



AMERICAN COUNCIL OF ENGINEERING COMPANIES OF MASSACHUSETTS

American Council of Engineering Companies of Massachusetts, Inc. The Engineering Center, One Walnut St, Boston, MA 02108-3616 Telephone: 617/227-5551, Fax: 617/227-6783 Email: acec/ma@engineers.org Website: www.acecma.org

APPLICATION FOR FULL, ASSOCIATE, AFFILIATE, NON-RESIDENT OR RETIRED MEMBERSHIP

Date: Year Firm Founded/Organized:

Type of Membership for which you are applying (please check one; see Section 2, "Qualifications" on page 4):

Full Associate Affiliate Non-Resident Retired Member

Name of Firm:

Street Address:

Mailing Address (if different, e.g. PO Box):

City: State: Zip + 4:

Telephone: Fax:

Web site: Firm's Email Address:

Total personnel in all offices in: Massachusetts Rhode Island

Is this office a headquarters with branch offices in Massachusetts or Rhode Island? Yes No

If yes, list the addresses of MA and RI branches on a separate sheet.

Is this office a headquarters with branch offices in other states or countries? Yes No

If yes, total number of personnel in all offices in all states and countries:

Is this office a branch office or subsidiary? Yes No

If yes, circle one: Subsidiary Branch office

Parent Firm or Headquarters:

Address:

Business Organization Type:

- Cooperative Corporation Sub Chapter S Public Private Joint Venture Limited Partnership Limited Liability Company (LLC) Partnership Sole Proprietorship

Name of principal who will be the official firm representative to ACEC/MA and receive primary correspondence (If applying for Retired Membership status, proceed to the last page of this application.):

Name:

Title: Email address:

Principals, Partners or Officers: *(attach additional sheet if necessary)*

Name	Title	Registration (state, type, number)	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional or Technical Organizations to which Firm or its Principal's Belong:

Special Contacts: Please list **names and email addresses** of managers or other individual(s) who should receive information on the following. You may list more than one name for each category; attach additional pages if necessary. **Name** **Email**

- Marketing _____
- Human Resources _____
- MIS _____
- Accounting/Financial _____
- Risk Manager _____
- Legal Counsel (in-house) _____
- Environmental/Hazardous Waste Projects _____
- Engineering Education _____
- Contact for Public Sector Projects _____
- Contact for International Projects _____
- Contact for Building Systems Design _____

Please attach an additional page for names and emails of employees to receive ACEC/MA event and informational notices.

Is your firm engaged in the independent professional practice of consulting engineering or land surveying with a registered Professional Engineer or Land Surveyor as a principal, with an office in MA or RI? (If yes, you will be considered a Full Member Firm) Yes _____
No _____

Is your firm engaged principally in the independent professional practice of design professional services? (If no to #1 and yes to #2 you will be considered for Associate Membership) Yes _____ No _____

Is your firm a professional service firm with a client base among ACEC Member and Associate Member firms and other design professionals? (If yes, you will be considered for Affiliate Membership) Yes _____ No _____

Would your firm qualify as a Full Member if it had an office in MA or RI? (If yes, you will be considered as a Non-Resident Firm.) Yes _____ No _____

Is your firm in a business substantially to provide goods? Yes _____ No _____

Has your firm been engaged or might become engaged in activities that ACEC/MA may consider to be adverse to the best interests of design professional service firms? If yes, please attach explanation. Yes _____ No _____

Please include a description of your firm and services it provides, fifty words or less, for inclusion in our online Membership Directory.

