



International Federation of Surveyors
Fédération Internationale des Géomètres
Internationale Vereinigung der Vermessungsingenieure

Membership Application for a Member Association

General

Full membership of the International Federation of Surveyors (FIG) is open to a national association representing one or more of the disciplines of surveying (see the following FIG definition of a surveyor) and whose members

- possess relevant academic qualifications (which should normally be equivalent to at least UNESCO International Standard Classification of Education (ISCED) level 5 degrees) plus approved professional experience; and
- who provide professional services in accordance with ethical standards.

Associations which include technician grades of membership are also eligible for membership of the Federation.

A group of surveyors or surveying organisation, comprised of individuals who practise the profession of surveying, which does not fulfil the criteria for membership as a member association can be admitted to join the Federation as an affiliate member. An affiliate may be admitted to membership where the discipline or disciplines it represents are not already represented within the Federation by a member association from the same country. The admission of an affiliate should normally be a step towards the development of an association which can eventually become a member association.

Each category of membership provides opportunities for establishing contact with the international surveying community and thereby assisting with the development of indigenous academic and professional training programmes, including CPD facilities, and the development of technical and professional standards.

Only member associations are entitled to vote at FIG's annual administrative meetings. An affiliate and other members may nominate a representative to attend as an observer. All FIG members receive copies of FIG publications, monthly e-Newsletters and the Annual Review; and are entitled to nominate one delegate to each of FIG's ten technical commissions. Participation to the Commission work is one of the most important benefits of membership of FIG. However these benefits only come about if those nominated as delegates participate in the work of the commissions and publicise the results within their own countries; and FIG has therefore published guidelines for its members and for their national commission delegates.

As from 1 January 2019 the annual fee payable by a member association is 4.80 € per member of the association for a calendar year. Minimum fee is 25 members or 50 € per member association and maximum fee 5,500 members (26,400 €). Member associations from the poorest countries (countries listed by the World Bank as low-income economies or lower-middle-income economies) shall pay 2.40 € per member up to a maximum of 5,500 members.

An association wishing to apply for full membership should complete the relevant application form and return it to the Council. Applications are assessed first by the Council, which decides whether to recommend them for approval by the General Assembly.

In the case of an application received from an association in a country which already has one or more member associations, these associations shall be informed of the application and their comments sought.

FIG DEFINITION OF SURVEYOR

A surveyor is a professional person with the academic qualifications and technical expertise to practise the science of measurement; to assemble and assess land and geographic related information; to use that information for the purpose of planning and implementing the efficient administration of the land, the sea and structures thereon; and to instigate the advancement and development of such practices.

Practice of the surveyor's profession may involve one or more of the following activities which may occur either on, above or below the surface of the land or the sea and may be carried out in association with other professionals.

1. The determination of the size and shape of the earth and the measurement of all data needed to define the size, position, shape and contour of any part of the earth.
2. The positioning of objects in space and the positioning and monitoring of physical features, structures and engineering works on, above or below the surface of the earth.
3. The determination of the position of the boundaries of public or private land, including national and international boundaries, and the registration of those lands with the appropriate authorities.
4. The design, establishment and administration of land and geographic information systems and the collection, storage, analysis and management of data within those systems.
5. The study of the natural and social environment, the measurement of land and marine resources and the use of the data in the planning of development in urban, rural and regional areas.
6. The planning, development and redevelopment of property, whether urban or rural and whether land or buildings.
7. The assessment of value and the management of property, whether urban or rural and whether land or buildings.
8. The planning, measurement and management of construction works, including the estimation of costs.
9. The production of plans, maps, files, charts and reports.

In the application of the foregoing activities surveyors take into account the relevant legal, economic, environmental and social aspects affecting each project.

FIG MEMBERS AND THEIR COMMISSION DELEGATES

The purpose of these guidelines is to help ensure that the full benefits of FIG membership are passed down to all the individual members of associations or other organisations that are members of the Federation.

To ensure that these individual members are kept fully informed of and input where necessary to the work of FIG and its commissions, FIG recommends that

- FIG members should support, or encourage others to support, the attendance of national commission delegates at annual FIG working weeks (including annual commission delegate meetings and technical symposia) and other symposia organised by the commissions
- FIG members and their national commission delegates should consider establishing networks within their countries to communicate information and obtain feedback
- national commission delegates should be actively involved in commission activities, including responding to questionnaires or correspondence and identifying topics and authors of papers for commission symposia and FIG congresses
- FIG members should seek and encourage funding support to enable national commission delegates to attend FIG activities, including commission meetings

National commission delegates should write at least one annual report for publication in a local newsletter or technical journal or for dissemination by some other means to individual members of their association or organisation.

International Federation of Surveyors

Application form for Membership as a Member Association

(PDF: double click to insert text)

1. Name of association: Association of Consulting Surveyors National

2. Address: Level 12, 49-51 York Street
Sydney NSW 2000
Australia

3. Telephone no: +61 2 9129 6777
+61 425 244 055 (Cell)

4. Fax no:

e-mail address: ceo@consultingsurveyors.com.au
admin@consultingsurveyors.com.au

Home page address: www.consultingsurveyors.com.au

Logo (please attach a high resolution logo of the association as .jpg file or add the link) – attached Item 2

6. Name of President: Craig Turner

7. Administration: Katherine George

Is the above address the address of the permanent office of the association? YES

If so, please state the name of the chief executive and the number of any other permanent staff members.

Michelle Blicavs, Chief Executive Officer
3 other permanent staff

8. Date of formation of association: 1st June 2011

9. Objectives and ethics:

Please summarise on a separate sheet the objectives of the association and state whether it enforces disciplinary procedures; and enclose a copy of its constitution and rules (including, where applicable, its code of conduct).

The Association of Consulting Surveyors exists to promote, represent and support surveyors and their businesses across Australia.

Attached:

- Strategic Plan 2023-2025 (attachment 3)
- Constitution (clause 3.3 deals with terminating membership) (attachment 4)
- By Laws (highlights our complaints and discipline committee) (attachment 5)
- Code of Ethical Conduct (attachment 7)

10. Routes of entry to membership:

Please provide the following information on a separate sheet – attachment 6

1. The title held by qualified members of the association;
2. The level of academic qualification required to obtain the title;
3. Whether academic training programmes to this level are available in your country (if not, please state how and where members obtain their academic training);
4. What approved professional experience is required on completion of academic training and prior to acquisition of the title;
5. What the requirements are for continuing professional development and whether this is mandatory or voluntary;
6. If the association also admits technician or sub-professional members and, if so, the qualifications required for entry to this grade of membership.

11. Members

No. of holders the title:			
	> qualified	Principals (Directors of Surveying Firms)	400
	> qualifying
No. of technician or sub-professional members:			
	> qualified	Principals (Directors or Senior Surveyors)	100
	> qualifying

12. Specialisations

% of qualified members whose principal specialisation is:

Hydrography	1%
Positioning/measurement	3%
Engineering surveys	15%
Cadastral/land management	80%
Spatial planning/development	1%
Valuation/real estate management	0%
Construction cost management	0%

13. Statutory recognition

Is the association constituted by statute?

Please list on a separate sheet those activities undertaken by your members which are regulated by statute and state whether any or all of these can be performed only by members of your association. If not, please state who else can acquire the title to perform any of the activities.

Yes, 100% of our members operate under state legislation. They do not need to be a member of our Association to perform these works. They are regulated by the State government

14. Employment

% of qualified members:

Self-employed and employed in private practice	85%
Teaching	1%
Employed by government	4%
Employed in the commercial or other sectors	10%

15. Subscriptions

Please state the annual subscription payable by each grade of membership

See our website for details - <https://www.consultingsurveyors.com.au/membership/join-now/>

16. Services to members

Does the association publish a journal (if so, please state title and frequency)

The Surveyor Magazine published quarterly which was the International Award winning best Business to Business Magazine in 2018

<https://www.consultingsurveyors.com.au/news/magazine>

Please list on a separate sheet any other services that the association provides for its members.

Full details on our website but we provide:

- Training
- Events
- Business Support
- Advocacy
- Networking and Connection

As from 1 January 2019 the annual fee payable by a member association is 4.80 € per member of the association for a calendar year. Minimum fee is 25 members or 50 € per member association and maximum fee 5,500 members (26,400 €). Member associations from the poorest countries (countries listed by the World Bank as low-income economies or lower-middle-income economies) shall pay 2.40 € per member up to a maximum of 5,500 members.

Please send or email to FIG office: International Federation of Surveyors, Kalvebod Brygge 31-33, DK-1780 Copenhagen V, DENMARK, E-mail: FIG@fig.net, tel. + 45 3886 1081

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Consulting
Surveyors
National



STRATEGIC PLAN

2023 - 2025

PURPOSE

The Association of Consulting Surveyors (ACS) exists to promote, represents and support surveyors and their businesses across Australia.

FROM 2023-2025, WE WILL

1. Encourage and grow membership nationally by 30%
2. Expand training and support to meet the needs of the surveying profession across Australia
 - a. Engage with the Education Sector to ensure longevity of training in the profession
 - b. Investigate additional courses of interest to member and the profession
 - c. Grow the Scheme membership and participation
3. Be the voice for surveyors on a national level
 - a. Build relationship across industry groups
 - b. Build relationship with Ministers and Government agencies
 - c. Support Surveying bodies in their advocacy
4. Build a structure for a sustainable future for the surveying industry across Australia
 - a. Establish a local Queensland team
 - b. Explore alternative national models to unite the profession
 - c. Strengthen relationship with Surveying bodies at home and abroad!

