

SOCIETY POLICY

VERIFICATION AND CERTIFICATION OF MEMBER APPLICATION INFORMATION

I. PREFACE

- A. Grades of membership in ASME and the minimum requirements for each grade of membership can be found in Article C3.1.
- B. Article C3.1.2 states, "Members of Honorary grade shall be elected by the Board of Governors. The election for all other grades of membership may be delegated by the Board of Governors."

II. PURPOSE

- A. To provide a policy for verification and certification of information contained in the application for membership.
- B. To provide a policy for verification and certification of information contained in the application for promotion.
- C. To provide a procedure making membership contingent upon receipt of dues.
- D. To provide a method for notifying the proposed member concerning the status of the application.

III. POLICY FOR VERIFICATION OF APPLICATION INFORMATION FOR ALL MEMBER GRADES EXCEPT STUDENT MEMBER

- A. Verification of educational information.

In signing the application form, the applicant authorizes the Society to verify the educational information provided.

- B. Certification of active practice data.
 - 1. Certification of eight years of active practice in a position of responsible charge of engineering work shall be considered as sufficient evidence of the active practice information for Member grade for a new member application.
 - 2. Certification of the active practice information is to be made only upon personal knowledge and evaluation of such engineering practice and/or through information transmitted to them by appropriately qualified individuals with such personal knowledge.
 - 3. Certification of attainment of a position of policy-making authority and recognized leadership in some pursuit related to engineering and an active

interest in furthering engineering progress shall be consistent with the conditions for certification as specified in III. B.1. and III.B.2 and shall be sufficient evidence for Affiliate.

4. Lacking such certification, the Membership Staff may obtain and evaluate confidential letters of reference from as many individuals listed by the candidate on the application form as they deem necessary. For cases in which such certification has been made, the Membership Staff may additionally require such confidential letters of references and/or obtain additional information from any other qualified source if it considers that there is not sufficient information to make a proper evaluation.
 5. A United States State or Territory Professional Engineering License is recognized as an acceptable equal to the eight years of active practice requirement for any grade of Society membership, and, in addition, is recognized as an acceptable equal to the five years of responsible charge requirement for Member grade.
- C. Attainment of a degree in an approved engineering curriculum or a baccalaureate degree in an approved engineering technology curriculum shall be accepted as equivalent to the eight-year experience requirement. Furthermore, appropriate credit toward the eight-year requirement will be given for the following: graduation from an unapproved engineering or engineering technology curriculum, completion of portions of such curricula, completion of a course of study in a technical institute or other recognized educational programs.
- D. An engineering graduate student in an educational institution whose related undergraduate curriculum has been approved is eligible for membership in ASME as a Member by application.
- E. The experience of one who has not been graduated from an approved curriculum should show variety, progress and promotion in the performance of engineering functions.
- F. References.
1. An application for admission to the Society as a Member or Affiliate should list at least three references who have personal knowledge of the applicant's qualifications. One reference must be a Fellow or Member of ASME.
 2. An application for promotion (except to Fellow or to Member from Student Member) should list at least two engineering supervisors or two Members who have personal knowledge of the applicant's qualifications.
 3. An application for membership from an applicant who may not be able to identify the necessary references may be acted upon after sufficient evidence has been secured to show that the applicant is worthy of admission to membership.

IV. POLICY FOR STUDENT MEMBER GRADE

- A. Education.

1. Where there is no student section, any student of an approved four-year curriculum in engineering or engineering technology satisfies the academic requirement for Student Member grade.
 2. A graduate student satisfies the academic requirement for Student Member grade when a full-time engineering student or a part-time engineering graduate employed below the rank of instructor by the college or university where enrolled.
- B. References.
1. An applicant for admission to the Society as a Student Member must be endorsed by the Student Section Advisor for the Student Section at the school where the applicant is a student.
 2. Where there is no student section, any student of a four-year approved curriculum in engineering or engineering technology may become a Student Member upon approval by the cognizant Department Head or Chair.

V. PROCEDURE

- A. Application process for all member grades except Student Member.
1. The application process begins when the Society receives the completed application.
 2. On the basis of a favorable action in electing a new member, the Executive Director shall notify the applicant that the application has been approved and at that time send a dues statement.
 3. The portion of the annual dues to be charged to the new member for the portion of the fiscal year remaining after the date of notification for approval shall be payable within 30 days after that date.
 4. Non-members who attended Society meetings or Professional Development courses, and applied for membership within 90 days of the event, shall have the differential between the member rate and the non-member rate (if paid) of the event applied toward their first year's dues balance.
 5. Upon receipt of this dues payment the election process shall be completed and the Executive Director shall have the name recorded in the membership records of the Society.
 6. The election process shall not be considered to be complete until receipt by the Society of this dues payment.
 7. The names of approved applicants who do not make this dues payment within three months of notice and billing shall neither be announced nor recorded. The application shall be classified as "Election Void" until payment is received.

8. The names of applicants who are not elected shall neither be announced nor recorded, but such applicants shall be notified of the decision of the Membership Staff.
 9. All confidential correspondence in relation to each applicant shall be destroyed by the administrative officer in charge of membership admissions within a reasonable period after completion of the election process.
- B. Application process for Student Member grade.
1. The application process begins when the Society receives the completed application.
 2. The application process shall be considered to be complete upon receipt by the Society of the dues payment.
- C. Procedure for Applications Classified "Election Void"
1. "Election Void" is defined as the status of a membership applicant and/or their membership application, wherein the application has been accepted, but the applicant has failed to make their dues payment within 90 days of acceptance.
 2. An applicant classified as "Election Void" shall have none of the privileges of membership, and shall receive no membership identifiers or operable member number until dues payment has been received.
 3. Within two years from the date of the "Election Void" action, reactivation of the application may be requested in writing in lieu of submitting a new application.
 - a. Annual dues will be prorated from the beginning of the month following the date of the request for reactivation of an "Election Void" application to September 30.
 - b. Payment of annual dues is required upon receipt of billing.
 - c. Upon receipt of this dues payment the election process shall be completed and the individual's name recorded in the membership records of the Society.
 4. Beyond two years from the date of the "Election Void" action, reactivation of the application may not be initiated and a complete new application is required.

Responsibility: Board of Governors

Reassigned from Knowledge and Community Board 9/19/14

Reassigned from Council on Member Affairs/Board on Member Interests & Development 6/12/05

Adopted: June 18, 1975

Reaffirmed: March 18, 2000

Revised: June 15, 1977
September 29, 1978
December 12, 1986
September 17, 1987
(editorial changes, 8/88)
December 5, 1991
November 12, 1992
March 17, 1994
(editorial changes, 3/03)
(editorial changes 7/12)

March 1978
June 10, 1983
(editorial changes, 6/87)
(editorial changes, 12/87)
September 13, 1990
March 20, 1992
September 10, 1993
November 16, 2001
June 12, 2005
(editorial changes 1/20/15)