

AIRAH BY-LAWS

JANUARY 2026 · VERSION 3.0

POLICY DOCUMENT



AIRAH BY-LAWS

Origin	2021
Update	January 2026
Version	3.0

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1. Consistency with the Constitution

These By-laws must be read in conjunction with the AIRAH Constitution. Any expressions, words or phrases defined in the By-Laws shall, as permitted, have the same meaning in the Constitution. In the event of any inconsistency between the provisions of the Constitution and these By-laws, the provisions of the Constitution will prevail.

2. Interpretations

"Act" means the Corporations Act 2001 (Commonwealth).

"AIRAH" means "The Australian Institute of Refrigeration, Air Conditioning and Heating Incorporated".

"Associate Director" means a Voting Member who is elected to the position of Associate Director by the AIRAH members in a Division or by the AIRAH members in a Specialist Technical Group; where such position is not a statutory position as recognised in the Corporation Act.

"AIRAH Convention" means a meeting of the National Reference Group, held each calendar year at a time and place to be nominated by the Board for the purpose of electing the Directors of the Board.

"AIRAH member" means a person or entity who is a member, a student member, an associate member, an affiliate member, a fellow, a life member, an honorary member, a company member, or falls within another category of membership included within the By-laws.

"By-laws" means the by-laws determined by the Board, which provide the governance structures and guiding principles, rules, and regulations for AIRAH membership, organisation, and professional engineer accreditation.

"Board" means those persons comprising the Board of Directors and Officers of AIRAH in accordance with the Constitution and By-laws, who shall form the governing body of AIRAH.

"Chief Executive Officer" means the person appointed by the Board in accordance with the Corporations Act but otherwise for such term, and upon such conditions as the Board thinks fit; to manage AIRAH under the direction of the Board and in accordance with the Constitution, the By-laws, and all policies of AIRAH.

"Company secretary" means any person appointed to perform the duties of a secretary of AIRAH.

"Degree" means a degree at bachelor level or other tertiary qualification approved by the Board.

"Director" means a person appointed to the Board to act as a Director of AIRAH in accordance with the Constitution and By-laws.

"Eligibility criteria" means all matters relevant to suitability for membership, including educational qualifications, training, and work experience.

"Industry" means the heating, ventilation, air conditioning, refrigeration, and associated building services industry.

"National Reference Group" means those persons who are Directors of the Board, and Associate Directors, and who provide representation for the membership.

"Non-voting AIRAH members" means student members, affiliate members, organisations holding company memberships, and any other category of membership excluding those categories that fall within the definition of Voting Members.

"President" means the President of AIRAH elected in accordance with the Constitution and By-laws.

"Property" means intellectual, personal, real, and leasehold property, and includes plant and machinery.

"Responsible charge of work" means a person who has the authority for making decisions in the design, construction, teaching, or the management control of people engaged in the industry.

"Special resolution" means a resolution passed by a majority of at least 75 per cent of Voting Members present in person or by proxy who are entitled to vote.

"Suspension of membership" means loss of the use of post-nominals and the right to vote, for a period as determined by the Board in accordance with the By-laws.

"Voting Member" means a member, associate member, fellow, life member, and honorary member whose membership has not been suspended.

"Written", "writing", and "in writing" includes documents kept or sent electronically.

PART 1 – MEMBERSHIP

3. AIRAH membership

3.1 Admission of members

- 3.1.1 AIRAH's national office will receive and process all applications for membership in accordance with the requirements of the By-laws.
- 3.1.2 All persons who complete the official AIRAH application, pay the required membership fee, and comply with AIRAH's Constitution and Code of Professional and Ethical Conduct; who meet the requirements as set out in the By-laws; and are active in any related aspect of the Industry, may be granted membership at the discretion of the Board.

3.2 Grade of membership

- 3.2.1 The Board must prescribe the eligibility criteria for each grade or category of membership.