Our Affiliate Associations



Constitution

Association of Consulting Surveyors
National Ltd
ACN 151 229 417



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1. Definition and Interpretation

1.1 Definitions

In this Constitution, except to the extent that the context otherwise requires, the following words have the following meanings:

Term:	Definition:
Annual Fee Income	in respect of a Corporate Member, the amount charged during a Financial Year for services provided by or on behalf of the Corporate Member, exclusive of GST.
Appointed Director	a person who is appointed as a Director pursuant to clause 4.2(a) or 4.2(b).
Associate Member	a person specified in the Members' Register as an Associate Member.
Board	the Directors appointed in accordance with this Constitution, acting jointly or by a majority.
Business Day	a day that is not a Saturday, a Sunday or a public holiday or bank holiday in the place concerned.
Business Entity	a company, any other body corporate, or an unincorporated body that may sue or be sued, or may hold property in the name of another person duly appointed for that purpose.
Constitution	the Constitution for the time being of the Company.
Company	Association of Consulting Surveyors National Ltd ACN 151 229 417.
Consulting Surveyor	has the meaning given in Schedule 1.
Corporate Member	a person specified in the Members' Register as a Corporate Member.
Corporations Act	<i>Corporations Act 2001</i> .
Director	a person appointed as a director of the Company pursuant to clause 4.2 of this Constitution.
Elected Director	a Director elected by the Individual Members and Corporate Members under clause 4.3(a).
Financial Year	the 12-month period commencing on 1 July of any year and ending on 30 June of the succeeding year.
Government Agency	(a) a government, whether federal, state, territorial or local; (b) a department, office or minister of a government acting in that capacity; or (c) a commission, delegate, instrumentality, agency, board or other governmental, semi-governmental, judicial, administrative, monetary or fiscal authority, whether

statutory or not.

Independent Director	a person who is considered to be independent, having regard to clause 4.2(c) and who holds the office of Director pursuant to that clause.
Individual Member	a person specified in the Members' Register as an Individual Member.
Large Firm	a Corporate Member that is specified in the Members' Register as a Business Entity that generates Annual Fee Income of greater than \$2 million.
Large Firm Director	has the meaning given in clause 4.3(a)(ii).
Large Firm Member	an Individual Member who is recorded by the Company as being a principal, officer or employee of a Large Firm.
Member	a person who is entered in the Members' Register as a member of the Company.
Members' Register	the Register of Members maintained by the Company pursuant to the Corporations Act.
Membership	membership of the Company.
Record Date	the date of issue of the notice of meeting calling the relevant meeting.
Replaceable Rules	the provisions of the Corporations Act which would, but for this Constitution, apply as replaceable rules under section 141 of the Corporations Act.
Seal	the common seal of the Company.
Secretary	a person appointed as a secretary of the Company, and includes any person appointed to perform the duties of the secretary of the Company on a temporary basis and any properly appointed assistant secretary of the Company.
Service Provider	has the meaning given to that term in clause 4.2(b).
Small Firm	a Corporate Member that is specified in the Members' Register as a Business Entity that generates an Annual Fee Income of less than or equal to \$2 million.
Small Firm Director	has the meaning given to that term in clause 4.3(a)(i).
Small Firm Member	an Individual Member who is recorded by the Company as being a principal, officer or employee of a Small Firm.
Special Resolution	has the meaning given to that term by the Corporations Act.

1.2 Interpretation

- (a) In this Constitution, except to the extent that the context otherwise requires, a reference to:

- (i) an item, clause, schedule or annexure is to an item, clause, schedule or annexure of or to this Constitution;
 - (ii) the plural includes the singular and vice-versa;
 - (iii) a gender includes all genders;
 - (iv) dollars or "\$" are to Australian dollars
 - (v) the Directors acting as a group is a reference to the Board and vice versa;
 - (vi) a document is a reference to that document (including any schedules and annexures) as amended, consolidated, supplemented, novated or replaced;
 - (vii) an agreement includes any undertaking, representation, deed, agreement or legally enforceable arrangement or understanding whether written or not;
 - (viii) "paid up" or "paid" includes credited as paid up or paid;
 - (ix) time is to Sydney time;
 - (x) a person includes:
 - (A) a reference to an individual, company, other body corporate, association, partnership, firm, joint venture, trust or government agency as the case requires; and
 - (B) the person's successors, permitted assigns, executors and administrators;
 - (xi) a law:
 - (A) includes a reference to any constitutional provision, subordinate legislation, treaty, decree, convention, statute, regulation, rule, ordinance, proclamation, by-law, judgment, rule of common law or equity or rule of any applicable stock exchange;
 - (B) is a reference to that law as amended, consolidated, supplemented or replaced; and
 - (C) is a reference to any regulation, rule, ordinance, proclamation, by-law or judgment made under that law.
- (b) In this Constitution:
- (i) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
 - (ii) if a period occurs from, after or before a day or the day of an act or event, it excludes that day, unless the Board otherwise determines or as otherwise specified in this Constitution; and
 - (iii) headings are used for convenience only and do not affect interpretation.

1.3 Replaceable Rules not to apply

The Replaceable Rules are displaced by this Constitution and do not apply to the Company.

1.4 Constitution subject to the Corporations Act

This Constitution is subject to the Corporations Act and where there is any inconsistency between a clause of this Constitution and the Corporations Act, the Corporations Act prevails to the extent of the inconsistency.

2. Objects and powers of Company

2.1 Objects

The objects for which the Company is established are:

- (a) to consider issues affecting the interests and image of Consulting Surveyors and initiate, watch over and, if necessary, petition any Government Agency on issues affecting Consulting Surveyors;
- (b) to promote and encourage the highest possible standards of professional conduct in accordance with the best practice of Consulting Surveyors, or other consultants whose practice is deemed by the Board in its absolute discretion to be kindred to Consulting Surveyors;
- (c) to undertake everything in its power to ensure that each Consulting Surveyor, and in particular each practitioner who is a Member, conducts himself or herself and their practice in accordance with the law, and at all times renders faithful service to their clients in a fair and just manner;
- (d) to take from time to time such disciplinary action as the Board considers necessary or desirable, and within its power, to protect the interests of the Company and its Members;
- (e) to apply money for any charitable or educational or benevolent purpose, consistent with promoting Consulting Surveyors in Australia; and
- (f) to do all such other things as are incidental to the attainment of the above objects.

2.2 Powers

The Company may exercise all the powers of an individual for the purpose (whether directly or indirectly) of carrying out its objects under this Constitution and, without limiting the generality of this clause 2.2, the Company may:

- (a) co-ordinate, initiate and undertake efforts to raise money in any manner whatsoever for all or any of the Company's objects;
- (b) establish one or more investment pools for the collective investment of any trust funds or other funds held by or in the custody of the Company for any of the Company's objects;
- (c) promote, facilitate, increase and encourage the granting and availability of any scholarships, exhibitions, bursaries or prizes to any resident or non-resident student undertaking a recognised course, whether graduate or post-graduate;

- (d) purchase, subscribe for, take or otherwise acquire, and hold, or dispose of, or deal with, any securities issued, or guaranteed, by any Governmental Agency, or issued or guaranteed by any person, or syndicate of persons, notwithstanding that there may be a liability on those securities, and to underwrite and guarantee the subscription of those securities, and to accept those securities in payment or part payment for any property sold or services rendered or rights or privileges given or conferred by the Company;
- (e) purchase, acquire, take, own, hold, deal in, manage, mortgage or otherwise encumber and lease, sell, exchange, transfer or, in any manner whatsoever, dispose of, and deal with, land and buildings wherever situated and any interest in, and any rights over, or connected with, land and buildings and to develop and turn the same to account as may seem expedient;
- (f) act as agents, trustees or brokers for the sale and purchase of any shares, investments or securities or for any other monetary or mercantile transactions;
- (g) collect application fees, Membership fees and/or subscription fees from Members;
- (h) discount, take over or acquire whether absolutely or by way of security contracts of sale, hire or hire purchase agreements, mortgages, negotiable instruments, transferable instruments and contracts and agreements of every kind relating to real or personal property;
- (i) construct, improve, maintain, alter, reconstruct, develop, work, manage, carry out, control, pull down, decorate, furnish and fit up offices, flats, houses, factories, warehouses, shops, buildings and works and conveniences of all kinds, and to contribute to, subsidise or otherwise assist or take part in the construction, improvement, maintenance, alteration, reconstruction, development, working, management, carrying out, control, pulling down, decorating, furnishing or fitting up of them;
- (j) purchase or acquire options or rights for the purchase of, or acquisition of all kinds of property both real and personal;
- (k) apply for, purchase, secure by grant, or otherwise acquire, either by itself or by any agent or nominee, any licences, registrations, contracts, decrees, concessions, charters, powers, authorities, franchises, rights or privileges and to undertake, execute and carry out, dispose of or otherwise turn the same, to account;
- (l) lend and advance money, with or without security, and to invest and deal with the money and credit of the Company in such manner and upon such terms and conditions as may from time to time be determined by the Board;
- (m) give any guarantee, indemnity or undertaking with or without security, and to enter into any bond or security and without limiting the generality of the foregoing, to guarantee with or without security, the performance of any contract agreement or obligation by any person;
- (n) receive money on deposit and to accept gifts, whether of money or otherwise, and to borrow or raise money or secure the payment or repayment of money or the satisfaction, observance or performance of any contract, guarantee, engagement, obligation or liability entered into, undertaken or incurred or to be entered into, undertaken or incurred, by the Company in such manner as the Company thinks fit and in particular, by mortgage or charge upon the undertaking or any part of the undertaking of the Company or upon all or any of

the assets of the Company or by the creation and issue of debentures, or debenture stock (perpetual or terminable) charged as aforesaid or constituting or supported by a floating charge upon present and future property of the Company and to purchase, redeem, pay off or agree to a variation of any such securities;

