



AUSTRALIAN
INSTITUTE OF
OCCUPATIONAL
HYGIENISTS
INCORPORATED

RULES & STATEMENT OF PURPOSE

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Reg. Inc. A0017462L
ABN 50 423 289 752

1. NAME

The incorporated association is the **Australian Institute of Occupational Hygienists** (in these Rules called "the Institute").

2. OBJECTIVES

The purposes for which the Institute is organised are:

- (a) To promote the profession of occupational (or industrial) hygiene;
- (b) To improve the practice of occupational hygiene and the knowledge, competence and standing of its practitioners;
- (c) To represent the profession nationally and internationally; and
- (d) To increase public awareness of the field of occupational hygiene.

3. ACTIVITIES

The Institute may engage in any lawful activity that contributes to the attainment of its objectives. It may by way of example:

- (a) Set standards of professional competence and maintain a register of those members who meet its standards;
- (b) Prepare and publish standards relating to the teaching and training of occupational hygienists;
- (c) Make representations on matters within the competence of its members to governments, industry and trade unions;
- (d) Promote, research, publish scientific and technical papers;
- (e) Collect, order and disseminate information on any or all aspects of occupational hygiene and allied subjects; and
- (f) Conduct conferences, public meetings, exhibitions and courses of instruction.

4. DEFINITIONS

4.1 In these Rules, unless the contrary intention appears:

"Act" means the Associations Incorporation Act 1981 or its' subsequent revisions and amendments;

"Certified Occupational Hygienist" shall refer to a special status as confirmed for an individual by the Council and relating to a particular member who has met the requirements for certification.

"Certification Board" means a Board of not less than five members appointed by Council to administer the requirements for certification;

"Committee" means a group of Institute members appointed by Council for a particular function Associated with the business of the Institute;

"Council of the Institute" has the same meaning as "Committee of Management" in the Act and "Council" means the Council of the Institute.

"Councillor" means a member of the Council who is not an Officer of the Institute under Rule 24 and "Councillor" has the same meaning as an "ordinary member of the Committee" in the Act;

"Entitled member" is a member who is entitled to vote at meetings of the Institute;

"Financial year" means the year ending on 30 June;

"General meeting" means a general meeting of members convened in accordance with Rule 16;

“Good standing” means that the member has paid all monies due to the Institute;

"Member" means a member of the Institute;

“Regulations” means regulations under the Act;

"Relevant documents" has the same meaning as in the Act.

“Retired status” shall refer to a special financial status as confirmed for an individual by the Council and relating to a particular member of at least ten (10) years good standing who does not practise occupational hygiene for remuneration for more than 20% of any single financial year and who is 55 years of age or over.

“Special business” shall mean all business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, (except for business conducted under these Rules as ordinary business of the annual general meeting), is deemed to be special business.

“Student status” shall refer to a special financial status as confirmed for an individual by the Council and relating to a particular first time member who is eligible for membership at Associate level, studying full or part-time for at least the current or forthcoming semester and is not yet practising occupational hygiene for remuneration on a full-time basis (unless as part of a work experience program).

4.2 In these Rules, a reference to the Secretary of the Institute is a reference:

- (a) If a person holds office under these Rules as Secretary of the Institute, to that person; and
- (b) In any other case, to the Public Officer of the Institute.

5. ALTERATION OF THE RULES AND STATEMENT OF PURPOSES

5.1 These Rules and Statement of Purposes of the Institute must not be altered except in accordance with the Act.

5.2 Alteration of the Rules and Statement of Purposes shall be proposed in a written Notice of Motion addressed to the Secretary and signed by at least ten entitled members. Upon receipt of the Notice of Motion, the Secretary will fix a date for the holding of a Special General Meeting of the Institute. No business other than that set out in the Notice convening the meeting shall be transacted at the meeting. The proposed alteration shall be passed if passed by a majority of not less than three-fourths of the entitled members who vote, whether in person or by proxy, at the Special General Meeting.

6. MEMBERSHIP

6.1 Membership grades

There shall be five grades of membership;

- (a) Full Member,
- (b) Provisional Member,
- (c) Associate Member,
- (d) Fellow, and
- (e) Honorary Fellow.

The grades of Full Member, Provisional Member, Fellow and Honorary Fellow are the professional grades. The Associate Member grade is intended for those with an interest in occupational hygiene, or for students. Associate Members may progress to a professional membership grade when evidence of the appropriate qualifications and/or experience, as detailed under sub-rule 6.2, is submitted in the appropriate form to the Institute.

Retired status is not a membership grade; it is a special financial status relating to membership dues and may apply to any grade of membership.

Student status is not a membership grade; it is a special financial status relating to membership dues and is intended only for students studying full or part-time, without full-time work in occupational hygiene. It applies only at the Associate grade of membership.

6.2 Qualifications for Membership

6.2.1 Full Member

A candidate for admission as Full Member of the Institute shall be required:

- (a) To have a first degree or diploma in Science or Engineering acceptable to the Council, or an equivalent qualification acceptable to the Council; and
- (b) At the time application for membership is made, to be working in the field of occupational hygiene or one of its specialist branches; and
- (c) To have worked for more than five years in a professional capacity in the field of occupational hygiene or one of its specialist branches; and
- (d) To demonstrate to the Council that a satisfactory level of professional competence has been achieved.

6.2.2 Provisional Member

A candidate for admission as Provisional Member of the Institute shall be required:

- (a) To have a first degree or diploma in Science or Engineering acceptable to the Council, or an equivalent qualification acceptable to the Council; and
- (b) At the time application of membership to be working in the field of occupational hygiene or one of its specialist branches; and
- (c) To have worked for at least one year in a professional capacity in the field of occupational hygiene or one of its specialist branches; and
- (d) To demonstrate to the Council that an acceptable level of understanding of the basic principles of occupational hygiene has been achieved.

