



MEMBERSHIP HANDBOOK

Version 20.2

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Please note: this Handbook is a live document, under continuous review. Check the RAeS website for the latest version

CONTENTS

Overview of the membership process

Section 1: Introduction

Section 2: Applying for Membership

Section 3: Requirements for Membership Grades

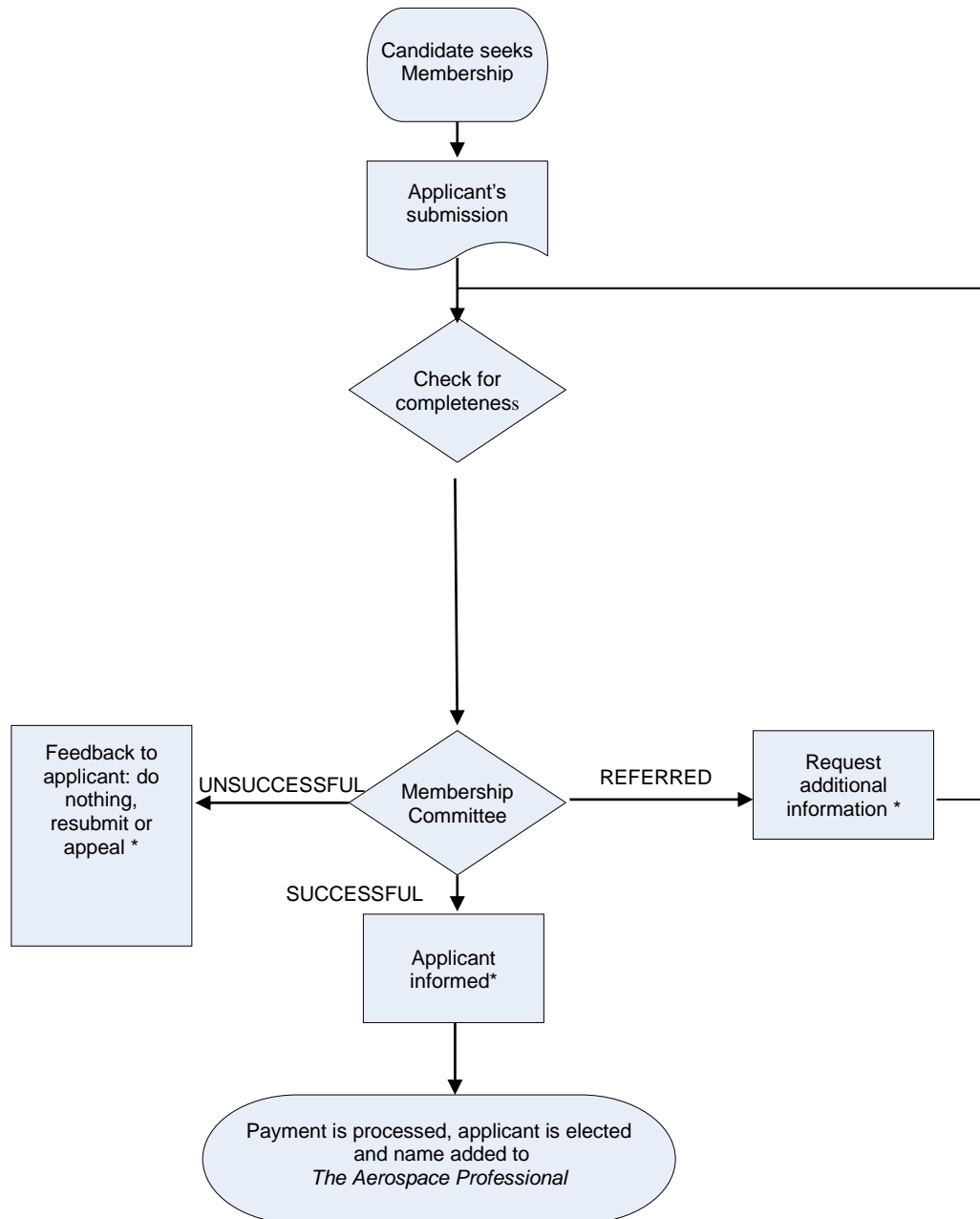
Section 4: Typical jobs/responsibilities for Membership Grades

Section 5: Assessment of Applications

Section 6: Appeals Procedure

Section 7: Quality Assurance

OVERVIEW OF THE MEMBERSHIP PROCESS



* In the case of a joint application for membership and registration, the decision of the Membership Committee is provided to the Registration Committee.

