Corporations Act

Company Limited by Guarantee

BY-LAWS

OF THE REAL ESTATE INSTITUTE OF QUEENSLAND LTD

ABN 49 009 661 287

Effective: 25September 2026

Part 1 Interpretation 1
1 Inconsistency between By-laws and Constitution 1
2 Definitions 1
Part 2 Standards of Business Practice – Best Practice Guidelines 2
3 Best Practice Guidelines 2
Part 3 Membership 2
4 Classes of Membership 2
5 Life 2
6 Fellow 3
7 Practising 3
8 Associate 4
9 Affiliate 4
10 Graduate 4
11 Accredited Agency 4
12 Inter-Dependent Membership 5
13 Suspension of Benefits of Membership 5
Part 4 Fees and Subscriptions 6
14 Fees 6
Part 5 Election Procedures for Member Directors 6
15 Returning Officer 6
16 Roll of Electors 6
17 Certification 6
18 Notice of Election 6
19 Nomination 6
20 Nominations Match Vacancies 9
21 Vacancy 9
22 Closing of Poll 9
23 Voting Papers 9
24 Method of Voting 10
25 Marking of Voters on List 10
26 Scrutineers 10
27 Scrutiny of Votes and Declaration 10
28 Informal Votes 11
29 Casting Vote 11
30 Direct voting 12
31 Receipt, counting and withdrawal of direct votes 12

32 Disposal of Voting Papers....13
33 Disclosure of Election Results....13
34 Publication of Names of Successful Candidates....13
Part 6 Zone By-laws....13
35 Register....13
36 Zone Chair....14
37 Appointment of Zone Chair....14
38 Vacancy....14
39 Meetings of Zone....14
Part 7 Chapters....14
40 Functions....14
41 Chapter Committee....15
42 Chapter Executive Officer....15
Schedule 1....16

Part 1 Interpretation

1 Inconsistency between By-laws and Constitution

To the extent of any inconsistency between the provisions of these By-laws and the provisions of the Constitution, the Constitution prevails.

2 Definitions

For the purposes of these By-laws, the following words and expressions have the meanings given below (whether capitalized or not when used in these By-laws, unless the contrary intention appears):

(a) **Act** means the *Property Occupations Act 2014* (Qld) as amended.

(b) **Affected by bankruptcy action**, in relation to an individual, means the individual:

(i) is bankrupt; or

(ii) has compounded with creditors; or

(iii) has otherwise taken, or applied to take, advantage of any law about bankruptcy.

(c) **Auctioneer** has the same meaning as provided in Section 14 of the Act.

(d) **Board** means the board of directors of the Institute as constituted from time to time.

(e) **Business Day** means any day that is not a Saturday, Sunday or 1rganiz public holiday in Queensland.

(f) **Chapter** means a special interest group approved by the Directors, established under these By- laws and formed to foster professional development of Eligible Persons and employees of accredited agencies engage in that special interest area.

(g) **Chapter Committee** means the Committee established by the Board under By-law 41.

(h) **Chief Executive Officer** means the Chief Executive Office of the Institute.

(i) **Company Secretary** means the Company Secretary of the Institute.

(j) **Constitution** means the constitution for the Real Estate Institute of Queensland Limited ABN 49 009 661 287, as amended from time to time.

(k) **Director** has the same meaning as given in the Constitution.

(l) **Eligible Person** means any one of the following;

(i) a member of a class described in By-laws 5 to 8;

(ii) a licensee who is in charge of any place of business of an Accredited Agency (refer to By-law 11).

(m) **Eligible Voter** means each member of a class described in By-laws 5 to 8.

(n) **Female Director** has the same meaning as given in the Constitution.

(o) **Female Regional Member Director** has the same meaning as given in the

Constitution.

(p) **Firm** means a corporation, partnership or sole trader engaged in real estate agency practice and which holds the appropriate licences.

(q) **in charge** has the same meaning as provided in Section 19 of the Act.

(r) **Institute** means the Real Estate Institute of Queensland Ltd ABN 49 009 661 287.

(s) **Licence** has the same meaning as provided in Schedule 2 to the Act.

(t) **Licensee** has the same meaning as provided in Schedule 2 to the Act.

(u) **Member director** has the same meaning as given in the Constitution.

(v) **Principal Licensee** has the same meaning as provided in Schedule 2 to the Act.

