



“Enhancing the stature and effectiveness of the acoustical consulting profession for the mutual benefit of the public and the member firms.”

ARTICLE II MEMBERSHIP REQUIREMENTS

Section B. Firm Membership - Firm Membership is available to any individual proprietorship, firm, or subdivision thereof which meets and maintains the membership requirements.

1. Membership Requirements – Applicants and elected Firm Members shall meet the following requirements:
 - a. Acoustical Consulting – The Firm Member shall include a person or group of people whose primary job function is to provide acoustical consulting services to the public. Consulting services are defined as measurements, analysis, recommendations, advice, designs or opinions provided for a fee, independent of the sale of any product and without bias introduced by association with a product. Acoustical consulting services are those involving application of the science of sound as the major component of the work. Work involving vibration control or sound reinforcement and reproduction systems is considered part of acoustical consulting.
 - b. Acoustical Consulting Leadership – The technical and the financial management of the acoustical consulting activity of each Firm Member must be under the direction of people who are providing acoustical consulting services. Multiple individuals may split technical and financial management. At least one person providing acoustical consulting services must be involved in the financial management. Technical management includes recruiting, training, and supervision of competent staff and assuring the firm uses proper methods for calculations and measurements

to yield appropriate guidance to clients. Financial management includes managing resources and recruiting business to assure that the Firm Member is financially successful. The Firm Member shall identify to the Council all such leaders and designate whether such persons have technical or financial management responsibilities or both. Larger firms will normally report multiple leaders who may report to one person. Additional persons involved in financial management who do not provide acoustical consulting services need not be reported. The qualification of the Firm Member for membership is dependent on the technical qualifications, experience, leadership, and ethics of these leaders as demonstrated by materials provided in the application and letters of reference. These identified leaders shall be known within NCAC as "NCAC Principals" as further defined and meeting all requirements imposed in Section II.C. Upon any removal or addition of persons who should be recognized as NCAC Principals from the staff of the Firm Member, the Firm Member shall immediately notify the Executive Director and submit the name and credentials of any new proposed NCAC Principal. The Executive Director will notify the Membership Vice President of such action and note any concerns regarding whether the person is qualified to be a NCAC Principal and thus whether the Firm Member is qualified to continue as a Firm Member of NCAC. The Membership Committee and Board will take action as appropriate.

- c. Independence – Firm members shall avoid influence due to association with a product and shall not be dependent on a single source for a majority of its income.

To assure unbiased product recommendations, the Firm Member, its owners, principals, and employees shall not be associated with the manufacture or sale of any product if such association could jeopardize, tend to jeopardize, or give the impression of jeopardizing an ability to render an independent, unbiased decision regarding product specification or related matters. If, through a secondary business interest or otherwise,

a Firm Member, its owners, principals, or employees have a financial interest in the manufacture or sale of any such product, this interest shall be reported to NCAC, and shall be disclosed to all clients for whom the product might be recommended at the time services are offered to such client. If accepted for membership, such Firm Member shall abide by any requirements related to such product involvement imposed by the Board for continued membership.

To assure that a Firm Member's acoustical consulting work is independent of influence by a single client, or that the Member Firm does not give the appearance that their opinions could be influenced by an association with a single client, the Firm Member shall not derive, on average, more than 50% of its income from a single client over a 2-year period. The Firm-designated NCAC Principals are solely responsible for assuring compliance with this requirement at the time a membership application is submitted and each year thereafter should the firm be approved for membership. If at any time the Firm Member cannot meet this requirement, then the NCAC business office must be notified so the NCAC Board can re-consider the status of the Firm Member.

- d. Membership Stability - To help assure stability of the membership, the NCAC membership, applicant firms must have been in business for at least one year at the time they become members, unless at least one identified NCAC Principal of the firm was a NCAC Principal of another Firm Member.
- e. Identification of Firm Member – Firm Members shall provide to the Council the name by which they are to be known as members of the Council. This may be the name of a larger organization that includes the acoustical consulting staff, provided such larger organization does not also include other acoustical consulting staff that is not part of the NCAC membership. In such cases, the name must be specific to the staff accepted for NCAC membership.

