



# Rules

**Version: 1.10** 6th September 2016

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Adopted on the 6th September 2016

**Please note:** The rules have been compiled using United Kingdom (and some Swedish) terms of reference and legal terms. In time it is envisaged that a more International version of these rules will be created.

## **1. Interpretation/general**

### **Name**

This association is called IFISA, International Flight Information Service Association.

### **Address**

The association has formal postal address;  
IFISA c/o Entry Point North AB, Box 30, SE-230 32 Malmö-Sturup, Sweden.

### **Mission of IFISA**

To further the professional status of Flight Information Services, to enhance its stature and to promote aviation safety both nationally and internationally.

### **Goal of IFISA**

To protect and safeguard the interests of the Flight Information Service Officer.

To establish a close working relationship for ICAO & EASA to improve and standardise the FISO service internationally

To allow national FISO associations/unions/trade unions to work together for the first time.

### **Objectives of IFISA**

- **Safety**  
To promote safety, efficiency and regularity in International air navigation.
- **Assist Development**  
To assist and advise in the development of safe and orderly systems for the Flight Information Service.
- **Promote Knowledge**  
To promote and uphold a high standard of knowledge and professional efficiency amongst Flight Information Service Operators.
- **Co-operate with Authorities**  
To closely co-operate with International and National aviation authorities and institutions concerning the Flight Information Service.
- **Education & unification of service**  
Hold annual International FISO seminar

### **World-wide Representation**

To strive for a world-wide Association to act as an umbrella organisation for National Flight Information Service Associations/unions/trade unions.

- 1.1 In these Rules the following words or expressions shall have the following meanings respectively:
- 1.2 “The Association” means the International Flight Information Service Association.
- 1.3 “The Profession” means the profession of Flight Information Service Officer (Aerodrome & Area).
- 1.4 “The Executive Board” means the Executive Board for the time being of the Association.

- 1.5 “The Secretary” means the Secretary for the time being of the Association.
- 1.6 “Member” embraces all categories of member.
- 1.7 “Month” means calendar month.
- 1.8 “In writing” means discussion of matters requiring attention that may necessitate a decision within a properly constituted meeting of members of the Association.
- 1.9 “Business” means discussion of matters requiring attention that may necessitate a decision within a properly constituted meeting of members of the Association, either in paper or electronic format.
- 1.10 Words importing the singular number include plural or vice versa, and the words denoting the masculine include the feminine unless the context forbids.
- 1.11 “FIS” means Flight Information Service, or equivalent.
- 1.12 “FISO” means Flight Information Service Officer, or equivalent.
- 1.13 “FIS unit” means a Flight Information Service Unit actively providing a FIS, or equivalent service.
- 1.14 “Representative” means an individual representing the interests of a Full member who shall himself be a qualified FISO.

## **2. Names and Qualifications of categories of members**

- 2.1 For the purposes of determining qualifications for membership, the Flight Information Service shall be the level of service provided.
- 2.2 Full member - A candidate for election as Full member shall be a body (National association or Union/Trade Union) which represent FISO's as either its main level of service, or represents FISO's amongst it's membership.
  - 2.2.1 In special circumstances, where a Nation has only one unit and has no Association, Union/Trade union, the Executive Committee can grant Full membership to that unit. Should more units be established in that Nation, then IFISA would require full membership criteria to be met.
- 2.3 Associate member - A candidate for election as an Associate member shall be a National/International Aviation Authority. Associate membership allows attendance at meetings to observe and participate in discussions, but has no voting rights at IFISA meetings.
- 2.4 Corporate Membership – The Executive Board may from time to time, elect to Corporate Membership from year to year any company, partnership, association or organisation from any country of registration or origin whose activities concern aviation.

- 2.4.1 Any company, partnership, association or organisation proposed for election to Corporate Membership shall indicate that it will, if elected, abide by the Code of Practice applicable to such membership as determined by the Executive Board.
- 2.4.2 A Corporate Member may appoint a representative to attend and speak at any General Meeting notice of which it is entitled but shall have no vote.
- 2.4.3 Corporate Membership shall terminate if the company, association or organisation becomes bankrupt or enters into any arrangement or composition with creditors, or, at the discretion of the Executive Board, should it consider that the activities of, or the association with the Corporate Member in which case the procedure shall be prescribed by Rule 8.
- 2.5 Honorary Membership – the Executive Board may from time to time, elect to Honorary Membership, for period of time as agreed by the executive Board, any person, business of any nationality who by virtue of distinguished service or high position in any part of the world, shall be deemed by the Executive Board to be worthy of that honour.
- 2.5.1 Unless otherwise decided by the Executive Board (whether generally or in individual cases) no subscription shall be payable by an Honorary Member.
- 2.5.2 Honorary Membership shall have the rights of Associate Members as laid down in Rule 9.

