

***Fellow of the Canadian Condominium Institute***

**AWARDS**

In recognition of their meritorious service to the condominium industry or to the Canadian Condominium Institute, we the undersigned hereby nominate:

\_\_\_\_\_ of the \_\_\_\_\_ chapter

**of CCI as a Fellow of the Canadian Condominium Institute.**

*(Please print the nominee's name as you wish it to appear on the Award Certificate)*

To be signed by three (3) members in good standing of CCI:

Name	Address	CCI-Chapter
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

**NOMINEE'S BACKGROUND**

(attach additional sheets as needed)

Title of Present Position: \_\_\_\_\_

Company or Institution: \_\_\_\_\_

Address: \_\_\_\_\_

ACCI Designation in what Profession?: \_\_\_\_\_ Date ACCI accredited: \_\_\_\_\_

CCI HISTORY: \_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

QUALIFICATIONS: see Section 19-21 of CCI National's By-laws.

Section 20: Fellows shall be professional members (ACCI holders) in good standing and shall be obliged to maintain their professional standing within the corporation in accordance with its requirements.

FOR CCI OFFICE USE ONLY:	Date forwarded to Chapter: _____
Comments of the Chapter (if not nominated by the Chapter): _____	
Date forwarded to CCI National Membership Committee: _____	Recommendation of Membership Committee: _____
Decision of National Executive Board: _____	Date: _____ Date applicant informed: _____

# ADMISSION TO FELLOWSHIP CANADIAN CONDOMINIUM INSTITUTE ("FCCI")

## NOMINATION GUIDELINES

In accordance with our by-laws, the National Board of Directors of CCI may elevate a current or former professional associate to the status of "Fellow" of the Canadian Condominium Institute. Fellowship was created to recognize and honour associates whose meritorious service to the Institute or to the condominium community best exemplifies the standards that we expect of our professional members.

In making your nomination, we urge you to keep in mind the purpose of the FCCI. Many associates will be deserving of recognition for their efforts but the FCCI is reserved for those who have demonstrated not only excellence in their chosen professions but who have also clearly demonstrated their support, promotion and participation with CCI or, alternatively, have had an extraordinarily positive impact on the condominium community. It is important, therefore, that nominees truly meet the very high standard we have set in order to keep this award meaningful. Please remember that it is not necessary to nominate someone for a FCCI from your chapter every year.

### Qualifications:

1. The nominee must be a current or former Professional Associate, (an A.C.C.I. holder) of CCI.
2. Nominees must have distinguished themselves by:
  - a) their active participation in CCI as a volunteer at either the chapter or national level;
  - b) their outstanding service to the condominium community at a local, provincial or national level;
  - c) their promotion of CCI and its Mission Statement; or
  - d) a singular achievement that has a significant and beneficial impact on CCI or the condominium community at the national, provincial or chapter level.
3. Reasons for Nomination: Please indicate why you believe this person qualifies for the status of "Fellow" of CCI. (See the FCCI Nomination Guidelines):

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### Nomination:

1. The individual must be nominated by three, (3) members in good standing of CCI. The nominee shall NOT be advised of his or her nomination in advance.
2. The nomination form issued by the National Executive Board must be used and be fully completed, (copy attached).
3. An original copy of the nomination form is to be forwarded to the Chair of the Membership Committee. A facsimile copy is acceptable. A form by e-mail is acceptable provided the original, (signed) copy is received within the stipulated time, (see 6 below).
4. A copy of the nomination form is to be retained by, (or forwarded to) the Board of Directors of the chapter which the nominee is affiliated with.
5. **A nomination fee of \$125.00, payable to CCI, must accompany the nomination**

### form. If for some reason the nomination is rejected the fee will be returned.

6. All nomination forms must be delivered to the national office by no later than June 30th, in any given year in order that the FCCI recipients can be approved and, if applicable, be awarded their FCCI at the Annual General Meeting, ("AGM") of CCI.
7. If it appears unlikely that the recipient of the F.C.C.I. will attend the National AGM the persons nominating the individual must indicate on the nomination form under the heading of "Other Information" where and when the FCCI will be presented to the recipient by the Board of the Chapter with which the recipient is affiliated.

### Approval:

1. The Membership Committee of the National Board of Directors of CCI will review the nomination and make its recommendation to the CCI National Executive Board as to whether the nominee should or should not receive the FCCI. The Membership Committee may request that further information concerning the nominee be provided to assist it in making its recommendation.
2. The person nominated must be a member of the nominating chapter, nominations by others must be submitted to the Chapter and approved by the Chapter. The Chapter must review all nominations and the most deserving member should be nominated for the award.
3. The National Executive Board has the right and ability to present exceptions to the rules where warranted and agreed to by the Board.
4. The CCI National Executive Board of Directors of CCI will determine whether or not the FCCI shall be awarded but shall, in making its decision, take into consideration the Membership Committee's recommendations.
5. If the nomination is rejected by the National Executive Board, the Membership Committee will so notify those individuals making the nomination and the Board of Directors of the chapter with which the nominee is affiliated. There is no appeal for this decision but the individual may be nominated again during the following fiscal year of the corporation.

6. If the National Executive Board approves of the awarding of the FCCI the Membership Committee shall notify the recipient as soon as is possible, unless requested not to by the Board of the Chapter with which the recipient is affiliated, (eg. to allow the local board some opportunity to prepare for a formal presentation — this should be noted in the nomination form) and shall also notify the Board of Directors of the chapter with which the recipient is affiliated.

### Presentation:

1. The recipient of the FCCI will receive a certificate from the National Executive Board in recognition of the award and will be entitled to use the designation "FCCI".
2. The FCCI certificate will be presented to the recipient at the National AGM and/or National Awards Dinner.
3. If the recipient cannot attend the National AGM, the certificate may be presented by the chapter with which the recipient is affiliated at such time and place as that chapter's board shall determine.
4. A list of the FCCI recipients will be published in the next National Newsletter issued after the National AGM. Chapters are encouraged to publicize the awarding of the FCCI in their own newsletters and in the local press.

### Limitations:

1. Only one individual may be nominated for a FCCI from each chapter, together with one from the National Executive Board of CCI in each fiscal year.

### Information:

1. Chapters shall maintain a list of FCCI recipients and provide a copy to National in their year end report.
2. For further information concerning the FCCI please contact your local Chapter or the Chair of the National Membership Committee.

*Send nomination form to:*  
Chair, Membership Committee  
c/o Canadian Condominium Institute  
National Office  
2800 14th Avenue, Suite 210  
Markham, Ontario L3R 0E4  
(416) 491-6216 Fax: (416) 491-1670