

THE ANGLE SOCIETY OF EUROPE

Appendix II to the Bylaws Edition 2014

The Membership Committee
Guest invitation procedure
Admission for Membership

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1. Requirements for admission to the Angle Society of Europe

First time guests

- The guests are requested to display 2 cases, prepared according to Appendix I to the Bylaws. C records are not necessary.
- The guests meet with the Membership Committee for a review of their C.V., training, publications, their contributions to the Specialty, aspirations etc.
- The Scientific Committee takes note of the cases. The guests meet with the Scientific Committee to discuss the cases and receive advice for future presentation. Certificates may be given, if appropriate.
- The Scientific Committee will decide by a majority vote whether to recommend an invitation as a Second Time Guest and report its decision to the Membership Committee and the Council in a joint meeting. In the event of a rejection, the reasons must be fully presented. In general, two rejected cases means that the guest is not appropriate to be re-invited.
- In case of a disagreement between the Scientific Committee, the Membership Committee and the Council, the Council and the Chairpersons of the Membership and Scientific Committee will decide the issue.

Second time guests

- Within one month after the Meeting, the Secretary sends an invitation requesting:
One new case with C - records and a 15 minute oral presentation
- At the second visit, the Scientific Committee evaluates the case and the lecture and provides constructive criticism and advice. Certificates may be given, if appropriate.
- The Scientific Committee will decide by a majority vote whether to recommend an invitation to apply for provisional membership and report its decision to the Membership Committee and the Council in a joint meeting. In the event of a rejection, the reasons must be fully presented.
- In case of a disagreement between the Scientific Committee, the Membership Committee and the Council, the Council and the Chairpersons of the Membership and Scientific Committee will decide the issue.

Provisional Membership

- Within one month after the meeting the Secretary sends an invitation to apply for provisional membership with five cases including C-records.
- The cases may include those presented as a guest if approved by the Scientific Committee.

- The Scientific Committee will decide by a majority vote, whether to recommend a proposal for provisional membership for ratification by a $\frac{3}{4}$ majority vote of the General Assembly and report its decision to the Membership Committee and the Council in a joint meeting. In the event of a rejection the reasons must be fully presented.
- In case of a disagreement between the Scientific Committee, the Membership Committee and the Council, the Council and the Chairpersons of the Membership and Scientific Committee will decide the issue.

Active Membership

- Full Membership requires further five cases with C-records and a 30-minute essay which should be presented as a Provisional Member and accepted by the Scientific Committee.
- Only the final five cases will need to be brought to the meeting at which the full membership application is made.

2. Duties of the Membership Committee

- The Membership Committee shall be responsible for recruiting guests and in consultation with the Scientific Committee, evaluating their potential for future membership.
- The Membership Committee proposes to the Council if, and when, a guest can be invited and also whether a Second Time Guest should be invited to apply for provisional membership. The Membership Committee will also report to the Council and the Scientific Committee whether a proposal for provisional membership is appropriate.
- The Membership Committee keeps the formal procedure for proposal, admission and invitation of guests up to date and suggests new recommendations and guidelines in order to keep the ideals set forth in the Preamble and the Bylaws of the Society.
- The deliberations of the Membership Committee shall be confidential and not open for discussion.
- The Annual Report of the Membership Committee is confidential and made available only to the Council.
- The Chairperson of the Membership Committee shall verbally report in the Closing Business Meeting on the decisions reached.
- It is also the duty of the Membership Committee to propose guests from European Countries not yet represented in the Society. In such a case the Membership Committee may propose sponsors for such guests.

3. Inviting guests Outline and comments

In order to sponsor a guest, the following procedure has to be followed starting one or two years earlier:

Discuss the possible invitation of the guest among the members of the country where the guest is practicing. The members of the given country should come to an agreement on the eligibility of the guest.

- The Country Representative and the inviting member should then report to the Membership Committee and propose the guest one year before the guest can be invited. They must present the Membership Committee with a detailed curriculum vitae of the candidate.
- The Membership Committee will deliberate on the invitation of any given guest taking into account the:
 - geographical location
 - ability to bring something new or original to the Society
 - anticipated influence on the development of Orthodontics in Europe
 - number of possible invitations each year
 - Requirements of general eligibility for membership of the Society (Bylaws chapter II, section 2 and section 8)
- The proposing member will be informed if a guest can be approached.
- Subsequently the prospective guest can be approached, but not invited. The proposing member should tell the guest that the Bylaws of the Society require the evaluation of practical performance on the basis of treated cases and presentation abilities.
- The proposing member has then to carefully examine the cases and advise the guest on presentation according to Appendix I.
- Once this is done and the proposing member can accept the responsibility of sponsoring the guest, the confirmation letter is signed and sent to the chairperson of the Membership Committee and the Secretary not later than June 15th with the recommendation for a definitive invitation. (If a guest is unable to accept the invitation and cannot participate, please contact immediately the Chairman of the Membership Committee and the Secretary so that another guest can be invited from the waiting list).
- After the final decision of the Council, the Secretary sends an invitation letter to the guest.
- The sponsoring member advises and, when possible, helps the guest to prepare the cases according to the requirements of the Society (Appendix I). The sponsoring member will be responsible for the well being of the guest throughout the meeting and assist during the interview with the Scientific Committee. The guest and the sponsoring member shall be expected to attend the entire meeting.

