

# NSW Community Housing Tenants' Network

## **Constitution final version. Adopted 22<sup>nd</sup> June 2009**

### **1. Name**

The organisation will be called the NSW Community Housing Tenants' Network (the Network).

### **2. The aims of the organisation**

The aims of the Network will be to:

- To promote effective tenant participation in the community housing sector
- To represent the interests of all NSW Community Housing association tenants
- To comment and have input on Office of Community Housing and wider government policy matters  
Work towards the involvement of all community housing association tenants
- To become a tenant led network
- To break down the isolation felt by individual tenants' organisations
- To share information about successful projects and learn from other tenants' experience
- To link up with the wider tenants' movement
- To encourage and support tenant leaders
- To promote educational and training opportunities to support tenant participation in the sector

### **3. Membership**

#### 3.1 . Membership qualifications

A person is qualified to be a member of the Network if, but only if:

(a) the person is a community housing association tenant in NSW and has not ceased to be a member of the Network.

#### 3.2 Associate membership.

A person is qualified to be an associate member of the Network if

- a) They are a social housing tenant but not a community housing association tenant
- b) Any other natural person who supports the Aims of the Network who has been approved for associate membership of the Network by the committee of the Network.
- c) Associate members will not have Network voting rights

#### 3.3 Application for membership

(1) An application of a person for membership of the Network:

must be made by the applicant in writing in the forms set out in Appendix 1 or 2 of this Constitution. The membership application form may be updated from time to

time as necessary by the Representative Committee. Applications must be made in writing by the applicant themselves, and lodged with the secretary of the network C/- NSW Federation of Housing Associations, Suite 301, Level 3, 64 - 76 Kippax Street, Surry Hills, 2010

Each member is responsible for the information provided on the application form and it is the responsibility of each individual member to update their records with the secretary of the network, in writing, within one calendar month of the information change.

(2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.

#### 4. Cessation of membership

A person ceases to be a member of the Network if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the Network
- (d) ceases to be a community housing tenant.

#### 5. Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the Network:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

#### 6. Resignation of membership

(1) A member of the Network is entitled to resign that membership as long as they give one month's written notice to the secretary of the Network.

(2) If a member of the Network ceases to be a member under clause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

#### 7. Register of members

(1) The secretariat of the Network must establish and maintain a register of members of the Network specifying name/address/email address/postal address/telephone numbers (and whether silent or not), of each person who is a member of the Network. Only executive members and the secretariat of the Network may have access to this information.

(2) The register of members must be kept at the principal place of administration of the Network.

#### 8. Resolution of internal disputes

(1) Disputes between members (in their capacity as members) of the Network, and disputes between members and the Network, are to be referred to a disputes committee comprised of 3 representative members of the committee who are acceptable to all parties to the dispute. The disputes committee's role is to mediate between the parties fairly and to the best of their ability. They are to make written recommendations to resolve the dispute fairly and equitably according to natural justice principles and this constitution. If the parties to the dispute cannot agree on 3 representatives to hear the dispute, or if the recommendations they make are not acceptable to all parties then the dispute is to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.

(2) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

## 9. Disciplining of members

(1) A complaint may be made to the committee by any person that a member of the Network:

(a) has persistently refused or neglected to comply with a provision or provisions of this constitution, or

(b) has persistently and wilfully acted in a manner prejudicial to the interests of the Network.

(2) On receiving such a complaint, the committee:

(a) must cause notice of the complaint to be served on the member concerned, and

(b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and

(c) must take into consideration any submissions made by the member in connection with the complaint.

(3) The committee may, by resolution, expel the member from the Network or suspend the member from membership of the Network if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.

(4) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 12.

(5) The expulsion or suspension does not take effect:

(a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

(b) if within that period the member exercises the right of appeal, unless and until the Network confirms the resolution whichever is the latter.

## 10. Right of appeal of disciplined member

(1) A member may appeal to the Network membership in general meeting against a resolution of the committee under rule 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

(2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

(3) On receipt of a notice from a member under clause (1), the secretary must notify the committee which is to convene a general meeting of the Network to be held within 28 days after the date on which the secretary received the notice.

- (4) At a general meeting of the Network convened under clause (3):
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the Network passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

## Part 3 – The committee

### 11. Powers of the committee

The committee is to be called the representative committee and, subject to this constitution and to any resolution passed by the Network in general meeting:

- (a) is to control and manage the affairs of the Network, and
- (b) may exercise all such functions as may be exercised by the Network, other than those functions that are required by these rules to be exercised by a general meeting of members of the Network, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Network.

