



American Council of Engineering Companies of Illinois
 5221 South Sixth Street Road, Suite 120, Springfield, IL 62703
 (217) 529-7430 / info@acecil.org
www.acecil.org

Application for Affiliate Membership

Date: _____

Section 1 – Dues

Affiliate Member Firm dues are \$1,100 for the period July 1 to June 30.

Section 2 – Organization information

Office (1)

Name of Firm: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Website: _____ Firm's Email
(not personal email) _____

Is this office a headquarters office? Yes No If no, list headquarter address on next line

Parent Firm: _____

List addresses and phone numbers of all offices in Illinois (attach additional sheet, if necessary)

Office (2) _____ Phone _____

Office (3) _____ Phone _____

Office (4) _____ Phone _____

Section 3 – Individual Members (List individuals who have an interest in participating in ACEC-IL)

***First person listed will serve as the firm Designate (Primary Contact)**

*Name	Title	Email	Office # from Section 2

Section 4 – Description (Give a brief overview of your company in 50 words or less.)

Section 5 – Services (Indicate below all of the services your company provides)

- | | |
|---|--|
| <input type="checkbox"/> Accounting & Tax Services | <input type="checkbox"/> Legal Services |
| <input type="checkbox"/> Collections & Receivables Services | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Communications Services | <input type="checkbox"/> Office Supplies – Meeting & Presentation Products |
| <input type="checkbox"/> Communications - Telephone/ Internet/ Cable | <input type="checkbox"/> Operations – Fleet Management |
| <input type="checkbox"/> Construction Supplies & Services | <input type="checkbox"/> Publications & Reference |
| <input type="checkbox"/> Consultants – Business Management | <input type="checkbox"/> Rail Projects |
| <input type="checkbox"/> Consultants – Finance | <input type="checkbox"/> Scientific Consultants |
| <input type="checkbox"/> Consultants – Strategic Planning | <input type="checkbox"/> Shipping |
| <input type="checkbox"/> Financial Planning & Services – Credit Card Programs | <input type="checkbox"/> Technology – Hardware |
| <input type="checkbox"/> Financial Planning & Services – Retirement Planning | <input type="checkbox"/> Technology –Software |
| <input type="checkbox"/> Human Resources – Employee Benefits | <input type="checkbox"/> Technology –Website Services |
| <input type="checkbox"/> Human Resources –Payroll | <input type="checkbox"/> Telephone/ Internet/ Cable |
| <input type="checkbox"/> Human Resources –Recruitment Services | <input type="checkbox"/> Travel – Car Rental |
| <input type="checkbox"/> Human Resources –Training & Testing | <input type="checkbox"/> Travel – Planning Services |
| <input type="checkbox"/> Insurance – Business Insurance | <input type="checkbox"/> Other (write on line below) |
| <input type="checkbox"/> Insurance – Life/Health Insurance | |
-

Section 6 – Qualifications for Affiliate Membership *see page 3, Section 6*

1. Is your firm engaged solely in professional services other than engineering or land surveying?
Yes No If yes, you qualify for Affiliate Membership
2. Is your firm a services firm with a client base among ACEC/IL Member firms and other design professionals or a firm engaged in non-engineering services but associated with the design and/or construction fields?
Yes No If yes, you qualify for Affiliate Membership
3. Has your firm been engaged or might become engaged in activities that ACEC/IL may consider to be adverse to the best interests of design professional service firms?
Yes No If yes, please explain:

Section 7 – Application Requirement Checklist *(Check the box as each task is completed)*

- I have read and accept the ACEC Conflict of Interest Policy *(see page 4)*
- I understand dues must be paid in full each year between July 1 and September 30.
- A check for dues made out to ACEC-Illinois, accompanies this application.

Section 8 – Signature of Company Contact for Membership

Printed Name _____ Title _____

Signature _____

ADDENDUMS

Article II ACEC-Illinois Bylaws

B. MEMBERSHIP CLASSIFICATION

SECTION 1. There shall be five (5) classifications of Membership. The classes of Membership shall be MEMBER FIRMS, MEMBERS, HONORARY LIFE MEMBERS, NON-RESIDENT MEMBERS and AFFILIATE MEMBERS.

