



NEW MEMBER APPLICATION

Membership expires 12/31/2010

SDA Headquarters
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Pittsburgh, PA 15221
Phone: 800.711.8199
Fax: 412.243.5160
E-Mail: admin@sdadmin.org
Web Site: www.sdadmin.org
Tax ID#: 23-7070549

NAME: _____ TITLE: _____

COMPANY: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ E-MAIL: _____

I AUTHORIZE THE SDA TO CONTACT ME VIA EMAIL OR FAX : YES NO

YEARS OF EXPERIENCE IN INDUSTRY: _____ FIRM SIZE (# OF Employees): _____ REFERRED BY: _____

FIRM DISCIPLINE: _____ (i.e.: architectural, structural, etc.)

<p>(✓ check one)</p> <p><input type="checkbox"/> Professional</p> <p><input type="checkbox"/> Associate</p> <p><input type="checkbox"/> Member-at-Large</p> <p><input type="checkbox"/> Student</p> <p><input type="checkbox"/> Emeritus</p>	<p>*Membership Type National Dues</p> <p>\$225.00</p> <p>\$225.00</p> <p>\$275.00 (No chapter in area. SDA Forms and Letters Handbook included for MALs.)</p> <p>\$ 25.00</p> <p>\$ 50.00 (Must complete <u>and enclose</u> Page 2)</p>	<p>*Chapter Name: _____</p>																				
<p>*See Page 2-3 for membership types, eligibility requirements & chapter dues schedule.</p>	<p>* National Dues Notes:</p> <table border="0"> <tr> <td><u>Application Date</u></td> <td><u>Dues Amount</u></td> </tr> <tr> <td>January 1st – June 30th</td> <td>Full Price</td> </tr> <tr> <td>July 1st – September 30th</td> <td>Half Price (Does not include Handbook for M@L)</td> </tr> <tr> <td>October 1st – December 31st</td> <td>Full Price (up to 3 months free – 15 for 12)</td> </tr> </table>	<u>Application Date</u>	<u>Dues Amount</u>	January 1 st – June 30 th	Full Price	July 1 st – September 30 th	Half Price (Does not include Handbook for M@L)	October 1 st – December 31 st	Full Price (up to 3 months free – 15 for 12)	<table border="0"> <tr> <td>*Chapter Dues</td> <td>\$ _____ (Required, except Members-at-Large)</td> </tr> <tr> <td>National Dues</td> <td>\$ _____ (Required)</td> </tr> <tr> <td>SDA PIN (20.00)</td> <td>\$ _____ Circle one Color: GOLD or SILVER</td> </tr> <tr> <td>SDA Handbook of Forms and Letters (79.00)</td> <td>\$ _____</td> </tr> <tr> <td>**canstruction® (suggested donation \$20.00)</td> <td>\$ _____</td> </tr> <tr> <td>TOTAL</td> <td>\$ _____</td> </tr> </table>	*Chapter Dues	\$ _____ (Required, except Members-at-Large)	National Dues	\$ _____ (Required)	SDA PIN (20.00)	\$ _____ Circle one Color: GOLD or SILVER	SDA Handbook of Forms and Letters (79.00)	\$ _____	**canstruction® (suggested donation \$20.00)	\$ _____	TOTAL	\$ _____
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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 Connections Convention/Conference **canstruction®**
 Education/Programs Membership Publications/Website Public Relations

****See p.3 for information on canstruction®.**

Make check payable to **Society for Design Administration** and mail to above address or pay by credit card.

Master Card **Visa** **American Express**

Credit Card Number _____ **Exp. Date /** _____ **Amt Total \$** _____

Cardholder Name _____ **Signature** _____ **V-Code** _____

*****Please enroll me for the SDA's payment installment plan using the credit/debit card above.**

*** (For details on the SDA's payment installment option, refer to page 3 of the application)

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

Professional: 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. *Professional 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 professional 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 Professional Member. A Member-at-Large shall pay National and Member-at-Large dues, and shall have the right to vote and hold Chapter and National office.

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 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.

****canstruction®**

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. Visit www.canstruction.org for info.

Chapter Dues Schedule

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

Chapter	Professional	Associate	Student	Corresponding	Lifetime/Emeritus
Arkansas	\$35.00	\$35.00	N/A	N/A	N/A
Atlanta	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Baton Rouge	\$50.00	\$50.00	\$25.00	N/A	\$25.00
Boston	\$95.00	\$95.00	\$95.00	\$95.00	\$95.00
Central Texas	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
Charlotte	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Cincinnati	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
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	\$40.00	N/A
Denver	\$55.00	\$55.00	\$55.00	\$30.00	\$30.00
Florida First Coast	\$25.00	\$25.00	N/A	N/A	N/A
Fort Worth	\$35.00	\$35.00	N/A	N/A	N/A
Hampton Roads	\$75.00	\$75.00	\$50.00	N/A	N/A
Houston	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Mid Missouri	\$30.00	\$30.00	N/A	N/A	N/A
Minneapolis/St. Paul	N/A	N/A	N/A	N/A	N/A
Nebraska	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
New York	\$95.00	\$105.00	\$20.00	N/A	N/A
Northern California	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00
Orange County	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Orlando	\$40.00	\$40.00	\$40.00	\$40.00	N/A
Phoenix	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Pittsburgh	\$50.00	\$50.00	N/A	N/A	N/A
Portland	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Raleigh	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
San Antonio	\$25.00	\$25.00	\$25.00	N/A	N/A
¹ San Diego-Standard	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
¹ San Diego-Premium	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00
Seattle	\$85.00	\$85.00	\$85.00	\$85.00	N/A
Southern Arizona	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
St. Louis	\$65.00	\$65.00	\$0.00	\$0.00	\$0.00
Tampa	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00

¹ If you choose to pay San Diego Chapter Dues at \$165.00, then Chapter meetings you attend through out the year are free. If you choose to pay San Diego Chapter Dues at \$65.00, then each Chapter meeting you attend through out the year will be \$20.00.

*****SDA National Membership Dues Payment Plan**

In order to better accommodate members undergoing financial strain, the SDA accepts installment payments for national membership dues. In order to participate, place a checkmark on the membership application next to the statement reading “___*Please enroll me for the SDA’s payment installment plan”, and fill out the payment section with your credit or debit card number. Payments will automatically be debited in equal installments in the first week of each month.

Terms & Restrictions:

- Chapter Dues must be paid in full with the initial national dues installment payment.
- Payment must be made in no more than 5 installments, with payment in full received by April 30 of the membership year.
- Refunds will not be issued. If a member cancels payment and/or misses two consecutive payments, his/her membership will be terminated with no refunds issued.
- Members must enroll in the installment program by January 31 with an initial installment payment no later than the last day of January in the membership year.