(w) **Real Estate Agent** has the same meaning as provided in Section 16 of the Act.

(x) **Regional Member Director** has the same meaning as given in the Constitution.

(y) **Young Director** has the same meaning as given in the Constitution.

(z) **Zone** means a regional group of Eligible Persons approved by the Directors and established under these By-laws.

(aa) **Zone Chair** means the chair of a Zone appointed in accordance with these By-laws.

Part 2 Standards of Business Practice – Best Practice Guidelines

3 Best Practice Guidelines

In accordance with rule 15 of the Constitution, the Board may publish Best Practice Guidelines for its members.

Part 3 Membership

4 Classes of Membership

(1) The Institute comprises of the memberships of Life, Fellow, Practising, Associate, Affiliate, Graduate, and Accredited Agency members, each of which are defined in in By-laws 5 to 11.

(2) No member in a class described in By-laws 5 to 11 has any right to use the intellectual property of the Institute, including, for example, any trade mark, design, patent, business or domain name, except as expressly stated in writing by the Institute. A member in a class described in By-laws 5 to 1 1 may describe himself or herself as a member of the Institute only by using the full name of the class of his or her membership.

5 Life

A Fellow who:

(a) has rendered long, outstanding and meritorious service to the Institute which, in the Board's opinion, entitles that person to the distinction; and

(b) has been appointed by the Board and announced at the general meeting.

6 Fellow

A person who:

(a) at the time of application for Fellow Membership, is a Practising member and has held for a total period of 15 years individual membership as a Practising Member, Associate Member and/or was a previously nominated responsible officer of an Accredited Agency (refer to By-law 11) (or any combination thereof); and

(b) can satisfy the Board of their high standard of professional conduct, commitment to professional development and contribution to the real estate profession.

7 Practising

A person:

(a) actively engaged in real estate practice in Queensland who is licensed under the Act as a real estate agent, auctioneer or registered valuer or who holds the Diploma of Fellow or Associate of the Real Estate Institute of Australia; and

(b) who meets fit and proper person requirements assessed by reference to the following matters:

(i) the applicant's character, competence and experience relative to the duties of the real estate profession, including whether the person possesses the necessary skills, knowledge, expertise, diligence and soundness of judgement, has demonstrated the appropriate competence and integrity in fulfilling occupational, managerial or professional responsibilities previously and/or in the conduct of his or her current duties (if applicable);

(ii) whether the applicant has demonstrated a lack of willingness to comply with legal obligations, regulatory requirements or professional standards, or been obstructive, misleading or untruthful in dealing with regulatory bodies or a court:

(iii) whether the applicant has breached a fiduciary obligation;

(iv) whether the applicant has perpetrated or participated in negligent, deceitful, or otherwise discreditable business or professional practices;

(v) whether the applicant has been reprimanded, or disqualified, or removed, by a professional or regulatory body in relation to matters relating to the person's honesty, integrity or business conduct;

(vi) whether the applicant has seriously or persistently failed to manage personal debts or financial affairs satisfactorily in circumstances where such failure has been occasioned in part by deficiencies in that management;

(vii) whether the applicant is of bad repute in any business or financial community or any market;

(viii) whether the applicant has been the subject of civil or criminal proceedings or enforcement action, in relation to the management of an entity, or commercial or professional activities, which were determined adversely (including by the person consenting to an order or direction, or giving an undertaking, not to engage in unlawful or improper conduct) and which reflected adversely on that person's competence, diligence, judgement, honesty or integrity.

8 Associate

A person actively engaged in full time real estate practice as a real estate salesperson or property manager.

9 Affiliate

(1) A person who is not eligible for membership in any other classification and who:

(a) is actively engaged in real estate agency practice;

(b) has been a member but has ceased to be actively engaged in real estate agency practice;

(i) an 4 rganization, that is involved in Government or any government instrumentality whether local, state or federal;

(ii) an insurance company;

(iii) a financial institution;

(iv) a firm whose business activities include a department associated with the sale, care, management or valuation of real estate or training of real estate practitioners; or

(v) is engaged in business practice in a calling or profession associated with real estate.

(2) An 4rganization must at all times nominate a suitably qualified representative.

(3) An Affiliate member or nominated representative may attend but is not entitled to vote at any election or meeting of the Institute, Zone or Chapter.

