

ROYAL SOCIETY

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.

Because 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 25 years of age or a student
 - Close relative/partner of a Full Member or 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 complete the payment information and press the 'Submit Application' button at the end of the form. 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

First Name

Middle Name

Surname

Gender

Date of Birth

Organisation Name

CONTACT DETAILS

Home Phone

Work Phone

Mobile Phone

Fax

Email Address

Secondary Email

Send correspondence to this address

Primary Address

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

Addresses

Home Address **Work Address**

Address 1

Suburb / Town

Postcode

State

Country

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 Honour, His / Her Excellency, Major General, etc.
Expertise/Interests: please enter keywords that best characterise 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	*	Please enter your qualifications (both educational and honorary) 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, AC, AO, AM, OAM, PSM, APM, APSM, ASM, ESN, CSM, etc. Please omit punctuation marks between the postnominals.
Awards: Other gazetted honours (including those from State Governments) and legal recognition		For example, KC, SC, omitting punctuation marks between the postnominals. (*).
Fellowships: Australian and International Learned Academies		For example, FAA FTSE FASSA, FAHMS, FAHA, FASSA, FRS, omitting punctuation marks between your academy/learned society postnominals.
Fellowships: Professional associations, societies, and institutions		For example, FRACS, FIEAust, FAIP, FRACI, FCA, FAICD, etc, omitting punctuation marks in the list.

(*) The gazetted postnominal FRSN, for Fellow of the Royal Society of NSW, will be included in this group, once granted.

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, provided for in Rule 10 of the [Society’s Act and Rules](#):

- 10 (a) A person who has made outstanding achievements in one or more of academia, industry, government, public administration, culture or civil society, is held in high professional standing and has made a significant contribution to the welfare and well-being of Australia may be elected a Fellow of the Society.

10(d) To qualify for Fellowship, nominees will be resident in or have an established connection with NSW and will provide evidence such as:

- (i) having expanded the boundaries of knowledge; improved practice and understanding; developed cultural life in NSW or Australia; enhanced NSW's reputation globally;
- (ii) holding or having held senior leadership role(s);
- (iii) having been appointed on merit to external roles and activities or election to prestigious institutions;
- (iv) having doctoral degree, a significant record of cited publications or an equivalent body of work;
- (v) having received a prestigious award, prize or medal in their profession or discipline;
- (vi) having extensive and long-term involvement in the Society's affairs.

The additional information that is sought on the online form is described below. It is suggested that you prepare your responses before in advance, copying these into the form fields to ensure a smooth experience. *Note that it is not possible to save the form during the process of filling in the information.*

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

Field	Comment / Instructions
Evidence of outstanding achievements, high professional standing; and / or a significant contribution to the welfare and wellbeing of Australia	Please address the criteria in Rule 10(a) in a maximum of approximately 100 words
Evidence of expanding knowledge boundaries, improving practice/understanding; developing cultural life in NSW / Australia; enhancing NSW's reputation	Please address the criteria in Rule 10(d)(i) in a maximum of approximately 100 words
Evidence of any incumbent or retired senior leadership role in academia, industry, government, public administration, culture or civil society	Please address the criteria in Rule 10(d)(ii) in a maximum of approximately 100 words
Evidence of merit-based appointment to external roles and activities or election to prestigious institutions	Please address the criteria in Rule 10(d)(iii) in a maximum of approximately 100 words
Evidence of a doctoral degree, a significant record of cited publications or equivalent; a prestigious award / prize in your profession/discipline	Please address the criteria in Rule 10(d)(iv) and (v) in a maximum of approximately 100 words
Evidence of extensive and long-term involvement in the Society's affairs	Please address the criteria in Rule 10(d)(vi) in a maximum of approximately 100 words
CV (max size 1Mb) — please email royalsoc@royalsoc.org.au if file size is larger than 1 MB	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

Fellowship nominees must additionally certify that they have provided the information in their nomination to both their Proposer and Secunder before submission and that their agreement to support the nomination has been obtained.

After receipt of your application, the Proposer of your application will be contacted by the Society's secretariat to attest to your qualities and experience, and confirm the alignment of these with the Fellowship criteria.

Fellowship Certification I certify that the information in this nomination has been provided to my Proposer and Seconder before submission and that they have agreed to support it

Final fields common to all membership classes

To become a member of the Society, you must be nominated by a Fellow or a Full Member of the Society. Additionally, for Fellowship applications, your application must be seconded by a Fellow or Full Member.

Please provide the name of your proposer (for Associate Membership, Full membership, and Fellowship applications) and the name of your seconder only for a Fellowship application, as shown below.

Proposing Member's Name	<input type="text"/>
Seconding Member's Name	<input type="text"/>

The following 'Nomination Consent' and 'Acceptance & Verification' and 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 New South Wales. 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.

Nomination Consent I agree to be nominated as a Member of the Royal Society of NSW

Acceptance & Verification I hereby verify that the information provided is accurate and undertake to promote the interest and welfare of the Society and observe its Rules

■ ADD ONS

RS Journal and Proceedings	Please select this option if you wish to subscribe to the printed edition of the Journal.	\$66.36 <input type="checkbox"/>
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Payment and Submission

Payment is required at the end of the joining form.

Payment Method

Name on Card

Card Number

Card Expiry /

There are two options, either by *credit card* or *payment on invoice*.

Please note that the Membes system accepts only *Visa* or *Mastercard* credit cards.

If you choose the *payment on invoice* option, an invoice will be sent to you by email, 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 EFT payment has been received.

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

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.

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

Royal Society of New South Wales

E: royalsoc@royalsoc.org.au

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

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