3.2.2 Member

Any person who:

- a) holds a degree or a recognised equivalent in engineering or physical science from a university or technical institution approved by the Board and, after obtaining such Degree or recognised equivalent, shall have been actively engaged in the industry for not less than three (3) years, two (2) years of which shall have been in responsible charge of work, or,
- b) holds a certificate or recognised equivalent in engineering or physical science approved by the Board from a university or technical institution approved by the Board and the applicant since obtaining the certificate or recognised equivalent shall have been actively engaged in the industry for not less than eight (8) years, three (3) years of which shall have been in responsible charge of work, or
- c) has been in responsible charge of work involving technical decisions in the design, construction, or teaching of refrigeration, air conditioning, or heating, of a calibre not less than that expected for those under the above clauses for a period of five (5) years and has been actively engaged in the industry for not less than twelve (12) years,

shall be entitled to be a member with voting privileges and subscription rates as the Board may decide from time-to-time.

3.2.3 Student member

Any person, who is a bona fide full-time student at any university or tertiary institute approved by the Board, or an apprentice or trainee, as determined by the Board, shall be entitled to be a student member with privileges and subscription rates as the Board may decide from time-to-time.

3.2.4 Associate member

Any person who:

- a) holds a degree or a recognised equivalent in engineering or physical science from a university or technical institution approved by the Board, or
- b) holds an approved certificate in engineering or physical science from a university or technical institution approved by the Board, and after obtaining such approved certificate shall have been actively engaged in the industry for not less than four (4) years, or
- c) has been actively engaged in the industry for a period of not less than eight (8) years, three (3) years of which shall have been in responsible charge of work, or
- d) is in a branch of the industry in which the applicant has completed an apprenticeship approved by the Board, and after completing this apprenticeship shall have been actively engaged in the industry for not less than six (6) years,

shall be entitled to be an associate member with privileges and subscription rates as the Board may decide.

3.2.5 Affiliate member

Any person, organisation, or company who is active in any related aspect of the industry shall, at the Board's absolute discretion, be admitted as an affiliate member with privileges and subscription rates as the Board may decide from time-to-time.

3.2.6 Fellow

Any member who has held the grade of member for at least ten (10) years may be eligible for elevation to fellow with privileges and subscription rates as the Board may decide, provided in the opinion of the Board, the member satisfies the criteria for fellow grade membership established in these By-laws, and has made a substantial contribution to the industry through outstanding service in at least one of the following areas:

- a) Research and development leading to creation of new knowledge; or
- b) Technology transfer and education; or
- c) Development of the industry including promotion of its ethical standards and public image; or
- d) Development of the affairs of AIRAH.

3.2.7 Nominations for fellow membership

Applications are to be, in the first instance, evaluated by an appropriate Committee appointed by the Chief Executive and, if accepted, forwarded to the Board for ratification. The Board shall review and accept or reject all applications for fellow grade membership. The Board may limit the number of fellows of AIRAH.

3.2.8 Life member

Any member who the Board deems appropriate to recognise for outstanding and continuous

service to the industry or AIRAH and has been a member of AIRAH for a period of at least ten (10) years, and made a substantial contribution to the industry through outstanding service in at least one of the following areas:

- a) Research and development leading to creation of new knowledge;
- b) Technology transfer and education;
- c) Development of the industry including promotion of its ethical standards and public image; and
- d) Development of the affairs of AIRAH.

Life membership is at the Board's discretion.

Life members shall be exempt from membership fees. The Board may limit the number of life members of AIRAH.

3.2.9 Honorary member

Any person who is approved by the Board may be eligible for appointment as an honorary member providing that person:

- a) Has achieved scientific eminence; or
- b) Has rendered conspicuous service to the industry; or
- c) Is prominently associated with the industry.

Honorary members shall be exempt from membership fees. The Board may limit the number of Honorary members of AIRAH.

3.2.10 Company membership

The Board may at its discretion admit a corporation to be a company member. A company member will have the privileges as determined by the Board.

The Board may review the criteria of Company Membership benefits and costs from time-to-time but not less than every two (2) years.

3.3 Grading of membership

3.3.1 All members may apply to obtain or vary their grade of membership by completing an official grading request and submitting it to the national office for grading.

3.3.2 Subject to the requirements of the By-laws, the national office will review the membership record, qualifications, and work experience of the applicant and notify the member of the outcome of their grading request.

