



Royal Australasian College  
of Dental Surgeons  
*Let knowledge conquer disease*

# GUIDELINES FOR MEMBERSHIP BANNERS

DECEMBER 2022

### ***Document Information***

Document Number	EXT_OPS_306_1.0
Nature of Document	Guidelines
Contact Officer	Events & Communications Manager
Authoriser	CEO
Approved	CEO
Date Effective	16 December 2022
Date of Next Review	December 2027
Related documents/policies	

## *Purpose*

The College provides membership banners specifically for the use of Fellows, Members, Affiliates and Associates of the Royal Australasian College of Dental Surgeons (RACDS). The purpose of these guidelines is to outline the use, limitation and responsibilities associated with the use of a membership banner.

## *Guidelines Statement*

### **1. Guidelines and Usage**

- 1.1. The membership banners, feature important elements that are associated with the College:
  - a) Membership status of the College – Fellow / Member / Affiliate / Associate
  - b) College logo
- 1.2. A member is only permitted to use the membership banner relevant to their membership status i.e. a Fellow must only display a Fellow membership banner. Individuals who hold both Membership and Fellowship from general and specialist streams can display a Fellow and Member banner, however individuals who hold Membership and Fellowship from the same stream ie FRACDS(GDP) and MRACDS(GDP) cannot display both a Fellow and Member banner. Fellowship supersedes Membership.
- 1.3. Elements of the membership banner must not be separated, modified, repositioned or used in isolation of each other, this includes the Coat of Arms on its own.
- 1.4. It is important that the membership banner is not reduced to a size that is too small, affecting its readability and clarity.
- 1.5. When scaling the membership banner to the required size, always re-size from a corner of the banner image. This will ensure that the artwork size adjusts while maintaining the correct proportion. Never alter the width or height in isolation as it impacts the proportions of the display.
- 1.6. A membership banner can be used in the following, but not limited to, forms of communication:
  - a) Website;
  - b) Emails;
  - c) Presentation slides;
  - d) Business / appointment cards;

- e) Letterhead and;
- f) With compliments slips.

1.7. The College reserves the right to audit any communications material where the membership banner is used to ensure that these guidelines has been observed. The College may also request examples of usage from members.