SECTION 1: INTRODUCTION

1.1 This Handbook has been produced by the Royal Aeronautical Society (the “Society”) to explain:

- the process for applicants wishing to join the Society and to progress through the membership grades
- the process that committee members assessing applicants for grades of membership will follow
- the management of the appeals procedure
- the quality assurance

1.2 The lists of typical jobs and responsibilities for each grade of membership are provided to assist prospective applicants and to guide members of the Membership Committee to reach decisions on applicants. However, it is emphasised that these are guidelines and should not be considered as definitive. Final decisions on applicants whose roles are both within and outside of the job categories in this list must be consistent with the criteria expressed in the Society’s by-laws for a particular grade of membership.

1.3 All membership grades are covered:

- Fellow (FRAeS)
- Companion (CRAeS)
- Member (MRAeS)
- Associate Member (AMRAeS)
- Associate (ARAeS) (including eAssociate)
- Affiliate (including Student Affiliate/Apprentice Affiliate)

1.4 This Handbook covers:

- Guidance on joining the Society and transferring between grades - see Section 2
- Guidance on academic qualifications, level of responsibility and roles for each grade – see Sections 3 and 4
- Procedures for the assessment of applications; how they are handled by members of the Society’s Membership Committee - see Section 5
- Appeals procedures where applicants are not recommended for membership - see Section 6
- A summary of the quality assurance of the Membership processes – see Section 7

1.5 The ultimate authority for applications for membership is Council and the Membership Committee exercises that authority insofar as it has been delegated to them. The Society’s By-Laws contain the requirements and they are given in Section 3 of this Handbook.

1.6 This Handbook is one of four Society Handbooks supervised by the Professional Standards Board (PSB). The other three are:

- Professional Standards Handbook
- Registration Handbook (for engineering members wishing to apply for EngTech, IEng or CEng registration with the Engineering Council via the Society)
- Accreditation Handbook (which covers the accreditation of academic programmes and professional development schemes)

1.7 All handbooks are updated regularly. For the most up-to-date information on how to apply for membership, registration and accreditation and copies of the other handbooks, visit the Society’s website (www.aerosociety.com).

1.8 A list of commonly used acronyms, including those occurring in this Handbook, is available on our website at www.aerosociety.com. For clarity, the term aerospace should be taken to include aeronautics and aviation disciplines. Similarly, the term aircraft should be taken to include both fixed and rotary wing, whether manned or unmanned, and space vehicles.

SECTION 2: APPLYING FOR MEMBERSHIP

2.1 The Society is the world's only professional body dedicated to the entire aerospace community. Established in 1866 to further the 'art, science and engineering for aeronautics', the Society has been at the forefront of developments in aerospace ever since. There are approximately 25,000 members in over 100 countries, 4 divisions, an international network of 67 branches and in the region of 12,000 Student Affiliate and 600 Apprentice Affiliate members worldwide. Benefits of membership include:

- Professional Recognition and registration
- Access to a wide range of specialist groups, with influence across aerospace
- Monthly magazine *Aerospace*
- Professional development through lectures, conferences and online interaction as part of members' Continuous Professional Development (CPD)
- Professional networking opportunities
- Careers advice through conferences, seminars, careers forums, networking, and outreach programmes
- Young members' events, awards and scholarships

2.2 Individuals wishing to apply for membership should first consider whether they have the competence levels (qualifications, professional training or on-job experiential learning, and suitable experience) expected by the Society. For each grade of membership, there are prescribed levels of competence required in aerospace and aerospace-related disciplines and these are explained in more detail in Section 3. Having considered the advice available on the website and in the handbooks, applicants should complete the application form available on the Society's website: www.aerosociety.com.

2.3 Engineering applicants are encouraged to apply for professional registration as EngTech, IEng or CEng. They need to be in the appropriate grade of membership before they can be registered but, if not already a Member of the Society, they can apply for both membership and professional registration at the same time. Where a joint application for membership and registration is made, the membership application will be considered first and the Registration Committee will be advised of the outcome. If an appropriate grade of membership is not achieved, the registration application will not be allowed to proceed. For further information on registration, applicants are advised to check the Registration Handbook.

2.4 Service to the Society will be taken into account when the experience and level of responsibility of applicants is being considered. In extreme cases it may constitute the whole of such experience. Such applicants must still meet the qualification standard applied for. Service to the Society means active membership of Society or Branch committees at a level of responsibility comparable with the general requirements for the grade applied for.

