

**Sheet Metal and Air Conditioning Contractors' National Association. Inc.**

4201 Lafayette Center Drive, Chantilly, VA 20151-1209

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**Application for Regular SMACNA Membership**

**THROUGH CHAPTER**

Your company is a:  U.S. Firm  Canadian Firm

Our firm hereby makes application for membership in the Sheet Metal and Air Conditioning Contractors' National Association, Inc. (SMACNA):

*(PLEASE COMPLETE ALL SECTIONS)*

Firm Name: \_\_\_\_\_

Official Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
(First Name) (Last/Surname)

Personal E-mail with firm: \_\_\_\_\_

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

Post Office Box: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

Firm E-mail: \_\_\_\_\_ Firm Web Address: \_\_\_\_\_

***The following information is given with the understanding that it will be kept CONFIDENTIAL:***

1. Are you signatory to any collective bargaining agreement/s? Signatory status\* is a required condition of membership in National SMACNA.  Yes  No  
If yes, please indicate which agreement/s. \_\_\_\_\_

2. Does your agreement include the Sheet Metal and Air Conditioning Contractors' National Industry Fund of the United States (SMACN-IFUS)?  Yes  No

3. Does your agreement include an industry fund other than IFUS?  Yes  No If yes, please give name: \_\_\_\_\_

4. What are your primary reasons for joining SMACNA? \_\_\_\_\_

5. What services offered by SMACNA will be of most help to you? \_\_\_\_\_

6. As a new member of SMACNA, what are the most important benefits you will receive from the Association? \_\_\_\_\_

\* "Signatory status" refers to a contractor who is signatory to one or more collective bargaining agreements. For contractors located within the United States, the collective bargaining agreement must be recognized by the Secretary of Labor as lawful.

7. Your sheet metal firm was established in \_\_\_\_\_ (fill in the year).
8. Your gross sales volume of business last year (or fiscal period) was: \$ \_\_\_\_\_
9. You normally employ (average last two years) the following type and number of "productive employees."\*\*

Trade (sheet metal worker, steamfitter, etc.)	Number Employed
_____	_____
_____	_____
_____	_____

\*\* all employees performing work included in Article 1 of the Standard Form of Union Agreement (see description and dues obligation on last page).

10. How many installers in the field do you have? (average one month) \_\_\_\_\_

11. How many employees are in your fabrication shop? \_\_\_\_\_

12. Your firm does the following type(s) of work **(Please indicate approximate percentage (%) of gross work):**

- A. Architectural Sheet Metal (Estimated % of Gross Volume) \_\_\_\_\_%
- B. Commercial HVAC (Estimated % of Gross Volume) \_\_\_\_\_%
- C. Custom Fabrication (Estimated % of Gross Volume) \_\_\_\_\_%
- D. Industrial Sheet Metal (Estimated % of Gross Volume) \_\_\_\_\_%
- E. Kitchen Equipment (Estimated % of Gross Volume) \_\_\_\_\_%
- F. Manufacturing (HVAC and Related Components  
Estimated % of Gross Volume) \_\_\_\_\_%
- G. Residential Htg. & A/C (Estimated % of Gross Volume) \_\_\_\_\_%
- H. Service (Estimated % of Gross Volume) \_\_\_\_\_%
- I. Siding & Decking (Estimated % of Gross Volume) \_\_\_\_\_%
- J. Testing & Balancing (Estimated % of Gross Volume) \_\_\_\_\_%

13. What percentage of your work is prime contracting \_\_\_\_\_% or direct bid? \_\_\_\_\_%

14. Does your firm belong to the following industry organizations?

- |        |  |                              |                             |
|--------|--|------------------------------|-----------------------------|
| ACCA   | Air Conditioning Contractors of America .....                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ASA    | American Subcontractors Association .....                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ASHRAE | American Society of Heating, Refrigeration<br>Air-Conditioning Engineers ..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| MCAA   | Mechanical Contractors Association of America .....                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NAPHCC | National Association of Plumbing,<br>Heating, Cooling Contractors .....        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NEBB   | National Environmental Balancing Bureau .....                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NRCA   | National Roofing Contractors Association .....                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Our firm is applying for membership through the following SMACNA Chapter:

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If approved for membership, we agree to abide by the Constitution and Bylaws of the Sheet Metal and Air Conditioning Contractors' National Association, Inc., of which we have received a copy. The required dues and fees paid by our firm will be remitted in accordance with policies and procedures established by SMACNA. Attached is our check in the amount of \$\_\_\_\_\_ for membership fees. See enclosed summary of Membership Fees & Dues sheet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position with Firm

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date

**MEMBER APPROVED BY CHAPTER:**

Chapter Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chapter Executive or Representative

Fee Enclosed: \_\_\_\_\_ Date: \_\_\_\_\_

Contributions or gifts to this organization (Sheet Metal and Air Conditioning Contractors' National Association, Inc.) are not deductible as charitable contributions for federal income tax purposes. Sheet Metal and Air Conditioning Contractors' National Association, Inc., contributions, dues and membership fees are deductible by members for federal income tax purposes as ordinary and necessary business expenses within the limitations of the Internal Revenue Code.

**RETURN THIS FORM COMPLETED TO:**  
**SMACNA - Membership Department**  
**4201 Lafayette Center Drive**  
**Chantilly, VA 20151-1209**

**FOR SMACNA USE ONLY**  
**Date Rec'd** \_\_\_\_\_  
**Check #** \_\_\_\_\_  
**Amount Rec'd** \_\_\_\_\_

## STANDARD FORM OF UNION AGREEMENT

### Section 1 - U.S. Only

This Agreement covers the rates of pay and conditions of employment of all employees of the Employer engaged in but not limited to the: (a) manufacture, fabrication, assembling, handling, erection, installation, dismantling, conditioning, adjustment, alteration, repairing and servicing of all ferrous or nonferrous metal work and all other materials used in lieu thereof and of all air-veyor systems and air-handling systems regardless of material used including the setting of all equipment and all reinforcements in connection therewith; (b) all lagging over insulation and all duct lining; (c) testing and balancing of all air-handling equipment and duct work; (d) the preparation of all shop and field sketches whether manually drawn or computer assisted used in fabrication and erection, including those taken from original architecture and engineering drawings or sketches; and (e) all other work included in the jurisdictional claims of Sheet Metal Workers' International Association.

## CONSTITUTION ARTICLE III

### MEMBERSHIP

#### Section 2

##### Definition of Regular Membership

**Membership through a Chapter** - Any Association or group of contractor firms, of good repute, engaged in any phase or phases of the Industry, all the members of which are members of this Association, or who apply simultaneously for membership in this Association, shall be eligible to affiliate with this Association as a chapter thereof by making application for a charter as a chapter of the Association, under the terms and conditions specified in Article III, Section 3.

Subsequent members of the chapter shall become members of this Association when accepted as a member of the chapter.

The jurisdiction of each chapter in terms of geographical territory, or class of business, shall be stated in detail on the application as approved or modified by the Board of Directors. The Chapter shall conform to the Chapter obligations as defined in the Bylaws.

Any chapter charter may be relinquished by the voluntary action of the chapter provided thirty (30) days prior notice of intention of such action is sent by the chapter, by registered mail, addressed to the Executive Vice President of the National Association.

Termination of the affiliation of any chartered chapter shall not in any way affect its existence, property, contracts, debts or liabilities as an autonomous entity.

**Direct Membership** - Any contractor firm of good repute, engaged in any phase or phases of the Industry, and not located in an area served by a Chapter, or if in an area served by a Chapter and approved for Direct Membership, shall be eligible for Direct Membership under the terms and conditions specified in Article III, Section 3.