10 Graduate

(1) A person who has successfully completed a course of study with a state or national accreditation for a real estate registration or licensing outcome.

(2) This person has a Statement of Attainment, dated no later than two (2) years from the date it was issued.

(3) A person who has not previously held a membership with the Institute.

(4) A Graduate member may attend but is not entitled to vote at any election or meeting of the Institute, Zone or Chapter.

11 Accredited Agency

(1) A corporation, partnership or sole trader engaged in real estate agency practice and which holds the appropriate licences ("Firm") may apply for each separate place of business to be

designated as an Accredited Agency provided that:

(a) at least one licensed principal of the Firm is admitted as a Practising Member or Fellow; and

(b) the person in charge at each separate place of business is admitted as an Associate, Practising Member or Fellow; and

(c) the membership of no other director, partner or principal of the Firm has been terminated by the Institute or is currently suspended.

(2) A Firm may be admitted as an Accredited Agency provided that:

(a) the Firm has at all times advised the Institute of each place of business owned by the Firm which is operated under the authority of the Firm's licence;

(b) the Firm complies with the Constitution and By-laws;

(c) the Firm meets any other requirements prescribed from time to time by the Board; and

(d) the Firm provides to the Chief Executive Officer when required, evidence of professional indemnity cover for such amount as specified by the Board from time to time, and a written undertaking in a form approved by the Board to maintain the professional indemnity cover as long as the Firm remains an Accredited Agency.

(3) An Accredited Agency may exercise all those benefits approved from time to time by the Board, including (by way of example):

(a) a revocable licence to use the Institute's intellectual property; the right to access the Institute's services nominated by the Board; and

(b) the right, subject to the requirements imposed by the Board, to describe each of the places of

business nominated as an "REIQ Accredited Agency".

(4) An Accredited Agency member may attend but is not entitled to vote at any election or meeting of the Institute, Zone or Chapter.

(5) If a Firm or entity ceases to be an Accredited Agency for any reason, any licence to use intellectual property conferred under By-law 4 is automatically revoked and the Firm or entity must immediately cease to:

(a) use any of the Institute's intellectual property; and

(b) describe any of its places of business as an "REIQ Accredited Agency".

12 Inter-Dependent Membership

Unless the Board determines otherwise, where the membership of a principal of a Firm is suspended, the Board must also suspend for the period of suspension any Accredited Agency of the suspended member.

13 Suspension of Benefits of Membership

(1) During any period of suspension of membership or on termination, the member or former member must not:

(a) display any emblem, certificate or other device denoting membership of the Institute; or

(b) make any statement or claim to be holding membership of the Institute.

(2) Any member who enters into business arrangements with a non-member is not entitled to provide any of the benefits of membership to the non-member.

Part 4 Fees and Subscriptions

14 Fees

(1) Fees and subscriptions for membership are set out in Schedule 1 to these By-laws.

(2) All fees must be paid on request by the Chief Executive Officer.

Part 5 Election Procedures for Member Directors

15 Returning Officer

The Company Secretary is the returning officer.

16 Roll of Electors

For every election the Company Secretary must prepare a roll of voters consisting of names of all Eligible Voters arranged alphabetically. The roll must be prepared based on members enrolled at the date of publication of the notice of election as provided in By-law 18.

17 Certification

The roll of electors certified by the Company Secretary must be used at the election of member directors, regional member directors, female regional member directors, female directors and young directors and is conclusive evidence of the members entitled to vote at the election.

18 Notice of Election

(1) The Company Secretary must give notice to members of a class described in By-laws 5 to 8 of the intention to hold an election of member directors, regional member directors, female regional member directors, female directors and young directors (as relevant in accordance with the requirements of the Constitution). The notice must be sent with a nomination paper to each individual eligible to vote.

(2) The election notice must include:

(a) the last day for the receipt of nominations which is to be between **14 Business Days** and **28 Business Days** after the date of the election notice; and

(b) the address where the Company Secretary will be during office hours on the last day for the receipt of nominations.

19 Nomination

(1) Subject to By-law 19(6), to be eligible as a candidate for election as a member director, an individual must be a member of a class described in By-laws 5 to 8.

