Australian Society of Orthodontists

PROCESSING OF FULL AND STUDENT MEMBERSHIP APPLICATIONS

Applicant

- Applicant to send application directly to State Branch Secretary.

State Branch

- State Branch Secretary to check application is signed by the applicant, proposer and seconder and includes all the required documentation. If any documents or signatures are missing, State Branch Secretary to follow up to complete the application.
- State Branch Secretary to circulate application to all state members asking for any objections to be notified to the State Secretary within 14 days.
- If there are no objections, State Branch Secretary signs application and sends to Secretariat.
- If there are any objections, this information is sent to the Secretariat to be forwarded to Federal Executive and Membership Advisory Committee for decision.

Membership Advisory Cttee and Executive

- Secretariat sends the State Branch approved application to the Chairman of the Membership Advisory Committee and Federal Executive with a request for consideration within 14 days.

Federal Council

- When approval has been received by the Chairman of the Membership Advisory Committee and the Executive, Secretariat emails Federal Council members confirming application has had all the required approvals.
- If no adverse comments received by Council members within 14 days of the Secretariat's email, Secretariat sends letter of congratulations to the applicant.
- Names of new members noted at next Federal Council meeting.

From September 2012