

**RULES OF
NATIONAL COMMUNITY TITLES INSTITUTE INC.**

1. Name

The name of the incorporated association is "National Community Titles Institute Inc." (*in these Rules called "the Institute"*).

2. Definitions

(1) In these rules, unless the contrary intention appears -

"Act" means the *Associations Incorporation Act, 1981* (Vic.);

"Affiliate member" means a person admitted to membership of the Institute in the Affiliate membership category

"Associate member" means a person admitted to membership of the Institute in the Associate membership category

"Executive Council" means the Executive Council of management of the Institute;

"Extraordinary member" means a person admitted to membership in the Extraordinary membership category;

"financial year" means the year ending on 30 June;

"general meeting" means a general meeting of members convened in accordance with rule 15.

"member" means a member of the Institute;

"ordinary member of the Executive Council" means a member of the Executive Council who is not an officer of the Institute under Rule 24;

"person" includes a company, incorporated association, partnership, other body or individual

"Regulations" means regulations under the Act;

"relevant documents" has the same meaning as in the Act.

(2) In these Rules, a reference to the Secretary of an Association is a reference-

- (a) if a person holds office under these Rules as Secretary of the Institute to that person; and
- (b) in any other case, to the public officer of the Institute.

3 *Alteration of the rules*

These Rules and the statement of objectives of the Institute must not be altered except in accordance with the Act.

4 *Objectives of the Institute*

The objectives of the Institute are to work with all those who have a special or professional interest in the management of schemes constituted under strata titles or community titles legislation or their equivalent ("the industry") to:

- (1) establish itself as an Australia-wide association relevant to the industry;
- (2) develop links to associations with objectives similar to the objectives of the Institute in countries other than Australia;
- (3) deliver benefits for strata and community title managers and lot owners;
- (4) to promote professionalism within the industry;
- (5) to represent all participants in the industry at a national and international level;
- (6) to establish consistent standards of professional practices in the industry across Australia;
- (7) to establish and maintain a common code of conduct for practitioners in the industry across Australia;
- (8) to promote business and social interaction among all participants in the industry at a national level;
- (9) to educate and inform all participants in the industry;

- (10) to promote better relations between all participants in the industry;
and
- (11) to lobby governments on issues relevant to the industry.

5 Categories of Membership

- (1) The categories of membership of the Institute shall be as follows:
 - Affiliate membership;
 - Associate membership; and
 - Extraordinary membership
- (2) The eligibility for membership shall be as follows:
 - (a) Affiliate membership – A membership based organisation having objectives similar to the objectives of the Institute shall be eligible to be admitted as an Affiliate member;
 - (b) Associate membership – A person that is a member of an Affiliate member shall be eligible to be admitted as an Associate member; and
 - (c) Extraordinary membership – A person resident in a state or territory in which no Affiliate member is resident and actively involved in or having a special or professional interest in the management of schemes constituted under strata titles or community titles legislation or their equivalent shall be eligible to be admitted as an Extraordinary member.

6 Applications for Membership

- (1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Institute on payment of the entrance fee and annual subscription payable under these Rules.
- (2) A person who is not a member of the Institute at the time of the incorporation of the Institute (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless
 - (a) they apply for membership in accordance with sub-rule(3); and
 - (b) the admission as a member is approved by the Executive Council.

- (3) An application for membership of the Institute must-
 - (a) be made in writing in the form set out in Appendix 1A, 1B or 1C as appropriate; and
 - (b) be lodged with the Secretary.
- (4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the Executive Council.
- (5) The Executive Council must determine whether to approve or reject the application.
- (6) If the Executive Council approves an application for membership, the Secretary must, as soon as practicable-
 - (a) notify the applicant in writing of the approval for membership: and
 - (b) request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- (7) The Secretary must, within 28 days after receipt of the amounts referred to in sub-rule (6), enter the applicant's name in the register of members.
- (8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when their name is entered in the register of members.
- (9) If the Executive Council rejects an application, the Executive Council must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (10) A right, privilege, or obligation of a person by reason of membership of the Institute-
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (11) The entrance fee is the relevant amount set out in Appendix 4.
- (12) The annual subscription is the relevant amount set out in Appendix 4 and is payable in advance on or before 1 July in each year.

7. Register of members

- (1) The Secretary must keep and maintain a register of members containing-
 - (a) the name and address of each member; and
 - (b) the date on which each member's name was entered in the register.
- (2) The register is available for inspection free of charge by any member upon request.
- (3) A member may make a copy of entries in the register.

8. *Ceasing membership*

- (1) A member of the Institute who has paid all moneys due and payable by a member to the Institute may resign from the Institute by giving one month's notice in writing to the Secretary of their intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1)-
 - (a) the member ceases to be a member; and
 - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.