2.5 Referees in support of applications

2.5.1 A referee plays a valuable role in the application process, confirming to a potential applicant that they qualify for the intended grade and potentially mentoring the applicant through the application process. Importantly, the referee will be required to verify that the application form provides a true reflection of the individual's experience, standing or contribution within the aerospace community and is of a quality that will ensure its smooth passage through the vetting process. The selection of referees in support of the application is, therefore, an important choice.

2.5.2 All applicants, with the exception of those applying through the "Member get Member" or "Fellow get Fellow" scheme, are to have two referees supporting their application. For applicants at Fellow level, the referees are required themselves to be Fellows of the Society or, by exception, of another professional body. For other grades, the referees should be registered at the same or senior capacity to the applicant where possible.

2.5.2 The referees should be suitably independent and are not to be family members, spouses or partners. Only the primary referee will be required to electronically sign the application form but both referees should be prepared to be contacted by the Society in support of the application, if necessary, and will need to be able to discuss the applicant's professional abilities and work.

2.5.3 Where the referee is an active member of the Membership Committee, that member will abstain from the voting at the relevant Membership Committee meeting.

2.6 **Applications through the Australia Division.** Applications for Affiliate, Associate and Associate Member may be considered and processed by the Australia Division's Grading Committee. Applications for all other grades are to be submitted to the RAeS Membership Committee with a supporting cover note. The guidance in this Handbook and on the Society's website remains the definitive guide for applicants.

SECTION 3: THE REQUIREMENTS FOR EACH GRADE OF MEMBERSHIP

3.1 FELLOW (FRAeS)

Please note, indications of job roles, levels of seniority and rank are given FOR GUIDANCE ONLY. Each application is considered on its own merits, taking into account all the information provided.

3.1.1 Extract from RAeS By-Laws October 2012: *Every candidate for election into the class of Fellow must be a Member or possess the qualifications necessary for Member. Furthermore, the applicant shall:*

- a) *have made outstanding contributions in the profession of aeronautics, or*
- b) *have attained a position of high responsibility in the profession of aeronautics, or*
- c) *have had long experience of high quality in the profession of aeronautics.*

3.1.2 **Typical qualifications:** academic qualifications for Fellow are as per those for Member. Please see paragraph 3.3.2 below.

3.1.3 **Comment:** applicants may also be eligible to apply for CEng or IEng and may be eligible to follow the Senior Manager route outlined in paragraph 3.1.6 below.

3.1.4 **Typical levels of responsibility and factors considered for FRAeS might be:**

- **Operational and strategic responsibility for substantial programmes and resources**

For example: number of staff reporting; size of influenceable budget relative to turnover; level within organisation structure; sphere of influence within employing organisation; level at which represents organisation externally.

- **Personal responsibility for significant technological innovation**

For example: recognised technical expert within and/or external to employing organization (including SMEs); conference papers; published work; published patents.

- **Original research resulting in international recognition**

For example: published papers; books; articles; scope and audience for conference sessions chaired or presentations delivered etc; research subjects may range from technical to managerial and operational.

- **The successful creation and development of a business in a sector of relevance to the RAeS**

For example: turnover; number of employees; funding sources; clients; products and services.

- **Recognised leadership in academia or the armed services**

For example: rank; grade; role performed where this exceeds that normally associated with rank or grade.

- **Outstanding service on national and international professional bodies**

For example: membership or service on national or international standards or professional bodies such as the RAeS.

- **Enhancement of the profession through public service**

For example: the award of public honours such as decorations and honours; honorary degrees; awards from the RAeS; awards from other professional bodies (FREng, FRS); Government service.

3.1.5. **Presidential Invitations for Fellow.** Nominations for Presidential Invitations for Fellow have to be agreed by the President and the Chief Executive. They are intended for people in positions of senior responsibility or influence but have not applied themselves. This applies to both non-members and existing members. The potential recipient should not know that they have been nominated and must not be contacted unless they are offered Fellow grade by the Membership Committee.