3.4 Use of membership post-nominals

3.4.1 The following post-nominals may be used by AIRAH members, exclusive to each level:

- a) Stud.AIRAH – Student member
- b) Affil.AIRAH – Affiliate member
- c) AM.AIRAH – Associate member
- d) M.AIRAH – Member
- e) F.AIRAH – Fellow

- f) L.AIRAH – Life member
- g) Hon.M.AIRAH – Honorary member

Additionally, the following post-nominal may be used by AIRAH members who have been granted accreditation under the APER scheme:

- a) ARPEng – AIRAH Registered Professional Engineer

AIRAH members who have been granted APER can present themselves as an “AIRAH Registered Professional Engineer” (ARPEng). They are permitted to use the ARPEng post-nominal. Where the registered professional desires to highlight the discipline of accreditation, an abbreviation of the Mechanical Engineer – HVAC&R Building Services discipline (Mech) shall follow the ARPEng postnominal, to display as ARPEng (Mech).

For instance, the post-nominals would display as Jane Smith, F.AIRAH, ARPEng (Mech) or John Smith, F.AIRAH, ARPEng (Mech).

3.5 Professional and ethical conduct

The Board must prescribe a Code of Professional and Ethical Conduct for members, and members must comply with them at all times.

3.6 Continuing professional development

The Board must make regulations for the continuing professional development of members.

3.7 Member discipline including termination of AIRAH membership

The Board must prescribe procedures and discipline regulations for the processing of complaints about members. The procedures shall follow as far as is possible the principles of natural justice.

The Board may terminate a membership for any of the following reasons:

- a) Failure to pay dues;
- b) Violations of the by-laws or code of conduct;
- c) Engaging in unacceptable or disruptive behaviour; or
- d) Failure to meet membership requirements.

3.8 Register of AIRAH members

On approval of an application for AIRAH Membership, AIRAH must enter the applicant’s full name and registered address in the Register of AIRAH members kept in accordance with the Act.

AIRAH must also enter in the Register of AIRAH members the dates on which an AIRAH member:

- a) Becomes an AIRAH member, and
- b) Ceases to be an AIRAH member.

4. Membership fees

Any fees, subscriptions, and other special fees may vary according to all categories of AIRAH membership.

At least annually, the Board in conjunction with the Chief Executive Officer shall review and approve any relevant fee and/or annual subscription for all categories of AIRAH membership.

5. Annual General Meeting

AIRAH must hold an Annual General Meeting every calendar year, and not later than five (5) months after AIRAH's financial year-end.

6. General meetings

6.1 Convening meetings

General meetings of the members may be conducted wholly or partially through technological means, including but not limited to video conferencing, teleconferencing, or other electronic methods, as deemed appropriate by the Board of Directors.

General meetings of Voting Members may be convened as follows:

- a) By the Board;
- b) By the Board on request of Voting Members where at least 100 Voting Members make a request in writing to the Board to hold a general meeting. Such meeting shall be held within two (2) months after the request is given to the Board.

6.2 Minutes

The Board must ensure that minutes are taken and kept for all general meetings of Voting Members and meetings of the Board, AIRAH Convention, National Reference Group, and Annual General Meeting.

6.3 Proxies

- 6.3.1 A Voting Member may appoint another Voting Member as the Voting Member's proxy to attend and vote for the Voting Member at any general meeting of AIRAH.
- 6.3.2 An appointment of a proxy is valid if it is signed by the Voting Member making the appointment and contains the following information:
 - a) The Voting Member's name and address;
 - b) The proxy's name or the name of the office in AIRAH held by the proxy;
 - c) The meetings at which the appointment may be used.
- 6.3.3 An undated appointment is taken to have been dated on the day it is given to AIRAH.
- 6.3.4 A proxy appointed to attend and vote for a Voting Member has the same rights as the member to:
 - a) Speak at the meeting;
 - b) Vote (but only to the extent allowed by the appointment);
 - c) Join in a demand for a poll.

- 6.3.5 The proxy's authority to speak and vote for a Voting Member at a meeting is suspended while the member is present at the meeting.
- 6.3.6 For an appointment of a proxy for a meeting of AIRAH's Voting Members to be valid, AIRAH must receive the proxy's appointment in writing at least 48 hours before the commencement of the meeting.
- 6.3.7 AIRAH receives an appointment authority when it is received at the registered address, a fax number at the registered address, or a place, fax, or electronic address specified for the purpose in the notice of the meeting.
- 6.3.8 Unless AIRAH has received written notice of the matter before the start or resumption of the matter at which a proxy votes, a vote cast by the proxy will be valid even if, before the matter resumes:
- a) The appointing member dies; or
 - b) The member is mentally incapacitated; or
 - c) The member revokes the appointment.