SECTION 2. MEMBER FIRMS: Member firms shall be limited to those individual firms, parent firms, branch offices, divisions or subsidiaries whose resident principal (proprietors, partners, officers or managers) furnish independent consulting engineering or land surveying services, and shall:

- a) maintain and have established an office(s) in the State of Illinois for the practice of consulting engineering or land surveying, either as (a) sole proprietorships, or (b) as partnerships; or (c) as corporations or divisions or subsidiaries rendering consulting engineering services or land surveying services, provided that their officers act for them on professional policies and activities;
- b) be registered as a Professional Design Firm in the State of Illinois and have principals licensed professionally in accordance with the laws of the State of Illinois;
- c) practice consulting engineering in accordance with the ACEC and ACEC-IL Bylaws and the ACEC Professional and Ethical Conduct Guidelines; and
- d) 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 or 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 Member Firm Classification, if such ownership arrangements prejudice or subordinate the professional or ethical judgment of the consulting engineer or land surveyor.

SECTION 3. MEMBERS:

- a) Members shall be individual licensed professional engineers, structural engineers, or licensed land surveyors who are principals of a Member Firm.
- b) Other individual principals may be designated by the Member Firm, Non-Resident Member Firm and Affiliate Member Firm as Members.

SECTION 4. HONORARY LIFE MEMBERS: An individual Honorary Life Membership may be granted to an individual who has honored their profession whether or not their firm is holding a Firm Membership at the time of recognition. Nominations may be made by an ACEC-IL Member and approved by a two-thirds (2/3) vote by the Board of Directors. An ad hoc committee may be appointed to review and make recommendations on all nominations.

SECTION 5. NON-RESIDENT MEMBER FIRMS: Non-Resident Member Firms shall be limited to consulting engineering firms that meets the requirements of Member Firms, except that the firm does not maintain an established office in Illinois. Non Resident Member Firms must be a full member of ACEC National and a full member of their state Member Organization. Non-Resident Member Firms may participate on committees, but not as chair; they are not eligible for board service, nor do they have voting rights. A Non-Resident Member Firm shall pay a flat dues set by the Board of Directors regardless of the size of the firm.

SECTION 6. AFFILIATE MEMBER FIRMS: Affiliate Member Firms shall be firms that provide professional services (other than consulting engineering and land surveying) or non-professional services that complement the services of Member Firms such as insurance, finance and accounting, construction management, construction, scientific and technology support, etc. An Affiliate Member Firm may participate on committees, but cannot serve as chair of Government Agency Committees; they are not eligible for board service, nor do they have voting rights. An Affiliate Member Firm shall pay a flat dues set by the Board of Directors regardless of the size of the firm.

Adopted April 2014

ACEC Professional and Ethical Conduct Guidelines

PREAMBLE

Consulting engineering is an important and learned profession. The members of the profession recognize that their work has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by consulting engineers require honesty, impartiality, fairness and equity and must be dedicated to the protection of public health, safety and welfare. In the practice of their profession, consulting engineers must perform under a standard of professional behavior which requires adherence to the highest principles of ethical conduct on behalf of the public, clients, employees and the profession.

I. Fundamental Canons

Consulting engineers, in the fulfillment of their professional duties, shall:

1. Hold paramount the safety, health and welfare of the public in the performance of their professional duties.
2. Perform services only in areas of their competence.
3. Issue public statements only in an objective and truthful manner.
4. Act in professional matters for each client as faithful agents or trustees.
5. Avoid improper solicitation of professional assignments.

II. Rules of Practice

1. Consulting engineers shall hold paramount the safety, health and welfare of the public in the performance of their professional duties.
 - a) Consulting engineers shall at all times recognize that their primary obligation is to protect the safety, health, property and welfare of the public. If their professional judgment is overruled under circumstances where the safety, health, property or welfare of the public are endangered, they shall notify their client and such other authority as may be appropriate.
 - b) Consulting engineers shall approve only engineering work which, to the best of their knowledge and belief, is safe for public health, property and welfare and in conformity with accepted standards.
 - c) Consulting engineers shall not reveal facts, data or information obtained in a professional capacity without the prior consent of the client except as authorized or required by law or these Guidelines.
 - d) Consulting engineers shall not permit the use of their name or firm nor associate in business ventures with any person or firm which they have reason to believe is engaging in fraudulent or dishonest business or professional practices.
 - e) Consulting engineers having knowledge of any alleged violation of these Guidelines shall cooperate with the proper authorities in furnishing such information or assistance as may be required.
2. Consulting engineers shall perform services only in the areas of their competence.
 - a) Consulting engineers shall undertake assignments only when qualified by education or experience in the specific technical fields involved.