3.1.6 Senior Managers' Route to FRAeS and CEng

3.1.6.1 Senior managers, **supported by their company**, can apply to become FRAeS and CEng via an application process developed jointly with the Institution of Engineering & Technology, the Institution of Mechanical Engineers and the Royal Aeronautical Society, supported by the Engineering Council. The process is applicable to senior managers defined as "Individuals who hold a significant position of responsibility for engineering judgment, solutions and process application, and who are operating at the top level within an organisation which recognises registration as an integral part of their employees' professional development (and where, in some instances, such positions may be dependent on registration) within the aerospace industry. They must be able to demonstrate achievement of the Engineering Council's competence requirements and fulfil the Society's requirement for Fellow.

3.1.6.2 Using the normal membership application form, appropriate senior managers who are already Fellows or eligible for Fellow and supported by their companies may apply for CEng registration (and Fellow, where necessary) with the minimum of supporting documents. Applications are handled in the same way as standard applications – see Section 2 of *Registration Handbook* for details.

3.2 COMPANION (CRAeS)

Please note, indications of job roles, levels of seniority and rank are given FOR GUIDANCE ONLY. Each application is considered on its own merits, taking into account all the information provided.

3.2.1 Extract from RAeS By-Laws October 2012: *Persons who have rendered valuable service to the profession of aeronautics, and do not qualify for the class of Fellow.*

3.2.2 **Comment:** Applicants could qualify for Companionship in one of three ways:

- Operating at 'Fellow' level in the industry, but without meeting the requirements for Member or Fellow such as Non-Executive Directors of Aerospace companies
- Operating in a discipline not solely associated with aerospace, but in a position of significant influence concerning aerospace such as government officials or professional support staff (medical, legal, marketing) who aren't in dedicated aerospace roles
- Having made an outstanding contribution to aerospace, although not professionally engaged within the industry such as for pioneers, explorers / adventurers, entrepreneurs

3.2.3 **Typical levels of responsibility:** Individuals would match the level of responsibility held by those eligible for FRAeS.

3.2.4 **Presidential Invitations for Companion.** Nominations for Presidential Invitation for Companion have to be agreed by the President and the Chief Executive. They are intended for people in positions which meet one of the above criteria. The potential recipient should not know that they have been nominated and must not be contacted unless they are offered the Companion grade by the Membership Committee.

3.3 MEMBER (MRAeS)

Please note, indications of job roles, levels of seniority and rank are given FOR GUIDANCE ONLY. Each application is considered on its own merits, taking into account all the information provided.

3.3.1 Extract from RAeS By-Laws October 2012: *Applicants must*

Either (a)

(i) Hold an academic or vocational qualification acceptable to the Council; and (ii) Have had four years' integrated training and experiential learning including not less than two years' experience at an appropriate level of responsibility,

or (b)

have typically had not less than 15 years' appropriate experience of which the last seven are in a position of responsibility at a level appropriate to the grades of Member or Fellow.

3.3.2 **Typical qualifications:** The following qualifications will be accepted:

- Honours degree at Bachelors level, Masters or Doctorate in a subject appropriate to the candidate's area of expertise

- NVQ / SVQ at level 6, 7 or 8 in an appropriate subject, or Postgraduate diploma, professional qualification, etc provided the applicant's current CV shows evidence of appropriate work at Graduate level
- A degree completed in Europe and listed in the FEANI Register
- A degree completed outside Europe and confirmed by NARIC to be at a comparable level to a Bachelors honours degree in an appropriate subject
- Air Transport Pilot's Licence

3.3.3 Comment:

- Recognising that some applicants may have undergone structured development and training (which could include gaining relevant professional and/or vocational qualifications) thereby providing early advancement to positions of appropriate responsibility, the overall 15 year period may be relaxed where evidence of such training is presented, provided that for at least the last 7 years the candidate has held a position of responsibility at the appropriate level
- Postgraduate research and study for a Masters or PhD may be included in the 2 years' further learning
- Where a graduate has completed a sandwich degree, the experience gained in industrial placements can be considered, if appropriate, towards the experience requirement
- Appropriate level of responsibility takes in management roles, through professional achievement or contributions to aerospace. Indicative levels of responsibility may be for output, staff, resources, technical deployment or projects
- Engineering applicants would be expected to be working at CEng or IEng level and are encouraged to apply for professional registration at the same time.

3.3.4 MUTUAL RECOGNITION AGREEMENT WITH ENGINEERS AUSTRALIA

3.3.4.1 In 2004, the Institution of Engineers Australia (EA) and the Royal Aeronautical Society (RAeS) signed an Agreement of Cooperation. It includes a Mutual Recognition Agreement (MRA) which provides for reciprocal recognition for membership and for facilitation of professional registration.