SECTION 2. QUALIFICATIONS

- A. Member* firms shall be limited to those whose individual firms, parent firms, branch offices, divisions, or subsidiaries have principals who furnish consulting engineering services, and shall
 - 1. maintain established offices for the practice of consulting engineering, as (i) sole proprietorships; (ii) partnerships; (iii) limited liability corporations, (iv) limited liability partnerships or (v) corporations, divisions or subsidiaries furnishing consulting engineering services provided that their officers act for them on professional policies and activities;
 - 2. have one or more principals registered or licensed professionally in accordance with the laws of the states in which they practice;
 - 3. belong to The Council;
 - 4. practice consulting engineering in accordance with the The Council Professional and Ethical Conduct Guidelines;
 - 5. practice under an organizational arrangement that does not involve a conflict of interest or that does not subordinate independent professional judgment to other considerations. Firms or corporations wholly or partially owned by commercial, construction contracting, manufacturing, sales, public utility, holding company or other similar organizations which function as service organizations for the controlling company, shall not be eligible for membership if such ownership arrangements prejudice or subordinate the professional or ethical judgment of the consulting engineers.
- B. A Member firm shall maintain an office in Massachusetts or Rhode Island for the practice of consulting engineering as (1) a sole proprietorship; or (2) a partnership; (3) a limited liability corporation, (4) a limited liability partnership, or (5) a corporation.
- C. The principal or principals who are registered professionals shall have final control within the firm with respect to professional policies and activities. A Member firm shall have a minimum of one Professional Engineer or Land Surveyor regularly assigned to the staff of each member office.
- D. A Member firm shall not practice under any organizational or ownership arrangement that involves a conflict of interest or subordinates independent professional judgment to other considerations.
- E. All employees of a Member firm shall automatically be members.
- F. An **Associate** member shall be a professional services firm including (but not restricted to) architectural or landscape architectural firms (or an individual providing such services), an environmental science firm and not otherwise engaged in the practice of consulting engineering or land surveying, or otherwise qualified for regular membership in ACEC/MA. An Associate member shall maintain an office in Massachusetts or Rhode Island.
- G. An **Affiliate** member shall be a services firm or vendor firm with a client base among ACEC/MA Member and Associate member firms and other professionals. An Affiliate member's business shall be conducted in the best interest of design professionals, in the areas including, but not limited to, accounting, MIS consulting, insurance, marketing and communications, and business management. An Affiliate member firm shall not be engaged in the practice of consulting engineering, land surveying, architecture, planning, or other design profession, or be otherwise qualified for Membership or Associate membership in the ACEC/MA. An Affiliate Member shall not be in the business substantially to provide goods. An Affiliate member shall maintain an office in Massachusetts or Rhode Island.
- H. Associate and Affiliate members together shall not comprise more than twenty percent (20%) of the total member firms of ACEC/MA. Associate and Affiliate members may be subject to annual review and approval by the Board of Directors and membership may be terminated at the sole discretion of the Board of Directors, by affirmative vote of two-thirds of the Board of Directors present at a formal (quorum) meeting.
- I. A **Retired** Member is a fully retired former employee of a member firm.

* Note: A Non-Resident members shall be a consulting engineering firm that meets the qualifications of a Member Firm as defined in Article II, Section 2 of ACEC/MA Bylaws, except that the firm does not maintain an established office in Massachusetts or Rhode Island for the practice of consulting engineering or land surveying services. The Non-Resident member firm must be a full member of ACEC National and a full member of their state Member Organization. They can participate on a committee, but they do not have voting rights, and they are not eligible for service on the Board of Directors. A Non-Resident member firm shall pay flat dues of \$2000 regardless of the size of the firm. *As stated in Article I, Section 1 of bylaws.

SECTION 3. APPLICATION FOR MEMBERSHIP

An application to become a Member firm, an Associate member, an Affiliate member, a Non-Resident member, or a Retired Member shall be made on such application form as is from time to time prescribed by ACEC/MA. The application shall be submitted to the Membership Committee which shall review the application and forward it together with the Committee's recommendation to the Board of Directors. If an applicant is a subsidiary of a non-engineering firm, the application must include a written statement verifying the independence of the subsidiary in the practice of consulting engineering. An applicant shall become a member only upon the affirmative vote of two-thirds of the Board of Directors present at a formal (quorum) meeting, and upon payment of an application fee as determined by the Board of Directors. A Member firm or individual member of the ACEC/MA is automatically a member of The Council.

SECTION 4. REPRESENTATIVES OF MEMBER FIRMS

Each member firm shall designate one individual to serve as its official representative to ACEC/MA. The representative shall be a principal of the member firm.

SECTION 5. REPRESENTATIVES OF ASSOCIATE AND AFFILIATE MEMBERS

An Associate or Affiliate member firm shall be permitted up to two representatives to ACEC/MA. The representative may not serve as an ACEC/MA Officer or Director. The representative may serve as the chair or co-chair of a Committee or Task Force. The representative may attend and participate in all ACEC/MA activities. Associate and Affiliate member firm representatives shall serve without voting capacity, as an advisor only.

I have read the qualifications for Full Membership, Associate Membership, Affiliate or Non-resident Membership, and Retired Membership in the American Council of Engineering Companies of Massachusetts, Inc., and believe that the firm/applicant meets the necessary requirements. Further, I hereby attest to the independence of the firm, if a subsidiary, in the practice of professional services.

Signature of Principal/Officer/Retiree _____

Name _____ Title _____

The Membership Committee recommends that this application be: () **Approved** () **Disapproved**

Date Voted _____ Chair, Membership Committee _____

Approved by Board of Directors: _____ President, ACEC/MA _____

Date Voted _____