



ROYAL SOCIETY OF NEW SOUTH WALES

GUIDE FOR COMPLETING THE ONLINE MEMBERSHIP FORMS

Introduction

This document provides a guide for completing the online joining forms in the Membes membership management system.

Since a joining form cannot be saved part way through the process of completing it, it is important that you have all necessary information at hand in advance of starting. This guide will help you assemble the required information in advance, making the process of completing the form as smooth as possible.

Forms

There are separate joining forms for

- Associate Membership
 - Under 30 years of age
 - Close relative/partner of a Full Member of Fellow
- Full Membership
 - Residents of NSW or the ACT
 - Interstate — residency in an Australian state or territory, outside of NSW or the ACT
 - Overseas — residency in a country other than Australia
- Fellowship
 - Residents of NSW or the ACT
 - Interstate — residency in an Australian state or territory, outside of NSW or the ACT
 - Overseas — residency in a country other than Australia

Completing the Forms

Much of the information that is sought is common to all classes of membership. Some additional information is sought for Fellowship applications, which is described separately.

Some fields in the forms are required or mandatory and these are highlighted by a red asterisk (*). If such fields are not completed, you will not be able to submit the form.

Once the form is complete, you the press the “Submit Application” button at the end of the form and then you will be requested to make payment for your application. A refund will be provided should your application not be successful.

Information requested

The following fields, which are self-explanatory, are common to all membership classes. Those that are mandatory are highlighted with a red asterisk (*)

The prefix is your preferred title (e.g., Mr, Mrs, Ms, Dr, etc.), selected from a drop-down list.

Prefix	<input type="text" value="-"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Surname	<input type="text"/>
Gender	<input type="text" value="--"/>
Date of Birth	<input type="text"/>
Organisation Name	<input type="text"/>

CONTACT DETAILS

Home Phone	<input type="text" value="--"/>	<input type="text"/>
Work Phone	<input type="text" value="--"/>	<input type="text"/>
Mobile Phone	<input type="text" value="--"/>	<input type="text"/>
Fax	<input type="text" value="--"/>	<input type="text"/>
Email Address	<input type="text"/>	
Secondary Email	<input type="text"/>	
	<input type="checkbox"/> Send correspondence to this address	

Primary Address

This is your mailing address. Print mail is sent to this address.

Addresses

	<input type="text" value="Home Address"/>	<input type="text" value="Work Address"/>
Address 1	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Suburb / Town	<input type="text"/>	
Postcode	<input type="text"/>	
State	<input type="text" value="-- select country below to see states --"/>	
Country	<input type="text" value="--"/>	

Further fields common to all membership classes

Please note that the Expertise/Interests and Qualifications fields require a response. If you do not wish to provide this information, please write “Not Applicable” in the field.

Field		Comment / Instructions
Position		Your current position at your employer, if relevant, referred to in the “Organisation Name” field above
Department		The relevant unit or sub-unit of your Organisation
Formal title/form of address for the judiciary, diplomats, etc., e.g., The Hon.		This is used only for the judiciary, diplomats, and the military, e.g., the Honourable, His/Her Excellency, etc.
Expertise/Interests: please enter keywords that characterise best these	*	This is requested to provide the Society with important information about the expertise and interests of its Members and Fellows. Please provide this in the form of a list of keywords separated by spaces or punctuation marks. If you do not wish to provide such information, please write “Not applicable”, since the field requires a non-trivial entry.
Qualifications — degrees and diplomas listed in chronological order with the postnominals in the form designated by the degree granting institution	*	As described, please enter these in chronological order in the form designated by the granting institutions and including the standard abbreviation for the name of the granting institution. For example, BA (Hons) (Syd) PhD (UNSW), noting the absence of punctuation marks between the qualifications.
Awards: Australian and international civilian and military honours		For example, AM PSM; AC; KNOM, etc. Please omit punctuation marks between the postnominals.
Awards: Other gazetted honours (including those from State Governments) and legal recognition (QC, SC)		As described. Applicants with professional legal recognition will enter the relevant postnominals here. The postnominal FRSN, for Fellow of the Royal Society of NSW, will be included in this group, once granted.
Fellowships: Australian and International Learned Academies (e.g., FAA, FTSE)		For example, FAA FTSE FASSA FRS, omitting punctuation marks between your academy/learned society postnominals.
Fellowships: Professional associations, societies, and institutions		Please include the postnominals for your Fellowships of professional societies, institutions, and associations in their standard format, omitting punctuation marks in the list.

Additional Information required for Fellowship applications

If you are not applying for a Fellowship, please move to the next section.

