



INTERNATIONAL FLIGHT INFORMATION SERVICE ASSOCIATION

# RULES

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# Article I: General

## 1.1 Name

The name of this Association is the International Flight Information Service Association (IFISA).

## 1.2 Definitions

In these Rules the following words or expressions shall have the following meanings respectively:

(a) The words "Rules" where applied in these Rules mean the Rules of the International Flight Information Service Association.

(b) The word "IFISA" where applied in this Rules means the International Flight Information Service Association.

(c) The word "Association" where applied in this Rules means any Professional Association, Organisation, (trade) union, or guild of Flight Information Service Officers (FISOs), or individuals, whose purposes are essentially the same of those of IFISA.

(d) The word "Assembly" where applied in this Rules means the delegated representatives of the Associations of IFISA, their proxies or deputies.

(e) The word "Assembly Meeting" where applied in this Rules means the annual meeting of the Assembly.

(f) The word "Officer" where applied in these Rules means any Member of the Executive Board, including President, Vice-President, General Secretary, Treasurer and any other Board-Member.

(g) The word "Resolution" where applied in these Rules means any decision taken by the Executive Board in accordance with the Rules.

(h) "In writing" means discussion of matters requiring attention that may necessitate a decision within a properly constituted meeting of members of the Association.

(i) "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.

(j) Words importing the singular number include the plural or vice versa, and the words denoting the masculine include the feminine unless the context forbids.

## **1.3 Mission, Objectives**

### **1.3.1 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.

### **1.3.2 The objectives of IFISA are and shall be:**

- (a) To operate as a non-partisan, non-profit-making Association of FIS Associations;
- (b) To promote safety, efficiency and regularity in International Air Navigation;
- (c) To assist and advise in the development of FIS, in order to maintain the safe, orderly and expeditious flow of air traffic;
- (d) To promote and uphold a high standard of knowledge and professional efficiency amongst FIS personnel;
- (e) To protect and safeguard the collective professional interests of FIS personnel;
- (f) To make mutual benefit Memberships with other professional organisations;
- (g) To strive for a worldwide Association of FIS Associations.
- (h) To allow national FISO associations to work together and meet each other
- (i) To closely co-operate with International and national aviation authorities and institutions concerning the Flight Information Service.

### **1.3.3 In order to follow these objectives, IFISA will:**

- (a) Endeavour to establish a close working relationship for ICAO & EASA and other institutions to improve and standardise the service provided by FISOs internationally
- (b) Set up Committees for studying new techniques and facilities necessary and useful for the safety of International Air Navigation;
- (c) Collect and distribute information on professional problems and developments;
- (d) Levy Membership fees, annual subscriptions and charges upon its member Associations to provide the funds for effective management of IFISA activities;

- (e) Sponsor and support the passage of legislation and regulations which will increase and protect the safety of air navigation through the improvement of working conditions of FIS personnel;
- (f) Endeavour to carry out the work of IFISA in the official language of the International Civil Aviation Organisation (ICAO).
- (g) Rigidly exclude all aspects of party/National politics.

#### **1.4 Registered Address**

IFISA does not have a physical office. If IFISA decides to have one it can be located any place in the world as IFISA is an international association. IFISA has for administrative reasons a registered address. Which is:

**International Flight Information Service Association**

**Entry Point North Headquarters**

**Hyllie Vattenparksgata 11A**

**215 32 Malmö**

**Sweden**

#### **1.5 Duration**

The duration of IFISA shall be perpetual or until it is dissolved, as provided in Article I, Section 6 of the Rules.

#### **1.6 Dissolution**

IFISA may be dissolved at any time by a three-quarters majority vote, conducted by the Assembly. In the event of such dissolution, the Assembly shall appoint three representatives chosen from the Assembly of IFISA, who will, together with the elected officers, act as agents for the members and dispose of all its assets, physical or otherwise, by public auction or private sales, and any and all questions relating thereto shall be decided by a majority vote of the officers and the agents of the Assembly. All the liquid assets shall then be divided pro-rata between the members of IFISA at the time of such dissolution, in proportion to the annual subscription paid by each of such members before such dissolution.

#### **1.7 IFISA Seal, Emblem and Motto**

The official Seal, Emblem and Motto may only be changed on Assemblies by a majority of two-thirds of the Assembly members.

- 1.7.1 The official Seal and Emblem of IFISA The official Seal and Emblem is demonstrated on the front page of this Rules.
- 1.7.2 The official Seal and Emblem is demonstrated on the front page of this Rules.
- 1.7.3 The official Motto of the Association is "***Stay Informed***".

