

Membership Application Submission Instructions

I. What to submit

Please submit the following items in your membership application packet:

1. Completed and signed Application form.
2. Membership dues. Make check in the amount of applicable membership dues amount payable to American Society of Nepalese Engineers (ASNEng)
3. Supporting documents as below:

A. Student Member Grade:

- Proof of active student status of at least half-time in a 4-year undergraduate or a graduate program in an engineering or a closely related scientific/technical area. A letter from the applicant's academic advisor, department head/chair, a faculty member, or a document showing course enrollment will be acceptable.

B. Member Grade:

- Proof of receiving a minimum of 4-year B.S. or equivalent degree in engineering or closely related scientific/ technical field. For an applicant with an Associate degree, a proof of at least 3 years of work experience in engineering/scientific area is also required. *A photocopy of the degree diploma with a signed and dated statement on it by the applicant attesting that the copy is the true copy of the original diploma will be acceptable. Or the applicant may submit a recommendation letter from his/her supervisor or a member of the ASNEng Board of Directors with the following information: (a) job title, employment start date, company/organization's name and address; and (b) name and field of the highest academic degree, graduation date, and name and address of the university/college from where the degree was received. For a list of ASNEng members of Board of Directors, please see the "About Us" page on the ASNEng website at WWW.ASNEng.org.*

C. Senior Member Grade:

- (i) Minimum of ten (10) years of responsible experience in engineering or closely related scientific/technical area and minimum of 10 years in the Society's Member grade or similar length of membership in other nationally and/or internationally recognized and prominent engineering/scientific professional society. *The requirement of 10 years of membership in ASNEng Member grade or in other professional society may be waived for the first 10 years of the ASNEng (i.e. until September 2017). The applicant for Senior Member grade must list 10 years of relevant work experience in the "Professional Job Experience/Responsibilities" section in the application form.*
- (ii) Proof of receiving a 4-year B.S. degree in engineering or closely related scientific/technical area (for new applicant only.) *A photocopy of the degree diploma with a signed and dated statement on it by the applicant attesting that the copy is the true copy of the original diploma will be acceptable. Or in lieu of the copy of the academic diploma, the applicant may submit a recommendation letter from his/her job supervisor or a member of the ASNEng Board of Directors with the name and field of the highest academic degree, graduation date, and name and address of the university/college from where the degree was received (also see Item (ii) below). For a list of ASNEng members of Board of Directors, please see the "About Us" page on the ASNEng website at WWW.ASNEng.org.*

- (iii) Proof of current professional engagement in a responsible position. *The applicant may submit a letter from his/her job supervisor or a member of the Board of Directors of ASNEng with the following information: (a) job title, employment start date, and company/organization's name and address. The letter may also include the highest academic degree the applicant received, date of graduation, and name and address of the college/university from where the degree was received. If the academic degree information (see Item C(ii) above) is included in the recommendation letter, it will also serve as the proof for the academic degree. This letter may also be counted as one of the 2 required recommendation letters (see Item C(iv) below).*
- (iv) Two (2) letters of recommendation. At least 1 reference letter must be from Society's Senior Member/ Fellow, or from an individual at the similar level of membership in other nationally and internationally established and recognized engineering/scientific professional society. *The letter from the job supervisor may be counted toward one of these two recommendation letters. (The recommendation letter in addition to that required to show responsible professional engagement is optional if applied for membership by December 31, 2008.)*

