



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: acecma@engineers.org Website: www.acecma.org

Application For Firm Membership

Date: _____

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

Full [] Affiliate [] Non-Resident []

Name of Firm: _____

Street Address: _____

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

City: _____ State: _____ Zip + 4: _____ Date Firm Founded/Organized: _____

Phone: _____ Fax: _____

Web site: _____ Firm's Email Address: _____

LinkedIn or Facebook firm listing(s): _____ Firm's Twitter Handle: _____

Name of Principal who will be the official Firm Representative to ACEC/MA and receive primary correspondence:

Name: _____

Title: _____ Email address: _____

Total personnel in all offices in: Massachusetts: _____

Is this office a headquarters with other branch offices in Massachusetts Yes [] No []

If yes, list the addresses of MA branch offices (attached additional sheet, if necessary):

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

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

Is this office a branch office or subsidiary? Yes [] No [] If yes, check one: Subsidiary [] Branch office []

Parent Firm or Headquarters: _____

Street Address: _____

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

City: _____ State: _____ Zip + 4: _____

Business Organization Type:

Grid of checkboxes for business organization types: Cooperative, Corporation, Sub Chapter S, Public, Private, Joint Venture, Limited Partnership, Limited Liability Company (LLC), Partnership, Sole Proprietorship

Annual Dues: Annual dues for firms applying for either Full or Affiliate membership are dependent on the number of employees in the firm's Massachusetts offices. ACEC/MA will provide dues quotes for Full member firms. Annual dues for Affiliate and Non-Resident members are effective 7/1/17.

Full Members: Please contact ACEC/MA for a dues quote

Table with 2 columns: Employee count ranges and corresponding dues amounts for Affiliate Members.

Non-Resident: \$2,000 Small Firm Non-Resident ≤ 30 employees for entire firm: \$1000

ACEC/MA's fiscal year is from July 1 to June 30 of the following year. Dues for new members are pro-rated on a quarterly basis starting with the quarter commencing next after the date of approval of the application for membership. Dues amounts are subject to annual review and revision.

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 Principals 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.

Division	Name	Email
Marketing		
Human Resources		
Information Systems		
Accounting/Financial		
Risk Manager		
Legal Counsel (in-house)		
Environmental/Hazardous Waste Projects		
Engineering Education		
Public Sector Project Contact		
Private Sector Project Contact		
International Projects Contact		
Building Systems Design Contact		

- Is your firm engaged in the independent professional practice of engineering or land surveying with a registered Professional Engineer or Land Surveyor as a principal, with an office in MA?
(If yes, you will be considered a Full Member Firm.) Yes No
- Is your firm engaged solely in professional services other than engineering or land surveying?
(If no to #1 and yes to #2 you will be considered an Affiliate Member.) Yes No
- Is your firm a services firm with a client base among ACEC Member firms and other design professionals or a firm engaged in non-engineering services but associated with the design and/or construction fields?
(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 and are you a member of the local ACEC chapter for the state in which you are located?
(If yes, you will be considered as a Non-Resident Firm.) Yes No If yes, which state: _____
- 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 averse to the best interests of design professional service firms? Yes No
 - If yes, please explain: _____



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Disciplines: For statistical purposes, please indicate which of the following services your firm provides. Include only in-house capability, by virtue of experience and having a principal registered in that specific field:

Grid of checkboxes for various engineering disciplines: Agricultural/Biological Engineering, Architectural, Chemical, Civil - General, Civil - Structural, Civil - Transportation, Computer/Communication Systems, Construction Management, Electrical, Environmental, Fire/Earthquake/Hazards/Safety, Forensic, Geotechnical, Hydrology, Industrial, Land Development, Marine & Coastal, Mechanical, Nuclear/Petroleum/Energy, Planning, Surveying/GIS/Mapping, Water/Wastewater, Other.

Does your firm do international work? Yes [] No []

Minority/Disadvantaged Business/Small Business Status:

Grid of checkboxes for business status categories: Certified Small Business, Disadvantaged Business Enterprise, Minority Business Enterprise, Service Disabled Veteran Owned Business, Women's Business Enterprise.

Firm Description: Attach a 50 word, or less, description of your firm and services it provides, for our online Membership Directory.

References: Please furnish names and addresses of three consulting/professional design firms (at least one of which is a member of ACEC/MA) together with the name of a principal officer of each who is familiar with the work your firm performs. Affiliate members are required to provide 1 reference related to ACEC, such as a current member, or another reference from the A/E/C community in Massachusetts.

Form fields for Firm Name, Street Address, City, State, Zip.

Form fields for Name of Principal Officer, Telephone.

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Form fields for Name of Principal Officer, Telephone.

EXCERPTS FROM THE BYLAWS OF ACEC/MA, INC. (6-28-13): Article II – Membership

SECTION 2. QUALIFICATIONS

- A. Member firms shall be limited to those whose individual firms, parent firms, branch offices, divisions, or subsidiaries that 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 registered or licensed professionally in accordance with the laws of the states of Massachusetts and who are in direct control or in responsible charge for the professional services that are performed in that state;
 - 3. belong to The Council;
 - 4. practice consulting engineering in accordance with 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 for the practice of consulting engineering or land surveying.
- 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. All employees of a Member firm shall automatically be members.
- E. An Affiliate 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, a services firm or vendor firm with a client base among ACEC/MA Member firms and other professionals in the areas including, but not limited to, accounting, MIS consulting, insurance, marketing and communications, construction, construction management, and business management. An Affiliate member firm shall not be engaged in the practice of consulting engineering or land surveying. An Affiliate member shall maintain an office in Massachusetts.
- F. Affiliate members together shall not comprise more than forty percent (40%) of the total member firms of ACEC/MA. 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.
- G. A Non-Resident Member Firm shall meet all the criteria for Member Firm, except that the firm does not have an office in Massachusetts.

SECTION 3. APPLICATION FOR MEMBERSHIP

An application to become a Member firm, 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 of ACEC/MA, which shall review the applicant and forward the application together with the Committee’s recommendation to the Board of Directors. If an applicant is a subsidiary of a non-engineering or non-land surveying 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 firm 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.

SECTION 4. REPRESENTATIVES OF MEMBER FIRMS AND NON-RESIDENT MEMBER FIRMS

Each Member firm and each Non-Resident 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, or Non-Resident member firm.

SECTION 5. REPRESENTATIVES OF AFFILIATE MEMBERS

An 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. Affiliate member firm representatives shall serve without voting capacity, as an advisor only.

I have read the qualifications for Full Membership, Affiliate Membership, and Non-resident 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: _____

Name: _____ **Title:** _____

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

Signed by Membership Chair: _____
Date Voted _____ Chair, Membership Committee

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