#### Section 3

##### Application Procedures for Regular Membership

##### Membership through a Chapter -

(1) Applicants shall make application for chapter membership in accordance with the procedures established by the Chapter. When accepted as a chapter member the applicant shall also become a member of this Association.

(2) If the application is for a chapter charter, the applicant shall submit to this Association a Chapter Charter Application Form and separate membership application forms for all members of the group.

The Chapter Charter application shall be submitted to the Board of Directors with an appropriate recommendation from the Membership Committee. The Board shall vote on acceptance or denial of the application by mail referendum or in session.

##### Direct Membership -

(1) Applicants shall make application for membership on the application form provided for that purpose.

(2) Direct Membership applications shall be submitted to the Board of Directors with an appropriate recommendation from the Membership Committee. The Board shall vote on acceptance or denial of the application by mail referendum or in session.

(3) The dues and fees to be paid by a Direct Member shall be in accordance with the Bylaws of this Association and shall be paid directly to the national office of the Association.

### Section 4

#### Direct Membership in Area Served by Chapter

Any contractor firm complying with the provisions of Article III, Section 2, applying for Direct Membership in an area served by a Chapter of this Association shall make application in accordance with Article III, Section 3, but the application shall first be submitted to the Chapter for recommendations and comment.

Provided, however, that no contractor firm shall be eligible for Direct Membership in this Association if it maintains a place of business in an area served by a Chapter unless such contractor firm shall have applied for membership in the Chapter in that area, and has not been accepted for membership by the Chapter. The condition requiring denial of membership may be waived by the Chapter. The authority to grant approval and acceptance shall be vested in the Board of Directors of the Sheet Metal and Air Conditioning Contractors' National Association, Inc.

## BYLAWS ARTICLE VI

### DUES

#### Section 1

##### Dues Schedule

The dues and membership fees applicable to Regular Members and Affiliate Members of the Association shall be established by the Board of Directors from time to time. In the event dues or membership fees are changed, written notice shall be given to all affected parties at least thirty (30) calendar days prior to the effective date of the change.

#### Section 2

##### Payment of Dues and Fees

Direct Members shall pay dues and fees direct to this Association's office on the same basis as stipulated in this Section.

On or about the first day of each year, the Chapter shall submit a list of its current members, accompanying the list with a check to cover the membership fee for each firm on the list. Thereafter, the Chapter will remit monthly the current SMACNA hourly dues contribution established by the Board of Directors for all hours worked by all productive employees of each contractor member firm. The SMACNA hourly dues requirement will be satisfied if a member contributes the same hourly amount to the Industry Fund of the United States.

Chapters located in an area where the collective bargaining agreement requires contributions to a local sheet metal industry and/or promotion fund, but does not require contributions to the Industry Fund of the United States, shall be required to remit the applicable hourly rate to this Association for all hours worked by all productive employees of all firms bound by the terms of the collective bargaining agreement. This requirement will be satisfied if the local industry fund contributes the same amount to the Industry Fund of the United States.

For purposes of this section, "productive employees" is defined as all employees performing work included in Article I of the Standard Form of Union Agreement. This definition includes employees of all levels of skill and all classifications as long as they are engaged in such work.

#### Section 3

##### Dues Delinquency

Any member whose dues remain unpaid ninety (90) days after the due date shall be deemed to be in arrears and shall not be eligible for the benefits of membership thereafter. The due date shall be the twentieth (20th) day of the succeeding month.

Extenuating circumstances may be submitted in writing to the Board of Directors who shall consider the circumstances and approve or deny extension of membership for a specified length of time.

In case of a member becoming in arrears or a member who has been suspended or expelled, reinstatement shall be optional with the Board of Directors.

#### Section 4

##### New Member Fees Payment

All new Regular Members and Affiliate Members are required to pay one full year's membership fee upon application and, thereafter, a pro rata amount to have future payments coincide with the annual January 1 due date.