6.4 Notice of meeting

- 6.4.1 At least thirty (30) days' notice to Voting Members must be given of any general meeting of Voting Members of AIRAH.
- 6.4.2 AIRAH may give the notice of a meeting to its Voting Members:
- a) Personally;
 - b) By sending it by post to the address for the member in the Register of AIRAH members or the alternative address (if any) nominated by the member;
 - c) By sending it to the fax number or electronic address (if any) nominated by the member;
 - d) By sending it to the member by other electronic means (if any) nominated by the member;
 - e) By providing it in any publication or electronic communication channel of AIRAH.
- 6.4.3 A notice of meeting sent by post is taken to be given three (3) days after it is posted. A notice of meeting sent by fax, or other electronic means, is taken to be given on the business day after it is sent.
- 6.4.4 The accidental omission to give notice to a member, or the non-receipt of notice by a member does not invalidate the matter of which notice was given.
- 6.4.5 The notice of meeting must:
- a) Set out the place, date, and time for the meeting (and, if the meeting is to be held in two or more places, the technology that will be used to facilitate this); and
 - b) State the business of the meeting; and
 - c) State the member has the right to appoint a proxy; and
 - d) State that the business of the meeting will be restricted to those items of which due notice has been given.

6.5 Chair at general meetings

- 6.5.1 The President or in the absence of the President, another Director elected at the meeting by the Directors will be entitled to take the chair at the general meeting.
- 6.5.2 The President may appoint a Chairperson who is a Voting Member for any general meeting.
- 6.5.3 If at any general meeting no person entitled to take the chair is present within fifteen (15) minutes after the appointed meeting time, or if all those who are present and entitled, decline to take the chair, then the Voting Members present will choose a Voting Member from their number to be Chairperson.
- 6.5.4 No business shall be transacted at any general meeting unless a quorum of Voting Members is present at the time when the meeting proceeds to business. A quorum shall be twenty (20) Voting Members personally present and eligible to vote.

6.6 Adjournment of meeting

- 6.6.1 The Chairperson may, with the consent of any meeting at which a quorum is present (and must, if so directed by the meeting) adjourn the meeting but only business left unfinished at the meeting from which the adjournment took place may be transacted at the adjourned meeting.
- 6.6.2 If a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting must be given as in the case of an original meeting.
- 6.6.3 Subject to the above clause, AIRAH need not give any notice of an adjournment or the business to be transacted at an adjourned meeting.

7. Membership ballots

7.1 Resolutions decided by show of hands unless a poll is demanded

- 7.1.1 At any general meeting, a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is demanded by any member entitled to vote, either in person or by proxy. Such demand must be made before or immediately on the declaration of the result of the show of hands.
- 7.1.2 Unless a poll is demanded in accordance with the by-laws a declaration by the Chairperson that a resolution has on a show of hands been:
 - a) Carried unanimously or by particular majority; or
 - b) Lost,

an entry to that effect in the book containing the proceedings of AIRAH is conclusive evidence of the fact provided that the Chairperson's declaration reflects either the show of hands or the votes received.

- 7.1.3 A demand for a poll may be withdrawn.

7.2 How and when poll taken

- 7.2.1 If a poll is demanded in accordance with the By-laws, it must be taken either:
- a) At once;
 - b) After an interval or adjournment not exceeding one hour; or
 - c) Otherwise as the Chairperson directs.
- 7.2.2 The result of the poll is the resolution of the meeting at which the poll was demanded.
- 7.2.3 A poll demanded on the election of a Chairperson or on a question of adjournment must be taken immediately.
- 7.2.4 On a poll, a Voting Member holding more than one vote need not exercise all votes in the same way.

