



Australian Society of Orthodontists

MEMBERSHIP APPLICATION LOG
STUDENT MEMBERSHIP

Name of Applicant		State Branch	
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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 received from Applicant. (No subscription fee applies)	
4	Application Form and accompanying documents* checked. *Documents required are listed on the Application Form.	
5	Acknowledgement Letter sent to Applicant.	
6	Copy of Acknowledgement Letter emailed to State Branch Secretary and Federal President.	
7	Application Form and accompanying documentation scanned and saved in "Application file". File should be named using the format: Lastname_Initial_Application.doc	
8	"Application file" emailed to Chair and Members of <i>Membership Advisory Sub-Committee</i> (Advise that response is required within 14 days).	
9	Flag telephone call to Chair of <i>Membership Advisory Sub-Committee</i> if no response received within 14 days.	
10	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.	
11	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 the recommendation of Membership Advisory Sub-Committee (Yes or No) • Advice that response is required within 14 days. 	
	Note: Student members shall be approved by a simple majority of Council as per the Constitution (6.3).	
12	Flag telephone call to non-responding Council members if sufficient positive responses have not been received within 14 days.	
13	Student Membership approved.	
14	<i>Letter of congratulations</i> sent to successful Applicant via Federal President for signing and dispatch.	
15	Copies of <i>Letter of congratulations</i> sent to relevant State Branch Secretary and to Federal Treasurer.	
16	Copies of the most recent ASO <i>Newsletter</i> and <i>Australian Orthodontic Journal</i> posted to successful Applicant (under separate cover).	
17	Successful Applicant recorded in the register of members as a Student Member.	