D. Fellow Grade:

- (i) Minimum of twenty (20) years of responsible position/charge in engineering or closely related scientific/technical area and minimum of 20 years in the Member grade (or minimum of 10 years in Senior Member grade) of the Society; or similar length of membership in other nationally and/or internationally recognized and prominent engineering/scientific professional society.
- (ii) Verification of receiving doctoral (Ph.D.) or similar degree, or professional engineer (P.E.) license (not required if previously submitted to the ASNEng.) *A photocopy of the degree diploma or a professional license with a signed and dated statement on it by the applicant attesting that the copy is the true copy of the original diploma will be acceptable. Or in lieu of the copy of the academic diploma and/or the professional license, the applicant may submit a recommendation letter from his/her job supervisor or a member of the ASNEng Board of Directors with (a) the field of the doctorate degree, date degree received, and the name and address of the university granting the degree; and/ or (b) the professional license type, date, and state in which the license was received (also see Item D(iii) below). For a list of ASNEng members of Board of Directors, please see the "About Us" page on the ASNEng website at WWW.ASNEng.org.*
- (iii) Proof of current professional engagement in a responsible position. The applicant may submit a letter from his/her job supervisor or a member of the Board of Directors of ASNEng indicating the job title, employment start date, company/organization's name and address. The letter may also include (a) the name of the highest academic degree the applicant received, date the degree received graduation, and name and location of the university from where the degree was received; and/or (b) the type of professional license, date received, and the state registered. *If the academic doctoral degree or professional license information (see Item D(ii) above) is included in the recommendation letter, it will also serve as the proof for the academic degree/professional license. This letter may also be counted as one of the 3 required recommendation letters (see D(iv) below).*
- (iv) Three (3) letters of recommendation. At least 2 reference letters must be from Society's Fellows, or from individuals at the similar level of membership in other nationally and internationally recognized engineering/scientific professional society. *The letter from the job supervisor or Head/Manager of the Department may be counted as one of the 3 letters of recommendation. (The 2 recommendation letter in addition to that required to show responsible professional engagement is optional if applied for membership by December 31, 2008.)*

II. Where to submit the membership application packet:

Please mail the completed membership application form and dues along with all applicable supporting documents to:
 American Society of Nepalese Engineers (ASNEng)
 6 High Farm Rd
 Greenville, SC 29607, USA

If you have any questions, please write us at Info@ASNEng.org.

Articles from ASNEng Bylaws pertaining to Membership Grades, Qualifications, and Dues

Given below are the sections pertaining to the membership and dues as appear in the Bylaws of the American Society of Nepalese Engineers (ASNEng).

Article 3. MEMBERSHIP AND DUES

3.1 Membership Grades and Qualifications.

Membership in the Society is open to all individuals with Nepalese background/connection and friends of Nepal residing in or outside the United States of America, who have desired academic degree and experience in any engineering field or in an allied/closely related technical/scientific area that support and enhance the profession of any branch of engineering through education, practice, and research.

3.1.1 Student Member. To be eligible for the grade of Student Member, an individual shall be enrolled at least half-time in a 4-year undergraduate program or at least half-time in a graduate program in any branch of engineering.

3.1.2 Member. To be eligible for the grade of Member, an individual shall: *Criterion 1:* have been graduated with a bachelor's degree in an engineering area or closely related scientific/technical field from a school having well established and standard programs; **OR**,

Criterion 2: have been graduated with a graduate degree in an engineering area or closely related scientific/technical field from a school having well established and standard programs; **OR**,

Criterion 3: have been graduated with an associate degree in engineering from a school having well established and standard program AND has 3 years of professional experience in engineering.

3.1.3 Senior Member. To be eligible for the grade of Senior Member, an individual shall: *Criterion:* a) advance from the grade of Member, AND b) provide 2 references from Society members (at least 1 reference must be from Society's Senior Member or Fellow), AND c) have had responsible charge for not less than 10 years, in the grade of Member, of important industrial, educational, and research activity, requiring the knowledge and background gained from engineering or closely related scientific/technical training and experience.

(For the first 10 years of the Society's existence, the Society's Board of Directors may choose to waive these requirements for an individual who has met similar level of requirements and qualifications in other nationally or internationally recognized and well established engineering and/or scientific society.)

3.1.4 Fellow. To be eligible for the grade of Fellow, an individual shall: *Criterion:* a) advance from the grade of Senior Member, AND b) provide 3 references from Society members (at least 2 references must be from Society Fellows), AND c) have Ph.D. (doctoral degree) or profession engineer (PE) license, or similar status, AND d) have had responsible charge for not less than 10 years, in the grade of Senior Member, of important industrial, educational, and research activity, requiring the knowledge and background gained from engineering or closely related scientific/technical training and experience.