- b) Consulting engineers shall not affix their signatures to any plans or documents dealing with subject matter in which they lack competence nor to any plan or document not prepared under their direction and control.
 - c) Consulting engineers may accept an assignment outside of their fields of competence to the extent that their services are restricted to those phases of the project in which they are qualified and to the extent that they are satisfied that all other phases of such project will be performed by registered or otherwise qualified associates, consultants or employees, in which case they may then sign the documents for the total project.
3. Consulting engineers shall issue public statements only in an objective and truthful manner.
- a) Consulting engineers shall be objective and truthful in professional reports, statements or testimony. They shall include all relevant and pertinent information in such reports, statements or testimony.
 - b) Consulting engineers may express publicly a professional opinion on technical subjects only when that opinion is founded upon adequate knowledge of the facts and competence in the subject matter.
 - c) Consulting engineers shall issue no statements, criticisms, or arguments on technical matters which are inspired or paid for by interested parties, unless they have prefaced their comments by explicitly identifying the interested parties on whose behalf they are speaking and by revealing the existence of any interest they may have in the matters.
4. Consulting engineers shall act in professional matters for each client as faithful agents or trustees.
- a) Consulting engineers shall disclose all known or potential conflicts of interest to their clients by promptly informing them of any business association, interest or other circumstances which could influence or appear to influence their judgment of the quality of their services.
 - b) Consulting engineers shall not accept compensation, financial or otherwise, from more than one party for services on the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed to, and agreed to, by all interested parties.
 - c) Consulting engineers in public service as members of a governmental body or department shall not participate in decisions with respect to professional services solicited or provided by them or their organizations in private engineering practices.
 - d) Consulting engineers shall not solicit or accept a professional contract from a governmental body on which a principal or officer of their organization serves as a member.
5. Consulting engineers shall avoid improper solicitation of professional assignments.
- a) Consulting engineers shall not falsify or permit misrepresentation of their, or their associates', academic or professional qualifications. They shall not misrepresent or exaggerate their degree of responsibility in or for the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of assignments shall not misrepresent pertinent facts concerning employees, associates, joint ventures or past accomplishments with the intent and purpose of enhancing their qualifications and their work.
 - b) Consulting engineers shall not offer, give, solicit or receive, either directly or indirectly, any political contribution in an amount intended to influence the award of a contract by public authority, or which may be reasonably construed by the public of having the effect or intent to influence the award of the contract. They shall not offer any gift or other valuable consideration in order to secure work. They shall not pay a commission, percentage or brokerage fee in order to secure work except to a bona fide employee or bona fide established commercial or marketing agencies retained by them.

Adopted October 1980

ACEC POLICY ON CONFLICT OF INTEREST

The American Council of Engineering Companies (ACEC) expects all those acting on its behalf to avoid conflicts of interest between their duties to ACEC and their duties to other organizations or entities. A conflict of interest exists when an individual participates in the deliberation and resolution of an issue important to ACEC while, at the same time, the individual has other professional, business, or volunteer responsibilities outside ACEC that could predispose or bias the individual to a particular view or goal.

ACEC officers, directors, and staff are dedicated to serving the interests of the industry and in doing so are committed to fulfilling their fiduciary duties to ACEC. ACEC understands that actual or perceived conflicts of interest could potentially damage the organization's reputation and credibility. Through this Policy, ACEC seeks to address the potential for such actual or perceived conflicts of interest.

ACEC will generally address conflicts of interest in one of three ways in order to avoid potential legal liability. An individual with a serious potential conflict must take no part in the ACEC issue that raises the potential conflict. For less serious potential conflicts, there must be disclosure to ACEC and avoidance of participating in debate and voting on the issue for which there is a potential conflict. Finally, for minor potential conflicts, there simply must be full disclosure to ACEC. It is ACEC's prerogative, not that of the individual, to make such determinations regarding conflicts. ACEC believes that it is prudent to err on the conservative side and avoid even the appearance of conflicts of interest.

ACEC has identified a number of general categories of actual or potential conflicts of interest. They include but are not limited to:

- (1) Officers and Directors of ACEC acting as official or appointed representatives of ACEC, and members and staff acting on behalf of ACEC, should disclose any situation in which they, or a member of their immediate family, have financial, contractual, or other interests that could interfere with their acting in an unbiased manner on behalf of the ACEC. In such instances, the individual may be asked to recuse themselves from their position or work with ACEC.
- (2) Officers and Directors of ACEC should exercise caution before entering into financial or legal arrangements that could prejudice or bias their conduct or views in issues related to ACEC. If such arrangements exist or are perceived to exist, that individual should disclose these arrangements. Examples of relevant situations would include paid relationships or financial interests with vendors doing, or seeking to do, business with ACEC.
- (3) Individuals or members of committees preparing official statements for ACEC should disclose financial relationships or legal obligations that interfere, or could interfere, with the task.

This policy is directed principally at officers and directors of ACEC, members of the Board of Directors, committee members and groups working on behalf of ACEC, members who speak on behalf of ACEC, and all staff of ACEC.

Approved by the ACEC Executive Committee - January 17, 2002