



# NEW MEMBER APPLICATION

Membership expires 12/31/2007

SDA Headquarters  
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NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
YEARS OF EXPERIENCE IN INDUSTRY: \_\_\_\_\_ FIRM SIZE (# OF Employees): \_\_\_\_\_ REFERRED BY: \_\_\_\_\_  
FIRM DISCIPLINE: \_\_\_\_\_ (i.e.: architectural, structural, etc.)

(✓ check one)	<u>Membership Type</u>	<u>National Dues*</u>	<u>Chapter Name:</u> _____
	<input type="checkbox"/> Regular	\$200.00	
	<input type="checkbox"/> Associate	\$200.00	
	<input type="checkbox"/> Member-at-Large	\$250.00	(No chapter in area. SDA Forms and Letters Handbook included.)
	<input type="checkbox"/> Student	\$ 25.00	
<input type="checkbox"/> Emeritus	\$ 50.00	(Must complete <u>and enclose</u> Page 2)	
<input type="checkbox"/> Canstruct a Member	\$ 0.00	(firm built <b>Canstruction®</b> entry in calendar year – Entry Name: _____)	
<b>See Page 2</b> for membership types, eligibility requirements & chapter dues schedule.	<u>* National Dues Notes:</u>		
		<u>Application Date</u>	<u>Dues Amount</u>
		January 1 <sup>st</sup> – June 30 <sup>th</sup>	Full Price
		July 1 <sup>st</sup> – September 30 <sup>th</sup>	Half Price (Does not include Handbook for M@L)
	October 1 <sup>st</sup> – December 31 <sup>st</sup>	Full Price (up to 3 months free – 15 for 12)	
	<b>Chapter Dues</b>	\$ _____	(Required, except Members-at-Large)
	<b>National Dues</b>	\$ _____	(Required)
	<b>SDA Handbook of Forms and Letters (74.00)</b>	\$ _____	Circle one Color: <b>GOLD</b> or <b>SILVER</b>
	<b>Canstruction® (suggested donation \$20.00)</b>	\$ _____	
<b>TOTAL \$</b>			_____

**Professional Emphasis Groups (PEG's):** A Professional Emphasis Group (PEG) is a mini-networking group, or internal sub-group, within SDA. Each PEG has as its focus a different area of expertise and will align with SDA's certification program categories. In addition to networking, PEGs will provide an opportunity to give members advanced information in their particular area(s) of interest. By selecting a PEG on the dues transmittal, a central database will identify a subset of members who, by choice, have identified themselves in a given area of specialty or interest. These members could then be used as consultants or speakers within the organizational structure of SDA and other design related affiliate organizations. **Please select ONE PEG that interests you:**

Project Management     Finance     Human Resources     Marketing     Office Administration     IT

**Committees:** SDA offers the following standing committees. Please check the committee(s) that you would be interested in learning more about nationally.

Awards     Bylaws     Convention/Conference     **Canstruction®**     Education/Programs  
 Historical/SDA Story     Membership     Publications/Web     Sponsorship/Fundraising     Public Relations

**Canstruction®** is the SDA's non-profit trademarked national community service project. Sponsored in dozens of cities across the United States and Canada, **Canstruction®** provides hundreds of thousands of meals annually to hungry people in need. As a public relations vehicle it heightens SDA's national visibility and acts as a catalyst to establish new chapters and increase membership. A contribution to **Canstruction®**, makes it possible for SDA to recruit cities and participants, engage the food industry, provide materials and assistance to sponsors, conduct a public relations campaign and ultimately increase the total amount of food donated to local food banks.

Make check payable to [Society for Design Administration](http://www.sdadmin.org) and mail to above address or pay by credit card.

( ) **Master Card**                      ( ) **Visa**                      ( ) **American Express**

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_ Amt \$ \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_ V-Code \_\_\_\_\_

SDA is a 501(c) (6) organization. Payments and contributions to the SDA are not deductible as charitable contributions for Federal income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses under other provisions of the Internal Revenue Code. Contributions made to **Canstruction®** are considered tax deductible contributions and will be acknowledged by letter from the Foundation.