(2) Subject to By-law 19(6), to be eligible as a candidate for election as a regional member director, an individual must:

(a) be a member a member of a class described in By-laws 5 to 8; and

(b) at the date of:

(i) nomination for election as a regional member director; and

(ii) at the date of the relevant general meeting at which the individual's appointment is being considered as a regional member director,

must satisfy the criteria set out in the Constitution from time to time applying to regional member directors.

(3) Subject to By-law 19(6), to be eligible as a candidate for election as a female director, an individual must:

(a) be a member a member of a class described in By-laws 5 to 8; and

(b) at the date of:

(i) nomination for election as a female director; and

(ii) at the date of the relevant general meeting at which the individual's appointment is being considered as a female director,

must satisfy the criteria set out in the Constitution from time to time applying to female directors.

(4) Subject to By-law 19(6), to be eligible as a candidate for election as a female regional member director, an individual must:

(a) be a member a member of a class described in By-laws 5 to 8; and

(b) at the date of:

(i) nomination for election as a female regional member director; and

(ii) at the date of the relevant general meeting at which the individual's appointment is being considered as a female regional member director,

must satisfy the criteria set out in the Constitution from time to time applying to female regional member directors.

(5) Subject to By-law 19(6), to be eligible as a candidate for election as a young director, an individual must:

(a) be a member a member of a class described in By-laws 5 to 8; and

(b) at the date of:

(i) nomination for election as a young director; and

(ii) at the date of the relevant general meeting at which the individual's appointment is being considered as a young director,

must satisfy the criteria set out in the Constitution from time to time applying to young directors.

(6) The election of member directors and the election of female directors, female regional member directors, young directors and regional member directors are to be conducted as a single election process.

(7) A nomination paper signed by the nominee must:

(a) specify whether the individual nominee satisfies the respective eligibility criteria for a member director, female director, female regional member director, young director or regional member director;

(b) include a declaration by the nominee that they satisfy the respective eligibility criteria for a member director, female director, young director or a regional member director (or more than one category of member director, as the case may be);

(c) nominate the type of director (being one only of the following type: member director, female director, female regional member director, young director or regional member director) that the nominee wishes to stand for election (on the basis that no nominee may seek to stand for election as more than one type of director in connection with the same election). If a nominee fails to nominate the type of director that the nominee wishes to stand for election, or nominates for more than one type of director, that nominee shall be deemed to have nominated to stand for election as a member director;

(d) be received by the Company Secretary within the time and at the address shown in the election notice; and

(e) contain such other information as determined by the Board from time to time.

(8) A nomination paper may be accompanied by:

(a) a short curriculum vitae for the nominee; and

(b) the nominee's answers and/or submissions in relation to such other content or questions that the Board may deem relevant from time to time.

(c) With the Board's approval this material may be sent to the Eligible Voters by the Company Secretary with the election notice.

(9) A candidate's promotion for election to the Board must:

(a) be limited to self-promotion only;

(b) not contain any negative or derogatory statements about other candidates or past directors of the Institute;

(c) not contain statements which may be considered to be defamatory; and

(d) not be of a character that will bring or, may potentially bring, the reputation of the Institute or the real estate profession into disrepute

20 Nominations Match Vacancies

After the date for nominations, if:

(a) the number of candidates for election as member directors equals or is less than the number of individuals to be elected as member directors; or

(b) the number of candidates for election as regional member directors equals or is less than the number of individuals to be elected as regional member directors, or

(c) the number of candidates for election as female directors equals or is less than the number of individuals to be elected as female directors; or

(d) the number of candidates for election as female regional member directors equals or is less than the number of individuals to be elected as female regional member directors; or

(e) the number of candidates for election as young directors equals or is less than the number of individuals to be elected as young directors,

those individuals must be declared elected (as member directors, regional member directors, female directors, female regional member directors or young directors, as appropriate) at the next annual general meeting.

21 Vacancy

At the conclusion of an election, if there is a vacancy in the office of a director because of a lack of nominations or the death or ineligibility of a candidate, that vacancy must be filled as a casual vacancy according to the Constitution.

22 Closing of Poll

If after the due date for nominations to be received by the Institute, the number of candidates for the office of member director, regional member director, female director, female regional member director or young director exceeds the number of open vacancies for that type of director, a poll is required for that type of director and the Company Secretary must appoint the date and time on which the poll will close, which must be between 14 days and 28 days from the date for the close of nominations. The Board may, at its absolute discretion, change the appointed date and time.