7.3 Votes of Voting Members

- 7.3.1 Only Voting Members whose rights have not ceased under the by-laws are entitled to vote.
- 7.3.2 On a show of hands or poll every Voting Member who is present in person or by proxy has one vote.
- 7.3.3 A Voting Member may object to the eligibility of a voter, but only at the meeting at which the vote objected to is given or tendered. The objection must be referred to the Chairperson of the meeting whose decision is final.
- 7.3.4 In the case of an equality of votes, the Chairperson of the meeting shall not be entitled to have a second or casting vote. The resolution put to the vote shall be deemed lost.
- 7.3.5 The Board may at any time take a postal vote on matters relating to the affairs of AIRAH.
- 7.3.6 The result of a postal vote shall be deemed to be a resolution of AIRAH in general meeting.

PART 2 – ORGANISATION

8. The Board

8.1 Board meetings

The directors may meet together and adjourn and otherwise regulate their meetings as they think fit.

- 8.1.1 The company secretary must, on the requisition of any two (2) or more Directors, convene a meeting of the Directors.
- 8.1.2 No business shall be transacted at any Board meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum shall be not less than half the Directors plus one, and all personally present.
- 8.1.3 The meeting of Directors may be called or held using any technology consented to by all the Directors. The consent may be a standing one.
- 8.1.4 A meeting by telephone or other electronic means or technology shall be taken as held at the place decided by the Chairperson of the meeting, as long as at least one of the Directors involved was at that place for the duration of the meeting.
- 8.1.5 Directors are not permitted to appoint proxies for meetings of the Board.
- 8.1.6 The director may pass a resolution without convening a directors' meeting if all directors entitled to vote on the resolution sign a document containing a statement of their approval of the resolution as set forth in the document. The resolution is deemed passed upon the signature of the last director. The passage of the resolution must be duly recorded in the minutes.

8.2 Composition of the Board

- 8.2.1 All Directors, except the Director appointed at the discretion of the Board, shall be elected by the members of the National Reference Group at the AIRAH Convention.
- 8.2.2 The Board shall consist of a maximum of seven (7) Directors:
 - a) Six (6) shall be elected from eligible Voting Members and Associate Directors, and
 - b) One (1) Director may be an appointment by the Board at the Board's discretion (referred to as the Discretionary Board Appointment); such Director may be a non-Voting Member or a non-AIRAH member.
- 8.2.3 Directors shall serve a term of three (3) years, with two (2) Directors standing for election in each alternate year, from 2028 onwards
- 8.2.4 No individual shall be a Director for more than three (3) term years consecutively.
- 8.2.5 The characteristics of elected Directors should include a passion for the purpose of AIRAH, a willingness to prepare and participate effectively in AIRAH activities, in addition to a mix of skills, expertise, and knowledge.

8.2.6 The Chief Executive Officer is not eligible to be a Board member.

8.2.7 The Directors elected by the National Convention each year takes office from the date of the close of the Annual General Meeting that follows the AIRAH Convention.

8.2.8 The existing Board must agree and sign off all financial matters at the Board meeting immediately prior to the new Board taking effect.

8.3 Appointment and tenure of Directors

8.3.1 The tenure of office for a Director, excluding the Director appointed as a Discretionary Board Appointment shall be for a three (3) period with no more than three (3) terms to be served consecutively.

8.3.2 The tenure of office of the Director appointed under the Discretionary Board Appointment is a one (1) year term with no more than four (4) terms to be served consecutively.

8.3.3 Directors, excluding the Discretionary Director, who have served their term limit may be re-elected to the Board after a two (2) year break.

8.3.4 The Board reviewed and approved a succession plan to ensure a smooth transition and continuity of governance. To implement this plan, the Board proposes temporary by-law adjustments extending the maximum board term to nine (9) years during a one-time transition period.

Transition provisions:

- In 2026, two (2) seats will be elected for two-year terms. One (1) seat will be elected for a three-year term.
- In 2027, one (1) seat will be elected for a two-year term. Two (2) seats will be elected for three-year terms.
- From 2028 onwards, all seats will serve three-year terms, with two (2) seats elected each year.

These measures are intended to maintain transparency and avoid mid-term extensions or early terminations of current members' terms.

8.4 Appointment and tenure of the President

8.4.1 The President shall be a current serving Director and elected by the Board. The President is elected annually by the Board for a one (1) year term, commencing at the first board meeting following the Annual General Meeting, with no more than nine (9) terms to be served consecutively.