- (o) make, draw, accept, endorse, execute, issue, discount, purchase or otherwise acquire, promissory notes, bills of exchange, bills of lading, drafts, warrants, bonds, debentures and other negotiable or transferable instruments, and to secure the same by mortgage, pledge, deed of trust or otherwise;
- (p) make payments towards insurance against any risks and liabilities and to apply the proceeds of any claim in such manner and for such purpose as the Board thinks fit;
- (q) enter into any agreement or arrangement with any government or authority, that are incidental to or conducive to the carrying out of the Company's objects and of any rights, privileges or concessions which the Company may think advisable to obtain, and to carry out, exercise, comply with, and turn to account any such agreement, arrangement, rights, privileges or concessions;
- (r) apply for, promote and obtain any legislation, order, regulation or other authorisation or enactment for enabling the Company to carry out any of its objects into effect, and to oppose any bills, proceedings or applications, which may seem calculated directly or indirectly to prejudice the interest of the Company;
- (s) adopt any means of making known the operations, objects and activities of the Company, whether by advertising in any form, prizes, awards, donations or otherwise;
- (t) undertake and execute any trusts either gratuitously or otherwise, to benefit the Company either directly or indirectly;
- (u) make payments for information or advice given, or for services of any kind rendered, or to be rendered to the Company or with which the Company may be directly or indirectly interested;
- (v) appoint such honorary staff, paid employees, professional advisers, attorneys and agents as may be appropriate from time to time, and to remunerate them for services rendered;
- (w) pay all or any of the costs, charges and expenses of and incidental to, or in connection with the promotion, formation, incorporation and administration of this Company, or of any company promoted by this Company;
- (x) make rules and by-laws in relation to performance of the objects by the Company;
- (y) suspend, terminate or disqualify any Member who has committed a breach of the Constitution, or of any of the Company's by-laws or for any action considered to be contrary to the interests or objects of the Company;
- (z) sell, improve, manage, develop, exchange, lease, dispose of, or otherwise deal with all or any part of the property and rights of the Company in furtherance of the objects of the Company;

- (aa) print and publish any articles, releases, newspapers, periodicals, books or leaflets that the Company may think desirable for the benefit of members and promotion of its objects;
- (bb) do all or any of the above things in any part or parts of the Commonwealth of Australia or elsewhere as principal, agent, partner, joint owner, manager, contractor, trustee or otherwise, or by or through trustees, agents, attorneys, sub-contractors or otherwise and either alone or in conjunction with any other person, firm or company, including any partnership or body of persons whether incorporated or unincorporated; and
- (cc) do all such things as are incidental or conducive to the attainment of all or any of the objects of the Company and the exercise of all or any of the powers of the Company.

2.3 Members not to profit

The objects of the Company must not be carried on for the purposes of profit or gain to its Members and the income and property of the Company must be applied solely towards the promotion of the objects of the Company set out in clause 2.1.

2.4 Limitations

The Company does not have the power to:

- (a) issue shares of any kind; or
- (b) apply, pay, distribute or transfer, whether directly or indirectly, any portion of the income and property of the Company for the benefit of, or to, a Member, other than:
 - (i) (if permitted by law) the payment by way of grant or subsidy to a Member which is itself a non-profit association or corporation solely for the advancement of the purposes or objects of such Member (which purposes or objects will be the same or similar to the objects set out in clause 2.1);
 - (ii) the payment, in good faith, of reasonable and proper remuneration or reimbursement of expenses incurred on behalf of the Company, to any officer or servant of the Company, or to any Member of the Company in return for any services actually rendered to the Company or reimbursement of expenses incurred on behalf of the Company or for goods supplied in the ordinary and usual way of business; and
 - (iii) the payment of interest at a rate not exceeding interest at the rate for the time being charged by its bankers for overdrawn accounts on money lent, or reasonable and proper rent for premises demised or let by any Member to the Company.

3. Membership

3.1 Admission of Members

- (a) A person is eligible to be admitted as an Individual Member if he or she:
 - (i) is a Consulting Surveyor who satisfies the eligibility criteria prescribed in the Company's by-laws; and

- (ii) offers or intends to offer to the public for a fee, whether as a principal, director, partner, employee or consultant, professional services of a type a Consulting Surveyor typically provides.
- (b) A person is eligible to be admitted as a Corporate Member if it:
 - (i) is a Business Entity that satisfies the eligibility criteria, if any, prescribed in the Company's by-laws; and
 - (ii) carries on a business of providing professional services of a type a Consulting Surveyor typically provides.
- (c) A person is eligible to be admitted as an Associate Member if it is ineligible to be admitted as an Individual Member or Corporate Member and has a bona fide connection to or interest in the Consulting Surveyors' profession. By way of example, a person eligible to be admitted as an Associate Member may include:
 - (i) a retired Consulting Surveyor; or
 - (ii) a person involved in the provision of services to Consulting Surveyors.
- (d) A person must not be admitted to Membership unless they apply for Membership in accordance with clause 3.1(e) and their application for Membership is approved by the Board.
- (e) Each application for Membership must be made in writing and delivered to the Company in such form as the Board may from time to time determine.
- (f) The Board may, in its absolute discretion, admit or refuse any applicant as a Member.
- (g) Each applicant applying for Membership must, in conjunction with its application for Membership, pay to the Company any application fee, administration fee, Membership fee or subscription fee that the Board determines is payable from time to time.
- (h) Membership of the Company is not transferable. The rights, privileges and benefits of Membership are specific to the Member.
- (i) The Board must cause to be kept a Members' Register.
- (j) Each person who is a Member on the date this constitution is adopted will be admitted to Membership as a Corporate Member, Individual Member or Associate Member without needing to re-apply, subject to satisfying the applicable eligibility criteria for admission as a Member in that class.

3.2 Rights of Membership

- (a) An Individual Member is entitled to:
 - (i) be given notice of, attend and vote at any general meeting of the Company;
 - (ii) appoint and be appointed as a proxy in accordance with clause 14; and
 - (iii) be given all notices issued to Members generally; and

- (iv) receive all services and regular publications of the Company on such terms that the Company determines.
- (b) A Corporate Member may:
 - (i) be given notice of, attend and vote at any general meeting of the Company;
 - (ii) appoint and be appointed as a proxy in accordance with clause 14; and
 - (iii) be given all notices issued to Members generally; and
 - (iv) receive all services and regular publications of the Company on such terms that the Company determines.
- (c) Subject to the Corporations Act, an Associate Member has no right to vote or be heard at a general meeting of the Company but is entitled to receive:
 - (i) notices of and attend any such meeting; and
 - (ii) all services and regular publications of the Company on such terms that the Company determines.

3.3 Termination of Membership

- (a) A Member's Membership ceases if:
 - (i) the Member resigns by notice in writing to the Secretary;
 - (ii) the Member dies;
 - (iii) the Member ceases to satisfy any admission criteria that applies to its particular class of Membership as set out in clause 3.1; or
 - (iv) the Member becomes insolvent, bankrupt or enters into liquidation (other than a voluntary liquidation for the purposes of reconstruction, amalgamation or similar reorganisation) or enters into any arrangement or composition with its creditors or any of them or has a receiver or receiver and manager or trustee or administrator or agent in possession appointed.
- (b) The Board may by resolution censure, suspend or expel from the Company a Member on the grounds that:
 - (i) the Member refuses or neglects to comply with the provisions of the Constitution or any applicable rules, policies or by-laws made by the Board; or
 - (ii) the Member is guilty of conduct which, in the opinion of the Board in its absolute discretion, is unbecoming of a Member or prejudicial to the interests of the Company.
- (c) Where a Member is to be censured, suspended or expelled by resolution of the Board under clause 3.3(b), the Board must give that Member at least one week's notice of the meeting of the Board, the substance of the allegations against the Member and the intended resolution, and an opportunity to lodge a written explanation or defence with the Secretary. Such explanation or defence

must be delivered to the Secretary at least 24 hours before the meeting to consider the Member's censure, suspension or expulsion.

- (d) A Member who ceases to be a Member does not have any claim, monetary or otherwise, on the Company's funds or property.

3.4 Membership Fees

- (a) Annual Membership fees are payable in full in advance in respect of each Financial Year on the first day of the Financial Year.
- (b) The Board may from time to time determine the annual Membership fees payable by each class of Membership. Different rates may apply to different classes of Membership, but the same rate applies to each Member within a class of Membership.
- (c) Suspension or expulsion of a Member under clause 3.3(b) does not entitle a person to any refund of all or part of any Membership fee.

4. Board

4.1 Number of Directors

The Board may consist of no more than eight Directors. With effect from the conclusion of the annual general meeting of the Company in 2019, the Board may consist of no more than:

- (a) three Appointed Directors,
- (b) four Elected Directors; and
- (c) one Independent Director.

4.2 Appointment of Directors

- (a) Association of Consulting Surveyors New South Wales Inc (**ACS NSW**) may appoint one Director and Association of Consulting Surveyors Victoria Inc (**ACS VIC**) may appoint one Director.
- (b) Any entity that is exclusively engaged by the Company from time to time to facilitate the provision of professional indemnity insurance and other risk management services to its Members (**Service Provider**) may appoint one Director.
- (c) The Appointed Directors and Elected Directors may by majority resolution appoint one Independent Director. A person is eligible for appointment as an Independent Director if that person is:
 - (i) not a Member; and
 - (ii) free of any business or other relationship (including a relationship of employment) that could materially interfere with the exercise of their unfettered and independent judgment or could reasonably be perceived to do so.
- (d) The appointment of a Director under clauses 4.2(a) or 4.2(b) takes effect when written notice of the appointment duly executed by the relevant appointor is

received at the registered office of the Company, accompanied by the written consent of the appointee to act as a Director.

- (e) The appointment of a Director under clause 4.2(c) takes effect on the passing of the required resolution, subject to receipt by the Company of the written consent of the appointee to act as an Independent Director.