### Membership Types

**Regular:** Those persons employed as administrative personnel for an architect, engineer, or design professional related to the construction industry, whether in private practice, on the staff of a licensing or registration board, a school, or any other public or private institution or company, and consultants who perform design services administration for the entities described above. They shall pay Chapter and National Dues, and shall have the right to vote and hold Chapter and National office. *Regular members are office managers, marketing directors, business managers, bookkeepers, secretaries, human resource managers, etc., who work for architecture, engineering, interior design, and general contracting firms. Persons who offer marketing, finance, word processing, desktop publishing services, etc., to such firms are also regular members.*

**Associate:** Those persons whose products or services support the design profession. They shall pay Chapter and National Dues. They shall have the right to attend all meetings of SDA, to speak and take part in the discussions thereat, but they shall not have the right to be Chapter President or hold National office. *Associate members are vendors who provide products and other services to our member firms, such as office and drafting suppliers, travel agents, insurance agents, reprographic consultants, plan centers, etc.*

**Member-at-Large:** Those persons for whom no chapter exists chapter in their area. A Member-at-Large shall have the same eligibility requirements as a Regular Member. A Member-at-Large shall not have a voting representative on the Board of Directors.

**Emeritus:** Those members in good standing at the time of retirement from professional life in the design profession for a minimum of 12 years and SDA for a minimum of 10 years. Retirees shall be assessed National Dues to cover the cost of mailings, etc. Local Dues may be assessed as designated by the individual chapter. They shall have all the rights and privileges of membership afforded them prior to retirement, except the right to hold National office or that of President Elect or President of their chapter. If an Emeritus member is certified (SDA/C) at the time of retirement, he/she shall maintain that status without the need to renew.

**Emeritus Member Applicants must complete the following and submit with the Member Application.**

- \_\_\_\_\_ Years of SDA Membership Circle one
- Are you SDA Certified (SDA/C)? YES NO
- Do you currently serve as a National Officer? YES NO
- Do you currently serve as a Chapter President or President Elect? YES NO
- \_\_\_\_\_ Date of your retirement.

Confirmed by Executive Director (upon receipt at SDA National HQ) Date

**Student:** Those persons who are currently enrolled as full-time students in an accredited program leading to a certificate or degree in architecture, engineering, interior design, or with a professed interest in applying their studies to the professional administration of such businesses. They shall pay Chapter and National dues. They shall have the right to attend all meetings of SDA, to speak and take part in the discussions thereat, and to serve as committee members. They shall not have the right to vote, to serve as a committee chair, or to hold Chapter or National office.

**Chapter Dues Schedule (locate the chapter you belong to and include the dues amount with the total submitted to National)**

Chapter	Regular	Associate	Student	Corresponding	Lifetime/Emeritus
Arkansas	\$35.00	\$35.00	N/A	N/A	N/A
Atlanta	\$50.00	\$50.00	N/A	N/A	N/A
Boston	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00
Central Texas	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Charlotte	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Cincinnati	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Cleveland	\$15.00	\$15.00	\$15.00	N/A	\$20.00
Columbus	\$30.00	\$20.00	N/A	\$10.00	\$30.00
Dallas	\$40.00	\$40.00	\$40.00	N/A	N/A
Denver	\$55.00	\$55.00	\$55.00	\$30.00	\$30.00
Eastern Iowa	\$30.00	\$30.00	\$30.00	\$30/00	\$30.00
Florida First Coast	\$25.00	\$25.00	N/A	N/A	N/A
Fort Worth	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Hampton Roads	\$75.00	\$75.00	\$50.00	N/A	N/A
Houston	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Iowa	\$35.00	\$35.00	\$35.00	\$35.00	\$0.00
Las Vegas	\$50.00	\$55.00	\$50.00	N/A	N/A
Mid Missouri	\$30.00	\$30.00	N/A	N/A	N/A
Minneapolis/St. Paul	\$100.00	\$100.00	N/A	N/A	N/A
Nebraska	\$30.00	\$30.00	\$30.00	\$30.00	\$20.00
New York	\$95.00	\$105.00	\$20.00	\$80.00	\$0.00
Northern California	\$85.00	\$75.00	\$50.00	N/A	N/A
Orange County	\$50.00	\$50.00	N/A	\$50.00	\$0.00
Orlando	\$40.00	\$40.00	\$40.00	N/A	\$40.00
Pittsburgh	\$50.00	\$50.00	N/A	N/A	N/A
Portland	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
Raleigh	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
San Antonio	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
San Diego	\$165.00	\$165.00	\$20.00	\$165.00	\$20.00
Seattle	\$85.00	\$85.00	\$85.00	N/A	N/A
Southern Arizona	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
St. Louis	\$65.00	\$65.00	N/A	N/A	N/A