- f. Reporting of Staff Size – The Firm Member shall, on initial application and annually thereafter upon request, report the total size of the acoustical consulting staff within ranges established by NCAC. This will include all staff who are providing acoustical consulting services and all staff in support of those providing such services. This information will be used in setting dues and may be reported to the public by NCAC as an indication of the size of the acoustical consulting staff of the Firm Member.
 - g. Compliance with NCAC Ethics, Rules and Special Conditions – The Firm Member must comply with the duly established ethics of the Council, generally accepted principles of practice and conduct, any rules adopted by the NCAC Board to implement these Bylaws, and any special conditions or contingencies attached to the membership by the Board as a result of any conditions unique to the Firm Member.
2. Acceptance into Firm Membership - The method for acceptance into Firm Membership shall be as follows:
- a. Qualifications Review by Membership - Notice of the application will be given to all Firm Members, whose Firm Representatives shall have 30 days to submit comments on the applicant firm to the Membership Committee.
 - b. Qualifications Review by Membership Committee - Qualifications presented by the applicant and comments received from Firm Member representatives shall be reviewed in full by the Membership Committee, which shall have authority to conduct such further investigation that it shall deem necessary. The Membership Committee's opinion as to the acceptability of a non-member firm's application shall be recorded by the Executive Director and forwarded to the Board of Directors.
 - c. Voting – The applicant firm shall be accepted into membership upon majority vote of the Board of Directors subject to any conditions or contingencies attached to the vote by the Board. Voting shall be conducted by mail ballot, or during a regular or special meeting of the

Board of Directors, or by other means in compliance with the requirements of the state of incorporation.

- d. Notification - The Executive Director or a designated representative shall notify an applicant Firm Member of the results of the election.
3. Cessation of Firm Membership - A Firm Member shall relinquish its membership, and all rights and interests in the Council, if any one of the following circumstances transpires:
- a. Resignation - The member sends written notice of its desire to resign from the Council to the Executive Director.
 - b. Noncompliance - The member no longer fulfills the requirements of membership as specified in Section B of this Article. (It shall be deemed to be a matter of professional ethics and responsibility to notify the Executive Director of inability to continue to comply with membership requirements.)
 - c. Due Cause - A member fails to comply with duly established ethics of the Council or generally accepted principles of practice and conduct, or for other similar reasons is expelled following the procedures of Article III.
 - d. Nonpayment of Dues or Assessments - A member fails to pay annual dues or assessments within four months of initial notification, or longer if directed by the Board.

Section C. NCAC Principals – NCAC Principals are all persons within a Firm Member who perform both acoustical consulting services and are responsible for the technical or financial management of the acoustical consulting business of the Firm Member.

1. NCAC Principal – A NCAC Principal shall be a full Member (or Fellow) of either Acoustical Society of America, The Institute of Noise Control Engineering USA, or the Audio Engineering Society, or licensed as an Engineer based specifically on knowledge and experience in acoustics in the jurisdiction where the Firm Member is located. With approval of the Board of Directors in specific circumstances, NCAC Principals may be accepted based on full membership in

alternative technical societies or alternative professional credentials or licensing based specifically on knowledge and experience in acoustics.

2. Acceptance of NCAC Principal – NCAC Principals designated on the membership application of a Firm Member shall be approved with the approval of the Firm Membership. The credentials of NCAC Principals later designated by the Firm Member will be reviewed at that time for acceptance.
3. Rights and Privileges – NCAC Principals are entitled to all rights and privileges of membership including serving as the Firm Representative, as a member of the Board or as an Officer. NCAC Principals have no vote in general membership votes unless serving as a Firm Representative or as the Individual Member Representative on the Board.
4. Cessation of Status – A NCAC Principal shall cease to be recognized as such if any one of the following occurs:
 - a. Failure to Remain Qualified – The NCAC Principal no longer meets all the requirements to be a NCAC Principal.
 - b. Termination of Firm Membership – The Firm Member ceases to be a Firm Member of NCAC for any reason.