



## **MEMBERSHIP POLICIES**

2256 Judson St. SE, Salem OR 97302

PO Box 12065, Salem OR 97309

Phone: 503-362-7957 Fax: 503-362-1651 E-mail: [info@sceonline.org](mailto:info@sceonline.org)

[www.sceonline.org](http://www.sceonline.org)

Office Hours: 8:00 a.m. - 4:30 p.m.

Monday through Friday

### **USE OF PLANS IN THE EXCHANGE**

Each member of the Exchange is allowed use of the Exchange by employees of their company. Members are not to bring in employees of other companies or give them access to our web site. **THIS COULD LEAD TO AUTOMATIC SUSPENSION.** Plans are to remain in the Exchange during office hours. A member may not use more than one set of plans at a time. Plans are not to be marked on or defaced in any way.

### **WEB SITE**

Level 1 membership entitle members access to our web site which contains information on each project bidding including bid date, architect, owner, site address, completion date, table of contents, descriptions, addenda, plan holders lists, the current newsletter, and current members. Level 2 memberships include all the above plus the ability to view and print plans and specs.

### **MEMBERSHIP DUES**

Dues are billed annually. Members returning by January 31 may take a 5% discount from the dues amount. Members with unpaid dues on January 31 will be dropped from our membership files. Members who re-join by April 1 must pay the full amount of dues. Former members who have been inactive for more than four months are required to pay the prorated dues amount plus the \$100 initiation fee.

### **BLUEPRINT AND SPECIFICATION COPIES**

Copy machines are available to members for making prints of individual blueprint sheets or specification copies. Members are given a 25% discount for making their own blueprint copies. Copies of plans and specs in the Exchange will be printed or emailed on request.

### **EXCHANGE KEY**

An access key to the Exchange is available to a member wishing to use the facility after office hours and on weekends. A deposit of \$25 is required and is refunded only on return of the key. The key of a member who has not renewed his dues by February 1 will be blocked from access into the Exchange. Keys are to be used only by the representatives of the company paying the deposit and annual dues.

### **USE OF TELEPHONE AND INTERNET**

Telephones in the Exchange are for the use of members in making local, credit card and collect calls. Internet access is available though Wi-Fi.

### **OVERNIGHT CHECKOUT OF PLANS**

Members may reserve a plan for overnight by signing the night book located on the front desk. The plan may leave the Exchange Monday through Friday at 4:15 p.m. and must be back in the Exchange by 8:30 a.m. the following morning. They may be picked up Saturday noon and returned Monday morning by 8:30 a.m. One plan per night may be checked out by a member. The same plan may not be checked out for two consecutive nights by one member. Plans are to remain in the Exchange the weekend before the bid date and the last two days and nights before the bid date.

**TAKING PLANS OUT OF THE EXCHANGE WITHOUT PROPER CHECK-OUT COULD  
LEAD TO AUTOMATIC SUSPENSION.**