6.2.3 Associate Member

A candidate for admission as an Associate Member of the Institute shall be required at the time of application:

- (a) To be working in or have a professional interest in one or more of the following fields: occupational hygiene, occupational medicine, occupational health and safety, environmental health or in a closely allied field acceptable to Council; or
- (b) An application for student status under Associate Membership must be accompanied by proof of a relevant full or part-time course of study by the applicant as defined in By-law 6, in occupational hygiene or in a related discipline acceptable to the Council, and proof of work that is not full-time in occupational hygiene.

6.2.4 Fellow

A candidate for admission as Fellow of the Institute shall be required:

- (a) To have been a Full Member of the Institute for at least five years. However in special circumstances the Council may reduce the period of Full Membership; and
- (b) To have worked for more than fifteen years in a professional capacity in the field of occupational hygiene or one of its specialist branches; and
- (c) To have made a distinguished contribution to the advancement of the profession of

- occupational hygiene; and
- (d) To be nominated in writing by one Full or Fellow Member of the Institute and seconded by one Full or Fellow Member of the Institute

6.2.5 Honorary Fellow

A person may become an Honorary Fellow by invitation from the Council in recognition of a distinguished contribution to the advancement of the profession of occupational hygiene.

6.3 Experience in the Field of Occupational Hygiene

For the purposes of qualifications for membership, the term "work in the field of occupational hygiene" shall be taken to mean that at least fifty per cent (50%) of the candidate's working time is, or has been as the case may be, directly involved with occupational hygiene including, for example:

- (a) The design and implementation of occupational hygiene programs.
- (b) The performance of industrial hygiene surveys, the interpretation of survey results and the making of recommendations for hazard control.
- (c) Teaching and research in occupational hygiene.
- (d) The writing of codes of safe working practice and of regulations and standards governing health and safety in the workplace.
- (e) The performance of work which is accepted by professional occupational hygienists as being within their special field of interest and competence.

7. NEW MEMBERSHIPS, TRANSFER OF MEMBERSHIPS AND APPLICATION FOR STUDENT, RETIRED OR CERTIFIED OCCUPATIONAL HYGIENIST STATUS

7.1 A new application for membership, not including an application for transfer of membership or a new membership seeking student status, shall be accompanied by payment of a non-refundable fee. The amount of this fee shall be as resolved at the Annual General Meeting of the Institute.

7.2 A member shall apply to the Secretary:

- (a) For transfer to a higher grade of membership as soon as the member's academic qualifications and experience in the field of occupational hygiene appear to meet the requirements of the Institute.
- (b) For discontinuation of student status, immediately, in the event that they complete or in any way discontinue their course of study, or take up full-time work in the field of occupational hygiene.

7.3 An application of a person for membership of the Institute must;

- (a) Be made using the application form which is obtainable from the Institute or its web site, and
- (b) Be lodged at the office of the Institute.

7.4 An application for membership of the Institute must:

- (a) In the case of Full or Provisional membership, be accompanied by written evidence of the qualifications and experience of the applicant, including a copy of the applicant's academic record and degree/diploma certificate/s and letters from two (2) referees, one of whom shall be familiar with the work performed by the applicant and who shall testify as to the applicant's duties, responsibilities, work performance and length of experience.
- (b) In the case of Fellow membership, be accompanied by a written summary of the applicant's experience, publications and other contributions to the profession of occupational hygiene.

7.5 As soon as practicable after receipt of the application by the Institute, all applications for

Provisional, Full or Fellow membership, except those applying for retired status shall be referred to a Committee who shall recommend to Council:

- (a) That the application be accepted for membership, or
- (b) That there is a need for interview, or written examination or submission of further supporting documents, or
- (c) That the application be refused for the level of membership sought and considered for a lower level of membership, or
- (d) That the application be refused for any level of membership.

If an interview is recommended, an interview panel that shall consist of at least two (2) Full or Fellow Members, shall be nominated by the above mentioned Committee.

- 7.6 An application for Associate membership shall be processed by the Administrator. Such memberships shall be ratified at the next Council meeting.
- 7.7 Recommendations for Provisional, Full or Fellow membership from the Committee cited in 7.5 shall be forwarded to Council. The Council shall either accept or refuse the application by unanimous decision if by email or by simple majority decision if at a Council meeting. The admission or refusal of applicants shall be recorded in the minutes of the subsequent Council meeting.
- 7.8 In consideration of an application for admission as a Fellow of the Institute, admission shall be determined by a unanimous decision of the Council.
- 7.9 The grade of Honorary Fellow shall be conferred by unanimous decision of Council. An Honorary Fellow shall enjoy such privileges as may from time to time be determined by the Council.
- 7.10 An application for retired status must be made by writing to the Secretary. The Council will consider each case on its merit and may seek whatever evidence is necessary to make its final decision.
- 7.11 An application for student status must be made in accordance with the requirements for Associate membership (rule 6.2.3). The Council will consider each case on its merit and may seek whatever additional evidence is necessary to make its final decision.
- 7.12 An application for Certified Occupational Hygienist status must be made in writing to the Secretary. The Council will refer the application to the Certification Board who will review the application in accordance with the requirements for certification and make a recommendation to Council.
- 7.13 The Secretary must as soon as practicable;
 - (a) Notify the applicant in writing of Council's decision; and
 - (b) If membership or status has been approved, request that the applicant pay the first year's annual subscription and/or fee within twenty-eight (28) days.
- 7.14 Upon admission of an applicant to membership or status, a subscription appropriate to the grade of membership and/or a fee appropriate to the status shall be paid in accordance with sub-rule 7.13. Payment of a first subscription after 31 March in any year shall make the new member or status holder financial until 30 June in the following year.
- 7.15 The Secretary must ensure that, within twenty-eight (28) days after receipt of the amounts referred to in sub-rule 7.13, the applicant's name, membership level and/or status is entered in the Register of Members.
- 7.16 An applicant for membership becomes a member and is entitled to exercise the rights of membership, appropriate to the grade of membership, on payment of the annual subscription payable under these Rules.

- 7.17 An applicant for Certified Occupational Hygienist status becomes certified and is entitled to exercise the rights of that status on payment of the annual fee payable under these rules.

