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APPLICATION FOR MEMBERSHIP

Company			
Address			
City, Prov.		Postal Code	
Phone		Fax	
Email		Website	
Email Address for Accounts Payable Department <i>All invoicing is done electronically and will be sent to the above email if an AP email is not provided</i>			

Select Category	Membership Category	Dues (annual or monthly, please circle)	Application Fee	GST IS NOT INCLUDED IN PRICES
	Provincial Roofing Contractor	\$1600.00 annually or \$150.00/month	\$400.00	
	Provincial Manufacturer or Supplier	\$1600.00 annually or \$150.00/month	N/A	
	Affiliate	\$1250.00 annually or \$120.00/month	N/A	

**Prices will be pro-rated based on month application is accepted*

ROOFING CONTRACTORS/APPLICATORS ONLY			
Principals of Company		City Business License	
President		W.C.B Compensation #	
Vice President		Third Party Liability Insurance	\$
Secretary		Torch on Liability Insurance (please circle)	YES or NO
Other		COR or SECOR Certification (please circle)	YES or NO

We the under-signed, do hereby make application for membership in the Alberta Allied Roofing Association.

We agree to abide by the By-laws of the Association, to pay all duly levied dues and assessments, and to offer our co-operation in the activities of the Association to further its objectives within the limits provided by the By-Laws.

Signed _____ Date _____

Name (Print) _____ Title _____

SPONSORS: *Required to have 2 existing AARA members sponsor you application.*

Company _____ Representative _____

Company _____ Representative _____

AARA Membership Categories & Dues

If you are interested in applying for membership to the Alberta Allied Roofing Association, please complete the membership application and return it to the Association office along with a cheque for the full dues, as shown on the application form. *If you are submitting a membership application after March of the calendar year, contact the Association office to see if your membership dues can be pro-rated for the current calendar year.*

For Contractor applications, the Association will contact you upon receipt of your application. As part of our due diligence, the AARA will require a list of products your company installs and who your suppliers of those products are. The AARA office will then contact the suppliers and manufacturers to ensure you install to their specifications. The AARA will conduct project observations, to determine if your workmanship meets Alberta Building Code. We will require a list of 3-5 active projects that a certified inspector from our association will do 2 unannounced inspections. Also, please provide proof of your WCB and Insurance coverages. If you do Torch-On applications, please include your Torch-On Insurance coverage. The approval process for applications typically takes 3 to 4 weeks to allow for the documentation checks, follow up with BBB and presentation of your application to the Board of Directors and General Membership for final approval. Do Not use the AARA logo or claim to be a member of the AARA until you have received written notification that your membership has been fully approved!

Please be sure to read the AARA By-Laws, attached to this brochure, to understand the ongoing membership requirements.



OBJECTS & BY-LAWS

Article I. Membership

Section 1.01 Membership in the Association shall consist of the following classes:

(a) Probationary Members. All new Members shall be considered a probationary Member for a period of one year.

Probationary Members in addition to meeting requirement of section 2.02:

- i. Must have an applicable business license, for a minimum of **five years, in the Province of Alberta.**
- ii. Pay a onetime initiation fee as set down by the board of directors
- iii. Agree to spot check of workmanship by the Association.

Probationary Members for a period of one year from membership acceptance are restricted from using the Association logo for long term advertising.

(b) Regular Members. Regular Members are contractors, manufacturers, suppliers and dealers of roofing products, supplies, equipment and services. In addition to the requirements of section 2.02, regular Members must also:

- i. Attend at least four meetings per year.

(c) Honorary Members, as approved by the general membership

(d) Affiliate Members. Professionals such as lawyers, inspectors, architects, other related associations and government officials.

2.01 Requirements of membership. All Members of the Association must:

- (a) Have a significant source of income annually from roofing.
- (b) Have a regional business license including a city business license.
- (c) Carry a minimum of two million dollars liability insurance that will be annually reviewed and verified.
- (d) Have a valid WCB number that will be annually reviewed and verified.
- (e) Have Safety Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR). If a company does not have a certificate at time of application, they will be given one (1) year to complete the certification. If they do not complete the certification, membership will be revoked.
- (f) Agree to install to the Alberta Building Code as a minimum standard.

(g) Address and resolve customer complaints made to the Association Office or to the Better Business Bureau.

(h) Torch-On Insurance coverage that will be annually reviewed and verified(if applicable)

(i) Be current with the Association, keeping all invoices paid up to date.