### **3. Election of Members**

- 3.1 Every candidate for Membership of the Association shall be proposed by one Full Executive board Member and seconded by one Full Executive board Member who shall vouch for the suitability of the candidate.
- 3.2 The form of proposal showing the candidate's name, address and names of his Proposer and Seconder shall be sent to the Executive Board or such other person as from time to time shall be nominated to receive it.
- 3.3 Particulars of a candidate, when elected, shall be inserted in the Association membership list for the purposes and stored by the Executive Board.
- 3.4 The election of members shall be vested in the Executive Board and shall be decided by a majority vote. When appropriate this may be a postal ballot, or the Executive Board may delegate its authority in this regard to a Committee.
- 3.5 The effective date of membership of the Association shall be the date of the meeting of the Executive Board or delegated Committee at which a member was elected. In the case of a postal ballot, the effective date of membership

shall be the notified closing date of the ballot, providing that no objection to the application has been registered.

- 3.6 A period of at least one year shall elapse before a rejected candidate may be nominated for election, except that an applicant against whom an objection is registered in a postal ballot for election to membership shall have his application considered by the next following meeting of the Executive Board.
- 3.7 Every member shall be entitled to a certificate of membership on election.
- 3.8 Members of the Executive Board stand as an individual from a member Nation and not as a representative of the national Organisation/Union/Trade union. The Executive board members have no voting powers in open votes.

#### **4. Membership List**

- 4.1 The Executive Board shall maintain a list of all members that shall show the category of every member.

#### **5. Subscription**

- 5.1 The subscription of members shall be set by resolution of the Executive Board at a meeting called for that purpose and ratified at a General Meeting of the Association.
- 5.2 If a membership fee should be required, the annual subscription shall become due on the 1<sup>st</sup> January of each year and any member whose subscription is twenty-eight days overdue without sufficient reason, shall forfeit all benefits of membership.

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#### **6. Retirement/Withdrawal of Members**

- 6.1 A member organisation may retire by written notice to the Executive Board, giving not less than three months clear notice.
- 6.1.1 Should any membership fee still current this will be forfeited on retirement/withdrawal of membership

#### **7. Suspension or Exclusion of Members**

- 7.1 If any members were judged to have committed unprofessional conduct in the opinion of two-thirds of members present at a meeting of the Executive Board, the President of the Executive Board may suspend the member.

#### **8. Expulsion of Members**

- 8.1 The Executive Board shall have the power by resolution, without assigning

any reason therefore, to:

- 8.1.1 Determine the membership of any member whose conduct in the opinion of the two-thirds of the members of the Executive Board at a meeting of the Executive Board, shall be detrimental to the interests of the Association or shall render him unfit to be a member thereof.
- 8.1.2 Provided always that twenty-one days notice of a meeting to consider the determination of membership shall be given, clearly stating that the intention to consider at such a meeting the name of member impugned and the intention to consider the determination of his membership.
- 8.1.3 Provided also that the members impugned shall be advised of the nature of the offence and given opportunity of appearing before the Executive Board in person or by proxy (such proxy being a board member of the Association) at the same meeting or any adjournment thereof and being heard in his defence.
- 8.2 The Executive Board shall have power to determine the membership of any member who fails to pay his subscription provided that twenty-eight days notice in writing shall first be given to the member, informing him of the intention to determine his membership at expiration of that period unless in the meantime all areas of subscription are paid.

## **9. *Rights of Members***

- 9.1 The rights of members other than Full or Corporate Members shall be unique to the member organisation and shall not be transferable.
- 9.2 Subject as hereinafter provided, every Full Member state (Countries with more than one-member organisation, shall have 1 vote collectively. I.E. a country with numerous Associations or Unions/Trade Unions will only have 1 vote regardless of the number of members) shall have one vote for each item requiring a vote at General Meetings of the Association. Save that no members of the Association, whilst they are in receipt of any salary from the Association, shall be entitled to vote at any meeting of the Association.
- 9.3 Save as herein expressly provided, no person other than a member duly registered, and who shall have paid every subscription in respect of membership, shall be entitled during the financial year in respect of which such payments have been made to:
  - 9.3.1 Be present or vote on any question either personally or by proxy, or as a proxy for another member at any General Meeting.
  - 9.3.2 Mark and/or sign ballot papers.
- 9.4 Votes at meetings of the Association may be given personally or by proxy. On a show of hands, a member present only by proxy shall have no vote. No person shall act as a proxy who is not entitled to be present and to vote in his own right.

