

# Application for Membership

Any entity that is involved in, or supplies the stair industry is eligible to apply for membership. Membership approval and appropriate individual dues are determined at the sole discretion of the Membership Committee and the Board of Directors. Mail completed application and dues to the address at the bottom of this application.

## Company Information

Date of Application: \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Major Product Line \_\_\_\_\_ Website \_\_\_\_\_

## Contact Information

### Primary Contact:

Name \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### Secondary Contact:

Name \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## Specific Information

Please provide the following information so that we can quickly and efficiently process your application for membership (responses should apply to **stair related** business only).

1. How many **stair related** employees does your company employ (including officers)? \_\_\_\_\_
2. Please offer the approximate square footage of your manufacturing plant/warehouse:
  - Less than 10,000
  - 10,000 to 30,000
  - 30,000 to 40,000
  - 40,000 to 50,000
  - Over 50,000
3. Please check all that apply:
  - Manufacture stairs or components
  - Install stairs and/or rail systems
  - Distribute stair parts
  - Import stair related products
  - Represent manufacturers (do not take possession of product or transact money other than commission)
  - General contractor/home builder
  - Perform other service or products not directly related to stairs
  - Other \_\_\_\_\_



# Membership Information

Any entity that is involved in or supplies the stair industry is eligible to apply for membership. Membership approval and appropriate individual dues are determined at the sole discretion of the Membership Committee and the Board of Directors.

- Regular Member (Voting)** ~ Any entity involved in the manufacture, import, distribution or installation of stair parts or stair systems.
- Associate Member (Voting)** ~ Any entity that supports the stair industry through products or services but does not qualify as a regular member.
- Allied Member (Non-Voting)** ~ Independent representatives who are sponsored by and represent an SMA member in good standing.

**NOTE: Dues are based on annual Stair Related revenue, NOT on total company revenue. Please select one:**

Regular & Associate Voting Members Annual Stair Related Revenue of: \_\_\_\_\_ Dues:

\$11,000,000 +                      \$3,500

\$8,000,000 +                         \$3,000

\$6,000,000 +                         \$2,600

Regular & Associate Voting Members Annual Stair Related Revenue of: \_\_\_\_\_ Dues:

\$4,000,000 +                         \$2,200

\$3,000,000 +                         \$1,800

\$2,000,000 +                         \$1,400

\$1,000,000 +                         \$1,000

\$500,000 +                             \$750

less than \$500,000                     \$500

Allied Member (Non-Voting) \_\_\_\_\_ Dues:

\$400

Dues structure subject to change for current rates see online application.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

I have read and agree to comply with the SMA code of ethics.

# Website Listing Information

Please fill in the information below as you would like it to appear on the SMA website. We will provide you with your password to the "members only" area. Availability of your password is subject to payment of dues.

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Tell us a little bit about your company (please limit to 30 words) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed application may be faxed to (540) 720-3470 or mailed to:

**Attn: Wendy Jozwiak, Director of Operations**  
**Stairway Manufacturers' Association**  
**385 Garrisonville Road, Ste. 116**  
**Stafford, VA 22554**





## **Stairways Manufacturers' Association Code of Professional Ethics and Conduct**

The SMA and its members are committed to promoting the highest level of professionalism, integrity, and ability available in the stairway industry as well as the public at large. It is intended to encourage fair and healthy competition within the industry. We consider industry relationships critical to the industry's success.

Minimum standards of conduct in these areas are contained herein:

### **I. Professionalism**

Each member of the Association and anyone working for the member shall conduct business in a manner displaying the highest degree of professional behavior bringing credit to the profession, the industry, and the Association. Members and anyone working for the member shall speak truthfully and act in accordance with accepted principles of honesty and integrity. Anyone working for a member shall endeavor to understand and fairly represent his or her own scope of knowledge and ability to perform services.

### **II. Responsibility to Clients**

Each member shall diligently and honestly pursue the client's legitimate objectives. Whenever possible, objectives should be put in writing to avoid misunderstanding. No member shall place its own needs and desires above those of the client in the performance of work for that client. Each member shall advise the client regularly or as agreed on matters concerning the creation of value. Federal, provincial and local laws as well as regulations, codes and ordinances shall be strictly adhered to in the cooperation of property or equipment.

### **III. Code of Ethics**

Believing that honesty and integrity, high ideals and concern for the welfare of the construction industry are both desirable and necessary, and in a sincere effort to promote the mission of the Association, members of the SMA pledge themselves to:

1. Establish and maintain high standards of professional conduct.
2. Freely interchange information and experiences with members of the stairway community.
3. Maintain confidentiality of privileged information.
4. Avoid conflicts of interest.
5. Avoid misrepresentation of products and services.
6. Promote improvement of construction communications, techniques, and procedures.
7. Comply with the Residential Building Codes of the United States as a minimum standard for construction and shall work toward its improvement in the interests of structural sufficiency, safety, and health.
8. Deal justly with their employees, subcontractors, and suppliers.
9. Deal honestly and fairly with their customers.
10. Cooperate to extend the effectiveness of the Association by exchanging information and experience, and encourage research on materials and techniques in order to provide the best value for their customers.
11. Uphold the principle of appropriate and adequate compensation for the services, which they render.
12. Avoid all conduct or practice detrimental to the stairway industry, to the Association, to the good name or reputation of any of its members, or to customers.

These responsibilities are freely and solemnly assumed as they form part of an obligation as members of the Stairway Manufacturers' Association.

Member signature \_\_\_\_\_ Date \_\_\_\_\_