To be admitted to the Society’s Fellowship, an applicant must meet the requisite Assessment Criteria. These require that an applicant shall:

EITHER satisfy at least three of the following criteria:

1. Fellowship of an approved academy or professional institution. Such approved academies or professional institutions shall be submitted to Council for approval by the committee that assesses qualification for Fellowship
2. Incumbent or retired senior leadership role in the academic, education, business, government, or not-for-profit sectors
3. Hold a doctoral degree
4. Have a significant record of cited publications or an equivalent body of work
5. Be a recipient of a prestigious award, prize or medal in their profession or discipline
6. Have extensive, long-term involvement in the Society's affairs, such as extensive publications in the Society's Journal and Proceedings, long-term service on the Council or the Executive Committee, or serving as President, or Vice-President

OR have made a significant contribution to the welfare and wellbeing of Australia, and whose appointment is approved by resolution of the Council upon recommendation of the Fellows and Members Assessment Committee.

The additional information that is sought on the online form is described below, noting that criteria 1 and 3 are dealt with by information provided in previous fields.

Please note that not every field needs to be completed — only those that are relevant to your application.

Field		Comment / Instructions
Provide details of any incumbent or retired senior leadership role in the academic, education, business, government, or not-for-profit sectors		Please address the "EITHER Criterion 2" in a maximum of approximately 100 words
Briefly summarise the nature of the body of work that qualifies for Fellowship of the Society (up to 50 words), such as numbers of publications		Please address the "EITHER Criterion 4" in a maximum of approximately 100 words
Provide details of any prestigious awards, prizes or medals received in your profession or discipline		Please address the "EITHER Criterion 5" in a maximum of approximately 100 words
Provide details of involvement in the Society's affairs (e.g., publications, service on Council or committees) — max of 100 words		Please address the "EITHER Criterion 6" in a maximum of approximately 100 words
Provide details of significant contributions to the welfare and well-being of Australia		Please address the "OR" criterion in a maximum of approximately 100 words
Laudation — a succinct statement of your accomplishments (preferably 20-30 words)	*	The Laudation field, which is mandatory, provides a draft statement, for the consideration by the Fellows and Members Assessment Committee (FMAC), that succinctly captures your accomplishments and highlights the broad reasons for being awarded a RSNSW Fellowship. The Laudation statement is published on the website, using text determined by the FMAC.

Field	Comment / Instructions
CV (max size 1Mb) - please email royalsoc@royalsoc.org.au if file size is larger	Please select and upload your current Curriculum Vitae in a standard format (pdf, docx/doc for Microsoft Word). Should the file exceed a size of 1 MByte, please email this to the Society's secretariat at royalsoc@royalsoc.org.au

Final fields common to all membership classes

To become a member of the Society, you must be nominated and seconded by a Fellow or a Full Member of the Society. Please provide the names of your proposer and seconder. If you wish to join the Society and you do not know personally a Fellow or a Full Member, please [contact the Society's office](#) and we can arrange for an introduction.

Proposing Member's Name

Seconding Member's Name

The following "Acceptance & Verification" and "Nomination Consent tick boxes must be selected to indicate agreement with the stated requirements.

The "Add-on" refers to the optional print subscription for the Journal and Proceedings of the Royal Society of NSW. While online access to the *Journal and Proceedings* is free, the printed copy is optionally available. The price that is quoted is GST exempt, with GST being added for applicants within Australia. For overseas applicants, the additional postage charge is included in the GST exempt price.

- Acceptance & Verification I hereby verify that the information provided is accurate & undertake to promote the interest & welfare of the Society & observe its Rules & By-Laws
- Nomination Consent I agree to be nominated as a Member of the Royal Society of NSW

ADD ONS

RS Journal and Proceedings	Please select this option if you wish to subscribe to the printed edition of the Journal.	\$54.55 <input type="checkbox"/>
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Submission and Payment

When you have completed the form, you will then click the "Submit Application" button and the form will be validated. Any mandatory fields that have not been completed will be flagged and you will need to update the form before you can successfully submit your application.

Payment is then required on the following screen. There are two options, either by *credit card* or *payment on invoice*. If you choose the latter, an invoice will be mailed and you may select either the

direct deposit or payment by cheque options. Please note that processing of your application will not commence until your payment has been received.

Should your application not be successful, the payment will be refunded.

For further assistance, please contact the Society's secretariat by email at the email address below.

Royal Society of NSW

E: royalsoc@royalsoc.org.au

W: <https://royalsoc.org.au>

15 November 2021