8. FEES AND SUBSCRIPTIONS

- 8.1 The subscriptions for all grades of membership and the Certified Occupational Hygienist annual fee shall be as resolved at the Annual General Meeting of the Institute. Annual subscriptions and fees shall fall due on the first of July each year.
- 8.2 Each year, the Council shall decide on the annual subscription to be paid by those with retired status. The subscription shall be set as a proportion of the annual subscription payable by a member without retired status at the relevant grade of membership.
- 8.3 Each year, the Council shall decide on the annual subscription to be paid by those with student status. The annual subscription shall be set as a proportion of the subscription payable by a member without student status at the Associate grade of membership. Student status renewal shall only be granted on proof of on-going full or part-time study as defined in By-law 6 for at least the current or forthcoming semester and proof that the individual is not yet practising occupational hygiene for remuneration on a full-time basis (unless as part of a work experience program).
- 8.4 Special purpose fees shall be set by resolution at a Council meeting, subject to confirmation by a resolution passed at a Special General Meeting held not more than three (3) months afterwards. The Council shall omit or include those with retired or student status from the payment of such fees, as the Council sees fit.
- 8.5 In special circumstances the Council may by resolution exempt any member from payment of fees and subscriptions for a specified period. Such a member shall retain all rights and privileges, which pertain to their grade of membership.

9. DUTIES AND PRIVILEGES OF MEMBERS

- 9.1 Members of the Institute shall at all times conduct themselves according to the Code of Ethics for the Institute and so as to uphold the dignity and reputation of the profession of occupational hygiene. They shall exercise professional skill and judgement to the best of their ability and discharge their responsibilities with integrity.
- 9.2 A Full Member of the Institute may write the letters MAIOH (meaning "Member of the Australian Institute of Occupational Hygienists") after their name.
- 9.3 A Fellow of the Institute may write the letters FAIOH (meaning "Fellow of the Australian Institute of Occupational Hygienists") after their name.
- 9.4 When a member applies and is granted retired status, the privileges of membership shall not alter. They will continue at the member's last grade of membership unless the member changes that grade of membership during retirement, by the processes outlined in Rule 7.
- 9.5 When a member applies and is granted student status, the privileges of Associate Membership shall not be altered in comparison to a full fee paying Associate Member.
- 9.6 When a member applies and is granted Certified Occupational Hygienist status, they may write the letters COH (meaning Certified Occupational Hygienist of the Australian Institute of Occupational Hygienists) after their name.

10. REGISTER OF MEMBERS

- 10.1 The Secretary shall ensure that a Register of Members is maintained and contains:
- (a) The name and postal address of each member, and

(b) The date on which each member's name was entered in the Register.

10.2 The following information may be held with records for the Register of Members, but shall not be made available to any person under Sub-rules 10.3 and 10.4, except a person with specific authority from the Council:

- (a) A summary of qualifications,
- (b) An indication of the nature of the experience validated by the Council;
- (c) Specific contact details such as telephone and facsimile numbers and Internet addresses, and
- (d) The member's category of membership.

10.3 The information set out under Sub-rule 10.1 within the Register of Members shall be made available for inspection at the office of the Institute during normal office hours. The inspection shall be free of charge for any member, on request.

10.4 A member may make a copy of information in the Register of Members as set out in Sub-rule 10.1.

10.5 Each member shall have the right to request, and receive within 30 days, a copy of all information recorded under their own name in the Register of Members as set out in Sub-rules 10.1 and 10.2.

10.6 A member who is dissatisfied with the information recorded under their name in the Register of Members, as set out in Sub-rules 10.1 and 10.2, may appeal to the Council for a review.

11. RESIGNATION OF MEMBERSHIP

11.1 A member of the Institute who has paid all moneys due and payable by a member to the Institute may resign from the Institute by giving one month's notice in writing to the Secretary of his or her intention to resign.

11.2 After the expiry of the period referred to in sub-rule 11.1:

- (a) The member ceases to be a member; and
- (b) The Secretary must record in the register of Members the date on which the member ceased to be a member.

12. TERMINATION OF MEMBERSHIP AND/OR STATUS

12.1 Subject to these Rules, if the Council is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Institute, the Council may by resolution:

- (a) Suspend that member from membership of the Institute for a specified period; or
- (b) Expel that member from the Institute.

12.2 A resolution of the Council under sub-rule 12.1 does not take effect unless:

- (a) At a meeting held in accordance with sub-rule 12.3, the Council confirms the resolution; and
- (b) If the member exercises a right of appeal to the Institute under this Rule, the Institute confirms the resolution in accordance with this Rule.

12.3 A meeting of the Council to confirm or revoke a resolution passed under sub-rule 12.1 must be held not earlier than twenty-one (21) days, and not later than thirty-five (35) days, after notice has been given to the member in regard to a resolution reached in accordance with sub-rule 12.1.

12.4 For the purposes of complying with a resolution passed in accordance with sub-rule 12.1, the

Secretary must, as soon as practicable, cause to be given to the member a written notice:

- (a) Setting out the resolution of the Council and the grounds on which it is based; and
- (b) Stating that the member, or his or her representative, may address the Council at a meeting to be held not earlier than twenty-one (21) days and not later than thirty-five (35) days after the notice has been given to that member; and
- (c) Stating the date, place and time of that meeting; and
- (d) Informing the member that he or she may do one or both of the following;
 - (i) Attend that meeting,
 - (ii) Give to the Council before the date of that meeting a written statement seeking the revocation of the resolution; and
- (e) Informing the member that, if at that meeting, the Council confirms the resolution, he or she may, not later than seven (7) working days after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Institute in a general meeting against the resolution.

12.5 At a meeting of the Council to confirm or revoke a resolution passed under sub-rule 12.3, the Council must:

- (a) Give the member, or his or her representative, an opportunity to be heard; and
- (b) Give due consideration to any written statement submitted by the member; and
- (c) Determine by resolution whether to confirm or to revoke the resolution.