The President-Elect shall be nominated by the Board of Directors during the election of the President. The election shall be conducted by a majority vote of the Board members present. The President-Elect shall serve a term of one year. In the event of a vacancy in the President position, the President-Elect shall automatically assume the position.

8.4.2 In the event of a President resigning prior to the completion of the one (1) year term, the Board shall convene as soon as practicable to appoint a successor for the remainder of the current term.

8.5 Vacancies on the Board

8.5.1 The office of a Director must be vacated if the Director:

- a) Ceases to be an AIRAH Member; or
- b) Resigns the office in writing; or
- c) Is absent from three (3) consecutive meetings of the Board without leave of the Board.

8.5.2 The Board shall nominate an eligible Associate Director to be a Director to fill any casual vacancy as soon as practicable after the vacancy occurs. The nomination will be ratified at the next meeting of the Board.

8.5.3 The new appointee will retain office for the remaining term of the vacating Director. During this period the casual appointee is not eligible to be President. The appointment will not count towards future tenure as a Director, should they be elected at a later time.

9. National Reference Group

9.1 Composition

The National Reference Group shall consist of:

- a) The members of the Board; and
- b) The Associate Director from each of AIRAH's Divisions and Special Technical Groups.

9.2 Responsibilities

The responsibilities of the National Reference Group are to:

- a) Attend an AIRAH Convention each calendar year to elect the members of the Board;
- b) Act as forum for considering the views of members at large;
- c) Participate in AIRAH's strategic planning process;
- d) Comment and offer feedback when requested on initiatives of AIRAH;
- e) Recommend to the Board matters that can be placed on the reference group agenda; and
- f) Consider any matter referred to it by the Board.

9.3 Chair and meetings

9.3.1 The Chairperson of the National Reference Group shall be the President, or a Board nominated Director of AIRAH.

9.3.2 The National Reference Group shall meet at least once per calendar year and such meeting is to coincide with either the holding of the AIRAH's Annual General Meeting or the AIRAH Convention.

10. AIRAH Convention

The AIRAH Convention will consist of all members of the National Reference Group.

10.1 Convention chair

- 10.1.1 The President of AIRAH will be the Chairperson of the AIRAH Convention.
- 10.1.2 The Associate Directors must elect an Associate Director present to chair a meeting, or part of it, if:
 - a) There is no current President, or the current President is not present at the AIRAH Convention;
 - b) An Associate Director has not already been elected to chair the meeting; or
 - c) A previously elected chair is not available or declines to act, for the meeting or the part of the meeting.
- 10.1.3 An AIRAH Convention may be called or held using any technology consented to by all the Associate Directors. The consent may be a standing one.
- 10.1.4 An Associate Director may only withdraw their consent to use a technology to hold the AIRAH Convention within a reasonable period, not less than seven (7) days, before the meeting.

10.2 Quorum

The quorum for an AIRAH Convention is not less than half the total number of Associate Directors plus one (1), and the quorum must be present at all times during the meeting.

10.3 Resolutions

- 10.3.1 A resolution of the Associate Directors must be passed by a majority of the votes cast by Associate Directors entitled to vote on the resolution.
- 10.3.2 The chair has a casting vote if necessary, in addition to any vote they have in their capacity as an Associate Director.

11. Divisions

11.1 Role

- 11.1.1 The Board may establish Divisions of AIRAH, based primarily on the geographic areas in which members are located.
- 11.1.2 The role of the Division is to progress the Purpose of AIRAH.

11.2 Committee

- 11.2.1 Each Division must be led by a Division Committee comprising at least five (5) Committee members, one (1) of whom shall be the Committee Chairperson.
- 11.2.2 The Division Committee is responsible to, and may be directed, by the Board.

- 11.2.3 Each Committee will elect a Voting AIRAH Member from its Committee as an Associate Director. The Associate Director, as a member of the National Reference Group, must be prepared to attend the AIRAH Convention, and stand to be a Director of AIRAH if nominated, and vote in the election process.
- 11.2.4 The tenure of the Associate Director is a two (2) year term with no more than four (4) terms to be served consecutively.
- 11.2.5 Associate Directors who have served their term limit may be re-elected after a two (2) year break.

