

SCA (Vic) AFFILIATE MEMBERSHIP APPLICATION

1 July 2016 to 30 June 2017

Application Process

The following steps will occur during the SCA (Vic) membership application process:

- Membership application, including supporting documentation and \$90 non-refundable application fee (where applicable) provided to Strata Community Australia (Vic), Membership Coordinator, Suite 106/134-136 Cambridge Street, Collingwood, 3066
- As per the Constitution, membership applicant name will be circulated to members via advertising names in the members section of the web site. Existing members have 30 days to notify Council of any relevant matters.
- After these 30 days the application will be considered at the first opportunity at the meetings of the Council of SCA (Vic).
- The Membership Subcommittee will be provided a copy of the application and supporting documents for review.
- Once application has been considered by the Council of SCA (Vic) the applicant will be informed of the result.

Checklist of Supporting Information and Documentation

Below are the items to be included in your membership application:

Please note: All supporting documentation must be with SCA (Vic) at least 14 days prior to the meeting to be considered.

- Please tick when attached
 - Completed membership application (pages 1-4)
 - Details of education undertaking (Rising Star Chapter only)
 - Application fee of \$90 (inclusive of GST): the application fee is non-refundable. Once membership has been approved the membership fee will be invoiced.

Membership Category

Please tick the box for the category of membership you are applying for.

Affiliate member an individual who is not employed by or involved with an organisation that could reasonably be expected to be a corporate or associate member.

- | | |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Owners Corporation Chapter | for nominated committee member of an owners corporation (e.g. Chairperson). Annual membership fee is: < 50 lots - \$265; > 50 lots - \$525. |
| Rising Star Chapter | for inexperienced members seeking employment within the owners corporation management industry. Annual membership fee is: \$125 |
| Support Staff Chapter | For an individual who is employed by a corporate member but does not fulfil the role of owners corporation manager. Annual membership fee is: \$125 |

All prices Include GST

Special Conditions of Membership

1. An Affiliate member is an individual who is not employed as a practicing owners corporation manager or employed by a company that is an associate member.
2. If an affiliate member is employed by or involved with an organisation that could reasonably be expected to be a corporate member, then the company must apply for the membership of the appropriate category. Failure to comply will result in affiliate membership cessation.
3. An affiliate member selecting the rising star chapter must provide evidence of education being undertaken to develop skills in owners corporation management.
4. An affiliate member, selecting the rising star chapter can only be a member for 1 year, unless evidence is provided education is continuing, in this situation an additional 1 year membership may be granted.

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Personal and Contact Information - Support Staff

Title: _____ Applicant Name: _____

Position: _____

Company Name: _____

Work Mailing Address: _____

Suburb: _____ Postcode: _____

Ph: _____ Fax: _____

E-mail address: _____

Private Mailing Address: _____

Suburb: _____ Postcode: _____

Ph: _____ Fax: _____

Preferred mailing address: Work Private

D.O.B.: ____ / ____ / _____ Gender: Male Female

Owners Corporation Chapter Only

Name: _____

Address: _____

Phone: _____

Email: _____

BCP No: _____

Name of building (if applicable): _____

Position on the owners corporation committee: _____

Number of lots in owners corporation: _____

Rising Star Chapter Only

Name: _____

Address: _____

Phone: _____

Email: _____

Employment status:

Full time *please specify company* _____

Part time *please specify company* _____

Casual *please specify company* _____

Not currently employed

Education status related to owners corporation management:

Studying full time, *please specify course and institution in the space below:*

Studying part time, *please specify course and institution in the space below:*

Short course *please specify course and organisation in the space below:*

Enrolled in course but yet to commence, *please specify in the space below:*

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Payment

This document becomes a tax invoice for GST when payment is received (ABN 91 066 558 592).
Membership application will not be processed until payment is received.

- **Cheque – made out to **Strata Community Australia****

Amount: \$ _____ Drawer: _____

- **Direct Deposit**

Macquarie Bank Limited. BSB 182 222 Account Number 303108401

Amount: \$ _____ Date of transfer: ____/____/____

- **Credit Card**

Name on Credit Card : _____

Credit Card Number : _____ Exp Date ____/____

CVV Number (Last 3 digits on back of the card) _____ Amount: \$ _____

Signature : _____

Declaration

- | | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| ❖ Have you been convicted of any offence involving a criminal charge, or is there any charge pending? | | |
| ❖ Are you or have you ever been a debtor in any Sequestration Order, Deed of Assignment, Composition, or Deed or Arrangement under the provisions of the Bankruptcy Act? | | |
| ❖ Are you or have you ever been a Director of a company to which a Receiver, a Provisional Liquidator, a Liquidator, a Scheme Manager, or an Official Manager has been appointed while you were a Director, or within six months after you ceased to be a director? | | |
| ❖ Have you ever been refused membership of a statutory, professional or other body in respect of your professional capacity? | | |
| ❖ Have you ever been subject to disciplinary proceedings by a statutory, professional or other body in respect of your professional capacity? | | |

If you have answered "yes" to any of the above questions, please provide full details.

(Note: A positive answer to any of the above questions will not automatically result in rejection of the application. Each application will be considered on its merits).

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Conditions of Membership

Membership Fees

Membership fees are due from 1 July each year and are charged on a pro-rata basis in the year of application. Membership renewal will not be accepted unless accompanied by payment of cheque or directly credited to SCA (Vic) bank account.

If payment is not received within 2 months of invoice date the membership may be cancelled.

Advertising as a member

Affiliate members may not advertise SCA (Vic) membership.

"Advertising as a member" means publicly announcing or displaying, either orally or in writing, the relationship of the individual to SCA (Vic) as a member of any membership category.

Member Resources

Affiliate members will have access to SCA (Vic) resources eg. members only website, however, commercial use of these resources is prohibited. Use of resources is only for educational purposes.

Voting Rights

Affiliate members shall not carry the right of voting at any meeting of SCA (Vic).

Certificate of Membership

The Council may issue a Certificate of Membership to members indicating their class of membership.

The Certificate of Membership shall remain the property of SCA (Vic) and shall be returned to SCA (Vic) on demand or upon cessation of membership.

Change of Details

Members must notify the SCA (Vic) if any details change from this membership application. Details include but are not limited to address, phone number, email address and company you work for.

Cancellation of Membership

Membership may be cancelled either by SCA (Vic) or the affiliate member as set out in the SCA (Vic) Constitution.

Change of Membership Type

Should an affiliate member become employed by or involved with an organisation that could reasonably be expected to be a corporate or associate member; the affiliate must make an application to change to the appropriate membership type. Failure to comply will result in cessation of membership.

I HEREBY DECLARE THAT

1. The information provided in this application is true and correct.
2. I have read and agree to abide by the members conditions listed above
3. If admitted as an affiliate, I shall be bound by the constitution of SCA (Vic) and any other guideline or standard formally approved and adopted by SCA (Vic).
4. I have read and agree to abide by SCA (Vic)'s Code of Professional Conduct and actively support the activities conducted by SCA (Vic).

Signature..... Date.....

PRIVACY

SCA (Vic) is required to comply with the Privacy Act and respects your right to privacy. The information you provide in this renewal and application form will be used to process your application, ensure compliance with the constitution of the SCA (Vic) and provide members with access to information about current and future member benefits. To access or update your personal information please contact SCA (Vic). Please tick the box if you DO NOT wish to receive promotional correspondence from time to time about products and services of SCA (Vic) and its supplier partners.