12.6 If at the meeting of the Council, the Council confirms the resolution, the member may, not later than seven (7) working days after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Institute in general meeting against the resolution.

12.7 If the Secretary receives a notice under sub-rule 12.6, he or she must notify the Council and the Council must convene a general meeting of the Institute to be held within twenty-one (21) days after the date on which the Secretary received the notice.

12.8 At a general meeting of the Institute convened under sub-rule 12.7:

- (a) No business other than the question of the appeal may be conducted; and
- (b) The Council may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
- (c) The member, or his or her representative, must be given an opportunity to be heard; and
- (d) The members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

12.9 A resolution is confirmed if, at the general meeting, not less than two-thirds of the entitled members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

12.10 The name and address of a member expelled from the Institute shall be published in such a manner as the Council may see fit.

12.11 Any member whose subscription is two (2) years in arrears shall be excluded from membership. If such a person then reappplies for membership, he or she shall be required to pay any previous subscriptions and any other outstanding fees. This requirement may be waived by the Council in exceptional circumstances.

12.12 Any Member who is a Certified Occupational Hygienist, Retired Member or Student Member whose fee is two (2) years in arrears shall be excluded from that status. If such a person then reappplies for reinstatement of that status, he or she shall be required to pay any previous fees and any other outstanding fees. The Council in exceptional circumstances may waive this requirement.

13. DISPUTES AND MEDIATION

13.1 The grievance procedure set out in this Rule applies to disputes under these Rules between:

- (a) A member and another member; or
- (b) A member and the Institute.

13.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of parties.

13.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within twenty (20) days, hold a meeting in the presence of a mediator appointed in accordance with sub-rule 13.4.

13.4 The mediator must be:

- (a) A person chosen by agreement between the parties; or
- (b) In the absence of agreement:
 - (i) In the case of a dispute between a member and another member, a person appointed by the Council; or
 - (ii) In the case of a dispute between a member and the Institute, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice) or an equivalent statutory body in States other than Victoria.

13.5 The mediator cannot be a member who is a party to the dispute.

13.6 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

13.7 The mediator, in conducting the mediation, must:

- (a) Give the parties to the mediation process every opportunity to be heard; and
- (b) Allow due consideration by all parties of any written statement submitted by any party; and
- (c) Ensure that the rules of natural justice are observed throughout the mediation process.

13.8 The mediator must not determine the dispute.

13.9 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

14. ANNUAL GENERAL MEETINGS

14.1 The Council may determine the date, time and place of the annual general meeting of the Institute, which in accordance with Section 30(2A) of the Act, must be held within five (5) months after the end of the financial year of the Institute.

14.2 The notice convening the annual general meeting must specify that the meeting is an annual general meeting.

14.3 The ordinary business of the annual general meeting shall be:

- (a) To confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
- (b) To receive and consider the report of the Council upon the activities of the Institute during the preceding financial year; and
- (c) To receive and consider the report of the Treasurer and the report of the Auditor(s) in accordance with Section 30(3) of the Act; and
- (d) To elect Officers of the Institute and Councillors as provided by the provisions of these

- Rules, or casually; and
- (e) To set membership subscriptions and other fees for the following financial year for the five (5) grades of membership, but not to decide on specific fees and subscription levels for those with retired or student status; and
- (f) To limit the sum of money which the Executive Committee may spend without prior Council approval; and
- (g) To appoint Auditor(s) for the following year; and
- (h) To confirm the appointment of the Public Officer or to appoint another in his/her place.

14.4 The annual general meeting may conduct any special business of which prior notice has been given in accordance with these Rules.

14.5 In the event that the auditor(s) appointed as per Rule 14.3(g) for the following financial year is not available due to ill health; or death or resignation; or is otherwise ineligible according to the Act then the Council can select and appoint a qualified auditor for the relevant financial year for which the auditor had been appointed. The auditor so appointed is eligible to be re-appointed at the next Annual General Meeting.

15. SPECIAL GENERAL MEETINGS

15.1 In addition to the annual general meeting, any other general meetings may be held in the same year.

15.2 All general meetings other than the annual general meeting are special general meetings.

15.3 The Council may, whenever it thinks fit, convene a special general meeting of the Institute.

15.4 But for this sub-rule, if more than fifteen (15) months would elapse between annual general meetings, the Council must convene a special general meeting before the expiration of that period.

15.5 The Council must, on the request in writing of members representing ten (10) entitled members, or not less than five (5) percent of the total number of members, (whichever is the lesser), convene a special general meeting of the Institute.

15.6 Any request for a special general meeting must:

- (a) State the object(s) of the meeting; and
- (b) Be signed by the members requesting the meeting; and
- (c) Be sent to the postal address of the Institute.

15.7 If the Council does not cause a special general meeting to be held within two (2) months after the date on which the request is sent to the address of the Secretary, the members making the request may convene a special general meeting to be held not later than three (3) months after that date.

15.8 If a special general meeting is convened by members in accordance sub-rule 15.7, it must be convened in the same manner so far as possible as a meeting convened by the Council and all reasonable expenses incurred in convening the special general meeting must be refunded by the Institute to the persons incurring the expenses.

16. NOTICE OF GENERAL MEETINGS

16.1 The Secretary of the Institute, at least twenty-eight (28) days, before the date fixed for holding a general meeting of the Institute, must cause to be sent to each member of the Institute, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting. Copies of documents relating to such meetings, including reports, notices of motion and ballot papers, shall reach members at least two (2) weeks prior to the date of the meeting.

16.2 Notice may be sent:

- (a) By prepaid post to the address appearing in the register of members; or
- (b) If the member agrees, by facsimile transmission or electronic transmission.

16.3 No business other than that set out in the notice convening the meeting may be conducted at the meeting.

16.4 A member intending to bring any business before a meeting shall notify in writing, the Secretary of that business, who shall include that business in the notice calling the next general meeting.