4.3 Election of Directors

- (a) The Corporate Members and Individual Members may elect up to four Directors comprising:
 - (i) up to two Small Firm Members (**Small Firm Directors**); and
 - (ii) up to two Large Firm Members (**Large Firm Directors**).
- (b) The Board may make such rules and directions as it thinks fit for the manner in which the ballot for election of Directors must occur and any specific written Board direction that is inconsistent with the provisions of clauses 4.3(c) to 4.3(g) (inclusive) will prevail over those provisions.
- (c) Each candidate for election as an Elected Director (other than a retiring Elected Director) must be nominated for election in the following manner:
 - (i) any Individual Member or Corporate Member may nominate one Individual Member who is either a Small Firm Member or a Large Firm Member; and
 - (ii) the nomination, which must be in writing and signed by the candidate and the Individual Member or Corporate Member proposing the candidate, must be lodged with the Secretary at least 45 days before the annual general meeting at which the election is to take place and include the address of the candidate's principal place of residence.
- (d) If the number of candidates for election as Small Firm Directors is equal to or less than the number of vacancies for Small Firm Directors, the chair of the annual general meeting must declare those candidates to be duly elected as Small Firm Directors.
- (e) If the number of candidates for election as Large Firm Directors is equal to or less than the number of vacancies for Large Firm Directors, the chair of the annual general meeting must declare those candidates to be duly elected as Large Firm Directors.
- (f) If the number of candidates for election as Elected Directors is greater than the number of vacancies for Elected Directors, a ballot must be held for the election of the candidates at the annual general meeting in accordance with the following procedure:
 - (i) ballot papers must be prepared by the Secretary containing the names of all candidates in alphabetical order;
 - (ii) the counting of votes is the responsibility of the Secretary or their nominee, who must report to the chair of the annual general meeting the number of votes given to each candidate;
 - (iii) each Member present and eligible to vote at the annual general meeting may complete one ballot form per round of voting and may on each

ballot form vote in favour of a number of candidates not exceeding the number of vacancies for Elected Directors;

- (iv) the chair must declare the following candidates elected:
 - (A) the Small Firm Member receiving the greatest number of votes cast in their favour to fill any Small Firm Director vacancy;
 - (B) the Large Firm Member receiving the greatest number of votes cast in their favour to fill any Large Firm Director vacancy;
 - (C) the Small Firm Member receiving the next highest number of votes cast in their favour to fill any remaining Small Firm Director vacancy; and
 - (D) the Large Firm Member receiving the next highest number of votes cast in their favour to fill any remaining Large Firm Director vacancy;
- (v) if there are additional vacancies for Elected Directors after any appointment under clause 4.3(f)(iv) further ballot papers must be prepared by the Secretary containing the names of the remaining candidates in alphabetical order and a further ballot held immediately;
- (vi) the procedure set out in clauses 4.3(f)(ii) to 4.3(f)(v) must be followed until all vacancies for Elected Directors are filled, subject to the following conditions:
 - (A) a Small Firm Member may not fill a Large Firm Director vacancy; and
 - (B) a Large Firm Member may not fill a Small Firm Director vacancy;
- (vii) if an equality of votes during any ballot under this clause 4.3(f) would otherwise prevent the candidate for a vacancy for Elected Directors being determined, the chair of the meeting may determine the method by which the eligible candidate or eligible candidates is or are to be chosen.
- (g) The chair of the annual general meeting must disclose the results of the election to Members following receipt of the Secretary's report.

4.4 Term of office

- (a) Subject to the Corporations Act and to clauses 4.5 and 4.6 an Elected Director may not hold office for a continuous period in excess of two years or past the conclusion of the second annual general meeting following the Elected Director's last election, whichever is the longer, without submitting for re-election.
- (b) A retiring Elected Director under clause 4.4(a) is eligible for re-election without needing to give any prior notice of an intention to submit for re-election and holds office as a Director (subject to re-election) until the end of the general meeting at which the Director retires.

4.5 Removal of a Director

- (a) To comply with clause 4.1, at the annual general meeting of the Company in 2019 all of the Directors must retire. A retiring Director under this clause 4.5(a) is eligible for re-appointment as an Appointed Director or Independent Director or re-election as an Elected Director without needing to give any prior notice of an intention to submit for re-election and holds office as a Director (subject to re-appointment or re-election) until the end of the general meeting at which the Director retires.
- (b) A person may remove from office any Director appointed by that person under clause 4.2 and, subject to this Constitution, may appoint a Director to fill a casual vacancy in the office of any Director appointed by them under clause 4.2.
- (c) The Company may by resolution remove a Director from office at a general meeting convened for that purpose, provided that at least 28 days' notice of intention to move for the removal of the Director has been given to each Member entitled to receive notice. At any such general meeting, the Director must be given the opportunity to fully present his or her case either orally or in writing, or partly by either of those means.
- (d) A Director who ceases to be a Director under clause 4.5(c) remains in office until the dissolution or adjournment of the meeting at which the Director is removed.

4.6 Vacation of office

In addition to the circumstances in which the office of a Director becomes vacant under the Corporations Act and under clauses 4.4 and 4.5, the office of a Director will be automatically vacated if the Director:

- (a) is declared bankrupt;
- (b) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the laws relating to mental health;
- (c) resigns office by notice in writing to the Company;
- (d) absents themselves from three consecutive meetings, without the consent of the Board;
- (e) is convicted of a criminal offence or is otherwise guilty of conduct which, in the opinion of the Board, is unbecoming of a Director or prejudicial to the interests of the Company;
- (f) vacates office or is prohibited from being a Director under any of the provisions of the Corporations Act or any order made under the Corporations Act; or
- (g) dies.

5. President

5.1 Appointment

- (a) The Directors may elect a Director to act as chairperson of Board meetings (**President**) from time to time.
- (b) If no President is elected or if the President is not present at any Board meeting within 10 minutes after the time appointed for the meeting to begin, the Directors

present must, subject to clause 5.2, elect a Director to be chairperson of the meeting.

5.2 Deputy chairperson

The Directors may elect a Director to act as chairperson of Board meetings in the President's absence (**Vice President**).

5.3 Tenure

The President and the Vice President, if any, will continue to hold office until the earliest of:

- (a) their removal from office in accordance with clause 4.4 or 4.5;
- (b) their office as a Director becoming vacant in accordance with this Constitution; and
- (c) the date of the first Board meeting after the first anniversary of their appointment to that office.

6. Board meetings

6.1 Timing and quorum

- (a) The Board must meet regularly for the dispatch of business and may adjourn and otherwise regulate its meetings as it thinks fit.
- (b) At least 48 hours' prior notice of any Board meeting must be given to the Directors, but with the approval of all Directors a meeting may be held on less notice. Except in the case of a meeting called upon less than 48 hours' notice in accordance with this Constitution, an agenda must accompany every notice of a Board meeting.
- (c) The President, Vice President or Secretary may convene Board meetings. The Secretary must on request of any five Directors convene a meeting.
- (d) At any Board meeting, a quorum is four Directors. If a quorum of Directors is not present within 30 minutes after the time appointed for the Board meeting, the meeting is adjourned to the same time and place five Business Days later. At the reconvened meeting, a quorum is not present within 30 minutes after the time appointed for the Board meeting, the meeting is adjourned to the same time and place five Business Days later. At that third reconvened meeting, a quorum is any Director.
- (e) The continuing Directors may act notwithstanding any vacancy in the office of Director, but, if and so long as their number is reduced below the number fixed by or pursuant to the Constitution as being necessary for a quorum of the Board, the continuing Directors may only act for the purpose of increasing the number Directors to that number, or of summoning a general meeting, but for no other purpose.

6.2 Voting

Subject to this Constitution, questions arising at any Board meeting will be decided by a majority of votes and a determination by a majority of Directors will for all purposes be deemed a determination of the Board. The chairperson of the Board meeting will, in

addition to his or her deliberative vote, have a second or casting vote in the event of an equality of votes.

6.3 Use of technology

The Board may meet either in person or by telephone or by other means of communication by which all persons participating in the meeting are able to hear and be heard by all other participants. A meeting conducted by telephone or other means of communication is deemed to be held at the place agreed upon by the Directors attending the meeting, provided that at least one of the Directors present at the meeting was at that place for the duration of the meeting.

6.4 Circular resolution

A resolution in writing of which notice has been given to all the Directors and which is signed by all Directors entitled to vote on the resolution is as valid and effectual as if it had been passed at a Board meeting duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more Directors.

7. Powers and duties of the Board

7.1 Powers of Directors

- (a) Subject to the Corporations Act and this Constitution, the business of the Company will be managed by the Directors, who may pay, and be reimbursed by the Company for, all expenses incurred in promoting and forming the Company and may exercise all of the powers of the Company that are not, by the Corporations Act or by this Constitution, required to be exercised by the Company in general meeting.
- (b) The Board may make, amend and repeal such rules, policies and by-laws not inconsistent with this Constitution as in the opinion of the Board are necessary or desirable for the proper control, administration and management of the Company's finances, affairs and property or are necessary for the convenience, comfort and well-being of the Members and amend or rescind from time to time any such rules, policies and by-laws.

7.2 Committees

- (a) The Directors may delegate any of their powers to:
 - (i) a committee of Directors;
 - (ii) a Director;
 - (iii) an employee of the Company;
 - (iv) any other person; or
 - (v) any combination of the persons listed in clauses 7.2(a)(i) to 7.2(a)(iv).
- (b) A committee or person to which any powers have been delegated must exercise its powers in accordance with any directions of the Directors and a power exercised in that way is taken to have been exercised by the Directors.
- (c) A committee or any person to which any powers have been delegated may be authorised to sub-delegate all or any of the powers for the time being vested in it.

- (d) The Directors may at any time revoke any delegation of power.
- (e) Meetings of any committee will be governed by the provisions of the this Constitution which deal with Board meetings so far as they are applicable and are not inconsistent with any directions of the Directors.