(For the first 20 years of the Society's life, the Society's Board of Directors may choose to waive these requirements for an individual who has met similar level of requirements and qualifications in other nationally or internationally recognized and well established engineering and/or scientific society.)

3.2 Special Membership Classifications, Titles and Qualifications.

The rights, obligations and procedures for awarding the Society's Membership Classifications and Titles shall be as determined by the Society. These classifications and titles do not constitute additional membership grades.

3.2.1 Honorary Member. To be eligible for Honorary Member, an individual shall have acquired superior achievement and contributed outstanding noteworthy services in his/her field of endeavor, adhered to high standards of conduct, and benefited the national and international communities, and humanity. The total number of Honorary Members elected in any year shall not exceed Five (5) individual. Election of Honorary Members shall be by two-third majority vote of the Board of Directors.

3.2.2 Life Member. To be eligible for Life Member, an individual shall: a) have membership at any grade, except Student Member, in the Society, AND b) have paid applicable one time dues as determined by the Society's Board of Directors. Such members shall be entitled to all the rights and privileges of the membership grade of the Society throughout his/her lifetime without any

further dues payment. As applicable, he/she shall be eligible to apply and receive upgrade of membership grade by following the Society's established procedure for this purpose. Upon becoming the Life Member, the word "Life" shall be added to the grade of membership of the individual member.

3.2.3 Retired Member. To be eligible for retired member, a member of the Society shall: a) be retired from regular, full-time employment in his/her professional field, AND b) be of age of 65 or higher. The member may upon written request and assurance of eligibility become a retired member and shall thereafter pay reduced dues as determined by the Board of Directors. Such members shall be entitled to all the rights and privileges of the membership grade at the time of their retirement.

3.2.4 Corporate Member. The Corporate membership of the Society shall be available only to organizations or corporations (not to individual people). To be eligible for Corporate Member, an organization shall: a) have activities including any branches of engineering and related scientific and technical field that support engineering, AND b) have paid applicable dues as set by the Society's Board of Directors. A Corporate Member shall have option to send certain number of its employees, as determined by the Society's Board, to hold membership in the Society at a membership grade commensurate to their experience and qualifications.

3.3 Admission and Application. Any person who possesses the qualifications and meet eligibility criteria as prescribed in Bylaws Articles 3.1 and 3.2 may apply for admission or advancement. Individuals who meet the eligibility criteria as set above become members after submitting a Membership application, obtaining the approval of the Society's Executive Committee or any other committee dealing with membership as directed by the Board of Directors, and paying the applicable membership. Application for membership in the Society, including application forms, references, and qualification verification and approval, shall be made in such manner as the Society may direct.

3.4 Rights and Privileges The voting membership grades of the Society shall be Member, Senior Member, and Fellow. The non-voting membership grade of the Society shall be Student Member. Voting members of the Society shall be eligible to hold office in the Society. The rights, privileges, responsibilities and qualifications of membership are as set forth in the Society's Bylaws and/or other appropriate governing documents.

3.5 Obligations. All members of the Society must subscribe to the Certificate of Incorporation, Bylaws, and other governing documents of the Society.

Article 4. FEES AND DUES

4.1 Dues Year. The Society's dues year is from January 1 through December 31.

4.2 Right to levy fees and dues. The Board of directors may establish entrance and other appropriate fees. The Board of directors shall establish a schedule of dues, by a two-thirds (2/3) vote, for the individual grades of membership.

4.3 Obligation to pay. Except as otherwise provided in these Bylaws, every member shall be obligated to pay the fees and dues identified herein in advance of January 1. A person who is elected to membership in the Society after June 30 in any calendar year shall pay only one-half of the year's dues. A Society member who is advanced from any grade to a higher grade in the Society shall pay the annual dues of the higher grade, effective the next Society membership year.

4.4 Good Standing.

A Society member whose obligation to pay is current shall be a Society member in good standing.

4.5 Delinquency. Any Society member who is not in good standing may forfeit rights and privileges of membership as determined by the Board of directors.

4.6 Annual Dues. The annual dues for the several grades of members shall be annually reviewed and the amounts set by the Society's Board of Directors. Changes in the dues schedule shall be adopted by a majority vote of all members of the Board.