17. QUORUM AT GENERAL MEETINGS

17.1 No item of business may be conducted at a general meeting unless a quorum of entitled members is present at the time when the meeting is considering that item.

17.2 Ten (10) entitled members personally present constitute a quorum for the conduct of the business of a general meeting.

17.3 If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present –

- (a) In the case of a meeting convened upon the request of members, the meeting must be dissolved; and
- (b) In any other case, the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

17.4 If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the entitled members personally present [being not less than six (6)] shall be a quorum.

18. PRESIDING AT GENERAL MEETINGS

18.1 The President shall preside as Chairperson at each general meeting of the Institute.

18.2 If the President is absent from a general meeting, or is unable to preside, another Officer shall preside as Chairperson.

19. ADJOURNMENT OF MEETINGS

19.1 The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting to another date and time, or to be appointed.

19.2 No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

19.3 If a meeting is adjourned for fourteen (14) days or more, notice of the adjourned meeting must be given in accordance with Rule 16.

19.4 Except as provided in sub-rule 19.3, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

20. VOTING AT GENERAL MEETINGS

20.1 Only Fellows and Full Members of the Institute in good standing shall be entitled to vote at general meetings of the Institute and its Council.

20.2 Upon any question arising at a general meeting of the Institute, a member entitled to vote has

one vote only.

20.3 All votes must be given personally or by proxy. Proxy votes shall be accepted provided that the following rules are observed:

- (a) That the proxy is in the appropriate form, is in writing and is signed by the appointer.
- (b) That the instrument clearly identifies the meeting to which it applies.

20.4 In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

21. POLL AT GENERAL MEETINGS

21.1 If at a meeting a poll on any question is demanded by not less than three (3) members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

21.2 A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

21.3 If a question arising at a general meeting of the Institute is determined on a show of hands, then:

- (a) A declaration by the Chairperson that the resolution has been -
 - (i) Carried; or
 - (ii) Carried unanimously; or
 - (iii) Carried by a particular majority; or
 - (iv) Lost; and
- (b) An entry to that effect in the minute book of the Institute is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

22. PROXIES

22.1 Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than twenty-four (24) hours before the time of the meeting in respect of which the proxy is appointed.

22.2 The notice appointing the proxy must be:

- (a) For a meeting of the Institute convened under sub-rule 12.7, in the form set out in Appendix I; or
- (b) In any other case, in the form set out in Appendix II.

23. THE COUNCIL

23.1 The affairs of the Institute shall be managed by the Council.

23.2 The Council:

- (a) Shall control and manage the business and affairs of the Institute; and
- (b) May, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Institute other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Institute; and
- (c) Subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Council to be essential for the proper management of the business and affairs of the Institute.

23.3 Subject to Section 23 of the Act, the Council shall consist of:

- (a) The Officers of the Institute,
- (b) Four (4) Councillors, one of whom shall be the President-Elect.

23.4 There shall be an Executive Committee of the Council to attend to day-to-day affairs of the Institute between meetings of the Council. The Executive Committee shall consist of the Secretary acting in consultation with one of the other Officers of the Institute.

23.5 The Executive Committee shall not attend to matters involving decisions on policy or the expenditure of sums of money in excess of an amount approved at the annual general meeting of the Institute. All actions of the Executive Committee shall be ratified at the following meeting of the Council.

23.6 The Officers and the Councillors shall be Fellows or Full Members of the Institute in good standing.

23.7 The members of the Council shall be drawn from at least three (3) States or Territories of Australia, if sufficient valid nominations are received.

23.8 The members who reside in a State or Territory which does not have a representative on the Council may appoint a Liaison Officer to represent the interests of the Institute in that State or Territory and to present to Council the views of members who reside in that State or Territory.

24. OFFICERS OF THE INSTITUTE

24.1 The Officers of the Institute shall be:

- (a) A President;
- (b) A Treasurer; and
- (c) A Secretary.

24.2 The provisions of Rule 23, so far as they are applicable and with the necessary modifications, apply to the election of persons as Officers or Councillors of the Institute.

24.3 Each Officer of the Institute, other than the President, shall hold office for a two year term next after the date of his or her election at an annual general meeting but is eligible for re-election.

24.4 In the event of a casual vacancy in the office of Secretary and/or Treasurer, the Council may appoint one of the Councillors to each vacant office and the Councillor(s) appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

24.5 The President shall hold office for a one year term. The retiring President is not eligible for re-election as President or President-Elect for the next year.

24.6 Each nominee for President or President-Elect must have served as a Councillor of the Institute.

24.7 The President-Elect shall hold that office for one year. At the conclusion of the annual general meeting next after his or her election as President-Elect, he or she shall automatically become the President for the following year.

24.8 In the event of a casual vacancy in the office of President, the President-Elect shall become the Acting President for the balance of that year and shall automatically become the President for the next year at the conclusion of the next annual general meeting.

24.9 In the event of a casual vacancy in the office of President-Elect the Council may appoint one of its Councillors to the vacant office and the member appointed may continue in office up to and including the conclusion of the next annual general meeting next following the date of

appointment.

24.10 In the event of a casual vacancy in the office of President-Elect, a nomination shall be called for President at the next annual general meeting.

25. COUNCILLORS OF THE INSTITUTE

25.1 Subject to these Rules, each Councillor shall hold office for two (2) years after the date of election at an annual general meeting but is eligible for re-election.

25.2 Every two years, two (2) Councillors shall retire and two Councillors shall be elected. Every alternate year, the other Councillor (1) shall retire and a new Councillor shall be elected.

25.3 In the event of a casual vacancy occurring in the office of Councillor, the Council may appoint a Full or Fellow Member of the Institute to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the next annual general meeting held following the date of the appointment.

26. ELECTION OF OFFICERS AND COUNCILLORS

26.1 The Secretary shall call for nomination(s) three (3) months prior to the date set for the annual general meeting.

26.2 Nominations of candidates for election as Officers of the Institute or as Councillor(s) must be:

- (a) Nominating members of good standing; and
- (b) Made in writing, signed by two members of the Institute and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination). Members signing the nomination form shall be Fellows, Full or Provisional members; and
- (c) Delivered to the postal address of the Institute not less than two (2) months prior to the date set for the annual general meeting.