Second time guests will be invited by the Council according to the decision taken by the Council and Chairpersons of the Membership Committee and Scientific Committee. They will be contacted directly by the Secretary (not by the sponsoring member) within one month after the end of the annual meeting.

N.B. Guests of countries not yet represented in the Society should be proposed in consultation with the Membership Committee.

4. Sponsoring guests

Sponsoring members must ensure that the prospective guest fulfills the general eligibility for prospective membership.

Although it is the Scientific Committee's sole responsibility to evaluate the cases presented by the guests and draw pertinent conclusions, the sponsoring member must accept the responsibility to advise and assist the guest in the selection, documentation and preparation of the requested cases and oral presentation to ensure that they fulfill the standards required by the society.

The sponsor should be present at discussions with the Scientific Committee.

The following guidelines are suggested to the sponsoring member when evaluating the cases to be presented by the guest:

- The selected cases must show a degree of severity as to express the professional experience and clinical ability of the guest.
- The post treatment results must show the quality considered acceptable in the ASE case display presentations.
- One of the requested cases must be a permanent dentition treatment, the other should preferably be a case started in the mixed dentition.
- Records according to the "Requirements for Case Presentation" (Appendix I to the Bylaws) must be complete and of the highest possible quality. "C" records are not mandatory for First Time Guests.
- The written account of the etiology, diagnosis, treatment planning, clinical incidences and evaluation of results must be complete and sufficiently documented as to comply with the Requirements for Case Presentation (Appendix I to the Bylaws)

5. Confirmation letter

Once the sponsoring member has evaluated and has accepted the eligibility of the cases, he/she should address the chairperson of the membership committee and the Secretary ASE not later than June 15 with approximately the following text:

"I hereby certify that I have assisted

Name of guest

in the selection and preparation of two cases to be presented. Case selection was focussed on everyday cases treated to the highest standard, rather than on very difficult cases. The selected cases show a post treatment well interdigitated occlusion and good alignment of dental arches. Furthermore, the cases comply with the standards of documentation (number, quality of records and written text) required by the ASE for case presentation.

Having satisfied these criteria, I recommend that an invitation may be made to the above mentioned person to attend the next ASE meeting as a guest.

Signature of the Sponsor

I confirm that my sponsor has advised and assisted me in accordance with the guidelines mentioned above.

Signature of the Guest

6. Formal procedure for inviting First Time Guests - Timing and activity schedule

WHEN	WHO	WHAT TO WHOM
	Inviting member	Discuss possible invitation among the country members
1 year before possible invitation, at the Meeting	Inviting Member (Sponsor) Country Representative Secretary	Contact MC and give all information (Complete CV) Sends invitations to Second Time Guests and Applicants for Provisional Membership
Within 1 month after meeting	Sponsor Membership Committee	Sends all information to MC (Complete CV, if not given at the meeting) Informs - Secretary ASE if +
if + March 31 at the latest	Secretary ASE	Sends "Guest Invitation Package" to Sponsor
	Sponsor	Informs prospective Guest about <ul style="list-style-type: none"> - Bylaws (general eligibility) - Appendix I and requirement for 1st time Guests - carefully examines the cases
June 15 at the latest	Sponsor Secretary ASE	Informs Secretary ASE if prospective Guest will <u>not</u> attend the meeting Informs Membership Committee that prospective Guest will not attend
	Sponsor	Sends to Secretary ASE: <ul style="list-style-type: none"> - the confirmation letter (concerning the cases) for the Scientific Committee - a letter asking for definitive invitation
4 months before the ASE Meeting (September 30 at the latest)	Council takes decision Secretary ASE	Informs <ul style="list-style-type: none"> - Chairman of Scientific Committee (including the confirmation letter) - Meeting Chairman <p style="text-align: right;">Sends inviting letter to Guest and requests immediate confirmation</p>
Immediately after invitation	Guest Secretary ASE	Confirms definitive participation to Secretary ASE Informs Meeting Chairman