors				
Casework				
Countertops				
Historic Restoration Work				
Abrasives				
Adhesive				
Edgebanding				
Hardware				
Laminate				
Solid Surface				
Machinery				
Tooling				

## **CONSENT TO RELEASE OF FINANCIAL INFORMATION**

\_\_\_\_\_(City)\_\_\_\_\_(Province)

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

TO WHOM IT MAY CONCERN:

This authorizes \_\_\_\_\_  
(name of financial institution)

located at \_\_\_\_\_  
(Institution address)

to which \_\_\_\_\_ is indebted or has  
(name of company applying)

assets located, to provide information concerning their finances and assets without liability, to  
AWMAC BC, 4238 Lozells Avenue, Burnaby, BC, V5A 0C4, Membership Director Mark Stone  
and Executive Director Glenda Harskamp.

You are further requested not to disclose such information to any other person without written  
authority to do so.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_



## **FACILITY INSPECTION**

- 1. When all aspects of the membership application have been satisfied, including the completion and compliance of shop drawings and site inspections:**
  - 1.1. The AWMAC BC Executive Director (ED) will contact the potential member and make arrangements for a facility inspection.
  - 1.2. Prior to facility inspection, the ED and Membership Director to review the membership application to re familiarize themselves.
  - 1.3. The ED and Membership Director will go to the facility and do an inspection taking note of the following points and recording on a worksheet (see attached):
    - 1.3.1. Overall cleanliness
    - 1.3.2. Organization
    - 1.3.3. Current work on the shop floor
    - 1.3.4. Finishing area
    - 1.3.5. Safety
  - 1.4. The Membership Director will include the results of this inspection in his report to the board.



## **AWMAC BC NEW MEMBER SHOP INSPECTION**

**DATE:**

**Member Name:**

**Inspector Name:**

Below are several categories to note as you walk through the facility.  
Record your comments in the box provided.

### **OVERALL CLEANLINESS**    Comments:

Work Benches Hardware Room Equipment Warehouse Office Lunchroom First Aid Room	
--	--

### **ORGANIZATION**    Comments:

Flow of the shop Overall layout of warehouse Is the shop cluttered Sheet goods storage Lumber storage Waste management Equipment in good repair Off-cut management Clear signage	
--	--

**FINISHING**

Comments:

Finishing equipment Storage of materials Overall cleanliness Proper venting Safety gear	
---	--

**CURRENT WORK IN SHOP** Comments:

Quality Process Working shop drawings	
---	--

**SAFETY**

Comments:

Common pathways clear Safety guards on saws First Aid Attendant Equipment clear of debris Material handling Staff safety gear Hazardous materials storage	
---	--

**ADDITIONAL COMMENTS:**



## Welcome to New Member

May 18, 2017

### 1. Within one week of a company voted into AWMAC BC membership:

- 1.1. The AWMAC executive director will contact the principal or main representative of the new AWMAC member firm and welcome them to the association via telephone.
- 1.2. During that conversation the contact will be asked
  - 1.2.1. who will be the contact for website listings
  - 1.2.2. manufacturer's distribution list
  - 1.2.3. general membership meeting invitations
- 1.3. The following will be sent to the new member company within one week
  - 1.3.1. Electronically
    - 1.3.1.1. the *Welcome to AWMAC BC* letter
    - 1.3.1.2. Prorated membership dues invoice
    - 1.3.1.3. The three versions of the AWMAC logo in both high and low res for use on shop drawings, website, business cards, email.
      - 1.3.1.3.1. AWMAC BC logo
      - 1.3.1.3.2. AWMAC logo
      - 1.3.1.3.3. English/French AWMAC logo
    - 1.3.1.4. A link to the AWMAC BC Membership Dropbox file containing
      - 1.3.1.4.1. The past two years of general membership meeting minutes
      - 1.3.1.4.2. The most recent AGM package and minutes
      - 1.3.1.4.3. Current policies and procedures including the Members in Good Standing Policy
      - 1.3.1.4.4. AWMAC logos
      - 1.3.1.4.5. Current digital edition of AWMAC's STANDARD including errata
      - 1.3.1.4.6. AWMAC BC Constitution and Bylaws
      - 1.3.1.4.7. A list of the current Board of Directors and their portfolios/committees
    - 1.3.1.5. A username and password for access to the "members only" page on the AWMAC BC website.
    - 1.3.1.6. A membership dues invoice (prorated if applicable)
  - 1.3.2. Hard copy
    - 1.3.2.1. *Welcome to AWMAC BC* letter
    - 1.3.2.2. Current Constitution and Bylaws
    - 1.3.2.3. The Members in Good Standing Policy
    - 1.3.2.4. MSQ Certificate (manufacturer member)
    - 1.3.2.5. Current editions of the Benchmark Magazine
    - 1.3.2.6. Current editions of the Sounding Board Magazine
    - 1.3.2.7. One copy of the current AWMAC's STANDARDS manual
    - 1.3.2.7.1 A list of the current Board of Directors and their portfolios/committees



