



NEW MEMBERSHIP POLICY & PROCEDURES

Approved April 17, 2024



Policy and Procedures for Manufacturer Member Applications

April 2024

The procedure for becoming an AWMAC BC Chapter member is extensive and detailed. During the application process, we attempt to educate the new applicant on the required attributes of an AWMAC BC member, which are as follows:

1. They must have the ability to manufacture architectural woodwork as defined by the current AWMAC's STANDARDS.
2. They must be able to provide submittals that comply with the Submittals section of AWMAC's STANDARDS.
3. They must have the ability to create their own submittals and actively produce and manufacture, in a non-trivial quantity, work from the Casework section of AWMAC's STANDARDS along with work from three (3) of the following sections of AWMAC's STANDARDS, in each case using their own internal resources:
 - a) Finishing
 - b) Millwork
 - c) Statworks and Rails
 - d) Wall/Ceiling Surfacing & Partitions
 - e) Passage Doors
 - f) Countertops & Horizontal Surfaces
 - g) Historic Restoration
4. Demonstrate their knowledge of AWMAC's STANDARDS by completing the MSE with a 95% pass rate.
5. Financial stability.
6. A positive reputation within the industry.
7. Payment of AWMAC BC invoices within 60 days.
8. 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 applicants 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 an application form.
- 1.4 In the body of the email, the applicant is invited to the following general membership meeting as the association's guest (dinner is free).
- 1.5 If the completed application is not received within six weeks, the office will contact the applicant one time to follow up. If the applicant does not submit the application form, no further follow-up will happen



2. Application Process (one month)

- 2.1 The office receives the completed application form, along with the initiation fee and the signed financial release form:
- 2.2 The office will ask AWMAC National to send the Manufacturers Standards Exam (MSE) to the owner or project manager of the applying company, along with the link to the current digital North American Architectural Woodwork Standards manual (NAAWS), and the current Guarantee and Inspection Service (GIS) Policy and Procedures.
- 2.3 The MSE must be completed with a 95% pass within one month unless the applicant has clearly communicated underlying circumstances to the office.
- 2.4 When the MSE is sent, the office will also request the submittal package per NAAWS for the three projects listed on their application.
- 2.5 The application form requires the applicant to give two AWMAC BC member references. The Executive Director or designate will phone the references to confirm them.
- 2.6 The office will not proceed until National confirms that the applicant has achieved the required 95% pass rate. National will send the MSE Certificate to the BC Chapter, which will be included with the welcome package if the applicant achieves membership.

3. Feedback from the Membership (one week)

- 3.1 When Item 2 is complete, an email is sent to the membership asking for feedback, positive or negative, on the applying company.

4. Financial Reference Check (two weeks)

- 4.1 When Item 2 is complete, the Executive Director or designate will send a financial questionnaire to the applicant's financial institution.
- 4.2 The completed financial reference should be received within two weeks (guideline).

5. Shop Drawing Inspections/Education

- 5.1 When Item 2 is complete, the Executive Director or designate will send the submittal documents to the membership director, who will review the submitted shop drawings to see if the drawings/projects are suitable.
- 5.2 Each project listed on the application form must carry products defined by at least four of AWMAC's STANDARDS Sections, one of which must be Section 1, Submittals.
- 5.3 If the drawings/projects are suitable, the director will choose two of the three projects. The office will send the documentation to a Certified Inspector who will complete two Submittal Reviews.
- 5.4 If one or more projects are not suitable, alternates will be requested. This process is to be completed within two weeks. If the membership director is not available within the specified time frame, another manufacturer BoD member will complete the task.
- 5.5 If the shop drawings do not meet AWMAC's STANDARDS, the following process is to be completed in approximately two weeks:
 - 5.5.1 The applicant's reworked documentation will be forwarded to a Certified Inspector.
 - 5.5.2 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 in two-week increments, up to a total of four weeks. The applicant gets two opportunities and must be made aware of the timelines of the application process. The assigned inspector will help educationally with this process to a limit of two hours.
 - 5.7 Once the reworked drawings are suitable, the inspector will complete a Submittal Review for these projects.
- 6. Interim Report**
- 6.1 When item 5 is complete, the Membership Director will write an interim report for the Board of Directors to review 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 the Board of Directors determines 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 30% 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 the two projects whose submittals were reviewed. These projects will be inspected according to the current edition of AWMAC's STANDARDS with a minimum value of 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. The Executive Director or designate will organize this.
 - 8.2 If the applicant's shop is outside Metro Vancouver, an inspector who lives nearby may be sent to inspect the facility.
 - 8.3 Anyone inspecting a facility will complete the Shop Inspection Form.
- 9. Report and Recommendation**
- 9.1 When Item 8 is complete, the Membership Director will produce a report and recommendation to accept or reject the applicant as an AWMAC BC manufacturer member for the following board meeting
 - 9.2 If the Board recommends membership of the applicant to the AWMAC BC members, a vote will be taken at the next general meeting to accept the applying member as an AWMAC BC 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 30% for administration.



Policy and Procedure for Supplier Member Applications

Approved April 17, 2024

During the application process, we attempt to educate the new applicant on the required attributes of an AWMAC BC member, which 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 BC 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 an application form.
- 1.4 In the body of the email, the applicant is invited to the following general membership meeting as the association's guest (dinner is free).
- 1.5 If the completed application is not received within six weeks, the office will contact the applicant one time to follow up. If the applicant does not submit the application form after the second contact, no further follow-up will happen.

2. Completed Application (one month)

- 2.1 The office will proceed with the application only after it has received the completed application form, the initiation fee, and the signed financial release form.
- 2.2 The application form requires the applicant to list two AWMAC BC member references. The Executive Director or designate will confirm the references by phone.

3. Feedback from the Membership (one week)

- 3.1 Once Item 2 is complete, an email is sent to the membership asking for feedback, positive or negative, on the applying company.

4. Financial Reference Check (two weeks)

- 4.1 When Item 2 is completed, the Executive Director or designate will send the financial questionnaire to the financial institution.
- 4.2 The completed financial reference should be received within two weeks (guideline).

5. Facility Inspection

- 5.1 Once Items 3 and 4 are completed, the Membership Director and the Executive Director or designate(s) will meet with the applicant and visit their facility. The Executive Director or designate will organize this
- 5.2 If the applicant's facility is outside Metro Vancouver, an inspector who resides nearby may be sent to inspect it.



6. Report and Recommendation

- 6.1 The membership director will produce a report and recommendation on whether to accept or reject the applicant as an AWMAC BC Supplier Member for the following board meeting.
- 6.2 If the Board recommends, the membership will vote will be taken at the following general meeting to accept the company as an AWMAC BC 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.