23 Voting Papers

(1) If a poll is required, the Company Secretary must provide voting papers to all Eligible Voters entitled to vote. Each voting paper must be in the form decided by the Board and must contain the names, as a single list per type of director of which there are open board positions (i.e. by member director, regional member director, female director, female regional member directors and young director) in alphabetical order of all candidates for election who nominated to stand for election as that type of director.

(1) The Company Secretary must keep a certified list of those Eligible Voters who have been sent voting papers.

(2) Each voting paper must be accompanied by a declaration of eligibility to vote, to be signed/acknowledged by the voter.

24 Method of Voting

(2) To vote, an eligible voter must mark the voting paper by placing one cross in each list by director type specified in the voting paper (which shall correspond to the number of open board positions) in squares opposite the name of the candidate in that list who the eligible voter wishes to vote in favour of.

(3) Once the eligible voter has cast his or her vote in accordance with By-law 24(2), the eligible voter must then sign the declaration of eligibility to vote and return the voting paper and declaration to the Company Secretary. If an eligible member is voting via a paper ballot, in the envelope provided (or by the appropriate method of return or lodgment associated with the prescribed form of voting, which may include direct voting in accordance with By- law 30).

25 Marking of Voters on List

On examination of each declaration of eligibility to vote the Company Secretary must make a check mark against the name of the voter on the list of Eligible Voters.

26 Scrutineers

The Board must appoint not less than 2 individuals who are Eligible Voters (excluding a candidate for election) as scrutineers. The Board may at its discretion also appoint the Company's auditor to audit the counting of votes. The scrutineers must be present at the time and place appointed for examination of voting papers.

27 Scrutiny of Votes and Declaration

(1) At the time and place nominated, the Company Secretary must examine and count the votes received in favour of each candidate. The Company Secretary and the scrutineers present at the examination of votes must sign and date a statement containing the number of votes cast for each candidate.

(2) The determination of which of the candidates will be successful in being elected to fill open board positions will be determined as follows:

(a) If any of the open board positions are young director positions, the candidate satisfying the eligibility criteria for election as a young director and who nominated to stand for election as a young director with the most votes cast on the election of the open young member director position is deemed to have been successfully elected as the young director up to the number of young directors required by the Constitution.

(b) If any of the open board positions are female director positions, the candidate(s) satisfying the eligibility criteria for election as a female director and who nominated to stand for election as a female director with the most votes cast on the election of the open female director position(s) are deemed to have been successfully elected as female directors up to the number of female member directors required by the Constitution.

(c) If any of the open board positions are female regional member director positions, the candidate(s) satisfying the eligibility criteria for election as a female regional member director and who nominated to stand for election as a female regional member director with the most votes cast on the election of the open female regional member director position(s) are deemed to have been successfully elected as female regional member directors up to the number of female regional member directors required by the

Constitution.

(d) If any of the open board positions are regional member director positions, the candidate(s) satisfying the eligibility criteria for election as a regional member director and who nominated to stand for election as a regional member director with the most votes cast on the election of the open regional member director position(s) are deemed to have been successfully elected as regional member directors up to the number of regional member directors required by the Constitution.

(e) If any of the open board positions are member director positions, the candidate(s) satisfying the eligibility criteria for election as a member director and who nominated (or were deemed to have nominated) to stand for election as a member director with the most votes cast on the election of the member director position(s) are deemed to have been successfully elected as member directors up to the number of member directors required by the Constitution.

(3) When signing the statement of votes cast, the Company Secretary must declare the names of the candidates elected as member directors and the candidates elected as regional member directors, young directors, female regional member directors and female directors.

28 Informal Votes

At the examination of votes, a voting paper must be rejected if:

(a) it is manifestly irregular;

(b) it contains a greater number of marks in squares opposite the names of candidates than the number of candidates to be elected; or

(c) it is so imperfectly completed that the intention of the voter cannot be determined.

29 Casting Vote

(1) *Regional member directors, young directors, female regional member directors and female directors*

If when determining which candidates are to be elected as regional member directors in accordance with By-law 27(2)(d), young director in accordance with By-law 27(2)(a), a female regional member director in accordance with By-law 27(2)(c) or a female director in accordance with By-law 27(2)(b), there is an equal number of votes cast in respect of more eligible candidates than the number of directors required for that director type (as stated in the Constitution), the Board will vote to decide which of the tied candidates will be elected to the required director position(s), in accordance with the Constitution. The candidates selected through this process will be deemed elected as regional member director, young director female regional member director, or female director, as relevant.