3.3.4.2 The MRA covers members of the EA who are Member / CPEng and who wish to join the RAeS as MRAeS / CEng; such applicants should be automatically accepted as MRAeS / CEng once EA confirms their status. The same process is used when RAeS members want to join EA.

3.3.4.3 RAeS staff process these applications; committee members are not involved. The Society's Australia Division is the main point of contact for applications from EA members. RAeS members who want to join EA should contact the Professional Standards Department. See Appendix L of *Registration Handbook* for details. Copies of the MRA are available on request.

3.4 ASSOCIATE MEMBER (AMRAeS)

Please note, indications of job roles, levels of seniority and rank are given FOR GUIDANCE ONLY. Each application is considered on its own merits, taking into account all the information provided.

3.4.1 Extract from RAeS By-Laws October 2012: *Applicants must:*

either (a)

(i) hold an academic or vocational qualification acceptable to the Council for admission to Member grade and; (ii) Have completed two years' training and / or experiential learning. See 3.3.2 for details.

or (b)

(i) hold an academic or vocational qualification acceptable to the Council; and (ii) have completed three years' integrated training and experiential learning including not less than two years' experience at an appropriate level of responsibility

or (c)

normally, have not less than 12 years' appropriate experience

3.4.2 **Typical qualifications:** The following alternate qualifications will be accepted:

- BTEC HNC, ordinary degree or equivalent
- a pass/ordinary degree (e.g. BA, BSc, BEng) in an appropriate subject

- a foundation degree (FD), Higher National Diploma (HND) or Higher National Certificate (HNC)
- NVQ/SVQ at NQF level 4 or 5, or their equivalent
- Licentiate of the City and Guilds, for study in an appropriate subject or an appropriate City and Guilds qualification at level 4
- Commercial Pilot's Licence
- Frozen Air Transport Pilot's Licence

3.4.3 Comment:

- where a graduate has completed a sandwich degree, the experience gained in industrial placements can be considered, if appropriate, towards the experience requirement
- appropriate levels of responsibility may be considered in management roles, through professional achievement or contributions to aerospace. Indicative levels of responsibility may be for output, staff, resources, technical development or projects
- Engineering applicants would be working at EngTech or IEng level and are encouraged to apply for professional registration at the same time.

3.5 ASSOCIATE (ARAEs)

3.5.1 Extract from RAeS By-Laws October 2012: *Applicants must:*

either (a): hold an academic or vocational qualification acceptable to the Council

*or (b) have **three** years' experience*

3.5.2 Typical qualifications: The following qualifications will be accepted:

- An ordinary degree
- A National Diploma (ND), National Certificate (NC) or equivalent
- An appropriate level 3 City and Guilds qualification (e.g. C&G 208, C&G 259, C&G 2661 Certificate)
- Commercial Pilots Licence
- An appropriate Certified Apprenticeship
- An appropriate NVQ/SVQ at NQF level 3 or equivalent
- An EASA License for 2 years, without type rating

3.5.3 Comment:

- This grade is appropriate for applicants who have just graduated in an appropriate degree but not yet started employment in an aerospace or aerospace related profession
- Student Affiliate members can apply on-line for automatic upgrade to Associate membership when they have successfully completed their degree
- Associate is also appropriate to professionals for whom membership of the Society could be complementary to that of another discipline-based professional institution, but who do not qualify for a higher grade
- Applicants may also be eligible to apply for Interim CEng or IEng registration or EngTech

3.6 AFFILIATE

3.6.1 Extract from RAeS By-Laws October 2012: *Applicants engaged in full-time study intending to follow a career in aeronautics/aerospace, and those persons who, while they may be ineligible for other grades of membership, are nevertheless associated with or interested in aeronautics and wish to further the objects of the Society.*

3.6.2 Typical qualifications: None stated

3.6.3 Typical levels of responsibilities: Not applicable

3.6.4 Comment:

- Applicants on the Defence Technical Undergraduate Scheme (DTUS) or in either the University Air Squadron (UAS) or University Royal Navy Unit (URNU) are encouraged to join as Affiliates.
- Applicants registered on an approved apprenticeship scheme may apply to become Apprentice Affiliates
- Affiliates should, on graduation, apply on-line for automatic upgrade to Associate Membership
- This grade is suitable for aviation enthusiasts such as private pilots who, while not employed in aviation as a profession, wish to further their development and follow their passions.

