



AWMAC BC - Policy & Procedures

NEW MEMBERSHIP APPLICATION – SUPPLIER and ALLIED

V.2025.04PMc



Supplier & Allied Membership Application

Effective April 9, 2025

AWMAC BC Suppliers and Allied Membership Application Policy

The AWMAC BC Chapter's membership application process ensures that new applicants meet the necessary standards and attributes for membership. Below are the membership requirements and application procedures.

Membership Requirements

Applicants must meet the following criteria to become a member of the AWMAC BC Chapter:

1. **Quality Materials:** Where applicable, the applicant company should promote and sell items that meet the requirements of AWMAC's STANDARDS.
2. **Financial Stability:** Demonstrate financial stability.
3. **Industry Reputation:** Maintain a positive reputation within the architectural woodwork industry.
4. **Timely Payment:** Payment of AWMAC BC invoices within 30 days.
5. **Punctual Communication:** Maintain prompt communication with AWMAC BC.

Membership-related Fees

Annual dues, application fees, and initiation fees are set by the AWMAC BC Board of Directors. Costs associated with membership meetings are determined by the Executive Director on a cost-recovery basis.



AWMAC BC Membership Application Procedure

The application procedure will take between 4 and 8 weeks.

1. Initial Contact

- 1.1. Applicant Interest: The applicant contacts AWMAC BC directly or is recommended by an existing member.
- 1.2. Membership Briefing: The AWMAC BC office provides an overview of the membership benefits and the application process.
- 1.3. Application Materials: The office sends an email with an introductory letter and application form.
- 1.4. Invitation to Meeting: The applicant is invited to attend the next general membership meeting as a guest, with dinner provided at no charge.
- 1.5. Follow-Up: If the completed application is not received within six weeks, the AWMAC BC Chapter office will follow up once. No further follow-up will occur if the application is not submitted.

2. Application Submission (up to 4 weeks)

- 2.1. Receipt of Application: The office receives the completed application form.
- 2.2. Board Review: Upon receipt of a completed application the Board of Directors is consulted on the application.
- 2.3. Rejection: If the applicant is rejected by the Board, the applicant will be notified in writing.
- 2.4. Invoicing for Application: If the application is approved by the Board, AWMAC BC staff will invoice the applicant the application fee.

3. Application Review (2 weeks)

- 3.1. Reference Check: Staff will verify the two AWMAC BC references.
- 3.2. Facility Inspection Coordination: If appropriate, a facility visit by the Membership Director and Executive Director is arranged with the applicant. If the applicant's facility is outside Metro Vancouver, a local GIS inspector may conduct the inspection.



4. Member's Vote (1 Week)

- 4.1. **Members Vote:** A membership vote is conducted via email. If an email vote isn't possible or is inappropriate the vote will take place during the next membership meeting. (moved from section 3)
- 4.2. **Approval:** If the member vote is all positive or neutral, the application is accepted. See section 6.1.
- 4.3. **Further Review:** If even a single negative response is received, a report is prepared and presented to the Board for further consideration. The Membership Director will present a report and make a recommendation at the next Board meeting.
- 4.4. **Non-Acceptance:** If the applicant is unsuccessful, the office will send a letter explaining their reasoning and any further steps the applicant can take.

5. Acceptance

- 5.1. **Acceptance:** Upon successful application, the applicant will receive an acceptance letter.
- 5.1. **Initiation Fee:** The listed initiation fee will be invoiced.
- 5.2. **Membership Fee:** A prorated membership fee for the remainder of the year will be invoiced. Upon payment of both the initiation and membership fees, the applicant will be officially listed as a member on the AWMAC BC website and gain access to all membership benefits.