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MEMBERSHIP INFORMATION/APPLICATION

Benefits:

Active Membership:

- ✓ Use of Institute's logo
- ✓ Existing and Future Member Services and/or Programs
- ✓ Group Insurance Programs
- ✓ TOC ("Vigilant" 1/1/10) HR Services
- ✓ Free *Architectural Woodwork Standards*
- ✓ Discounts on: Certification/Inspection Services Publications Educational Programs Conferences, etc.

Associate Membership:

- ✓ Use of Institute's logo
 - ✓ Existing and Future Member Services and/or Programs
 - ✓ Group Insurance Programs
 - ✓ Free *Architectural Woodwork Standards*
 - ✓ Discounts on: Certification/Inspection Services Publications Educational Programs Conferences, etc.
- EXCLUDING:**
 TOC ("Vigilant" 1/1/10)
 HR Services

M3 Membership:

- ✓ Use of Institute's logo
 - ✓ Existing and Future Member Services and/or Programs
 - ✓ Free *Architectural Woodwork Standards*
 - ✓ Discounts on: Publications Educational Programs Conferences, etc.
- EXCLUDING:**
 TOC ("Vigilant" 1/1/10)
 HR Services
 Group Insurance Programs
 Certification/Inspection Services

Fees and Dues:

- ✓ Application Fee is \$400, **subject to a 75% discount for any first time members.**
- ✓ Dues are annual and based on a firms gross sales in our service area as listed below.
 - ▶ Dues may be prorated on a quarterly basis, at 25% of the appropriate dues classification, for each quarter or partial quarter remaining.

Active Member Dues:

Less than \$750,000	= \$500
Between \$750,001 - 3,000,000	= \$900
Over \$3,000,000	= \$1,200

Associate Member Dues:

Less than \$1,000,000	= \$500
Between \$1,000,001 - 5,000,000	= \$700
Between \$5,000,001 - \$10,000,000	= \$900
Over \$10,000,000	= \$1,100

M3 Member Dues:

\$75

- ✓ Dues are invoiced at the maximum sales classification, subject to any appropriate reduction based on a firms evidence of qualification for a lower sales classification.
 - ▶ Evidence of sales may include an applicants most recently filed Federal Tax Return or written verification of sales signed by a Certified Public Accountant.
- ✓ Dues will be invoiced approximately November 15th for the following calendar year, **payable December 1st and delinquent on the 1st of January.**
 - ▶ Delinquent members are not entitled to any membership benefits or services.
 - ▶ Dues received after January 1st and up through January 31st are subject to a 10% late charge.
 - ▶ Dues received February 1st through March 31st are subject to a 25% late charge, and the firms membership listing will not be included in the Institute's annually printed membership roster.
- ✓ Dues will not be accepted after March 31st, and firms desiring to continue membership will need to reapply (subject to a new application fee).

Application Check List:

- | | |
|--|---|
| 1. Select Membership Classification | 3. Complete Appropriate Member Classification Information |
| 2. Complete General Information (please print) | 4. Sign Code of Ethics |
| | 5. Sign Application and Complete Payment Requirements |

FOR A LIST OF OUR DIRECTORS OF ARCHITECTURAL SERVICES, PLEASE VISIT:
WWW.WOODWORKINSTITUTE.COM,
 OR CALL THE WI ADMINISTRATIVE OFFICE, (916) 372-9943

We hereby apply for Woodwork Institute Active Membership Associate Membership M3 Membership

Contact Information (Must be completed for All Classes of Membership):

Firm: _____ Contact: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____ County: _____
Email: _____ Website: _____

Code of Ethics (Must be completed for **All** Classes of Membership):

WOODWORK INSTITUTE Members, Member-Licensees, Non-Member-Licensees and their staff, are expected to conduct themselves in an ethical and professional manner.

The following Code is intended to serve as a basis for the ethical conduct of the INSTITUTE'S Members, Member-Licensees, Non-Member-Licensees and their staff , as such it will also serve as the basis for judging the merit of a formal complaint.

It is understood that some words and phrases are subject to varying interpretations, and that an ethical principle may conflict with another. Questions related to ethical conflicts can best be answered by thoughtful consideration of the fundamental principles, rather than reliance on detailed or specific regulations.

As a WOODWORK INSTITUTE Member, Member-Licensee, Non-Member-Licensee and staff, I will:

1. Be fair and take action not to discriminate or cause harm to others while respecting the values of equality, tolerance, and equal justice.
2. Not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the INSTITUTE.
3. Be honest and trustworthy, will not make deliberately false or deceptive claims, be honest about my qualifications and circumstances that might lead to conflicts of interest. I will exercise care not to misrepresent the INSTITUTE, or its positions and/or policies, nor conduct myself in a manner to bring my position as a member into disrepute.
4. Know, respect, and follow the policies and/or procedures of the INSTITUTE, while acknowledging and supporting proper authorized use of the INSTITUTE'S resources.
5. Not use my position improperly to confer on, or secure for myself, an advantage or a disadvantage on another.
6. Not disclose information given to me in confidence, or information acquired which is of a confidential nature, without proper consent, or unless required to do so by law.
7. Honor contracts, agreements, and specifications, especially those requiring compliance to the *Architectural Woodwork Standards* and/or Certified or Monitored Compliance.
8. Strive to achieve the highest quality, effectiveness, dignity, and professional competence, while managing my personnel and resources to enhance the quality of our professionalism.
9. Uphold principles of this Code and promote the same to other Members, Member-Licensees, Non-Member-Licensees and their staff.
10. Treat violations of this Code as inconsistent with proper Member, Member-Licensee, and Non-Member-Licensee behavior, and understand that by engaging in gross misconduct, my membership may be terminated.

Firm: _____
Signature: _____
Print Name: _____
Dated: _____

Company Statement (Active and Associate Members Only 25 words or less, for *Membership Roster* & website listing):

M3 Membership (Only if applying for M3 Membership):

Employed by: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____ Email: _____
Firm Specializes In: _____

BACKGROUND (Employment History in the Industry)

Firm: _____ Location: _____ Years: _____
Position: _____ Responsibilities: _____
Firm: _____ Location: _____ Years: _____
Position: _____ Responsibilities: _____
Firm: _____ Location: _____ Years: _____
Position: _____ Responsibilities: _____

Calculations and Payment:

Membership Application Fee \$ _____
For First Time Members (after 75% discount), \$100 or
For Reinstating Members, \$400
Annual or Partial Prorated Dues (if applicable) \$ _____
(Subject to the dues categories as stated on front page for respective membership)
Total: \$ _____

Payment Method: (Payment must accompany this application before it can be processed)

Check (enclosed) Visa* Master Card*

* (For credit card payment please complete the information below)

Completed By:

Authorized Signature: _____ Title: _____
Please Print Name: _____ Date: _____

Credit Card Information and Charge Authorization:

Cardholder Name: _____ Card Number: _____
Signature: _____ Exp. Date: _____ Billing Address Zip Code: _____
Amount to be charged: \$ _____

In principle and in practice, the WOODWORK INSTITUTE values and seeks diverse and inclusive participation within the architectural millwork industry. The INSTITUTE promotes involvement, access, and leadership opportunities to all members regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, or disability.