SECTION 4: TYPICAL JOBS/RESPONSIBILITIES FOR MEMBERSHIP GRADES

4.1 ACADEMIA (TEACHING, RESEARCH)

Fellow	Professor / Reader Outstanding Principal or Senior Lecturer Director of major aerospace training organisation Senior Research / Teaching Fellow Senior Academic Manager eg Head of Department
Member	Senior Lecturer or Lecturer in HE or FE college PhD students conducting studies and research as part of their full-time employment with a company or professional research body Research Assistants with substantial relevant experience
Associate Member	Assistant Lecturer or instructor teaching aerospace subjects to at least technician level in Part 147 accredited training centre, FE or HE college / institution PhD and Masters students who already hold a qualifying Bachelors Degree with Honours
Associate	Students who have completed their recognised qualifications but yet to start full time employment or further studies

4.2 ARMED FORCES AND CIVIL SERVANTS

Fellow	Captain Royal Navy, Colonel or Group Captain. Band B / Grade 6 & 7 Civil Servants or organisational equivalent Subject to individual experience and responsibility, Commander, Lieutenant Colonel, Wing Commander. Normally able to demonstrate Professional
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	Command or significant airworthiness responsibility (such as TAA / EA responsibilities) for large projects and organisations.
Member	An Officer no longer under training operating in a position of management responsibility Band C / HEO & SEO grade Civil Servants or organisational equivalent Senior Non-Commissioned Officer at OR7 level (Chief Petty Officer, Staff/Colour Sergeant, Flight Sergeant or Chief Technician)
Associate Member	Senior Non-Commissioned Officer at OR6 level (Petty Officers and Sergeants) Band D / EO grade Civil Servants or organisational equivalent Non-Commissioned Officers of a lower rate with exceptional responsibility and experience may be considered where they can demonstrate responsibility at the same level expected of a Petty Officer / Sergeant.
Associate	Junior Ranks no longer under training

4.3 CAA AND ACCIDENT INVESTIGATION

Fellow	Members of CAA Senior Management Group Head of Department and Head of Section Principal Inspector of Accidents
Member	Flight Operations Inspectors Surveyors Licensing Officers Technical / Inspecting Officers Investigating Officers
Associate Member	Level 5 and 6 Technical Officers or similar
Associate	

4.4 ENGINEERING (DESIGN, MANUFACTURE, MAINTENANCE, REPAIR, R&D, UK SPEC MAPPED ROLES)

Fellow	Director, head of company, division or section with significant responsibility for engineering, projects, technical specialisation, output, safety or personnel. (approximately global grade 13 or equivalent) Band B / Grade 6 & 7 Civil Servants or organisational equivalent Chief Engineer, Continuing Airworthiness Manager, EASA Form 4 holder for larger organisation or fleet, EASA Form 1 holder (Accountable Manager) for larger operators Head of specialist function in major organisation, maintenance overhaul facility or research organisation.
Member	Responsible engineer or manager working without close supervision, with recognised technical expertise across a peer group, and with appreciable

	<p>latitude for unreviewed actions or decisions together with increasing responsibility for task and/or team leadership, e.g. as a component or system design authority</p> <p>Senior Engineer, Continuing Airworthiness Manager, Form 4 holder for smaller organisation or fleet</p> <p>Band C / HEO & SEO grade Civil Servants or organisational equivalent</p> <p>Licenced engineer holding and operating with or above C licence level, in a position of supervisory or technical leadership, shift management, technical authority over the design.</p> <p>Match the competency requirements for CEng or IEng</p>
Associate Member	<p>Professionally developing engineer, technically responsible for assigned tasks, applying technical or other standards, principles and theories to engineering problems, working with some guidance</p> <p>Engineers employed on graduate training schemes or who have completed Degree Apprenticeships</p> <p>Band D / EO grade Civil Servants or organisational equivalent</p> <p>Licenced engineers holding and operating at B licence level, conducting maintenance at line or base, with some supervisory responsibility.</p> <p>Match the competency requirements for IEng or EngTech</p>
Associate	<p>Students who have completed a recognised professional qualification but are not yet in work</p> <p>Engineers operating in an aerospace or aerospace related company with evidence of undertaking professional development and training.</p>

4.5 HERITAGE

Fellow	Outstanding contribution in the field of Aerospace Heritage
Member	<p>Aerospace Museum Curator</p> <p>Major participant in restoration or reconstruction projects with the responsibility for the supervision of other participants</p>
Associate Member	<p>Demonstrated suitable application in heritage activities with a responsibility for independent action or control</p> <p>Published Biographer of major aerospace heritage person(s)</p>
Associate	

