



Australian Society of Orthodontists

MEMBERSHIP APPLICATION LOG
OVERSEAS MEMBERSHIP

Name of Applicant	
--------------------------	--

Step	Procedure	Date
1	Applicant obtains Application Form from ASO Federal Secretariat or by download from ASO Web Site (www.aso.org.au).	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 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 Chair and Members of <i>Membership Advisory Sub-Committee</i> (With advice that response is required within 14 days).	
10	Flag telephone call to Chair of <i>Membership Advisory Sub-Committee</i> if no response received within 14 days.	
11	If any written objection is received, handle as required by the Constitution (Section 17.4).	
12	Confirmatory letter (a copy of the relevant page of the Application Form signed appropriately) from Chair of <i>Membership Advisory Sub-Committee</i> received and filed.	
16	Email sent to Council with <ul style="list-style-type: none"> • Application File (attachment) • Advice that no objections have been received • Request to vote on recommendation of Membership Advisory Sub-Committee (Yes or No). • Advice that response is required within 14 days. 	
	Note: Overseas members shall be approved by a simple majority of Council as per the Constitution (Section 6.3).	
17	Flag telephone call to non-responding Council members if sufficient positive responses have not been received within 14 days.	
18	Overseas Membership approved.	
19	<i>Letter of congratulations</i> sent to successful Applicant via Federal President for signing and dispatch.	
20	Copy of <i>Letter of congratulations</i> sent to Federal Treasurer.	
21	Copies of the most recent ASO <i>Newsletter</i> and <i>Australian Orthodontic Journal</i> posted to successful Applicant (under separate cover).	
22	Successful Applicant recorded in the register of members as an Overseas Member.	