2.01 Application for membership in the Association shall be made to the office of the Alberta Allied Roofing Association on the forms provided. Copies of business licenses and proof of insurance coverage shall be made available upon request. A cheque for membership fees and initiation fees shall also accompany the application. Upon receipt of the application the Association Office will:

- i. Contact the Better Business Bureau for references
- ii. The board of directors will review the application and approve or disapprove

pending concurrence by the general membership. The application will be presented to the general membership at the next general membership meeting and the board motion to approve or disapprove will stand based on general membership comments at this meeting.

2.02 All new applications for membership must be approved by a majority of Members present at the meeting. If for whatever reason a meeting can not be held a survey will be conducted online with appropriate AARA Board Members.

2.03 It shall be a condition of membership that if the application is accepted, the Member will be bound by and agrees to all of the provisions, obligation and requirements contained in the Association's By-Laws.

2.04 Every representative from a Member firm, partnership or corporation shall be eligible to attend meetings, shall be entitled to hold office, shall enjoy the powers and privileges and shall be subject to all duties, obligations and responsibilities of a Member.

2.05 (a) The Board of Directors may suspend or otherwise discipline any Member of the Association including the suspension of the right to attend meetings and vote on any matter, if,

- i. In the opinion of the directors, the Member has ceased to carry on the form of business which provided eligibility for membership, or
- ii. In the opinion of the directors, the Member has refused or deliberately failed to comply with any By-Law or lawful direction or requirement of the Association, or
- iii. In the opinion of the directors, the Member has committed an act amounting to an offense against any code of ethics of the Association or against the established principles of the trade, or where the conduct of the Member is inimical to the interest of the trade, the Association or its Members, or
- iv. The prescribed dues of a Member remain unpaid in whole or in part for a period exceeding ninety (90) days after the date prescribed for payment, or
- v. A Member has been adjudged bankrupt in proceedings under the Bankruptcy Act of Canada or has made an authorized assignment under the said Act.

(b) The Board of Directors may impose a fine for any breach of any of the provisions of these By-Laws.

(c) Where a Member has been fined, the Directors shall be entitled to set the amount of the fine at such figure as the Directors consider appropriate taking into account the extent of the Member's operations and the nature of the conduct with respect to which the fine is imposed: the fine shall constitute a debt due and owing by the Member of the Association and shall be recoverable as such. A Member who has been fined shall be nevertheless liable for all dues and assessments owed by such Member but unless such Member has also been suspended, such Member, notwithstanding a fine, shall be entitled to attend meeting and vote thereat.

(d) Where a written complaint is made respecting a Member, the Member shall be given not less than thirty (30) days written notice of the time and place for the consideration of the complaint and the nature thereof and such Member, subject to the complaint, shall be given an opportunity to attend and hear full details of the complaint and shall be given a full opportunity to answer and defend the same, before the Board of Directors reaches a decision thereon or imposes any penalty.

(e) After affording a Member the right to appear and defend its conduct, the decision of the Board of Directors shall be final and binding with respect to the penalty imposed except that no fine shall be imposed without the unanimous approval of the Directors taking part in such hearing and providing further, that any Member who has been fined is within ten (10) days of the date on which the Member received written notice of the decision to impose a fine be entitled to notify the President of such Member's desire to appeal the decision of the Board to a Board of Arbitration and in the event a Member desiring to take the matter to arbitration, it shall be proceeded with immediately under the terms and provision of the arbitration Act of the Province of Alberta.

2.01 In the event of the suspension of any Member, such suspension shall continue only until the next General Meeting or to any earlier Special General Meeting called under the request by the suspended Member to the Board of Directors. At such a Special General Meeting, the Directors and the suspended Member shall have the opportunity to present evidence pertinent to the alleged violations for the consideration of the Membership. A two-thirds affirmative vote of the membership present at such a meeting in person or by proxy shall constitute a binding decision and the decision shall be to confirm or continue the suspension or to expel the suspended Member or to reinstate the Member with full rights and privileges.

2.02 A Member may resign from Membership by submitting its resignation in writing and upon payment of all dues and assessments which may have been properly levied against it. All outstanding dues, assessments and fines unpaid on the submission of the resignation shall remain as a debt owing to the Association and be recoverable by the Association as such.

2.03 Every Member who resigns or is expelled from membership shall, upon written request of a duly authorized officer of the Association, return to the Association all documents and property of the Association which it may have in its custody or control.

2.04 A former Member may rejoin the Association provided he/she applies and complies with the conditions as defined in the preceding paragraphs.