- 9.5 The instrument appointing a proxy shall be in writing under the hand of the Appointee and shall be deposited with the Executive Board of the Association at least forty-eight hours before the time appointed for the holding of the meeting at which the member named proposes to vote. Otherwise the Instrument of Proxy shall not be treated as valid.
- 9.6 When a member is represented by more than one Representative at a meeting of the Association then only one Representative may exercise the member's vote. Requests for attendance by more than one delegate shall be at the discretion of the executive board.

## **10. Composition of the Executive Board**

- 10.1 The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer and board members.
- 10.2 The Executive Board shall hold office as President, Vice-President, Treasurer, Secretary and board members, shall be voted at a full meeting of the Association as Individuals and not as representatives of member Associations/Unions/Trade unions.
- 10.3 In order to stand for election, an individual has to be a member from a member association/union/trade union or organisation.

## **11. Powers and Duties of the Executive Board**

- 11.1 The powers and duties of the Executive Board shall include:
- 11.1.1 The appointment, dismissal and remuneration of all employees/volunteers and arrangements and definition of their duties.
- 11.1.2 The removal of members in accordance with Rules 8.
- 11.1.3 All arrangements pertaining to the Executive Board.
- 11.2 The Members may from time to time, and at any time, appoint any representative of a deputy for any Full Member of the Association to President, Vice President, Secretary and Treasurer to fill a vacancy to ensure adequate representation of all members' interests, provided the Rules be not thereby altered.
- 11.2.1 Any such appointment shall be for that period until the next Annual General Meeting.
- 11.3 The Executive Board may by Resolution signed by two-thirds of its number, remove the President, Vice President, Secretary or Treasurer, before the expiration of his term of Office.

In order to stand for election, an individual has to be a member from a



member state.

## **12. Election of the Officers**

- 12.1 The President shall retire after three years in Office but shall be eligible for re-election.
- 12.2 The Vice-President shall retire after three years in Office but shall be eligible for re-election.
- 12.3 The Secretary shall retire after three years in office but shall be eligible for re-election.
- 12.4 The Treasurer shall retire after three years in office but shall be eligible for re-election.
- 12.5 An elected board member shall retire after three years in office but shall be eligible for re-election.

## **13 Proceedings of the Executive Board**

- 13.1 The Executive Board may meet together for the despatch of business, adjourn and otherwise regulate its meetings as it thinks fit.
- 13.2 More than two Representatives present representing at least two Full Members shall be a quorum.
- 13.3 Questions arising at any meeting shall be decided by a majority vote.
- 13.4 In the case of any equality of votes, the President shall have a second or casting vote.
- 13.5 The President, or in his absence the Vice President shall be the President of all meetings of the Executive Board.
- 13.6 On the request of three or more Executive Board members the Secretary shall at any time summon a meeting of the Executive Board by notice served upon members of the Executive Board and stating the proposed object of such a meeting.
- 13.7 Subject to any directions of the Executive Board to the contrary, a member of the Executive Board who is absent abroad shall not be entitled to notice of a meeting.
- 13.9 A member of the Executive Board shall vacate his office:
  - 13.9.1 If he becomes bankrupt, or if he makes any arrangement or composition with his creditors.
  - 13.9.2 If he resigns his office or ceases.

13.10 The Executive Board may act notwithstanding any vacancy or vacancies in its body so long as there are more than two members.

13.11 The Executive Board shall cause proper notes to be made of the proceedings of all meetings of the Association and of the Executive Board and all business transacted at such meetings. Any such notes of any meeting, if purporting to be signed by the person presiding at such meeting, or by the person presiding at the next succeeding meeting shall be prima facie evidence without any further proof of the facts therein.

#### **14 Annual General Meeting**

14.1 A General Meeting of the Members of the Association shall be held once in every year at such time and place as may be determined by the Executive Board but not more than fifteen months after holding the last preceding General Meeting. Normally the yearly meeting shall be held during the month of September each year.

#### **15 Extraordinary General Meeting**

15.1 The Executive Board may, if requisitioned by twenty-five per cent of the Membership entitled to vote, convene an Extraordinary General Meeting, either of all Members of the Association or of a particular category.

#### **16 Notice of General Meetings**

16.1 A notice shall be given by the Executive Board to members at least 3 months notice before the date of a General meeting.

#### **17 Proceedings at General Meetings**

17.1 If at any General Meeting neither the President nor the Vice President are present at the appointed start time of the meeting one of the present Executive Board Members present will chair the meeting.

17.2 The President may with the consent of the Meeting adjourn the Meeting to another time or place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the original Meeting.