### 12. Constitution and membership

(1) The representative committee is to consist of one elected representative from each of the community housing associations in NSW. Associations are encouraged to elect a deputy who may attend committee meetings and vote in place of the elected representative if the elected representative is unable to attend.

(2) The office-bearers of the Network are to be:

- (a) the chair
- (b) the vice-chair
- (c) the treasurer, and
- (d) the secretary.

(3) Each member of the committee is subject to these rules, to hold office until the next representative committee meeting after the AGM.

(4) Each representative is to provide a written report to the secretariat 14 days before the next bimonthly meeting of the representative committee of the Network and also the AGM, about what has been happening with their housing provider and tenants.

### 13. Election of members

#### **Elections**

Representative committee members are elected as delegates from their community housing association. As such the tenants of each association should elect the representative and deputy they wish to have as their delegates. There are two ways that tenants can elect their representative: either by an election meeting under clause 13.1 or by postal voting as described in clause 13.2.

#### **13.1 Election meetings**

These elections should be carried out through each association's representative tenant structure (e.g. Tenants' Advisory Group, Tenants' Council or Tenants' Voice group) where such a structure exists. If there is no representative tenant structure currently in place

community housing associations should arrange a special election meeting. The election meeting will be advertised widely as an election event and any tenant will have the opportunity to put themselves forward for election.

All tenants of the community housing association should be given at least 14 days notice of the meeting where the election of the Network's representative will take place. Tenants will have the opportunity to prepare a one page profile which details their experience and the reasons why they should be elected and to circulate this profile to the tenants who will elect them. Tenants of that association will be able to cast written absentee ballots in the event of them being unable to attend the election meeting. The absentee ballots must be on the form in Appendix 3 of this constitution. A maximum of five absentee ballots per nominee will be allowed. Absentee ballots will be checked by an independent Network representative committee member to ensure that the votes are from current tenants of that community housing association, and each housing provider is asked to inform the Network two calendar months before to enable an independent delegate to attend.

All Representatives must be familiar with the Network Constitution and be prepared to sign the Network Statement of Commitment. The candidate with the most votes will be elected as the representative. The candidate with the second most votes will be elected as the deputy for the association

The candidate with the most votes will be elected as the representative. The candidate with the second most votes will be elected as the deputy for the association.

### **13.2 Postal voting**

Associations, in consultation with their active tenants can choose to hold a postal vote to elect their representative and deputy as an alternative to an election meeting. Associations will send out a notice to all tenants of their association giving them 14 days to ask for nominations. Each candidate may submit a 1 page summary of their experience and the reasons that they should be elected as the representative for that association. The association will then send out a postal voting sheet with the names of each nominee and the supporting information provided by the nominee. A closing date for the postal vote will be set 21 days after the postal voting sheets have been sent out. Votes received after the 21 day period will not be accepted. The candidate with the most votes will be elected as the representative. The candidate with the second most votes will be elected as the deputy for the association. If only one tenant nominates then they are considered to be elected and no postal vote need be conducted.

In the event of a tied vote each candidate will be given the opportunity to withdraw. If neither candidate withdraws a ballot of all members present will be held at the next Network general meeting/ workshop.

The Community Housing Tenant Network Chairperson, or their delegate, will check all postal votes to ensure that all votes are from current tenants of that association. Postal votes should be returned to a neutral third party like the NSW Federation of Housing Tenant Network secretariat for counting of the votes at the next meeting of the representative committee.

### **13.3 Written confirmation of representatives**

Community housing associations will be asked to provide written confirmation to the Secretariat of the representative committee of the names of their elected delegate and deputy (where one has been elected).

#### **13.4 Terms**

Committee members will be elected for a one year term but may renominate for further terms if they so wish.

In the event of a member resigning or moving out of community housing before his or her term has expired, the respective association will elect an alternate representative for the remainder of the term. In the event of a representative not being able to fulfil their duties over the period of three general meetings the representative will be replaced by the deputy from that organisation until the next election. If there is no deputy delegate for that association a new election will be held for that association using the processes described in 13.1 or 13.2.

### **14 The officers of the representative committee**

The representative committee will elect the officers of the committee at the earliest possible opportunity after the AGM.

