

ADHA APPLICATION FOR MEMBERSHIP

Affiliate/Associate 2010

This application form is to be used by businesses applying for "Affiliate Membership" and individuals applying for "Associate Membership" of the Architectural Door Hardware Association Inc.

APPLICATION FOR: Affiliate Membership Associate Membership

FULL NAME OF APPLICANT			
BUSINESS NAME/EMPLOYER			
TRADING NAME		ABN	
BUSINESS ADDRESS			
SUBURB		POSTCODE	
POSTAL ADDRESS			
SUBURB		POSTCODE	
PHONE		MOBILE	
EMAIL		WEBSITE	
OCCUPATION/BUSINESS TYPE			

In applying for membership of the association I/we understand that I/we agree to be bound by the terms specified under "Categories of Membership" and that failure to comply may result in forfeiture of membership.

FULL NAME OF APPLICANT		DATE	
SIGNATURE			
PROPOSER		COMPANY	
Proposer must be a current ADHA Member			
SECONDER		COMPANY	

FORWARD YOUR APPLICATION WITH PAYMENT TO:

Mr Richard Brooks
Secretary
Architectural Door Hardware Assn Inc
PO Box 1027
RESEARCH VIC 3095
AUSTRALIA
Phone: (613) 9430 5025
Fax: (613) 9445 9219

PAYMENT DETAILS

The annual membership fee is A\$55.00 for Associate Members and A\$150.00 for Affiliate Members (inclusive of GST) and upon successful application you will be notified in writing and invoiced.

Cheque/Money Order (Please make cheque payable to Architectural Door Hardware Association Inc).

Visa Mastercard EFT payment to ADHA at the NAB, BSB 083-166, Account No 460601624 with company name as reference.

_____ / _____ / _____	_____ / _____	_____
Credit Card Number	Expiry Date	Total Amount
_____	_____	
Name on Card (please print)	Cardholder's Signature	

CATEGORIES OF MEMBERSHIP

Affiliate Membership of the Association shall be available to companies on such terms as the Committee may decide to an applicant who is a manufacturer or distributor of any type of Architectural Hardware (or such other products as the Ordinary Members of the Committee may decide to be suitable), and who carries on its business in a manner compatible with the interests and standing of the Architectural Door Hardware Association; or to such other person, firm or company not otherwise qualified for membership, as the Committee may from time to time decide.

An Affiliate will be entitled:

- a) to attend meetings of the Association
 - b) to receive publications from the Association
- but will have no other rights in relation to the Association.

Associate Membership: Individuals may be admitted as Associates of the Association on such terms as the Committee may decide, provided that they

- a) agree to uphold the Code of Practice as listed in appendix 6.
- b) are likely to carry on business for their employer or self in such a manner as to uphold the integrity and standing of the Association; and
- c) agree to participate in programs of professional development in the Architectural Hardware Industry leading ultimately to the award of qualifications recognised by the Association.

An Associate will be entitled:

- i. to attend meetings of the Association; and
- ii. to receive publications from the Association
- iii. undertake ADHA training
- iv. but will have no other rights in relation to the Association.

ADHA AIMS & OBJECTIVES

The aims and objectives for which the Association is established are:

- To protect and advance the character status and interest of persons in the Architectural Hardware Industry in Australia (herein after referred to as the "Industry").
- To consider all questions affecting the interests of the industry and especially of the Members of the Association and to take such action as may be necessary to protect all or any of such interests.
- To represent the Industry concerning legislative measures and proposals for Government regulations or enactments which may affect the interest of the industry.
- To promote ethical conduct by Members of the Association in their relations with clients and fellow Members.
- To provide such services as may assist Members to improve their technical and business methods including the exchange of statistics and credit information supplied by the members for this purpose.
- To borrow and raise money in such manner and with or without security as the Association may think fit.
- To purchase lease or otherwise acquire any real to personal property which may be deemed necessary or convenient for carrying out the objects and purpose of the Association and to manage improve or develop any such property and to sell or otherwise dispose of any property of the Association.

Code of Practice

Architectural Hardware Industry Association has agreed a Code of Professional Practice, which will be binding, on Member Companies operating in the architectural hardware industry.

Clause 1.

A Member's conduct should uphold the dignity, reputation and good standing of the architectural hardware profession.

Clause 3.

A Member Company, which knowingly causes another person or Organisation to act in a manner inconsistent with this code or is party to such action, will be deemed to be in breach of it.

Clause 5.

It is expected that Members shall seek at all times to ensure that they attain and retain the appropriate levels of expertise necessary for the efficient running of projects. In addition they shall seek to ensure that employees have the appropriate levels of expertise for the efficient execution of their tasks and if necessary they will provide the appropriate level of training to help in that attainment.

Clause 7.

A Member shall not permit misleading statements or inaccurate information to be used in advertising or promotional material.

Clause 9.

A Member when acting for a client, shall inform the client in writing of any interest the Member may have which could prejudice the impartiality of advice or could conflict with the client's interests.

Clause 2.

A Member shall not recklessly or maliciously injure the professional reputation, prospects or business of others or adopt the illegal practice of passing off.

Clause 4.

A Member will at all times act honestly and in such a manner that clients are not misled.

Clause 6.

A Member shall perform only those services, which are within the Member's competence. Employees shall be trained and well supervised to ensure all contracts are undertaken in accordance with specifications and good practice.

Clause 8.

A Member will take all necessary steps to bring this Code of Practice to the attention of their employees and shall use their best endeavours to ensure that such persons observe this Code.

It is a duty of all Members to assist the Association in the enforcement of this Code. If the Association, having duly and properly examined an alleged breach of this Code by a Member, finds that Member in breach of the Code, it shall take such disciplinary action as it shall deem necessary.