17.3 At a General Meeting, a Resolution put to the vote of the Meeting shall be decided by a show of hands unless three members present or in proxy, or the President, shall demand a poll. Unless a poll be demanded a declaration by the President that the resolution on a show of hands has been carried, carried unanimously, carried by a particular majority or lost and an entry to that effect made in the Notes of the Proceedings shall be conclusive evidence of the fact

without proof of the number of votes recorded in favour or against such resolution.

## **18 Books of Account**

18.1 The Executive Board shall cause true accounts to be kept –

18.1.1 Of the assets of the Association.

18.1.2 Of the creditors and liabilities of the Association and debtors to the Association.

18.1.3 Of the sums of money received and expended by the Association and the manner in which these sums have been dealt with.

18.2 The Executive Board shall from time to time determine whether and to what extent and at what times and places and under what conditions and regulations the accounts and books of the Association, or any of them shall be open to the inspection by any Association member.

18.3 Responsibility for the day-to-day execution of these duties shall normally be delegated to the Treasurer for the time being responsible for the maintenance of the Association accounts who shall provide to each Executive Board meeting –

a report of the sums in each of the Association accounts at the quarter year end preceding.

- i) The balance of each individual budget at the quarter year end preceding.
- ii) The details of any expected imminent significant transactions.

## **19 Banking Account**

19.1 The funds of the Association shall be at the disposal of the Executive Board, normally by budget approval or by Resolution.

19.1.1 Notwithstanding the provisions of Rule 25.1, the President shall be authorised to approve expenditure of an urgent nature, subject always to those conditions which have from time to time been determined by Resolution of the Executive Board.

19.2 The currency for the Association will be the Swedish Krona.

19.2 Any financial transaction up to the equivalent of Swedish Krona 5000 may be issued by the Treasurer. Any transfer over the value of Swedish Krona 5000 requires two Executive Committee members' approval (not including any potential recipient of funds).

## **20 Accounts**

- 20.1 Once in every calendar year the Executive Board shall make available to the Association at the Annual General Meeting an account of the income and expenditure of the last financial year together with a balance sheet. The financial year is considered to be the time elapsed between yearly meetings.
- 20.2 A printed report of the Association as to the financial affairs of the Association generally, together with the report of the Treasurer, shall, not less than twenty-one days before the meeting, be available to members upon request through the Executive Board.
- 20.3 The account income and expenditure of the last financial year together with a balance sheet shall be distributed to all members present at the General Meeting.

## **21 Audit**

- 21.1 The accounts will be checked by the deputy of the Executive Board prior to a General Meeting.
- 21.2 This process shall be referred to as an Internal Review.

## **22 Disassociation of trade union activity**

- 22.1 The Association shall not support with its funds any object or endeavour to impose or procure to be observed by its members or others, any regulations, restriction or condition which if an object of the Association would make it a Trade Union.
- 22.2 The Association shall rigidly exclude all questions of party politics, general or local.

## **23 Indemnity**

- 23.1 Every Member of the Executive Board or their heirs, executors or administrators acting in relation to affairs of the Association, shall be indemnified and secured harmless out of the assets of the Association from and against all actions, damages, costs, charges, losses and expenses which they or any of them, or any of their heirs, executors or administrators shall or may incur or sustain by or by reason of any act done, concurred in or omitted, in or about the execution of their duty in their respective offices, except such, if any, as they shall incur or sustain through their own wilful neglect or default or through their own dishonesty respectively. None shall be answerable for the acts, receipts, neglects or defaults of the others of them or for joining in any receipt for the sake of conformity or for the default of any banker or person with whom moneys or effects belonging to the Association or its Members shall or may be lodged or deposited for safe custody, or for the insufficiency or deficiency of any security upon which any moneys of or

belonging to the Association shall be invested, or for any other losses or misfortunes or damages which may happen in the execution of their respective offices save shall happen by or through their own wilful neglect or default or by their own dishonesty respectively.

## **24 President**

24.1 The President is responsible for the chairmanship of the Executive Board and the leadership of the Association in accordance with the Association Rules. The President is also responsible for representing the Association to other organisations at the highest levels. The President is a member of the Executive Board and an ex officio member of all committees of the Association.

24.2 The specific responsibilities of the President are:

24.2.1 To be President of the Executive Board and direct its activities

24.2.2 To hold the casting vote, when necessary within the Executive Board.

24.2.3 To consider items of importance and make an executive decision on behalf of the Association as a whole when so required.

24.2.4 To approve expenditure of an urgent nature subject to any conditions as from time to time determined by Resolution of the Executive Board.