(2) *Member directors*

If, when determining which candidates are to be elected as member directors in accordance with By- law 27(2)(e), there is an equal number of votes cast in respect of one or more of the positions to be filled, the Board will vote to decide which of the tied candidates will be elected. The candidate selected through this process will be deemed elected as a member director.

30 Direct voting

(1) A 'direct vote' in this By-law 30 includes a vote delivered to the Institute by:

(a) post;

(b) fax;

(c) e-mail;

(d) interaction by a member with an authenticated internet web-link provided by the Institute for the purposes of administering and facilitating a meeting of members; or

(e) any other electronic means approved by the Board.

(2) The Board may determine that members may cast their votes in an election of member directors and regional member directors, young directors, female regional member directors or female directors called under these By-laws by direct vote.

(3) If the Board decides that votes may be cast by direct vote, the Board may specify the regulations, rules and procedures it considers appropriate (in its absolute discretion) for the casting of direct votes, including specifying the form, method and timing of giving a direct vote at a meeting in order for the vote to be considered valid.

31 Receipt, counting and withdrawal of direct votes

(1) Provided that the method of direct voting has been prescribed or otherwise approved by the Board for a given election, receipt of a direct vote from a member will constitute:

(a) that member's vote towards the election of the member specified on that direct vote to be elected as member director, regional member director, female regional member director, female director or young director; and

(b) a valid vote to be considered in the counting of all votes and determination of the successful nominees of an election notwithstanding the general voting requirements prescribed in By- laws 23 to 27 have not been complied with.

(2) The Board may determine in their absolute discretion whether a direct vote cast by a member satisfies the requirements of a means of direct voting prescribed by the Board in respect of the election for which the vote is cast.

(3) A direct vote received by the Institute may be withdrawn by a member by written notice received by the Institute provided that the notice of withdrawal is received prior to the time designated for the closing of the poll under By-law 22.

(4) In addition to a withdrawal made under By-law 31(3), a direct vote is deemed to be

automatically withdrawn where the Institute:

(a) receives from the same member a voting paper that has been validly completed; or

(b) receives from the same member a further direct vote or direct votes (in such event, the most recently received direct vote is, subject to this clause, counted in lieu of the prior direct vote).

(5) A direct vote withdrawn under this By-law is not to be counted towards the determination of an election.

32 Disposal of Voting Papers

(1) Immediately after declaring the result of the election the Company Secretary must place all voting papers and the list of voters in a packet and endorse on the packet details of the contents and the date of declaring the result. The Company Secretary must retain the packet and its contents for 1 calendar month after the date of declaring the result and must then destroy it.

(2) If any question arises concerning the votes cast at an election before the destruction of the voting papers the contents of the packet maintained by the Company Secretary may be received in evidence in any court with jurisdiction to determine the question as proof of the votes.

33 Disclosure of Election Results

(1) The results of the election will not be published to all Members of the Institute.

(2) If requested by a Nominee, the Company Secretary will provide that Nominee his/her individual result after the publication of the names of the successful candidates.

34 Publication of Names of Successful Candidates

The names of the persons elected as member directors, regional member directors, female regional member directors, female directors and young directors (notwithstanding that it not be necessary for the publication to specify whether the persons have been elected as a member director, regional member director, female regional member director, female director or young director) must be published promptly in:

(a) any journal or newsletter published by the Institute; or

(b) any newspaper decided by the Company Secretary.

Part 6 Zone By-laws

35 Register

The Chief Executive Officer must maintain a register of all members, of a class described in By-laws 5 to 11 within each Zone containing current information for each of those individuals as directed by the Board and including the individ'al's:

(a) name;

(b) registered trading office address;

(c) classification of membership or status (as the case requires); and

(d) address for notices.

36 Zone Chair

(1) The Zone Chair must not be a Director of the Institute.

(2) Only Eligible Voters of a Zone are eligible for nomination to the position of Zone Chair.