#### **Roles and responsibilities**

All representative committee members are expected to have the following qualities:

- A commitment to tenant participation and community development
- A willingness to attend committee meetings, workshops and training events
- To make a positive contribution in meetings
- To promote the work of the network and further its aims
- To work to be accountable and representative to the tenants of your association
- To be committed to equal opportunities
- To actively participate in subcommittees

(1) The election of office bearers will take place at the first representative committee meeting after the Annual General Meeting

(a) the office bearers will be elected by the representatives from each housing association.

(2) If insufficient nominations are received to fill all vacancies on the committee, the candidates who stand for election are taken to be elected.

(3) If insufficient further candidates are received, any vacant positions remaining on the committee are taken to be casual vacancies.

(4) If the number of candidates who put themselves forward for election received is equal to the number of vacancies to be filled, the candidates are taken to be elected.

(5) If the number of candidates received exceeds the number of vacancies to be filled, a ballot is to be held.

### **15 Chair and vice-Chair**

The duties and responsibilities of the Chair are:

- (1). Conducting a meeting
  - to keep order
  - to follow the Agenda
  - to enable all to have their say
  - to know how to bring conversation back to business rather than chit chat
  - to have a sense of "justice & fair play"
  - to see that decisions are made
  - to have responsibility for decisions
- (2). The Chair needs to be in touch with the whole project, to be aware of all that is happening and to have a non biased approach.
- (3). The Chair needs to have a knowledge of the terms of reference etc.
- (4). The Chair also has to follow up the Agenda and make sure it is able to be carried out.

#### Vice Chair: Duties & Responsibilities

- (1). Act on behalf of Chairperson if the Chairperson is absent and take on the necessary duties of the Chairperson.
- (2). Provide support and assist the Chairperson in fulfilling the duties.
- (3). Attend additional meetings as required.

### 16. Secretary

- (1) It is the duty of the secretary to keep minutes of:
  - (a) all appointments of office-bearers and members of the committee
  - (b) the names of members of the committee present at a committee meeting or a general meeting, and
  - (c) all proceedings at committee meetings and general meetings.
- (2) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (3) Notify members of all meetings to be held in the manner prescribed in the Constitution or determined by the association. Notices should specify date, time and place of meeting.
- (4) Preparation of Agenda in consultation with the Chairperson.
- (5) Make copies of minutes available to all members or whatever arrangement committee decides on.
- (6) Keep a register of all members of the Network
- (7) Organise all correspondence for the Network
- (8) Assist with booking venues for events

### 17. Treasurer

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

### 18. Casual vacancies

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- (a) dies, or
- (b) ceases to be a member of the association, or

- (c) resigns office by notice in writing given to the secretary, or
- (d) is removed from office under rule 19, or
- (e) becomes a mentally incapacitated person, or
- (f) is absent without providing apologies to the secretary from any two meetings in a year

## 19. Removal of a representative committee member

- (1) The Network in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the Network or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## 20. Meetings and quorum

- (1) The committee must meet at least three times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any three members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to an acceptable future date and place.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
  - (a) the president or, in the president's absence, the vice-president is to preside, or
  - (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

## 21. Delegation by committee to sub-committee

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
  - (a) this power of delegation, and

- (b) a function which is a duty imposed on the committee by law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn, as it thinks proper.
- (8) The chairperson of each subcommittee must be a current representative
- (9) Each subcommittee will provide a written report to each meeting.

## 22. Voting and decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of elected representative members of the committee or sub-committee present at the meeting.
- (2) Each elected representative member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 20(5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

## Part 4 – General meetings

### 23. Annual general meetings – holding of

- (1) With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year convene an annual general meeting of its members.
- (2) The association must hold its first annual general meeting:
  - (a) within the period of 18 months after its adoption of the constitution
  - (b) within the period of 6 months after the expiration of the first financial year of the Network.

### 24. Annual general meetings – calling of and business at

- (1) The annual general meeting of the association is to be convened on such date and at such place and time as the representative committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,

- (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
- (c) to endorse the representatives elected to the representative committee under clause 13.1 or 13.2,
- (3) An annual general meeting must be specified as such in the notice convening it.

## 25. Special general meetings – calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the Network.
- (2) The committee must, on the requisition in writing of at least 5 percent of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
  - (a) must state the purpose or purposes of the meeting, and
  - (b) must be signed by the members making the requisition, and
  - (c) must be lodged with the secretary, and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

## 26. Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 24(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## 27. Procedure

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
- (a) if convened on the requisition of members, is to be dissolved, and
  - (b) in any other case, is to stand adjourned to another time as specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least three) is to constitute a quorum.

