



**ICAA MEMBERSHIP APPLICATION FORM**  
1321 Duke Street, Suite 303 Alexandria, VA 22314  
Tel. (703) 739-0356 Fax (703) 739-0412  
Website: www.insulate.org  
Email: icaa@insulate.org

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** ( ) \_\_\_\_\_ **Fax** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Name of Majority Owner:** \_\_\_\_\_

**Name of Company Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Contractors Only:** Please complete the following: My company has \_\_\_\_ (number of) branches and \_\_\_\_\_ (number of total) employees.

**All Member Applicants:** The back side of this form describes the membership categories, dues, and qualifications. Please review it before signing below. Your signature below is your certification that you meet the criteria for the membership classification you have selected, and that you agree to adhere to the ICAA Code of Ethics and arbitration clause (page 3).

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Membership Category** (see next page) \_\_\_\_\_

**Check #** \_\_\_\_\_ **Amount enclosed \$** \_\_\_\_\_ **Sponsor's name** \_\_\_\_\_

**Include check made payable to ICAA for annual dues with application.**



## ICAA Membership Categories and Annual Dues

**General Member.** Consists of any firm, partnership, corporation, or legal entity engaged in insulation contracting. The general member, its primary owner, or its operations manager shall be actively engaged in ownership or management of such a business for at least two of the prior five years. Each general member shall appoint one representative, an employer or employee of the general member, who shall vote and be eligible to hold office. Only General Members shall be entitled to vote and hold office in the Association.

Contractor operations which are a subsidiary, entity, or division of a parent company clearly identified as an insulation contracting company or a manufacturer of insulation for resale or engaged in the production, transportation or sale of energy or energy conservation equipment or services shall not be eligible for this membership category.

**Provisional Contractor Member.** New entities in insulation contracting or businesses interested in becoming insulation contractors shall be eligible for provisional membership and shall become a General Member after providing evidence of 24 months in insulation contracting in good standing.

**Associate Contractor Member.** Consists of insulation contractors whose parent company's primary source of revenue is insulation contracting or the manufacture or sale of materials, equipment or services for the insulation contracting industry. The parent company shall be a General Member or an Associate Industry Member.

### Dues Schedule for General, Provisional, and Associate Contractor Members

	<i>Annual Gross Sales</i>	<i>Annual Dues</i>
Single Location	\$0 - \$1 Million	\$625.
Single Location	Over \$1 Million	\$1250.
2 Locations		\$1250.
3 Locations		\$1875.
4 Locations		\$2500.
5 – 10 Locations		\$3125.
Locations 11 – 20		\$400. each
Locations 21+		\$235. each*

\*Total dues are capped at \$13,000

**Associate Industry Member.** Consists of manufacturers, distributors, or suppliers of materials, equipment or direct services to the building insulation contracting industry.

<i>Annual Gross Sales</i>	<i>Annual Dues</i>
\$0 - \$5 Million	\$625.
\$5 Million - \$10 Million	\$1250.
\$10 Million - \$15 Million	\$1875.
\$15 Million - \$20 Million	\$2500.
\$20 Million - \$25 Million	\$3125.
\$25 Million - \$50 Million	\$3750.
Over \$50 Million	\$5200.

**Associate Other Member.** Consists of national manufacturers of products other than those directly related to the insulation industry (doors, windows, fireplaces, closet shelves, etc.). Annual dues are \$775.

**Corresponding Associate Member.** Consists of building and code officials, building inspectors, architects, and attorneys. Annual dues are \$325.

### **ICAA Members Code of Ethics**

The membership of the ICAA prepared a Code of Business Ethics that is subscribed to by each member as a condition of membership. The Code reads as follows: Recognizing the need for sound and ethical business standards and practice, we hereby pledge to uphold the highest ethical standards in the conduct of our business. This includes our pledge individually and as a group to:

- I. Deal fairly and honestly with customers, competitors, vendors, and employees.
- II. Utilize the most skilled and professional workers available.
- III. Make only those representations which can be fully substantiated and are in full compliance with industry standards, codes, law, and practices.
- IV. Encourage and support continuing education and training throughout our industry.
- V. Refuse to condone and quickly report any practices contrary to the policies of ICAA.
- VI. Comply with all applicable health and safety standards.
- VII. Support independent insulation contracting based on free, competitive markets.

### **Arbitration**

If a dispute arises between ICAA and Member, and if said dispute cannot be settled through negotiations, the parties agree to first try in good faith to settle the dispute by mediation, meeting in person in the locality of the ICAA headquarters without counsel, before making a demand for arbitration in the locality of the ICAA headquarters, pursuant to the rules of the American Arbitration Association.