



Australian Society of Orthodontists

**MEMBERSHIP APPLICATION LOG**  
**FULL MEMBERSHIP**

<b>Name of Applicant</b>	<b>State Branch</b>
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Step	Procedure	Date
1	Applicant obtains Application Form from ASO Federal Secretariat or by download from ASO Web Site ( <a href="http://www.aso.org.au">www.aso.org.au</a> ).	X
2	Applicant completes Application Form (according to instructions thereon) and submits to ASO Federal Secretariat.	X
3	Application Form and Subscription fee* received from Applicant. * A pro-rata adjustment of fee applies for applications submitted after 30 June.	
4	Subscription Fee banked (without prejudice to application).	
5	Application Form and accompanying documents* checked. *Documents required are listed on the Application Form.	
6	Receipt and Acknowledgement Letter sent to Applicant.	
7	Copy of Acknowledgement Letter emailed to State Branch Secretary and Federal President.	
8	Application Form and accompanying documentation scanned and saved in "Application file". File should be named using the format: Lastname_Initial_Application.doc	
9	"Application file" emailed to relevant State Branch Secretary <b>(Advise that response is required within 14 days of receipt).</b>	
10	Flag telephone call to State Branch Secretary if no response received within 21 days.	
11	<b>State Branch Secretary immediately forwards by email* the "Application File" to all Full- and Semi-Retired Members of that State Branch and informs recipients of their right to lodge an objection to the application within 14 days.</b> * If a State Branch Full or Semi-Retired member is unable to receive the application by email, State Branch Secretary must send by fax or post.	X
12	<b>If any written objection is received, handle as required by the Constitution (Section 17.4).</b>	
13	<b>When positive advice (nil objections) received from the State Branch Secretary,</b> "Application file" emailed to Chair and Members of <i>Membership Advisory Sub-Committee</i> <b>(With advice that response is required within 14 days).</b>	
14	Flag telephone call to Chair of <i>Membership Advisory Sub-Committee</i> if no response received within 14 days.	
15	Confirmatory letter ( <b>a copy of the relevant page of the Application Form signed appropriately</b> ) from Chair of <i>Membership Advisory Sub-Committee</i> received and filed.	
16	Email sent to Council with <ul style="list-style-type: none"> <li>• Application File (attachment)</li> <li>• Advice that no objections have been received</li> <li>• Request to vote on recommendation of Membership Advisory Sub-Committee (Yes or No)</li> <li>• Advice that response is required within 14 days.</li> </ul>	
	<b>Note: Full members shall be approved by a three-quarter majority of Council as per the Constitution (6.3).</b>	
17	Flag telephone call to non-responding Council members if sufficient positive responses have not been received within 14 days.	
18	Full Membership approved.	
19	<i>Letter of congratulations</i> sent to successful Applicant via Federal President <b>for signing and dispatch.</b>	
20	Copies of <i>Letter of congratulations</i> sent to relevant State Branch Secretary and to Federal Treasurer.	
21	Copies of the most recent <i>ASO Newsletter</i> and <i>Australian Orthodontic Journal</i> posted to successful Applicant ( <b>under separate cover</b> ).	
22	Successful Applicant recorded in the register of members as a Full Member.	