7.3 Directors' contracts

- (a) No Director is disqualified by virtue of his office from:
 - (i) holding any other office or position of profit with the Company or with any company promoted by the Company or with any corporation in which the Company is a member or which is a Member or in which the Company is otherwise interested; or
 - (ii) contracting with the Company in any capacity.
- (b) No contract referred to in clause 7.3(a)(ii), or any contract or arrangement entered into by or on behalf of the Company in which any Director is in any way interested, will be avoided because of his office.
- (c) No Director will be liable to account to the Company for any profit arising from:
 - (i) any office referred to in clause 7.3(a)(i) (or other position of profit) because that Director holds that office or because of the fiduciary relations established by it; or
 - (ii) any contract or arrangement referred to in clause 7.3(b). The nature of the interest of a Director shall be disclosed by him or her at the meeting of the Board at which the arrangement, contract or dealing is determined by the Board, if his or her other interest then exists, or, in any other case, at the meeting of the Board next following the acquisition of his or her interest.
- (d) A Director may vote on any matter about any contract or arrangement in which the Director is interested and may be counted in a quorum, may affix the Seal to, and may otherwise act on any matter about that contract or arrangement, as long as that Director declares the nature and extent of the Director's interest and the relation of the interest to the affairs of the Company at the first Board meeting at which that Director is present after the Director becomes aware of their interest in the matter.
- (e) All acts done by any Board meeting or by a committee of the Directors or by any person acting as a Director are valid even if it is discovered afterwards that there was some defect in the appointment or election of any Director or person acting as a Director or that any Director was disqualified or had vacated office or was otherwise not entitled to vote or act.

8. General Meeting

8.1 Annual general meeting

The Board must convene an annual general meeting in accordance with the provisions of the Corporations Act. The business of an annual general meeting is to elect Directors, receive and consider the financial report, directors' report and, if required by the Corporations Act, the auditor's report prepared in accordance with the Corporations Act and to transact any other business.

8.2 Calling of general meetings

General meetings may be called and held at the times and places and in the manner determined by the Board or in accordance with the Corporations Act. By resolution of the Board any general meeting (other than a general meeting which has been requisitioned by Members in accordance with the Corporations Act) may be cancelled or postponed prior to the date on which it is to be held.

9. Notice of general meeting

9.1 Notice

- (a) Not less than 21 days' notice of every general meeting must be given by the Board in the manner provided by this Constitution to the Members and the persons entitled under this Constitution to receive notices.
- (b) The non-receipt of a notice of any general meeting by, or the accidental omission to give notice to, any person entitled to notice does not invalidate any resolution passed at that meeting.

9.2 Contents of notice of meeting

A notice of general meeting must set out the place, date and time for the meeting, the general nature of the meeting's business and any proposed special resolutions.

9.3 Use of technology

If the meeting is to be held at two or more places, the notice of general meeting must set out details of the technology that will be used to facilitate such a meeting and any other matters required to be stated by the Corporations Act in relation to the use of such technology.

9.4 Proxy

If the Member is entitled to appoint a proxy, the notice of general meeting must provide:

- (a) that the Member has a right to appoint a proxy;
- (b) the proxy needs to be an authorised representative of a Member of the Company; and
- (c) the place and a fax number or electronic mail address for the purpose of receipt of proxy appointments.

10. Proceedings at general meetings

10.1 Quorum

- (a) No business may be transacted at any general meeting unless a quorum is present at the beginning of the business and during the whole of the meeting.
- (b) A quorum is constituted by seven Members entitled to vote at the meeting or, where the Company has less than seven Members entitled to vote at the meeting, a quorum is constituted by all those Members.
- (c) If a quorum is not present within half an hour from the time appointed for the meeting:

- (i) where the meeting was convened upon the requisition of Members, the meeting shall be dissolved; or
- (ii) in any other case:
 - (A) the meeting stands adjourned to such day, and at such time and place, as the Board determines or, if no determination is made by the Board, to the same day in the next week at the same time and place; and
 - (B) if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will be dissolved.
- (d) The person or persons referred to in clauses 10.1(b) and 10.1(c) may be personally present at the general meeting or present by proxy, attorney or duly appointed representative.

10.2 Questions

The chairperson of any general meeting must allow a reasonable opportunity for the Members at the relevant meeting to ask questions about or make comments on the management of the Company. The chairperson must also allow a reasonable opportunity for the Members at the meeting to ask the auditor, if an auditor has been appointed by the Company in accordance with the Corporations Act, or the auditor's representative, questions relevant to the conduct of the audit and preparation and content of the auditor's report.

11. Appointment and powers of chairperson of general meeting

11.1 Appointment

- (a) The President may preside as chairperson at every general meeting.
- (b) If at any general meeting:
 - (i) there is no President;
 - (ii) the President is not present within 15 minutes after the time appointed for the holding of the meeting; or
 - (iii) the President is unable or unwilling to act,

then the Vice President may preside as chairperson of the meeting or, if the Vice President is unable or unwilling to preside, any Director, appointed by the meeting, may act as chairperson of the meeting.

11.2 Powers

- (a) The general conduct of each general meeting and the procedures to be adopted at the meeting are as determined by the chairperson of the meeting.
- (b) The chairperson may, at any time the chairperson considers it necessary or desirable for the proper and orderly conduct of the meeting, demand the cessation of debate or discussion on any business, question, motion or resolution being considered by the meeting and require the business, question, motion or resolution to be put to a vote of the Members present.

- (c) The chairperson may require the adoption of any procedure which is in the chairperson's opinion necessary or desirable for the proper and orderly casting or recording of votes at any general meeting, whether on a show of hands or on a poll.
- (d) The chairperson of a general meeting may refuse admission to, or require to leave and remain out of, the meeting any person:
 - (i) in possession of a pictorial-recording or sound-recording device;
 - (ii) in possession of a placard or banner;
 - (iii) in possession of an object considered by the chairperson to be dangerous, offensive or liable to cause disruption;
 - (iv) who refuses to produce or to permit examination of any object, or the contents of any object or container, in the person's possession;
 - (v) who behaves or threatens to behave in a dangerous, offensive or disruptive manner; or
 - (vi) who is not eligible to attend the meeting.

12. Adjournment of general meeting

12.1 Adjournment

The chairperson may, with the consent of any general meeting at which a quorum is present, and must if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business may be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

12.2 Notice

- (a) When a general meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given in the same way as the original meeting.
- (b) Except as provided by clause 12.2(a), it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

13. Voting at general meeting

13.1 Resolution determined by majority

- (a) At any general meeting a resolution put to the vote of the meeting may be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by the chairperson or at least two Members entitled to vote at the meeting
- (b) Unless a poll is so demanded, a declaration by the chairperson that a resolution has on a show of hands been carried, carried unanimously or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceeding, is conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- (c) The demand for a poll may be withdrawn.

13.2 Poll

- (a) If a poll is duly demanded, it must be taken in such manner and (subject to clause 13.2(b)) either at once or after an interval or adjournment or otherwise as the chairperson directs, and the result of the poll shall be the resolution of the meeting at which the poll was demanded.
- (b) A poll demanded on the election of a chairperson or on a question of adjournment must be taken immediately.

13.3 Equality of votes

In the case of an equality of votes, whether on a show of hands or on a poll, the chairperson of any general meeting at which the show of hands takes place or at which the poll is demanded, in addition to his deliberative vote (if any), has a casting vote.

13.4 Entitlement to vote

Subject to clause 3.2:

- (a) all Individual Members and Corporate Members are eligible to attend any general meeting and to vote and be counted in a quorum;
- (b) each Individual Member is entitled to one vote, both on a show of hands and a poll; and
- (c) each Corporate Member is entitled to:
 - (i) on a show of hands, one vote;
 - (ii) on a poll:
 - (A) one vote; plus
 - (B) the number of votes equal to the number of Individual Members specified in the Members' Register at the Record Date as being principals, officers, employees or consultants of the Corporate Member.

14. Proxies

14.1 Entitlement to appoint proxy

Any Member who has the right to vote at a general meeting may appoint a proxy to vote at the general meeting on the Member's behalf.

14.2 Instrument appointing proxy

- (a) An instrument appointing a proxy must:
 - (i) be in writing signed by the appointor or its attorney properly authorised in writing or, if the appointor is a body corporate, by its corporate representative or 2 of its officers; and
 - (ii) be in such form as may be determined by the Board from time to time
- (b) An instrument appointing a proxy may specify the manner in which the proxy is to vote in respect of a particular resolution and, where an instrument of proxy so

provides, the proxy is not entitled to vote on the resolution except as specified in the instrument.

- (c) An instrument appointing a proxy is deemed to confer authority to demand or join in demanding a poll.

14.3 Validity of appointment of proxy

- (a) The instrument appointing a proxy and the original power of attorney (if any) under which it is signed or a certified copy of the power of attorney must be received by the Company at least 48 hours before the time for holding the meeting by delivery to the Company at its registered office, by facsimile received at a fax number at the Company's registered office or otherwise by any other means permissible under section 250B of the Corporations Act.
- (b) An instrument appointing a proxy may be used at any adjournment of the meeting for which it was originally intended.

14.4 Validity of vote given in accordance with proxy

Unless the Company has received written notice of the matter before the start or resumption of the general meeting at which a proxy or an attorney votes, a vote cast by the proxy or attorney will be valid even if, before the proxy or attorney voted, the Member:

- (a) dies;
- (b) becomes insolvent, bankrupt or enters into liquidation or enters into any arrangement or composition with its creditors or any of them, or has a receiver or receiver and manager or trustee or administrator or agent in possession appointed;
- (c) is mentally incapacitated;
- (d) revokes the proxy's or attorney's appointment; or
- (e) revokes the authority under which the proxy was appointed by a third party.