9. *Discipline, suspension and expulsion of members*

- (1) Subject to these Rules, if the Executive Council is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Institute, the Executive Council may by resolution-
 - (a) fine that member an amount not exceeding \$500; or
 - (b) suspend that member from membership of the Institute for a specified period; or
 - (c) expel that member from the Institute.
- (2) A resolution of the Executive Council under sub-rule (1) does not take effect unless-
 - (a) at a meeting held in accordance with sub-rule (3), the Executive Council confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Institute under this rule,

the Institute confirms the resolution in accordance with this rule.

- (3) A meeting of the Executive Council to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice-
 - (a) setting out the resolution of the Executive Council and the grounds on which it is based: and
 - (b) stating that the member, or their representative, may address the Executive Council at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that he or she may do one or both of the following-
 - (i) attend that meeting;
 - (ii) give to the Executive Council before the date of that meeting a written statement seeking the revocation of the resolution;
 - (e) informing the member that, if at that meeting, the Executive Council confirms the resolution, they may not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the Institute in general meeting against the resolution.
- (5) At a meeting of the Executive Council to confirm or revoke a resolution passed under sub-rule (1), the Executive Council must-
 - (a) give the member, or their representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the Executive Council, the Executive Council confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the Institute in general meeting against the resolution.
- (7) If the Secretary receives a notice under sub-rule (6), he or she must notify the Executive Council and the Executive Council must convene a general

meeting of the Institute to be held within 21 days after the date on which the Secretary received the notice.

- (8) At a general meeting of the Institute convened under sub-rule (7) -
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Executive Council may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or their representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.
- (10) Expulsion of a member from membership of an Affiliate member shall result in cessation of membership of the Institute.

10. *Disputes and mediation*

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between-
 - (a) a member and another member; or
 - (b) a member and the Institute.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be-
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement –

(i) in the case of a dispute between a member and another member, a person appointed by the Executive Council of the Institute; or

(ii) in the case of a dispute between a member and the Institute, a person who is a mediator appointed or employed by the Dispute Settlement Centre or Victoria (Department of Justice).

- (5) A member of the Institute can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must-
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

11 *Appointment of delegates*

- (1) An Affiliate member must nominate an individual to act as a delegate to represent it at general meetings of the Institute and meetings of the Executive Council. Written notice of that nomination must be given to the Secretary before the meeting concerned.
- (2) An Affiliate member may change their delegate by further written notice to the Secretary.

12 *Annual general meetings*

- (1) The Executive Council may determine the date, time and place of the annual

general meeting of the Institute.

- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be-
 - (a) to confirm the minutes of the previous general meeting and of any general meeting held since that meeting and
 - (b) to receive from the Executive Council reports upon the transactions of the Institute during the last preceding financial year; and
 - (c) to elect officers of the Institute and the ordinary members of the Executive Council; and
 - (d) to receive and consider the statement submitted by the Institute in accordance with section 30(3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

13. *Special general meetings*

- (1) In addition to the annual general meeting, any other general meeting may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The Executive Council may, whenever it thinks fit, convene a special general meeting of the Institute.
- (4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the Executive Council must convene a special general meeting before the expiration of that period.
- (5) The Executive Council must, on the request in writing of 50% or more of the total number of Affiliate members, convene a special general meeting of the Institute.
- (6) The request for a special general meeting must-
 - (a) state the objects of the meeting; and
 - (b) be signed by the Affiliate members requesting the meeting; and

(c) be sent to the address of the Secretary.

- (7) If the Executive Council does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the Affiliate members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by Affiliate members in accordance with this rule, it must be convened by the Executive Council and the Institute must refund all reasonable expenses incurred in convening the special general meeting to the persons incurring the expenses.

14. *Special business*

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

15. *Notice of general meetings*

- (1) The Secretary of the Institute, at least 28 days, or if a special resolution has been proposed at least 35 days, before the date fixed for holding a general meeting of the Institute, must cause to be sent to each Affiliate member of the Institute, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent-
 - (a) by prepaid post to the address appearing in the register of members; or
 - (b) if the member requests, by facsimile transmission or electronic transmission.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) An Affiliate member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

16. Quorum at general meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Four members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointment time for the commencement of a general meeting, a quorum is not present-
 - (i) in the case of a meeting convened upon the request of Affiliate members - the meeting must be dissolved; and
 - (ii) in any other case- the meeting shall stand adjourned to the same day four weeks hence at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to Affiliate members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Affiliate members present (being not less than 3) shall be a quorum.

17. Presiding at general meetings

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Institute.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the Affiliate members present must select one of their number to preside as Chairperson.