26.3 A candidate may be nominated for one position as an Officer of the Institute or as a Councillor, prior to the annual general meeting.

26.4 If insufficient nominations are received to fill all vacancies on the Council, the candidates nominated shall be deemed to be elected and further nominations of either a Fellow or Full member may be received at the annual general meeting. Nominations from the floor of the meeting shall not be accepted unless the nominee indicates verbally, or has indicated in writing, that he or she is willing to serve if elected. A vacancy in the Council which is not filled at the annual general meeting shall be deemed a casual vacancy and shall be filled according to sub-rule 25.3

26.5 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

26.6 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

26.7 The ballot for the election of Officers and Councillors must be by postal ballot conducted as follows:

- (a) Ballot papers shall be sent by the Secretary to entitled members at least four (4) weeks prior to the date set for the annual general meeting.
- (b) Council shall appoint a Returning Officer for the election of Officers and Councillors each year.
- (c) Votes shall be considered valid if they are completed in the manner directed on the ballot paper and returned to the Returning Officer more than twenty-four (24) hours prior to the time and date set for the annual general meeting.

- (d) Election of an Officer or Councillor, other than President, except under sub-rule 24.8, shall be a simple majority of the valid votes cast. In the event of a tied vote the Chairperson of the annual general meeting shall exercise a casting vote in addition to his or her deliberative vote.

27. OFFICER OR COUNCILLOR VACANCIES

The office of an Officer or Councillor of the Institute, becomes vacant if the Officer or Councillor:

- (a) Ceases to be a member of the Institute; or
- (b) Becomes an insolvent under administration within the meaning of the Corporations Law; or
- (c) Resigns from office by notice in writing given to the Secretary, or
- (d) Becomes too ill to perform the duties of the office, or
- (e) Dies,
- (f) Becomes not of good standing, or
- (g) Is convicted of a criminal offence punishable by imprisonment.

28. MEETINGS OF THE COUNCIL

28.1 The Council must meet at least three (3) times in each year at such place and such times as the Council may determine.

28.2 Special meetings of the Council may be convened by the President or by any four (4) members of the Council.

29. NOTICE OF COUNCIL MEETINGS

29.1 Written notice of each Council meeting must be given to each member of the Council at least fourteen (14) days before the date of the meeting.

29.2 Written notice must be given to members of the Council of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

30. QUORUM FOR COUNCIL MEETINGS

- 30.1
- (a) Any five (5) members of the Council constitute a quorum for the conduct of the business of a meeting of the Council.
 - (b) An Officer or a Councillor participating in a Council meeting by tele-conferencing or video-conferencing shall be deemed to be present for the purpose of determining a quorum.

30.2 No business may be conducted unless a quorum is present.

30.3 If within half an hour of the time appointed for the meeting a quorum is not present -

- (a) In the case of a special meeting, the meeting lapses;
- (b) In any other case, the meeting shall stand adjourned to the same place and the same time and day in the following week.

30.4 The Council may act notwithstanding any vacancy on the Council.

31. PRESIDING AT COUNCIL MEETINGS

31.1 At meetings of the Council:

- (a) The President shall preside as Chairperson at each Council Meeting; or
- (b) If the President is absent, or is unable to preside, another Officer shall preside as Chairperson.

32. VOTING AT COUNCIL MEETINGS

- 32.1 Questions arising at a meeting of the Council, or at a meeting of any Committee of the Council appointed by the Council, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- 32.2 Each member present at a meeting of the Council, or at a meeting of any Committee of the Council appointed by the Council (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

33. REMOVAL OF COUNCIL MEMBER

- 33.1 The Institute in a general meeting may, by resolution, remove any member of the Council before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- 33.2 A member who is the subject of a proposed resolution referred to in sub-rule 33.1 may make representations in writing to the Secretary or President of the Institute (not exceeding a reasonable length) and may request that the representations be provided to the members of the Institute.
- 33.3 The Secretary or the President may give a copy of the representations to each member of the Institute or, if they are not so given, the member may require that they be read out at the meeting.

34. MINUTES OF MEETINGS

- 34.1 The Secretary of the Institute must keep minutes of the resolutions and proceedings of each general meeting, and each Council meeting, together with a record of the names of persons present at Council and general meetings.

35. COMMITTEES

- 35.1 The Council may appoint Committees to assist the Council in any matter it specifies. Committees shall be chaired by a Council member, a former Councillor or a member of the particular Committee who has already served for at least one (1) year on that Committee.
- 35.2 The Council shall determine the terms of reference for Committees of the Institute.
- 35.3 The Council shall appoint the Certification Board. Board members will be appointed by Council for a term of two years and may be reappointed for up to four additional terms. Board members shall be Full or Fellow Members of the AIOH in good standing and holding COH status. The Board members shall nominate a Chair subject to ratification by Council. There must be a minimum of five members on the Board. Decisions shall be carried by a simple majority of the Board. For tied votes the Chair shall have a casting vote. A member of Council will be on the Board or a Board member shall be appointed as Council liaison. Council may rescind the appointment of a Board member at any time. Board members may step down from the Board at any time.

36. FUNDS AND PROPERTY

- 36.1 The Treasurer of the Institute shall be responsible for –
- (a) Collection and receipt of all moneys due to the Institute and making all payments authorised by the Institute; and
 - (b) Keeping correct accounts and books showing the financial affairs of the Institute with full details of all receipts and expenditure connected with the activities of the Institute.
- 36.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments including electronic funds transfer must be signed by two (2) Officers of the Council. Electronic funds transfers must be authorised by two (2) Officers of the Council.
- 36.3 The funds of the Institute shall be derived from membership application fees, annual subscriptions, donations and such other sources as the Council determines.
- 36.4 The income and property of the Institute shall be applied solely towards the promotion of its objectives. The Institute shall not carry on any trade or business or engage in any transaction with a view to the pecuniary gain of its members.
- 36.5 No member shall have any personal claim on any property of the Institute. No part of the income or property of the Institute shall be paid or transferred directly to members of the Institute. Nothing said above shall prevent the payment in good faith of remuneration to any member of the Institute in reimbursement of expenses incurred on behalf of the Institute or in remuneration for any service rendered to the Institute.