14.5 Attorney of Member

Any Member may appoint an attorney to act on its behalf at all general meetings of the Company or all general meetings of the Company during a specified period. Before the first general meeting at which the attorney acts on the Member's behalf, the relevant power of attorney must be deposited at the Company's registered office or at any place specified in the notice convening that meeting. At the first general meeting and at any subsequent general meeting to which the power of attorney may relate, the attorney must hand to the chairperson of the general meeting a properly executed declaration of non-revocation of the power of attorney.

14.6 Representative of body corporate

Where a person present at a general meeting is authorised to act as the representative of a body corporate at the general meeting under an authority given by the body corporate under section 250D of the Corporations Act and the person is not otherwise entitled to be present at the general meeting, the body corporate will, for the purposes of this Constitution, be deemed to be present in person at the general meeting.

15. Secretary

15.1 Appointment

If required by the Corporations Act, there must be at least one secretary of the Company appointed by the Directors for a term and at remuneration and on conditions determined by them.

15.2 Removal

The Directors may, subject to the terms of the Secretary's employment contract, suspend, remove or dismiss the Secretary.

16. Minutes

16.1 Secretary to keep

The Secretary must, in addition to his or her other duties, ensure that the Company complies with sections 251A and 251B of the Corporations Act.

16.2 Minutes conclusive record

Minutes must be signed by the chairperson of the meeting or by the chairperson of the next meeting of the relevant body, and if so signed will as between the Directors be conclusive evidence of the matters stated in those minutes.

17. Registered office

The registered office of the Company is at such place as the Board may from time to time determine.

18. Seal and negotiable instruments

18.1 Seal

If the Company has a Seal:

- (a) the Directors must provide for its safe custody;
- (b) it must only be used with the authority of the Board; and
- (c) every document to which the Seal is affixed must be signed by a Director and be countersigned by another Director, the Secretary or another person appointed by the Directors to countersign the document.

18.2 Negotiable instruments

All cheques, bills of exchange and promissory notes must be signed, drawn, made, accepted or endorsed (as the case may be) for and on behalf of the Company by those persons and in that manner determined by the Board.

19. Accounts

19.1 Company to keep accounts

The Directors must cause the Company to keep written financial records in relation to the business of the Company in accordance with the requirements of the Corporations Act.

19.2 Company to appoint Auditor

The Company must, if required by the Corporations Act, appoint and retain a properly qualified auditor whose duties will be determined in accordance with the Corporations Act. No Member may act as auditor of the Company.

20. Records

20.1 Inspection

Subject to the Corporations Act, the Directors may determine whether, to what extent, at what times and places and under what conditions the accounting and other records of the Company or any of them will be open to the inspection of Members.

20.2 No entitlement for Members to Inspect

A Member who is not a Director does not have any right to inspect any account, book or document of the Company except as provided by the Corporations Act or as authorised by the Directors or a resolution of the Company in general meeting.

21. Winding up

21.1 Guarantee

Each Member undertakes to contribute to the assets of the Company in the event of it being wound up while they are a Member, or within one year after they cease to be a Member, for the payment of the debts and liabilities of the Company contracted before they cease to be a Member, and of the costs, charges and expenses of winding up and for adjustment of the rights of the contributors among themselves, an amount not exceeding \$10.00.

21.2 Winding Up

If the Company is wound up or dissolved, the Members have no right to participate in any distribution or payment of the assets or property of the Company.

21.3 Distribution of assets

- (a) If the Company is wound up or dissolved, the assets and property available for distribution after satisfaction of all debts and liabilities will be given or transferred to some other institution or institutions:
 - (i) having objects similar to the Company; and
 - (ii) whose constitution prohibits the distribution of its income and property to Members.
- (b) The Directors will determine the identity of the institution or institutions for the purpose of clause 21.3(a) at the time of dissolution.
- (c) If the Directors fail to determine the identity of the institution or institutions under clause 21.3(b), the Company's solicitors for the time being will make that determination.

22. Notices

22.1 Service

- (a) Without limiting any other way in which a notice may be given to a Member under this Constitution or the Corporations Act, the Company may give a notice to the Member by:
 - (i) delivering it personally to the Member;
 - (ii) sending it by post to the Member's address in the Member's Register or any other address the Member supplies to the Company for giving notices; or
 - (iii) sending it by fax or other electronic means (including providing a URL link to any document or attachment) to the fax number or electronic address the Member has supplied to the Company for giving notices.
- (b) A notice from the Company is taken to be given:
 - (i) if it is delivered personally or sent by fax or other electronic means:
 - (A) by 5pm on a business day – on that day
 - (B) after 5pm on a Business Day, or on a day that is not a business day – on the next business day; and
 - (ii) if it is sent by post – one Business Day after posting.

22.2 Evidence of service

A certificate in writing signed by a Director or Secretary stating that a notice was sent is conclusive evidence that a notice was given.

22.3 Persons entitled to notice of general meeting

- (a) Notice of every general meeting must be given to:
 - (i) every Member;
 - (ii) every Director; and
 - (iii) if applicable, the Company's auditor.
- (b) No other person is entitled to receive notice of a general meeting.

23. Indemnity and Insurance

23.1 Indemnity

To the extent permitted by law and subject to the restrictions in section 199A of the Corporations Act, the Company indemnifies every person who is or has been a Director or Secretary, and may indemnify any other officer of the Company (as that term is defined in section 9 of the Corporations Act), against:

- (a) any liability (other than a liability for legal costs); or
- (b) reasonable legal costs incurred in defending an action for a liability,

incurred by that person as a Director or Secretary, or, where applicable, other officer of the Company.

23.2 Insurance

To the extent permitted by law the Company may pay, or agree to pay, a premium in respect of a contract insuring a person who is or has been a Director, Secretary or other officer of the Company (as that term is defined in section 9 of the Corporations Act), other than a liability arising out of:

- (a) conduct involving wilful breach of duty in relation to the Company; or
- (b) a contravention of sections 182 or 183 of the Corporations Act.

Schedule 1

Definition: Consulting Surveyor

- 1.1 Consulting Surveyor means a person engaging in any of the following professional activities:
- (a) practising the science of measurement;
 - (b) assembling and assessing land and geographic related information; and
 - (c) using the information referred to in paragraph (b) for the purpose of planning and implementing the efficient administration of the land, the sea and structures thereon.
- 1.2 For avoidance of doubt, the professional activities described in paragraph 1.1 include but are not limited to the following which may occur either on, above or below surface of the land or the sea:
- (a) the determination of the size and shape of the earth and the measurement of all data needed to define the size, position, shape and contour of any part of the earth's surface;
 - (b) the positioning of objects in space and the positioning and monitoring of physical features, structures and engineering works on, above or below the surface of the earth;
 - (c) the determination of the position of the boundaries of public or private land, including national and international boundaries, and the registration of those lands with the appropriate authorities;
 - (d) the design, establishment and administration of land and geographic information systems and the collection, storage, analysis and management of data within those systems;
 - (e) the study of the natural and social environment, the measurement of land and marine resources and the use of the data in the planning of development in urban, rural and regional areas;
 - (f) the planning, development and redevelopment of property, whether urban or rural and whether land or buildings;
 - (g) the assessment of value and the management of property, whether urban or rural and whether land or buildings;
 - (h) the planning, measurement and management of construction works, including the estimation of costs; and
 - (i) the production of plans, maps, files, charts and reports.
- 1.3 In the application of the foregoing activities a Consulting Surveyor takes into account the relevant legal, economic, environmental and social aspects affecting each project.

Note: The above definition is based upon the definition of a surveyor adopted by the General Assembly of the International Federation of Surveyors (FIG) in Helsinki Finland on 11 June 1990. It is intended to ensure that all professionals who engage in the above

professional activities are able to be represented by a single occupational association notwithstanding that the term surveyor or consulting surveyor might have a narrower connotation in some markets or contexts.



By-Laws

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1. Definitions and Interpretation

1.1 Definitions

- (a) Subject to clause 1.1(b), capitalised expressions used in these By-Laws have the same meaning given to them in the Constitution of the Company.
- (b) In these By-Laws, the following words have the following meanings:

Term:	Definition:
Code of Ethics	the Company's Code of Ethics as adopted by the Board from time to time.
COE Committee	is defined in clause 3.1.
COE Policy	the Company's Continuing Occupational Policy as adopted by the Board from time to time.
Complaints and Discipline Committee	is defined in clause 4.1.
Complaints and Discipline Policy	the Company's Complaints and Discipline Policy as adopted by the Board from time to time.
Ethics Committee	is defined in clause 2.1.
Limitation Scheme	the professional standards scheme limiting the occupational liability of Participating Members under professional standards legislation, as approved from time to time by the Professional Standards Councils.
Limitation Scheme Induction Module	a seminar and/or presentation delivered by the Professional Practice Scheme Service Provider that includes information in respect of the operation of, and obligations arising in connection with, the Limitation Scheme.
Participating Members	those persons specified in clause 2.1 of the document comprising the Limitation Scheme.
Professional Practice Scheme Service Provider	the entity engaged by the Company from time to time to provide administrative and training services to the Company in connection with the Limitation Scheme.
Professional Standards Councils	independent statutory bodies established in each state and territory in Australia under the professional standards legislation for assessing and approving applications for, and supervising the application of, professional standards schemes.