4.6 OPERATIONS (FLIGHT CREW, GROUND CREW, AIRPORT STAFF)

Fellow	<p>Post holder (individual with regulatory responsibilities)</p> <p>Training Captain (regulatory / licence examiner) with long experience in major airline, training organisation or business jet operation</p> <p>Captain of multi-crew turbine powered aircraft who has national or international recognition in field of aerospace</p>
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	<p>Senior manager in NATS, SATCO of large or busy airport</p> <p>Senior management in major aviation company</p> <p>Chief Test Pilot of a major aircraft manufacturer</p> <p>Directors and Heads of an aerospace related service</p>
Member	<p>Qualified and type rated airline pilot of multi-crew turbine powered aircraft</p> <p>Training pilot (non regulatory) in major airline, training organization or business jet operation</p> <p>Civilian Flying School CFI</p> <p>Manager NATS, ATCO</p> <p>Graduate of recognised Test Pilot School with experience of major projects</p> <p>Project test pilot or lead flight test engineer involved in significant aircraft or flight systems project</p> <p>Cabin Services Director (operational crew), No 1 or Senior Steward in major airline</p> <p>Airport / airline support staff in management roles, overseeing delivery of operations at the airport or within an airline</p>
Associate Member	<p>Civilian flying instructor</p> <p>Cabin staff in major airline</p> <p>Airport support staff with supervisory responsibility for teams or output</p>
Associate	<p>Pilots who have completed recognised qualifications but yet to be employed in a suitable position of responsibility</p> <p>Airport support staff (dispatch, ground crew, baggage handlers)</p>

4.7 PROFESSIONAL SUPPORT TO AEROSPACE

Fellow	<p>Director or General Manager level in an aviation related role in support of aviation services.</p> <p>Roles include, but are not limited to: Aviation medicine, legal counsel, aircraft leasing, safety and certification, IT, human resources, training, logistics, finance, sales, marketing and media, project and product management.</p> <p>Responsibilities and competencies demonstrated must be in an aviation related role and not just in a company that has links to the wider aerospace community.</p>
Member	<p>Practitioner with management experience and responsibility within their field of expertise, demonstrating authority and control of resources, teams or outputs.</p>
Associate Member	<p>Practitioner with supervisory or limited management responsibility within their field of expertise.</p>
Associate	

SECTION 5: ASSESSMENT OF APPLICATIONS

5.1 The following process is used to decide whether or not an applicant should be approved for membership:

- Applicants should apply online, attaching a full CV and all relevant supporting documentation according to the timetable advertised on the Society's website. Typed off-line application forms will only be considered by exception where access to the internet is unavailable or limited enough to prevent an applicant applying otherwise.
- Committee members assess each application against the criteria set in this Handbook.
- At the committee meeting, a summary of the votes on each application is read out and, following any further discussions, the committee make one of the following decisions:
 - Approve: The applicant is approved at the membership grade for which they applied
 - Hold: The committee will request further information such as a more detailed CV or amplification on specific points, or take up references to assist with the decision-making process
 - Reject: The applicant will not be approved at this time for membership because he or she does not currently meet the requirements for membership at any grade at the time of application
 - Offer: The applicant will be offered an appropriate lower or higher grade of membership commensurate with their experience / qualifications

5.2 All decisions are determined by majority votes of the committee members after all opinions have been considered but the Chair (or the vice Chair in the Chair's absence) has a deciding vote, if necessary. Staff will record the comments made by members but only the final decision will be available to applicants.

5.3 Successful applicants, after paying the appropriate fees for the grade offered, will receive a certificate to confirm membership and their name appears will appear in the Society's monthly magazine, *Aerospace*.

5.4 Applicants placed on hold may be considered at the next committee meeting when further information is made available, but the decision may be made out of committee by the Chair if the information is simply confirmatory.

5.5 Applicants offered a lower grade of membership or whose applications are not accepted at this time will receive appropriate feedback on why the outcome was not as they had requested.

SECTION 6: APPEALS PROCEDURE

6.1 It can be disappointing for applicants who are not offered the grade of membership for which they have applied. Each case is discussed in detail before these decisions are made and, in the first instance, applicants are advised to discuss their application with their referees and mentors to determine how best to develop and reapply when they meet the criteria in Part 2 of this Handbook.

