



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](mailto:acecma@engineers.org) | Website: [www.acecma.org](http://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

Firm Name: \_\_\_\_\_

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'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: Branch  Subsidiary

Parent Firm or Headquarters: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_

#### Business Type

Cooperative   
Corporation   
Sub Chapter S

Public   
Private   
Joint Venture

Limited Partnership   
Limited Liability Corp. (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

**Affiliate Members:**

1 to 4 employees - \$325	5-14 employees - \$1000
15-39 employees - \$1,600	40 or more employees - \$2,750

**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.

For more information, visit [www.acecma.org](http://www.acecma.org)

**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 emails** of managers or other individual(s) who should receive information on the following ACEC/MA Committees and Forums. You may list more than one name for each category; attach additional

Division Contacts	Name	Email
Marketing		
Human Resources		
Information Systems		
Accounting/Financial		
Risk Manager or Legal Counsel		
Health & Safety Contact		
Environmental/Energy/ Water/Hazardous Waste		
Diversity, Equity, Inclusion		
Transportation Project Contact		
Private Sector Project Contact		
Building Systems Design Contact		
International Projects 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:

Agricultural/Biological Engineering	Electrical	Land Development
Architectural	Environmental	Marine & Coastal
Chemical	Fire/Earthquake/Hazards/Safety	Mechanical
Civil - General	Forensic	Nuclear/Petroleum/Energy
Civil - Transportation	Geotechnical	Planning
Computer/Communication Systems	Hydrology	Surveying/GIS/Mapping
Construction Management	Industrial	Water/Wastewater
Other, please describe:		

What percentage of your firm's work (in MA if office is in state) is: for Private Clients \_\_\_\_\_ for Public Sector \_\_\_\_\_

Does your firm do international work? Yes  No

**Minority/Disadvantaged Business/Small Business Status:**

- Certified Small Business
- Minority Business Enterprise
- Women's Business Enterprise
- Disadvantaged Business Enterprise
- Service-Disabled Veteran Owned Business
- Other:

**Firm Description:** Insert here or 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.

\_\_\_\_\_  
**Firm Name**

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Name of Principal Officer

\_\_\_\_\_  
 Telephone

\_\_\_\_\_  
**Firm Name**

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Name of Principal Officer

\_\_\_\_\_  
 Telephone

\_\_\_\_\_  
**Firm Name**

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 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.

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

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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