1.2 Interpretations

- (a) In these By-Laws, except to the extent that the context otherwise requires, a reference to:
 - (i) an item, clause, schedule or annexure is to an item, clause, schedule or annexure of or to these By-Laws;
 - (ii) the plural includes the singular and vice-versa;
 - (iii) a gender includes all genders;
 - (iv) the Directors acting as a group is a reference to the Board and vice versa;
 - (v) a document is a reference to that document (including any schedules and annexures) as amended, consolidated, supplemented, novated or replaced;
 - (vi) an agreement includes any undertaking, representation, deed, agreement or legally enforceable arrangement or understanding whether written or not;
 - (vii) a person includes:
 - (A) an individual, company, other body corporate, association, partnership, firm, joint venture, trust or government agency; and
 - (B) the person's successors, permitted assigns, executors and administrators;
 - (viii) a law:
 - (A) includes any constitutional provision, subordinate legislation, treaty, decree, convention, statute, regulation, rule, ordinance, proclamation, by-law, judgment, rule of common law or equity or rule of any applicable stock exchange;
 - (B) is a reference to that law as amended, consolidated, supplemented or replaced; and
 - (C) is a reference to any regulation, rule, ordinance, proclamation, by-law or judgment made under that law.
- (b) In these By-Laws:
 - (i) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
 - (ii) if a period occurs from, after or before a day or the day of an act or event, it excludes that day, unless the Board otherwise determines or as otherwise specified in these By-Laws; and
 - (iii) headings are used for convenience only and do not affect interpretation.

- (c) These By-Laws are in addition to and supplement those provisions of the Constitution that govern, regulate and affect the proceedings, powers and affairs of Committees of the Company and should be read together with such provisions wherever possible.
- (d) In the event of any inconsistency between any provision contained in these By-Laws and the Constitution of the Company, the Constitution will prevail to the extent of such inconsistency.

2. Ethics Committee

2.1 Authority

The Board has established the Ethics Committee in accordance with clause 7.2 of the Constitution (**Ethics Committee**). The Ethics Committee has the authority and power to exercise the role and responsibilities set out in these By-Laws and under any separate resolutions of the Board granted to it from time to time.

2.2 Role

The role of the Ethics Committee is to:

- (a) uphold and enforce the Code of Ethics;
- (b) advise the Board on the requirements under the Limitation Scheme in relation to ethics and to implement appropriate mechanisms and procedures to ensure that the Company complies with these requirements;
- (c) advise the Board in relation to ethical matters affecting Consulting Surveyors and Members; and
- (d) liaise with all other committees established by the Board to ensure a consistent approach in the way the committees conduct their affairs.

2.3 Composition

- (a) The Ethics Committee will consist of up to five members as follows:
 - (i) up to two persons appointed by the Board, one of whom will be appointed by the Board to act as chair;
 - (ii) one person appointed by the Intergovernmental Committee of Surveying and Mapping (**ICSM**) or similar standards body representing the surveying profession within Australia;
 - (iii) one person appointed by the Professional Practice Scheme Service Provider; and
 - (iv) one person appointed by majority vote of the individuals referred to in clauses 2.3(a)(i) to 2.3(a)(iii).
- (b) Each member of the Ethics Committee must be free of any interest, business or other relationship which, in the opinion of the Board, could, or could reasonably be perceived to, materially interfere with the exercise of his or her independent judgment as a member of the Ethics Committee.

- (c) If, for a particular Ethics Committee meeting, the chair is not present within 10 minutes of the nominated starting time of the meeting, or is unable to attend, the members of the Ethics Committee present may elect a chair for the meeting. The person appointed to act as chair of the Ethics Committee will have a casting vote in addition to his or her deliberative vote.
- (d) The Ethics Committee will have the power at any time, and from time to time, to appoint any Member to fill a casual vacancy, but so that the total number of members of the Ethics Committee does not at any time exceed five. Any person so appointed holds office only from the date of his or her appointment until the casual vacancy is filled in accordance with clause 2.3(a).
- (e) A member may retire from the Ethics Committee by giving written notice to the chair of the Ethics Committee or the Secretary.
- (f) A person entitled to appoint a member of the Ethics Committee under clause 2.3(a) may remove and/or replace that member by notice to the Secretary, such removal to take effect on receipt of the notice of removal.
- (g) Membership of the Ethics Committee is automatically terminated if a person is found guilty of a criminal offence or is otherwise guilty of conduct which, in the opinion of the Board, is unbecoming of a member of the Ethics Committee or prejudicial to the interests of the Company.
- (h) The Ethics Committee may meet as often as its members deem necessary but must meet a minimum of four times per year. Minutes of the Ethics Committee must be entered by the Secretary in the books kept for that purpose and signed by the chair of the meeting.
- (i) Meetings and proceedings of the Ethics Committee are governed by the provisions in the Company's Constitution regulating meetings and proceedings of the Board and committees of the Board, in so far as they are applicable and not inconsistent with these By-Laws.
- (j) Ethics Committee members may attend meetings in person or by electronic means.
- (k) In cases where circumstances make it impractical to convene and hold a meeting, the Ethics Committee may pass resolutions by each member signing a circular resolution.
- (l) Three Ethics Committee members constitute a quorum for meetings of the Ethics Committee.

2.4 Reporting

The Ethics Committee is responsible for:

- (a) supplying copies of the minutes of its meetings to the Board within 21 days of the approval of the minutes;
- (b) delivering an annual report to the Board reporting on:
 - (i) its achievements for the year;
 - (ii) overall compliance with the Code of Ethics;

- (iii) any issues of concern for the Company, Members and Consulting Surveyors in relation to ethics; and
 - (iv) any recommended amendments to the Code of Ethics based on the Ethics Committee's activities during that year; and
- (c) preparing for lodgement with the Professional Standards Councils reports in relation to ethical compliance in accordance with the requirements of the Limitation Scheme.

3. Continuing Occupational Education Committee

3.1 Authority

The Board has established the Continuing Occupational Education Committee in accordance with clause 7.2 of the Constitution (**COE Committee**). It has the authority and power to exercise the role and responsibilities set out in these By-Laws and under any separate resolutions of the Board granted to it from time to time.

3.2 Role

The role of the COE Committee is to:

- (a) uphold and enforce the COE Policy;
- (b) advise the Board on the requirements under the Limitation Scheme in relation to COE matters and to implement appropriate mechanisms and procedures to ensure that the Company complies with these requirements;
- (c) arrange effective and accessible occupational training for Members in accordance with the requirements under the Limitation Scheme and the COE Policy;
- (d) consider and advise the Board on continuing occupational education matters relevant to Consulting Surveyors and Members;
- (e) liaise with all other committees established by the Board to ensure a consistent approach in the way the committees conduct their affairs; and
- (f) specifically liaise with the Company's Complaints and Discipline Committee to deliver training to Members and Consulting Surveyors that is targeted at the risk issues identified by that committee.

3.3 Composition

- (a) The COE Committee will consist of up to five members as follows:
 - (i) up to two persons appointed by the Board, one of whom will be appointed by the Board to act as chair;
 - (ii) one person appointed by the ICSM or similar standards body representing the surveying profession within Australia;
 - (iii) one person appointed by the Professional Practice Scheme Service Provider; and

- (iv) one person appointed by majority vote of the individuals referred to in clauses 3.3(a)(i) to 3.3(a)(iii).
- (b) Each member of the COE Committee must be free of any interest, business or other relationship which, in the opinion of the Board, could, or could reasonably be perceived to, materially interfere with the exercise of his or her independent judgment as a member of the COE Committee.
- (c) If, for a particular COE Committee meeting, the chair is not present within 10 minutes of the nominated starting time of the meeting, or is unable to attend, the members of the COE Committee present may elect a chair for the meeting. The person appointed to act as chair of the COE Committee will have a casting vote in addition to his or her deliberative vote.
- (d) The COE Committee will have the power at any time, and from time to time, to appoint any Member to fill a casual vacancy, but so that the total number of members of the COE Committee does not at any time exceed five. Any person so appointed holds office only from the date of his or her appointment until the casual vacancy is filled in accordance with clause 3.3(a).
- (e) A member may retire from the COE Committee by giving written notice to the chair of the COE Committee or the Secretary.
- (f) A person entitled to appoint a member of the COE Committee under clause 3.3(a) may remove and/or replace that member by notice to the Secretary, such removal to take effect on receipt of the notice of removal.
- (g) Membership of the COE Committee is automatically terminated if a person is found guilty of a criminal offence or is otherwise guilty of conduct which, in the opinion of the Board, is unbecoming of a member of the COE Committee or prejudicial to the interests of the Company.
- (h) The COE Committee may meet as often as its members deem necessary but must meet a minimum of four times per year. Minutes of the COE Committee must be entered by the Secretary in the books kept for that purpose and signed by the chair of the meeting.
- (i) Meetings and proceedings of the COE Committee are governed by the provisions in the Company's Constitution regulating meetings and proceedings of the Board and committees of the Board, in so far as they are applicable and not inconsistent with these By-Laws.
- (j) COE Committee members may attend meetings in person or by electronic means.
- (k) In cases where circumstances make it impractical to convene and hold a meeting, the COE Committee may pass resolutions by each member signing a circular resolution.
- (l) Three COE Committee members constitute a quorum for meetings of the COE Committee.

3.4 Reporting

The COE Committee is responsible for:

- (a) supplying copies of the minutes of its meetings to the Board within 21 days of the approval of the minutes;
- (b) delivering an annual report to the Board reporting on:
 - (i) its achievements for the year;
 - (ii) overall compliance with the COE Policy;
 - (iii) any issues of concern for the Company, Members and Consulting Surveyors in relation to continuing occupational education of Consulting Surveyors; and
 - (iv) any recommended amendments to the COE Policy based on the COE Committee's activities during that year; and
- (c) preparing for lodgement with the Professional Standards Councils reports in relation to continuing occupational education in accordance with the requirements of the Limitation Scheme.

4. Complaints and Discipline Committee

4.1 Authority

The Board has established the Complaints and Discipline Committee in accordance with clause 7.2 of the Constitution (**Complaints and Discipline Committee**).

It has the authority and power to exercise the role and responsibilities set out in these By-Laws and under any separate resolutions of the Board granted to it from time to time.