- 1.4. The office will also find out if they would like a copy of the AWMAC ARCHITECTURAL WOODWORK STANDARDS manual. A copy will be available free of charge at the AWMAC BC office. If they wish the office to courier the manual it will be done at the cost of the new member.
- 1.5. If the company is a new Manufacturer Member, the principal will be offered the opportunity, at no charge, to meet face to face with a GIS inspector for up to 2 hours to discuss the Standards manual and GIS procedures.

## **2. General Meeting Welcome**

- 2.1. The principal will be informed that they will be welcomed as a new member at the next general meeting they attend.
- 2.2. At this meeting they will be presented with a copy of the AWMAC BC Code of Conduct and be asked to sign it.

## **3. AWMAC Website**

- 3.1. The AWMAC office will add new member information to the national website and confirm with the new member that the information added is correct.

## **4. Communication with New Member (one and six months)**

- 4.1. The executive director to diarize 4.2 and 4.3. and remind the membership director to contact the new member.
- 4.2. The membership director will phone (or visit in person) the new member approximately one month later to follow up and see:
  - 4.2.1. If they have taken advantage of the initial membership benefits listed above under 1.3.1.3 (i.e. - use of AWMAC logo on shop drawings, website, business cards, email; received manual, etc.)
  - 4.2.2. Remind them of the next General Meeting and any upcoming events encouraging them to attend. (Awards of Excellence, Golf Tournament, Retreat, Christmas Party) Director to contact office re dates of upcoming events.
  - 4.2.3. Explain the advantages of spending 2 hours with an inspector (manufacturer member).
  - 4.2.4. See if they have any questions or concerns.
- 4.3. The membership director will phone the new member after six months of entering the association to follow up on their experience as a new member and to:
  - 4.3.1. Ask them if they have attended a general meeting or AWAC event. If no, ask why and what would entice them to attend.
  - 4.3.2. Ask if there is a type of event they would like to see.
  - 4.3.3. Ask if they or other members of their company would attend a general meeting or seminar if one was organized one in their area of the province? What time of year would be best for that?



**BC Chapter Policy for Reinstating Former AWMAC Manufacturer Members**  
**November 27, 2015**

**1. Membership re-instatement within twelve months of expiration**

**1.1. Requirements**

- 1.1.1. They have not been expelled by the association within the last three years of their membership.
- 1.1.2. They were a member in good standing when they left the association.
- 1.1.3. They have paid all invoices within 60 days during the last twelve months of their membership.
- 1.1.4. They have attended at least one meeting or educational seminar during the last twelve months of their membership.

**1.2. Procedure**

- 1.2.1. No initiation fee is required.
- 1.2.2. An owner or project manager must have completed the current MSQ.
- 1.2.3. Shop drawing and site inspection of up to two projects (number of projects to be determined).
- 1.2.4. Financial reference check.

**1.3. Cost**

- 1.3.1. All costs related to shop drawing and site inspections plus an administration fee of \$150 to be paid by applicant.

**2. Membership re-instatement after twelve months of expiration**

**2.1. Requirements**

- 2.1.1. They have not been expelled by the association within the last three years of their membership.
- 2.1.2. They were a member in good standing when they left the association.
- 2.1.3. They have paid all invoices within 60 days during the last twelve months of their membership.
- 2.1.4. They have attended at least one meeting or educational seminar during the last twelve months of their membership.

**2.2. Procedure**

- 2.2.1. Our standard new member application process will apply.

**2.3. Cost**

- 2.3.1. The standard new member initiation fee covers the cost of all inspections and administration.

**3. Notes**

- 3.1. Applications for a second re-instatement may not occur within three years of the last date of active membership.
- 3.2. Reinstatement applications are subject to the approval by the board of directors.
- 3.3. The office has discretion in regards to the paid invoices and attendance at meetings or seminars.