24.2.5 To make public comment on behalf of the Association on matters concerning Flight Information Service or the interests of Flight Information Service Officers, where possible following due co-ordination with the Vice-President.

24.2.6 To carry out on behalf of the Association any specific actions as directed by the Executive Board appropriate to the office of President.

## **25 Vice President**

25.1 The Vice President is a member of the Executive Board and an officer of the Association and shall deputise for the President whenever necessary, on each occasion assuming the specific responsibilities of the President and in the absence of a President, shall exercise leadership of the Association, in accordance with the Rules.

25.2 The specific responsibilities of the Deputy President are:

25.2.1 To be an ex officio member of all Association Committees, and to co-ordinate their activities where appropriate.

25.2.2 To provide guidance and advice to new members of the Executive Board in order to facilitate their expeditious assimilation into the work of the Board.

- 25.2.3 To provide, in conjunction with the Treasurer, after the end of the financial year, to the next following Executive Board meeting, a statement comparing expenditure with budget for the previous year.
- 25.2.4 To prepare an annual budget for submission to the Treasurer.
- 25.2.5 To make public comment on behalf of the Association on matters concerning Flight Information Service or the interests of Flight Information Service Officers, where possible following due co-ordination with the President.
- 25.2.6 To maintain a safety oversight of Association activities.
- 25.2.7 To carry out on behalf of the Association, any specific actions as directed by Executive Board as appropriate to the Office of Deputy President.

## **26 Treasurer**

- 26.1 The Treasurer is a member of the Executive Board and is responsible for the financial and administrative arrangements of the Association. The Treasurer is required to ensure that all activities are conducted in accordance with the Rules.
- 26.2 The specific responsibilities of the Treasurer are:
  - 26.2.1 To be responsible for all financial matters with regard to the Association's finances.
  - 26.2.2 To ensure that the annual Association accounts are presented to the deputy of the Executive Board at the close of each financial year and that a full financial report is presented at the Annual General Meeting.
  - 26.2.3 To maintain records of all financial transactions and associated duties of a book-keeper.
  - 26.2.4 Ensure that all electronic banking including any direct debits are conducted to the satisfaction of the bankers and accountants.
  - 26.2.5 To prepare an annual budget for the Association based on anticipated income and requested expenditure from other Executive Board Members.
  - 26.2.6 To ensure that the Association's rules and procedures are kept up to date and amended as required.
  - 26.2.7 To carry out on behalf of the Association any specific actions as directed by the Executive Board, appropriate to the office of Treasurer.
  - 26.2.8 To manage the day to day financial affairs of the Association including:

- i) Oversee and organise the collection of subscriptions
- ii) Payment of Invoices
- iii) Payment and reconciliation of claims
- iv) Maintain a contemporaneous record of income and expenditure

## **27 Secretary**

27.1 The Secretary is a member of the Executive Board. The Secretary is responsible for all matters relating to the arrangement and notification of the Executive Board meetings and General Meetings of the Association, and for ensuring that such meetings are conducted in accordance with the Rules.

27.2 The specific responsibilities of the Secretary are:

27.2.1 To ensure that Notes of all Executive Board, Annual General, General and any Extraordinary General Meetings are produced and distributed as appropriate and the Notes are archived.

27.2.2 To ensure that all vacancies on the Executive Board or other committees are promulgated and for the collation of all nominees.

27.2.3 To ensure that Elections for the Executive Board and other Committees are conducted according to the current Rules, and in addition receive all letters of resignation from Members of the Executive Board or who are unable to complete their term of Office.

27.2.4 To ensure that the Association Roll of Honour is updated at the cessation of a period of Office of the President.

27.2.5 To be responsible to the Executive Board for arranging nominations and elections for Association awards and subsequently for ensuring that all such awards are prepared and presented at the appropriate time.

27.2.6 To be responsible for notification of matters affecting the Rules in a manner prescribed by the Rules pertaining at the time.

27.2.7 To carry out on behalf of the Association any specific actions as directed by the Executive Board appropriate to the Office of Secretary.

## **28 Board Member**

28.1 A Board Member is a member of the Executive Board and an officer of the Association.

28.2 The specific responsibilities of a Board Member are:

28.2.1 As defined by the Executive Committee for rolls/tasks as required.

**29 Signatory/Firmatecknare**

- 29.1 The association is registered in Sweden and as such it needs a person to act as a signatory/firmatecknare. To simplify procedures, the executive board shall elect one signatory/firmatecknare. The single signatory/firmatecknare can sign for the association on his/her own. It is recommended that the association annual meeting elects a signatory/firmatecknare in or as close to Sweden as possible.

**Notes:**