37 Appointment of Zone Chair

(1) Within 1 calendar month after the annual general meeting of the Institute the Company Secretary must invite nominations from eligible candidates for the position of Zone Chair.

(2) Each Zone Chair is appointed by the Board for that purpose for a term of two years commencing at a time determined by the Board. Such appointment is to be made within 2 calendar months from the closing of nominations.

(3) Each nomination must be signed by the candidate.

(4) If no nominations are received from eligible candidates for the position of Zone Chair the Board may appoint an individual who would have been an eligible candidate to the position of Zone Chair until the next election.

(5) A Zone Chair's appointment is strictly subject to the Zone Chair's compliance with the Board's directions as varied from time to time.

38 Vacancy

(1) A Zone Chair may resign from their appointment by giving the Institute notice in writing.

(2) A Zone Chair ceases to be a Zone Chair where:

(a) the Zone Chair ceases to be a member of the Institute or has their membership suspended; or

(b) becomes of unsound mind or a person whose property is liable to be dealt with under a law relating to mental health.

(3) A Zone Chair's appointment may be terminated by the Board in writing where:

(a) the Zone Chair fails to comply with the Board's directions; or

(b) the Zone Chair behaves in a manner the Board determines to be inappropriate or detrimental to the reputation of the Institute.

(4) Where a Zone Chair vacancy arises due to any of the matters described in By-Laws 38(1) to 38(3)3, the Board may appoint an individual who would have been an eligible candidate to the position of Zone Chair until the next election.

39 Meetings of Zone

The convening of Zone meetings and the control and conduct of those meetings is subject to the control of the Board.

Part 7 Chapters

40 Functions

(1) Each Chapter is established to improve and elevate the knowledge and status of:

(a) members of a class described in By-laws 5 to12; and

(b) employees of Accredited Agencies, in the specialist area of that Chapter.

(2) The specialist areas include:

(a) auctioneering;

(b) business brokerage;

(c) buyer agency;

(d) commercial and industrial sales, leasing and consultancy;

(e) property management; and

(f) residential sales

41 Chapter Committee

(1) Each Chapter is administered by a committee appointed by the Board for that purpose for a term of two years commencing at a time determined by the Board.

(2) Only Eligible Voters are eligible for nomination to the Chapter Committee.

(3) The Chapter Committee established under By-law 41(1) must comprise:

(a) a chair elected by the committee members; and

(b) not more than 7 other committee members unless otherwise increased by the Board.

(4) A Director may not be appointed to a Chapter Committee.

(5) The chair of a Chapter Committee must not be a member of the Board, a Zone Chair or chair of any other Chapter Committee.

(6) The Chapter Committee is responsible for the management of the Chapter subject to its terms of reference as determined by the Board from time to time.

(7) A member of a Chapter Committee ceases to be a member of that committee if the member:

(a) resigns and that resignation is accepted by the Chair of the Chapter Committee;

(b) ceases to be eligible for membership of the Chapter Committee.

42 Chapter Executive Officer

(1) The Chief Executive Officer must appoint a person to act as Chapter executive officer for each Chapter.

(2) Each Chapter executive officer acts at the direction of the Chief Executive Officer.

(3) Each Chapter executive officer must:

(a) maintain records of the Chapter;

(b) convene meetings of the Chapter committee in accordance with these By-laws;

(c) prepare reports on all proceedings of the Chapter committee, when applicable; and

(d) subject to these By-laws, carry out the duties required by the Chapter committee.

Schedule 1

Fees

Annual Fees and Subscriptions (inclusive of Goods and Services Tax) as at January 2027

INDIVIDUAL	
Life	Nil
Fellow	$336.00
Practising	$336.00
Associate	$336.00
Affiliate - Individual	$279.00
Affiliate - Corporate	$420.00
Graduate	$99 (Nil for REIQ Students)

Annual Fees and Subscriptions (inclusive of Goods and Services Tax) as at January 2026

ACCREDITED AGENCY (inclusive of Principal's Individual Membership)	
Micro – up to 2 users	$1,384.00
Small – 3 to 5 users	$1,733.00
Medium – 6 to 15 users	$2,153.00
Large – 16 – 30 users	$2,711.00
Extra Large	
• Category A – 31 to 39 users	$2,780.00
• Category B – 40 to 59 users	$2,921.00
• Category C – 60+ users	Price on Application
Branch Office	$979.00