

ORPHEUS SOP - MEMBERSHIP

1. In order to become a member of ORPHEUS the institution has to complete the application form and send it by post or e-mail to both the secretary and treasurer of ORPHEUS.
2. The secretary and the treasurer should keep an exact and updated record of all ORPHEUS members.
3. If there are changes regarding contact details ORPHEUS members are required to inform the *Secretary* and *Treasurer* about these changes.
4. The *Treasurer* and *Secretary* are required to inform the ORPHEUS *Executive Committee* about applications for received membership.
5. The *Executive Committee* decides whether to accept an institution as an ORPHEUS member.
6. The treasurer then sends an invoice for membership to the new member.
7. One officially becomes an ORPHEUS members following payment of the membership fee.
8. Members are required to pay membership every year.
9. If an institution does not pay its membership fee for more than five years it will be erased form the membership list of ORPHEUS.