37. SEAL

- 37.1 The common seal of the Institute must be kept in the custody of the Secretary.
- 37.2 The common seal must not be affixed to any instrument except by the authority of the Council and the affixing of the common seal must be attested by the signatures either of two members of the Council or, of one member of the Council and of the Public Officer of the Institute.

38. NOTICE TO MEMBERS

- 38.1 Except for the requirement in Rule 16, any notice that is required to be given to a member, by or on behalf of the Institute, under these Rules may be given by:
- (a) Delivering the notice to the member personally; or
 - (b) Sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
 - (c) Facsimile transmission, if the member has agreed that the notice be given to him or her in this manner; or
 - (d) Electronic transmission, if the member has agreed that the notice be given to him or her in this manner.

39. DISSOLUTION OF THE INSTITUTE

- 39.1 The Institute shall be dissolved upon the passage, by a three-fourths majority of all valid votes cast, of a motion for its dissolution put to a special general meeting called in accordance with these Rules.
- 39.2 If upon winding up or dissolution of the Institute, there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Institute, but shall be given to some other organisation having similar objectives to the Institute and which shall prohibit the distribution of its income and property amongst its members to an extent at least as great as that imposed on the Institute. This organisation is to be determined by members of the Institute at or before the time of dissolution.

40. CUSTODY AND INSPECTION OF BOOKS AND RECORDS

- 40.1 Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Institute.
- 40.2 The Institute financial records, securities and financial documents will be under the control of the Treasurer.
- 40.3 All accounts, books, securities and any other relevant documents of the Institute must be available for inspection free of charge by any member upon request.
- 40.4 A member may make a copy of any accounts, books, securities and any other relevant documents of the Institute.

41. BY-LAWS

- 41.1 The Institute may have By-laws.
- 41.2 The creating or alteration of By-laws of the Institute shall be proposed in a written notice of motion addressed to the Secretary. The notice of motion shall be signed by the proposer and seconder who shall be Fellow or Full Members of the Institute.
- 41.3 The secretary shall either:
 - (a) Initiate a postal ballot of entitled members; or
 - (b) Put the motion at an annual general meeting for voting by entitled members; or
 - (c) Put the motion at a special general meeting.
- 41.4 Proposed change or addition to the By-laws shall be made if affirmed by a simple majority of all valid votes cast.
- 41.5 Upon the amendment of By-laws the said By-laws must be circulated to members within 30 days.

NOTE: These Rules and Statement of Purposes include the amendments adopted by:

Special General Meeting No. 1 held on June 6, 1990
Special General Meeting No. 4 held on December 10, 1995
Special General Meeting No. 5 held on July 8, 1997
Special General Meeting No. 6 held on August 7, 1998
Special General Meeting No. 7 held on July 23, 1999
Special General Meeting No. 8 held on November 14, 2000
Special General Meeting No. 11 held on December 9, 2003
Special General Meeting No. 12 held on December 7, 2004
Special General Meeting No. 13 held on December 6, 2005
Special General Meeting No. 14 held on December 8, 2009

APPENDIX I

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF INSTITUTE CONVENED UNDER
RULE 12(7)**

I,
 (name)

of
 (address)

being a member of the **Australian Institute of Occupational Hygienists**

appoint
 (name of proxy holder)

of
 (address of proxy holder)

being a member of that Institute, as my proxy to vote for me on my behalf at the appeal to the general meeting of the Institute convened under rule 12(7), to be held on-

(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution [insert details of resolution passed under rule 12(1)].

Signed _____

Date _____

APPENDIX II

FORM OF APPOINTMENT OF PROXY

I,

of

(address)

being a member of the **Australian Institute of Occupational Hygienists**

appoint

(name of proxy holder)

of

(address of proxy holder)

being a member of that Institute, as my proxy to vote for me on my behalf at the annual/special* general meeting of the Institute to be held on

(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution (insert details of resolution).

Signed _____

Date _____

* Delete if not applicable

BY-LAWS

1. **AIOH CODE OF ETHICS** (adopted December 5, 1989, revised December 3, 1996, amended December 5, 2006)

OBJECTIVE

This code enunciates standards of ethical conduct for members of the Australian Institute of Occupational Hygienists. It places obligations on members to practice their profession in an objective manner, following recognised principles of occupational hygiene, realising that the lives, health and welfare of individuals may be dependent upon their professional judgement.

The Council of the Institute may refer to the Code when deciding whether the conduct of a member renders him or her unfit to remain a member pursuant to clause 12.1 of the Rules and Statement of Purposes of the Institute.

Nothing in the Code shall require a member to contravene any obligations under any relevant occupational health and safety legislation.

DEFINITIONS

In this Code, unless the context makes it clear that another meaning is intended:

<i>member</i>	shall mean a person holding any grade of membership of the Institute
<i>workforce</i>	shall mean those persons who are employed in a workplace which is the subject of consideration by the member
<i>employer</i>	shall mean the employer of the workforce
<i>general public</i>	shall mean the community at large
<i>consultant</i>	shall mean a member providing professional services on the basis of fee for service
<i>client</i>	shall mean the person who has asked a member to provide professional services in return for a fee other than a salary

Throughout this Code the singular shall include the plural and the masculine shall include the feminine.

PRIMARY RESPONSIBILITY

In providing advice to employers, clients or employees, members shall give paramount consideration to safeguarding the health of the workforce.

PROFESSIONAL CONDUCT

Members shall conduct their affairs so as to promote and improve the professional practice of occupational hygiene, and shall so order their conduct as to uphold the dignity, standing and reputation of the profession. Members shall base the advice they give on the best available scientific evidence.