6.2 If, after seeking this guidance, a candidate is still unsure about the outcome, they are entitled to resubmit their application with additional information at the following Committee Meeting, providing the necessary detail and clarity of information required to argue their case. By exception, such cases may be considered out of committee by the Chair of the Membership Committee, but only with the full agreement of the Membership Committee in advance when specific information has been requested such as evidence of a qualification.

6.3 The Membership Committee will endeavour to ensure that issues resulting from any decision are resolved satisfactorily with the applicant without the need to resort to the following review procedure. However, after a candidate feels they have submitted all relevant additional information which has been further reviewed by the Membership Committee, and they are still unhappy with the outcome, then they are entitled to follow the procedure detailed in this section.

6.4 The aims of the review procedure are to ensure that:

- a) the applicant has been able to present all the relevant information to the Membership Committee
- b) the correct procedures have been followed

- c) the original decision has been carefully reviewed
- d) if called by the PSB, the Appeal Review Panel (discussed below) reaches a fair decision based on all evidence available

6.5 An appeal against a decision by the Membership Committee must be received by the Director of Membership and Professional Standards within thirty days of the date on the Society's letter advising candidate of the Membership Committee's decision. The appeal must be in writing and state the decision(s) being disputed, the grounds on which the appeal is being made, and must (where possible) be accompanied by relevant supporting documentation.

6.6 Receipt of an appeal will be acknowledged and the case forwarded to the Chair of the Membership Committee for review, along with all supporting paperwork. The candidate will be informed of the resulting decision once all the evidence has been considered and reviewed. This may be out of committee or may, in some cases, be presented back to the Membership Committee for consideration at the next meeting. There is no fee for this first appeal process.

6.7 In the event that the candidate is still dissatisfied with the final decision of the Membership Committee, a second appeal may be lodged within thirty days of the date of the review being notified to the candidate. In such a case, the PSB shall appoint an independent Appeal Review Panel of three Fellows to determine, *prima facie*, the validity of the case. The Appeal Review Panel may, at its discretion, make inquiries of the candidate regarding the said appeal. The fee for this is £200, refunded if the appeal is successful.

6.8 The Appeal Review Panel members must be knowledgeable of the membership processes, but must not have been involved in previous Membership Committee decisions relating to the candidate, nor had dealings with the candidate during the previous three years.

6.9 The Appeal Review Panel shall be appointed and have met within twelve weeks of the appeal being lodged and shall make additional inquiries by any legal method as it may in its absolute discretion think fit. The candidate shall be given not less than five days' notice of the hearing and shall be entitled to receive a copy of documents provided to the Appeal Review Panel, which will include:

- a) the RAeS Membership Handbook
- b) the letter(s) of appeal, together with any supporting documentation from the candidate
- c) the original application form from the candidate
- d) relevant information supplied by the Chair of the Membership Committee concerning the original decision of Membership Committee, together with the decision letter(s) sent to the candidate
- e) extract from the minutes of appropriate Membership Committee meeting(s) that considered the candidate's application report

6.10 At the discretion of the Appeal Review Panel, the candidate may be required to attend the hearing and present evidence in person.

6.11 On conclusion of its deliberations, the Appeal Review Panel shall report direct to the PSB with its recommendations, who in turn may then:

- uphold the original decision of the Membership Committee and dismiss the appeal
- annul the decision of the Membership Committee and implement the recommendations of the Appeal Review Panel

6.12 The candidate shall be informed of the outcome of the appeal within four weeks of the decision by the PSB, which shall be final. The PSB shall not be required to give reasons for its decision.

SECTION 7: QUALITY ASSURANCE

7.1 The whole membership process is subject to independent assessment by the Society's Licence Compliance Review Panel. The focus of the panel is procedural adherence, providing a measure of continuous oversight to the Membership Committee and ensuring applicants are managed and considered fairly and appropriately.

7.2 Continuous improvement is an essential part of any process. The Society relies on every member, whether or not on any committees, special groups or permanent staff, to suggest ways in which the processes can be improved, based on their knowledge, experience and judgment. Feedback can be submitted by letter, email or through the Society website.

7.3 The Society records the success / failure rate of applicants for membership and these statistics are monitored at every Membership Committee meeting and by the PSB. Any deviation from normal trends will be investigated and acted upon where necessary.

7.4 The Society will retain the application forms and other relevant documents for 5 years.