



BYLAWS

AMENDED AUGUST 2012

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1 Interpretation

1.1 Consistency with Constitution

1.1.1 Any expressions, words or phrases defined in the Bylaws shall as permitted have the same meaning in the Constitution. In the event of any inconsistency between the provisions of the Constitution and these Bylaws, the provisions of the Constitution will prevail.

1.2 Definitions

'Bylaws' means Bylaws as determined by the Board.

'Continuing Professional Development' (CPD) is the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner's working life.

'Matter of Member Discipline' means:

- a. Member who is the subject of a complaint involving conduct prejudicial to the Institute and the complaint is before the Board for its decision, and/or
- b. A failure of the Member to comply with the Constitution, the Bylaws or any other professional standards and the Board upon receipt of a complaint considers the matter and decides to terminate the person's Institute Membership.

'Reprimand' means the Board to advise a Member in writing that it has upheld a complaint against the Member however the Board decided to record the decision as part of the Member's record, without further action been taken.

'Returning Officer' means the Chief Executive Officer, the Executive Officer, or their non-voting nominee, as appropriate.

NATIONAL BYLAWS

2 Membership

2.1 Admission of Members

- 2.1.1 The National Office will receive and process all applications for membership in accordance with the requirements of the Constitution.
- 2.1.2 All persons who complete the official Institute Application Form and pay the required membership fee, who meet the requirements as set out in the Constitution, and who are recognised by the Board as being a member of a Specialist Technical Group, or who are active in any related aspect of the Industry, will initially be granted the membership status of Affiliate Member.

2.2 Grading of Members

- 2.2.1 All members may apply to obtain or vary their grade of membership by completing the official Grading Form and returning it to the National Office for grading.
- 2.2.2 Subject to the requirements of the Constitution the National Office will review the membership record of the applicant accordingly and notify the member of the outcome of their application.

2.3 Use of Post – Nominals

- 2.3.1 Student Members have the exclusive use of the letters Stud. AIRAH.
- 2.3.2 Affiliate Members have the exclusive use of the initials Affil. AIRAH.
- 2.3.3 Associate Members have the exclusive use of the initials A.M. AIRAH.
- 2.3.4 Members have the exclusive use of the initials M. AIRAH.
- 2.3.5 Fellows have the exclusive use of the initials F. AIRAH.
- 2.3.6 Life Members have the exclusive use of the initials L. AIRAH
- 2.3.7 Honorary Members have the exclusive use of the letters Hon. M. AIRAH

3 Fellow Grade Membership

3.1 Conferral

- 3.1.1 It is the role of the Board to consider and if thought fitting, confer “Fellow” grade on members who stand out above their peers, are of good repute and have made an outstanding contribution to the Industry.

3.2 Objective

- 3.2.1 In considering the conferral the Board shall review those Members of more than ten years standing in both the Institute and the Industry who have made a conspicuous, distinctive and exemplary contribution in one or more of the following disciplines, namely in the arts and sciences of:

- a. refrigeration
- b. air conditioning
- c. ventilation
- d. heating, or
- e. a related field that advances the objectives of the Institute.

3.3 Eligibility

- 3.3.1 This elevation of membership grading is intended to be conferred during a member’s working life and in order for the recipient to derive maximum benefit, it should be conferred as early as possible.

3.4 Criteria

- 3.4.1 The Evaluation Form’s assessment criteria is found on the website.

3.5 Assessment

- 3.5.1 Prospective candidates are assessed in two distinct areas of service, one related to the Institute and the other to the Industry.
- 3.5.2 The Industry section is split into seven sub-sections recognising various work environments, namely:
- a. Academia

- b. HVAC&R project delivery (eg design, commissioning, installation, ect)
- c. Innovation
- d. Research
- e. Training
- f. Government and regulatory
- g. Other fields relevant to AIRAH

3.6 Nominations

3.6.1 Given that this criteria is objective, not subjective, and can easily be verified, members will be able to initiate this conferral by self nominating for elevation to Fellow.

3.6.2 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.

3.6.3 The Board shall review and accept or reject all applications for Fellow grade membership.

3.6.4 The following criteria have been established as a minimum for members wishing to be elevated to the grade of Fellow:

- Must have held the grade of Member for no less than 10 years
- Must demonstrate a contribution to the Institute in the following activities:
 - presented technical paper (reviewed) at AIRAH sponsored seminar or conference
 - held a position as appointed AIRAH representative on government or industry technical committee
 - presented AIRAH technical training program (not less than 4 hours in duration)
 - authored or reviewed AIRAH technical manual or training program
 - held the position of National President or National Director

- published two technical papers (peer reviewed) in Ecolibrium or other reputable technical publication

4 Member Discipline including Termination of Institute Membership

- 4.1. Members may from time to time be the subject of a complaint.
- 4.2. The processing of all complaints will follow the procedures specified from time to time in the Board approved "Procedures for the Management of Complaints" document.
- 4.3. This procedures document shall follow as far as is possible the principles of natural justice.