4.2 Role

The role of the Complaints and Discipline Committee is to:

- (a) uphold and enforce the Complaints and Discipline Policy;
- (b) advise the Board on the requirements under the Limitation Scheme in relation to complaints and discipline and to implement appropriate mechanisms and procedures to ensure that the Company complies with these requirements;
- (c) advise the Board of the nature of complaints lodged with the Complaints and Discipline Committee and matters of discipline that concern Members and Consulting Surveyors in general; and
- (d) liaise with all other committees established by the Board to ensure a consistent approach in the way the committees conduct their affairs; and
- (e) carry out its obligations under the Complaints and Discipline Policy.

4.3 Composition

- (a) The Complaints and Discipline Committee will consist of up to five members as follows:
 - (i) up to two persons appointed by the Board, one of whom will be appointed by the Board to act as chair;

- (ii) one person appointed by the Professional Practice Scheme Service Provider; and
 - (iii) two other persons appointed by majority vote of the individuals referred to in clauses 4.3(a)(i) to 4.3(a)(ii) one of whom must be qualified to practise law in Australia and have at least five years' professional experience in managing professional indemnity claims affecting the consulting surveying industry and risk management.
- (b) Each member of the Complaints and Discipline Committee must be free of any interest, business or other relationship which, in the opinion of the Board, could, or could reasonably be perceived to, materially interfere with the exercise of his or her independent judgment as a member of the Complaints and Discipline Committee.
 - (c) If, for a particular Complaints and Discipline meeting, the chair is not present within 10 minutes of the nominated starting time of the meeting, or is unable to attend, the members of the Complaints and Discipline Committee present may elect a chair for the meeting. The person appointed to act as chair of the Complaints and Discipline Committee will have a casting vote in addition to his or her deliberative vote.
 - (d) The Complaints and Discipline Committee will have the power at any time, and from time to time, to appoint any Member to fill a casual vacancy, but so that the total number of members of the Complaints and Discipline Committee does not at any time exceed five. Any person so appointed holds office only from the date of his or her appointment until the casual vacancy is filled in accordance with clause 4.3(a).
 - (e) A member may retire from the Complaints and Discipline Committee by giving written notice to the chair of the Complaints and Discipline Committee or the Secretary.
 - (f) A person entitled to appoint a member of the Complaints and Discipline Committee under clause 4.3(a) may remove and/or replace that member by notice to the Secretary, such removal to take effect on receipt of the notice of removal.
 - (g) Membership of the Complaints and Discipline Committee is automatically terminated if a person is found guilty of a criminal offence or is otherwise guilty of conduct which, in the opinion of the Board, is unbecoming of a member of the Complaints and Discipline Committee or prejudicial to the interests of the Company.
 - (h) The Complaints and Discipline Committee may meet as often as its members deem necessary but must meet a minimum of four times per year. Minutes of the Complaints and Discipline Committee must be entered by the Secretary in the books kept for that purpose and signed by the chair of the meeting.
 - (i) Meetings and proceedings of the Complaints and Discipline Committee are governed by the provisions in the Company's Constitution regulating meetings and proceedings of the Board and committees of the Board, in so far as they are applicable and not inconsistent with these By-Laws.
 - (j) Complaints and Discipline Committee members may attend meetings in person or by electronic means.

- (k) In cases where circumstances make it impractical to convene and hold a meeting, the Complaints and Discipline Committee may pass resolutions by each member signing a circular resolution.
- (l) Three Complaints and Discipline Committee members constitute a quorum for meetings of the Complaints and Discipline Committee.

4.4 Reporting

The Complaints and Discipline Committee is responsible for:

- (a) supplying copies of the minutes of its meetings to the Board within 21 days of the approval of the minutes;
- (b) delivering an annual report to the Board reporting on:
 - (i) its achievements for the year;
 - (ii) overall compliance with the Complaints and Discipline Policy;
 - (iii) any issues of concern for the Company, Members and Consulting Surveyors in relation to complaints and discipline; and
 - (iv) any recommended amendments to the Complaints and Discipline Policy based on the Complaints and Discipline Committee's activities during that year; and
- (c) preparing for lodgement with the Professional Standards Councils reports in relation to complaints and discipline in accordance with the requirements of the Limitation Scheme.

5. Membership Eligibility Criteria for Individual Members

- (a) The eligibility criteria prescribed for the purposes of clause 3.1(a)(iii) of the Constitution is set out in clause 5(b).
- (b) To be eligible to be admitted as an Individual Member, an applicant must:
 - (i) either:
 - (A) hold a qualification, or have completed a course, that has been accredited, recognised or approved by the Board as satisfying the knowledge competency requirements for admission as an Individual Member (**Accredited Qualification**); or
 - (B) both:
 - (I) possess the qualifications and technical expertise necessary to practise as a Consulting Surveyor, ~~necessary for his or her field of expertise, such fields including, architecture, engineering, urban planning and environmental sciences~~ determined from time to time by the Board in its discretion (**Requisite Expertise**); and

- (II) have practised for a consecutive period of at least two years under the supervision of one or more Individual Members;
 - (ii) be engaged as a principal, employee or consultant of a Corporate Member which is a Participating Member; and
 - (iii) have completed the Limitation Scheme Induction Module.
- (c) An Individual Member must submit with his or her application for Membership each of the following:
 - (i) either:
 - (A) evidence that the applicant holds an Accredited Qualification; or
 - (B) a certificate:
 - (I) signed by the applicant certifying that the applicant possesses the Requisite Expertise; and
 - (II) signed by one or more Individual Members who hold an Accredited Qualification certifying that the applicant has practised under his or her supervision for a consecutive period of at least two years;
 - (ii) evidence that he or she is engaged as a principal, employee or consultant of a Corporate Member which is a Participating Member; and
 - (iii) evidence that he or she has completed the Limitation Scheme Induction Module.

6. Scheme Induction Module

The Board is responsible for maintaining, for the purposes of the Limitation Scheme, a register of all Individual Members who have successfully completed the Limitation Scheme Induction Module and issuing certificates to Individual Members certifying that the Individual Members has satisfied such requirements.

Routes of Entry to Membership with the Association of Consulting Surveyors National

1. The title held by qualified members of the association.

Corporate Member with Member Principal(s) who are Directors of the company. These members have voting rights

We have partnerships with three affiliated State Bodies who have similar rules. Their members have automatic access to the national body. These are:

- The Association of Consulting Surveyors New South Wales
- The Association of Consulting Surveyors Victoria
- The Association of Consulting Surveyors South Australia

Directors and companies in the other states and territories join our Association directly.

A new category for Associate members was opened in July 2023 to allow any organisation employing surveyors into the membership. For example, an engineering firm employing surveyors. They would choose the Head Surveyor or Senior Surveyor to be the "principal" on behalf of the firm, however they do not have voting rights.

2. The level of academic qualification required to obtain the title

None required, though the majority (90%) are Registered or Licensed Surveyors

3. Whether academic training programmes to this level are available in your country (if not, please state how and where members obtain their academic training)

Yes. Registered and Licensed Surveyors undertake a 4 year Degree at University then do further training towards Registration and Licensing with the appropriate State Board of Surveyors which when deemed competent they are licensed or registered with the Government.

4. What approved professional experience is required on completion of academic training and prior to acquisition of the title

After the degree, surveyors must have two years experience and undertake their jurisdictions requirements for licensing or registration. Our Association supports the training towards registration.

5. What the requirements are for continuing professional development and whether this is mandatory or voluntary

This is mandatory in most states and the rules are set by the State Government. We provide support services and training to help surveyors meet these requirements and in NSW we provide assessment of CPD.

6. If the association also admits technician or sub-professional members and, if so, the qualifications required for entry to this grade of membership.

We do provide access for anyone working in surveying. But this is a fairly new membership offering (just since July 2023). In some cases we do have technicians or other professionals who may be the Director of the Company. They are then permitted into the membership. But only firms employing surveyors are permitted into the membership.

CODE OF ETHICAL CONDUCT

1. A member's responsibility for the welfare and rights of the community shall come before the member's responsibility to the profession of surveying, to sectional, private or other members' interests or to other individual surveyors.
2. A member shall uphold the standards, the honour and the dignity of the various professions within its practice and shall accept the association's decisions on questions of ethics and conduct.
3. A member shall accept full responsibility for professional advice and services performed and shall discharge duties with integrity to clients and with minimum delay.
4. A member shall not undertake professional responsibilities beyond the member's competence or authority.
5. A member shall endeavour to advance the science and practice of surveying and associated disciplines and the objects of the association.
6. Members will encourage a culture of professional development throughout the firm.
7. A member shall hold as confidential client information and not reveal facts, data or information obtained in a professional capacity, without the prior consent of the client except as required by law.
8. A member shall perform all duties impartially without fear or favour and shall fully disclose any circumstances, which might influence the impartiality of any advice or service provided.
9. A member shall inform clients of any interest which may adversely affect judgement or the quality of services and shall not accept any form of compensation for a particular service from more than one source without disclosing the circumstance and receiving approval from all interested parties. A member may however accept instructions on behalf of a third party, provided it is made clear to whom the member is responsible and who is responsible for any fees.
10. Any member who takes over an instruction from another consultant or alternatively is required to pass an instruction to another consultant, will act ethically and liaise with the other party regarding any outstanding matters.
11. Members are encouraged to provide a client with an estimate of fees or quote prior to undertaking any instruction.
12. A member shall act as the properly appointed agent of the client.

13. A member shall build a reputation on merit and shall refrain from any form of unfair competition including:

- Using a professional designation or allowing an employee to use a professional designation for which there is no entitlement.
- Offering inducements to secure work or advancement.
- Seeking to supplant another member or individual surveyor who has been commissioned.
- Neglecting to comply with provisions of rules or regulations governing the practice of surveying or associated disciplines.
- Accepting a fee which would preclude the member from providing adequate and appropriate professional services.
- Advertising in a fraudulent or misleading manner or in any other way not in the public interest.