

Member Application Processing

1. PURPOSE

The purpose of this procedure is to establish the approved method for the staff to process applications for the grade of Member.

2. SCOPE

This policy applies to all applications submitted for the grade of Member.

3. Procedure

1. Member applications gets submitted on the Google Form embedded on www.sname.org.
2. After an application has been submitted the headquarters staff logs into the SNAME Applications Google Account and reviews the application to ensure that the application meets the requirements referenced in the Applications Committee approved procedure. The requirements an applicant must meet are defined in the bylaws as:
 - a. A graduate of a recognized technical institution, or other institution satisfactory to SNAME, and
 - b. Not less than five years of increasingly important engineering or scientific experience indicative of growth, competency, and achievement, or
 - c. A candidate who is not a graduate of a recognized technical institution shall have not less than nine years of engineering or scientific experience indicative of growth, competency, and achievement
 - d. Three references
3. If more information is needed headquarters staff will contact the applicant requesting any missing information.
4. If staff is unsure about the quality of an application the staff can request review by the Applications Committee.
5. Once all requirements have been met, staff sets up the membership in our membership system.
6. If an applicant is not immediately approved they are to be set up as Associate Member until a completed determination is made.
7. If an applicant's payment is declined headquarters staff sets the application completion status to "Not Approved" and contacts the applicant to correct whatever the issue may be.
8. After the application has been processed staff will erase the credit card information from the Google Form and indicate the membership status in the "Status" column in our membership system.
9. The Applications Committee will periodically spot check applications for adherence to the approved procedures.

Revision #	Revision Date	Revision Notes	Owner
Original		Approved by Excom 14-Jul-16	Membership