18. *Adjournment of meetings*

- (1) The person presiding may, with the consent of a majority of Affiliate members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 15.
- (4) Except as provided in rule 16, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

19. *Voting at general meetings*

- (1) Upon any item of business arising at a general meeting of the Institute, each Affiliate member has one vote. No other member has any entitlement to vote upon any item of business arising at a general meeting of the Institute.
- (2) All votes must be given personally (including personal representation by telephone) by the delegate appointed by an Affiliate member or by proxy at the meeting.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) An Affiliate member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Institute have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

20. *Poll at general meetings*

- (1) If at a meeting a poll on any question is demanded by 50% or more of the Affiliate members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

21. Manner of determining whether resolution carried

If a question arising at a general meeting of the Institute is determined on a show of hands –

(a) a declaration by the Chairperson that a resolution has been-

- (i) carried; or
- (ii) carried unanimously; or
- (iii) carried by a particular majority; or
- (iv) lost; and

(b) an entry to that effect in the minute book of the Institute-

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

22. Proxies

(1) Each Affiliate member is entitled to appoint another person (including the delegate nominated by another Affiliate member) as a proxy by written notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

(2) The notice appointing the proxy must be-

(a) for a meeting of the Institute convened under rule 9(7), in the form set out in Appendix 2; or

(b) in any other case, in the form set out in Appendix 3.

23. Executive Council

(1) The affairs of the Institute shall be managed by the Executive Council.

(2) The Executive Council-

(a) shall control and manage the business and affairs of the Institute; and

(b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Institute other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Institute; and

(c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Executive Council to be essential for the proper management of the business and affairs of the Institute.

(3) Subject to section 23 of the Act, the Executive Council shall consist of the -

(a) the officers of the Institute; and

(b) ordinary members of the Executive Council

each of whom shall be drawn from the delegates nominated by the Affiliate members in accordance with Rule 11.

24. Office holders

(1) The officers of the Institute shall be-

(a) a President;

(b) a Vice-President;

(c) a Treasurer; and

(d) a Secretary.

(2) The provisions of rule 26, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any other offices referred to in sub-rule (1).

(3) Each officer of the Institute shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.

(4) In the event of a casual vacancy in any office referred to in sub-rule (1), the Executive Council may appoint one of the ordinary members of the Executive Council to the vacant office and the person appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

25. Ordinary members of the Executive Council

- (1) Subject to these Rules, each ordinary member of the Executive Council shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of ordinary member of the Executive Council, the Executive Council shall appoint an individual nominated by the appropriate Affiliate member to fill the vacancy and the individual appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

26. Election of officers of the Institute

- (1) Nominations of candidates for election of officers of the Institute must be-
 - (a) made in writing and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) delivered to the Secretary not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office, prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies in the officers of the Institute, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers of the Institute must be conducted at the annual general meeting in such manner as the Executive Council may direct.

27. Vacancies

The office of an officer of the Institute or an ordinary member of the Executive Council becomes vacant if the officer or member-

- (a) has been nominated as delegate by an Affiliate member which has ceased to be a member of the Institute; or
- (b) becomes an insolvent under administration within the meaning of the *Corporations Act*; or
- (c) resigns from office by notice in writing given to the Secretary.

28. Meetings of the Executive Council

- (1) The Executive Council must meet at least 1 time in each year at such place and such times as the Executive Council may determine.
- (2) Special meetings of the Executive Council may be convened by the President or by any 3 members of the Executive Council.
- (3) Meetings of the Executive Council may be held in such a manner as the Executive Council may determine.

29. Notice of Executive Council meetings

- (1) Written notice of each Executive Council meeting must be given to each member of the Executive Council at least 14 days before the date of the meeting.
- (2) Written notice must be given to each member of the Executive Council of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

30. Quorum for Executive Council meetings

- (1) Any 4 members of the Executive Council constitute a quorum for the conduct of the business of a meeting of the Executive Council.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half of hour of the time appointed for the meeting a quorum is not present-

- (i) in the case of a special meeting - the meeting lapses;
 - (ii) in any other case - the meeting shall stand adjourned to the same place and the same time and day four weeks hence.
- (4) The Executive Council may act notwithstanding any vacancy on the Executive Council.

31. *Presiding at Executive Council meetings*

At meetings of the Executive Council-

- (a) the President or, in the President's absence, the Vice-President presides;
or
- (c) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

32. *Voting at Executive Council meetings*

- (1) Questions arising at a meeting of the Executive Council, or at a meeting of any sub-committee appointed by the Executive Council, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the Executive Council, or at a meeting of any sub-committee appointed by the Executive Council (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

33. *Removal of Executive Council member*

- (1) The Institute in general meeting may, by resolution, remove any member of the Executive Council before the expiration of the member's term of office and request that the Affiliate member appoints another delegate in their place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the

representations be provided to the Affiliate Members.