RESPONSIBILITIES TO EMPLOYERS

1. Advise the employer, responsibly and competently so that healthy working conditions may be achieved and maintained without unnecessary expense.
2. Keep confidential all information relating to the employer's business operation or manufacturing

processes which is not common knowledge.

3. Advise the employer so that unwitting contraventions of any relevant legislation or professionally accepted standard can be avoided; in particular, to inform the employer when he has a statutory duty to disclose findings to workers or their representatives.
4. Report findings clearly and factually to the employer directly and to no other body without the permission of the employer, unless there is no way other than disclosure, of averting a high risk of death or serious injury. Where disclosure is to occur, the relevant member should notify the employer.

RESPONSIBILITIES TO THE WORKFORCE

1. Adopt an objective attitude towards the recognition, evaluation and control of environmental factors adverse to health.
2. Report clearly and factually; and ensure that matters of opinion are founded on adequate knowledge and are within the member's expertise.
3. Ensure that all information obtained is used solely for the purpose of promoting occupational health.

RESPONSIBILITIES TO THE GENERAL PUBLIC

Make public statements claiming professional knowledge in an area of public interest only if competent to do so, and only if such statements are not inconsistent with other responsibilities set out in this Code.

RESPONSIBILITIES OF CONSULTANTS

In addition to conforming to the above standards of ethical conduct, a member acting as a consultant shall:

1. Ensure that work performed by other persons at the member's behest is competently performed and honestly and reliably reported.
2. Inform the client of any interest or employment such as might compromise the exercise of independent professional judgement or conduct.
3. Work for one client only on the same matter unless the consent of all relevant clients is obtained.
4. Not solicit for work either by calling into question the ability or integrity of another member or by offering or paying to a prospective client financial or material inducements.
5. Not disclose to any third person any finding on behalf of the client without the client's permission, unless there is no way other than disclosure, of averting an immediate risk of death or serious injury. Where disclosure is to occur, the relevant member should notify the client.

2. MEMBERSHIP SUBSCRIPTION AND FEE REMINDERS

(Adopted December 8, 1992, Amended December 7 2004)

The Treasurer shall be responsible for

- (a) an initial notice to be sent at least 30 days prior to 1st July of the Institute's financial year to all members regarding payment of membership subscriptions and, where applicable, for other fees such as the Certified Occupational Hygienist, Retired Member or Student Member fee.
- (b) a reminder notice to be sent to the members who have not paid their subscription and/or fee, where applicable, by the 30th September of the current financial year referred to in subsection (a) above.

3. UNFINANCIAL MEMBERS

(Adopted December 8, 1992, Amended December 7 2004, Amended 6 December 2005)

(i) An unfinancial member is defined as a Member, Retired Member or Student Member who, by 30th November in the current financial year has been sent a membership subscription or a fee notice for the current financial year to his/her last notified address and a reminder, and has not paid the said membership subscription or fee. An unfinancial member will not be eligible to apply for awards and prizes, to apply for membership upgrades or to seek lower member prices at courses, conferences and seminars. An unfinancial member shall be removed from the Register of Members (see Rule 7.15) and shall not be included in the Membership Handbook, which may be published each year, or in the membership database accessible via the AIOH website.

(ii) A Member who has Certified Occupational Hygienist status shall be deemed unfinancial if, by 30th November in the current financial year, having been sent a COH fee notice for the current financial year to his/her last notified address and a reminder to the last notified address, they have not paid the said fee. The Member's COH status shall be deleted from the Register of Members, the Membership Handbook, which may be published each year, and the membership database accessible via the AIOH Website.

4. SUSPENSION OF MEMBERSHIP AND/OR STATUS

(Adopted December 8, 1992, Amended December 7 2004)

(i) A Member or a Retired Member or a Student Member shall be allowed to suspend his or her membership and/or status of the Institute for a period between one and four years, without being required to pay the membership subscription or fee for the period, provided they apply for a suspension of membership or status before becoming unfinancial i.e., before 30th November in the current financial year.

(ii) A Member certified as a Certified Occupational Hygienist shall be allowed to suspend this status for a period of not less than six (6) months and not more than 18 months, without being required to pay the fee for the period, or being required to accumulate certification maintenance points for that period, provided they apply for a suspension of this status before becoming unfinancial i.e. before the 30th November in the current financial year.

5. MEMBERS OR STATUS HOLDERS TWO YEARS IN ARREARS

(Adopted December 7, 1993, Amended December 7 2004)

A Member, Certified Occupational Hygienist, Retired Member or Student Member is defined as being two years in arrears when, on the 30th November in the current financial year, they have not paid in full the membership subscription and/or fee, which fell due on 1st July of that year and 1st July of the previous financial year of the Institute.

6. QUALIFICATION OF POST SECONDARY EDUCATIONAL REQUIREMENTS FOR RULE 6.2.3(b)

(Adopted July 23, 1999, amended December 5, 2006)

With reference to Rule 6.2.3(b) a post secondary educational qualification means Certificate Level 3 or higher in the Australian Qualifications Framework.

7. CERTIFICATION

(Adopted December 9, 2003, amended December 5, 2006)

The requirements for certification shall be detailed in a procedure "Requirements for Certification". This procedure may be amended to ensure that any substantive changes that occur in the profession are reflected in the evaluation of candidates. Any proposed changes shall be evaluated to ensure they do not have a significant impact on the effectiveness of the certification scheme. AIOH members will be given a minimum of two months' notice of any proposed changes, in accordance with Rule 38, during which time they can submit comments. Any resultant changes will require a further opportunity for comment. Changes shall not be subject to a vote by members. All changes shall be "tracked" and compiled in an abbreviated format for review as necessary by IOHA. Any proposed substantive changes in the manner in which occupational hygienists are accredited shall be submitted to the IOHA

Secretariat for assessment by the IOHA National Accreditation Recognition (NAR) Committee. Such substantive changes shall not be made effective until IOHA has confirmed that their requirements are still being met.