## 28. Presiding member

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

## 29. Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## 30. Making of decisions

- (1) A question arising at a general meeting of the association is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by at least three members present in person or by proxy at the meeting.
- (3) If a poll is demanded at a general meeting, the poll must be taken:
- (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
  - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

## 31. Special resolution

A resolution of the association is a special resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose

the resolution as a special resolution was given in accordance with these rules, or

### **32. Voting**

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than five proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

### **33. Appointment of proxies**

- (1) Each member is to be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy is to be in the form set out in Appendix 4 to these rules.

## **Part 5 – Miscellaneous**

### **34. Insurance**

The association may effect and maintain insurance.

### **35. Funds – source**

- (1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **36. Funds – management**

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the aims of the Network in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the committee or employees of the association, being members or employees authorised to do so by the committee.

### **37. Alteration of objects and rules**

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

### **39. Custody of books**

Except as otherwise provided by these rules, the public officer must keep in his or her

custody or under his or her control all records, books and other documents relating to the association.

#### 40. Service of notices

(1) For the purpose of this constitution, a notice may be served on or given to a person:

- (a) by delivering it to the person personally, or
- (b) by sending it by pre-paid post to the address of the person, or
- (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.

(2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:

- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
- (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

## Appendix 1

# Community Housing Tenant Network Membership application

Would you like to join the tenant network?

Yes

No

Joining the Tenant Network means that you support our aims and agree to abide by our Constitution. Membership is open to all community housing association tenants in NSW.

**Name:**

**Address:**

**Contact number / email address:**

**Who is your landlord?**

Privacy consent: I consent to the NSW Community Housing Tenant Network using the information I provide to develop the tenant network. This will involve receiving information and correspondence through the Network. My personal details will be kept secure and only used to promote the aims of the Tenant Network.

**Signed:**

**Date:**

**THANK YOU FOR JOINING THE TENANT NETWORK**

Please post this to NSW FHA, Suite 301, 64-76 Kippax Street Surry Hills  
NSW 2010

Fax to 9281 7603 or email [adamwest@communityhousing.org.au](mailto:adamwest@communityhousing.org.au) or  
phone 9281 7144 ext 211 for further information

## Appendix 2

# Community Housing Tenant Network Associate Membership application

Would you like to join the tenant network as an associate member?

Yes

No

Associate membership is open to any person who is not a community housing association tenant in NSW but supports our aims and agrees to abide by our Constitution.

**Name:**

**Address:**

**Contact number / email address:**

**Who is your landlord / organisation?**

Privacy consent: I consent to the NSW Community Housing Tenant Network using the information I provide to develop the tenant network. This will involve receiving information and correspondence through the Network. My personal details will be kept secure and only used to promote the aims of the Tenant Network.

**Signed:**

**Date:**

**THANK YOU FOR JOINING THE TENANT NETWORK**

Please post this to NSW FHA, Suite 301, 64-76 Kippax Street Surry Hills  
NSW 2010

Fax to 9281 7603 or email [adamwest@communityhousing.org.au](mailto:adamwest@communityhousing.org.au) or  
phone 9281 7144 ext 211 for further information

## Appendix 3 – absentee ballot form

I, .....  
(full name)

of .....  
(address)

being a tenant of..... hereby vote for  
(name of your housing association)

.....  
(full name of candidate)

of .....  
(address)

being a member of the Network, for the position of representative from my community housing association to the Community Housing Tenant Network at the election meeting to be held on the.....day of ..... and at any adjournment of that meeting.  
(month and year)

.....  
Signature of member voting

Date:

Note:

Absentee ballot forms must be lodged by the individual voting with the Chair of the Network via post c/o NSW FHA, Suite 301, 64-76 Kippax Street, Surry Hills NSW 2010, via email to [adamwest@communityhousing.org.au](mailto:adamwest@communityhousing.org.au) or via fax to 9281 7603 at least 24 hours before the vote.

# Appendix 4

## FORM OF APPOINTMENT OF PROXY

I, .....  
(full name)

of .....  
(address)

being a member of the NSW Community Housing Tenant Network hereby appoint

.....  
(full name of proxy)

of .....  
(address)

being a member of the Network, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or special general meeting, as the case may be) to be held on the.....day of ..... and at any adjournment of that meeting.  
(month and year)

\* My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

\* to be inserted if desired.

.....  
Signature of member appointing proxy

Date:

NOTE: A proxy vote may not be given to a person who is not a member of the Network

Proxy votes must be lodged with the Chair of the Network at least 24 hours before the vote.