- (3) The Secretary or the President may give a copy of the representations to each Affiliate member of the Institute or, if they are not so given, the member may require that they be read out at the meeting.

36. Minutes of meetings

The Secretary of the Institute must keep minutes of the resolutions and proceedings of each general meeting, and each Executive Council meeting, together with a record of the names of persons present at Executive Council meetings.

37. Funds

- (1) The Treasurer of the Institute must-
 - (a) collect and receive all moneys due to the Institute and make all payments authorised by the Institute; and
 - (b) keep correct accounts and books showing the financial affairs of the Institute with full details of all receipts and expenditure connected with the activities of the Institute.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by the President or the Treasurer, or as determined by the Executive Council.
- (3) The funds of the Institute shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Executive Council determines.

38. Seal

- (1) The common seal of the Institute must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the Executive Council and the affixing of the common seal must be attested by the signatures either of two members of the Executive Council or of one member of the Executive Council and of the public officer of the Institute.

39. Notice to members

Except for the requirement in rule 15, any notice that is required to be given to a member, by or on behalf of the Institute, under these Rules may be given by-

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission, if the member has requested that the notice be given to them in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to them in this manner.

40. Winding up

In the event of the winding up or the cancellation of the incorporation of the Institute, the assets of the Institute must be disposed of in accordance with the provisions of the Act.

41. Custody and inspection of books and records

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Institute.
- (2) All accounts, books, securities and any other relevant documents of the Institute must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Institute.

APPENDIX 1A
APPLICATION FOR AFFILIATE MEMBERSHIP OF
NATIONAL COMMUNITY TITLES INSTITUTE INC.

The,
(name of organisation)

of

(address)

desires to become an Affiliate member of the National Community Titles Institute Inc.

In the event of its admission as a member, the applicant agrees to be bound by the rules of the Institute for the time being in force

Signature on behalf of Applicant Date

, an Affiliate member of the Institute,

(name of organisation that is an Affiliate member)

nominates the applicant, for membership of the Institute.

Signature on behalf of Proposer

Date

, an Affiliate member of the Institute,

(name of organisation that is an Affiliate member)

seconds

(name)

the nomination of the applicant, for membership of the Institute.

Signature on behalf of Seconder

Date

APPENDIX 1B
APPLICATION FOR ASSOCIATE MEMBERSHIP OF
NATIONAL COMMUNITY TITLES INSTITUTE INC.

The persons named on the attached list with the addresses set out in the attached list desire to become Associate members of the National Community Titles Institute Inc.

They are eligible to be admitted as Associate members by virtue of their membership of

(name of organisation that is Affiliate member)

In the event of their admission as Associate members, the applicants agree to be bound by the rules of the Institute for the time being in force.

Signature on behalf of Applicants

Date

, an Affiliate member of the Institute,

(name of organisation that is an Affiliate member)

nominates the applicants, for membership of the Institute.

Signature on behalf of Proposer

Date

APPENDIX 1C
APPLICATION FOR EXTRAORDINARY MEMBERSHIP OF
NATIONAL COMMUNITY TITLES INSTITUTE INC.

I ,

of

(address)

desire to become an extraordinary member of the National Community Titles Institute Inc.

I certify that I am actively involved in or have a special or professional interest in the management of schemes constituted under strata titles or community titles legislation or their equivalent.

In the event of my admission as a member, I agree to be bound by the rules of the Institute for the time being in force

Signature of Applicant

Date

I,

, a member of the Institute,

(name)

nominate the applicant, for membership of the Institute.

Signature of Proposer

Date

I,

, a member of the Institute, second

(name)

the nomination of the applicant, for membership of the Institute.

Signature of Seconder

Date

APPENDIX 2
FORM OF APPOINTMENT OF PROXY FOR MEETING OF
ASSOCIATION CONVENED UNDER RULE 9(7)

I,

(name)

of

(address)

being a member of the National Community Titles Institute Inc.

(name of Incorporated Association)

appoint

(name of proxy holder)

of

(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the appeal to the general meeting of the Institute convened under rule 9(7), to be held on-

(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution *(insert details of resolution passed under rule 9(1))*.

Signed

Date

APPENDIX 3
FORM OF APPOINTMENT OF PROXY

I,

(name)

of

(address)

being a member of the National Community Titles Institute Inc.

appoint

(name of proxy holder)

of

(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special* general meeting of the Institute to be held on-

(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour or/against* the following resolution: *(insert details of resolution)*

Signed

Date

**Delete whichever is not applicable*

APPENDIX 4

<i>Fee</i>	<i>Amount</i>
Entrance fee	Nil
Affiliate member, Associate member and Extraordinary member annual subscription fees	Such amounts for such categories of membership as determined by the Executive Council from time to time.