12. Specialist Technical Groups

12.1 Role

- 12.1.1 The Board may establish Specialist Technical Groups to progress activities on behalf of AIRAH.
- 12.1.2 The role of the Specialist Technical Group is to:
 - a) Advance a specialist area of the industry;
 - b) Advance the skills and knowledge of participants;
 - c) Address an issue or opportunity in a specialist area of the industry.

12.2 Committee

- 12.2.1 Each Specialist Technical Group will have a Committee elected by the members of the Specialist Technical Group.
- 12.2.3 Each Specialist Technical Group shall determine the size of the Committee but any such Committee will have at least five (5) Committee members, one (1) of whom shall be the Committee Chairperson.
- 12.2.3 Each Specialist Technical Group Committee will elect a Voting AIRAH Member from its Committee as an Associate Director. The Associate Director, as a member of the National Reference Group, must be prepared to attend the AIRAH Convention, and stand to be a Director of AIRAH if nominated, and vote in the election process.
- 12.2.4 The tenure of the Associate Director is a two (2) year term with no more than four (4) terms to be served consecutively.
- 12.2.5 Associate Directors who have served their term limit may be re-elected after a two (2) year break.

13. Division and Specialist Technical Group nominations

13.1 Nominations

- 13.1.1 Nominations of candidates for election as a Committee member and Chairperson of a Division or a Specialist Technical Group must be:
 - a) Made in writing, signed by a Voting AIRAH Member of the Division or Specialist Technical Group, and accompanied by the written consent endorsed on the form of nomination;
 - b) Delivered to the company secretary of AIRAH not less than twenty-eight (28) days before the date is fixed for the holding of the election.
- 13.1.2 A candidate may only be nominated for one (1) office, which shall be either Committee Chairperson or as a member of the Committee.
- 13.1.3 If insufficient nominations are received to fill all vacancies on the Committee, the

candidates nominated shall be deemed to be elected and further nominations may be received afterwards.

- 13.1.4 If the number of nominations received is equal to the number of vacancies to be filled on the Committee, then the persons nominated shall be deemed to be elected.

13.2 Ballot required

- 13.2.1 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- 13.2.2 The ballot for the election of Chairperson and ordinary members of the committee must be conducted in such a manner as the company secretary determines.
- 13.2.3 Within fourteen (14) days of the company secretary issuing a written declaration of the Committee members of a Division or Specialist Technical Group, that Committee must meet to seek nominations for and conduct an election of an Associate Director.

14. Dissolution of a Division or Specialist Technical Group

14.1 Dissolution

Whenever the Board is of the opinion that the continuation of any Division or Specialist Technical Group of AIRAH is not in the best interests of AIRAH, the Board may dissolve that Division or Specialist Technical Group.

14.2 End of office

- 14.2.1 If a Division or Specialist Technical Group is dissolved, then the office of each of its Committee Members will be deemed to be at an end.
- 14.2.2 If the Committee Member is an Associate Director, they may continue as an Associate Director for the remainder of their elected term.

15. Committees formed by the Board

15.1 Formation

- 15.1.1 The Board may form Committees including Specialist Technical Groups to carry out specific assignments as required from time-to-time, and may direct their dissolution at any time.

15.2 Composition and rights

- 15.2.1 The Board will determine the criteria for Committee membership and whether Committee representatives are eligible to be elected to the role of Associate Director, and to participate in the AIRAH Convention.

PART 3 – PROFESSIONAL ENGINEER ACCREDITATION

16. AIRAH Professional Engineer Register (APER) accreditation

The AIRAH Professional Engineer Register (APER) is the professional accreditation for engineers operating in the HVAC&R building services industry. It demonstrates to the public that an engineer is qualified, competent, and ethical.

AIRAH is an approved assessment entity for Mechanical Engineer registration with the Board of Professional Engineers of Queensland (BPEQ), and the Business Licensing Authority (BLA) in Victoria.

Accreditation will depend on the state in which you are applying for registration.

The specific state By-laws outline the requirements for admission and the criteria used by AIRAH in the assessment of applicants seeking accreditation in the discipline of Mechanical Engineer.

The APER By-laws for registration in each state can be found here – [Queensland](#) and [Victoria](#).

The APER is open to both AIRAH members and non-members. AIRAH members on the register may carry the post-nominal of AIRAH Registered Professional Engineer (ARPEng).