## **Article II: IFISA Members**

### **2.1 Application for Membership**

- 2.1.1 Any Association whose members or any part thereof, are engaged in the field of Flight Information Service is eligible for Membership.
- 2.1.2 Applications for membership shall be directed to the Secretary of IFISA. Such applications shall include copies of the Applicants Constitution or Rules of the Association if existing. The Secretary shall present the application to the Executive Board, which needs to be approved by a two-thirds majority vote at any Executive Board Meeting. When appropriate the Executive Board may delegate its authority in this regard to the Assembly.
- 2.1.3 The particulars and the category of an elected affiliate Association shall be inserted and stored in IFISA 's membership list to be maintained by the Executive Board.
- 2.1.4 A Certificate of Membership in paper or electronic format shall be granted to Full/Honorary/Associate/Corporate Members. The applicant may become an active affiliate of IFISA upon paying the required Membership fee and the annual subscription. By becoming a member of IFISA each Association or individual shall agree and subscribe, without reservations, to all provisions, conditions and regulations, contained in the Rules.
- 2.1.5 When the Certificate of an affiliated Association is revoked or suspended by IFISA, such Association shall immediately surrender its Certificate to IFISA along with any and all property in its possession belonging to IFISA, and all rights and privileges thereunder shall thereafter be inoperative and null and void.

### **2.2 Individual Members**

- 2.2.1 If no Association, Federation, Guild or any other organization in the country is available or an individual is not a member of any of these organizations in the country, an individual person can apply as individual Member at IFISA. Membership Fee is as an individual is applicable unless the individual is not member of such a national organization.



## **2.3 Full Member Associations**

- 2.3.1 The members consist of the national Flight Information Service Associations and any other suitable persons as determined by the affiliated Association of the respective country. All national members of an affiliated Association shall be considered simultaneously as individual members of IFISA. Affiliated Associations shall function as collective members of IFISA. In national respect, they will act independently. Each member Association, however, and its individual members shall abstain from any action detrimental to the common interest of the profession to its honour and public recognition.
- 2.3.2 Only one Association, Organization or guild may be accredited as a Member Association at any one time per Country. In case one Country has two Associations, Organization or guild representing Flight Information Service separately, both can be Member Associations. An application from the same Country and area of representation of an existing Member Association shall not be considered unless the Member Association does not represent the majority of the group of staff and the applicant Association can demonstrate that it is the representative body for the majority of that group of staff in that Country. The approval of such membership requires at least a two-thirds majority of the votes cast at an Assembly. A vote accepting the membership of such applicant Association shall result in the automatic removal from membership of the existing Member Association from the same Country and Area of representation.

## **2.4 Associate Membership**

- 2.4.1 Associate membership may be granted to individuals not in membership of affiliated Associations, only with the endorsement of the member association of the country in question if existing. In the absence of such an association, the Executive Board would exercise the endorsement upon those who support the objects of IFISA.

## **2.5 Corporate Membership**

- 2.5.1 IFISA will be empowered to invite suitable organisations and individuals to become corporate members of IFISA to assist in consideration of all technical matters in which IFISA may become involved and present technical papers for consideration of IFISA. Corporate members are invited to attend meetings of the Assembly and other committees of IFISA as observers. Corporate members have no voting rights.

## **2.6 Honorary Membership**

2.6.1 Honorary Associate membership may be conferred by a proposal of the Executive Board to individuals who are unable to qualify for Associate Membership but who work closely with the profession and/or the Federation on an individual basis. The status of Honorary Associate Member may be conferred or revoked by a majority vote at Assemblies. Such associate members shall not vote at Assemblies; however, they may speak on technical matters at the discretion of the Executive Board.

## **2.7 Appointment of Assembly Members**

2.7.1 Each affiliated Association shall appoint delegates to represent it at the assembly. One of these delegates shall be identified as the 'voting representative' and the name of such voting delegate shall be identified at the commencement of the Assembly.

## **2.8 Suspension of Members**

2.8.1 In case of neglect of payment, an Association in arrears shall be officially notified of the fact. If regular payment is not resumed within six months after such notification, the respective Association shall become suspended from Membership. Reinstatement may be effected by a two-thirds majority vote of the Executive Board upon such terms and conditions as they regard necessary to impose.

2.8.2 If any affiliated member is judged to have committed unprofessional conduct in the opinion of two-thirds of the Executive Board, the President may suspend the member. Reinstatement may be affected by a two-thirds majority vote of the Executive Board upon such terms and conditions as they regard necessary to impose.

## **2.9 Termination of Membership**

2.9.1 Membership to IFISA may be terminated by expulsion or by voluntary withdrawal.

2.9.2 Any member may retire by written notice to the Executive Board, giving not less than three months clear notice. Any outstanding accounts will be forfeited on retirement/withdrawal of membership. Membership is terminated as soon as the organisation and/or individual becomes bankrupt.

2.9.3 Corporate Membership shall terminate if the organisation and/or individual becomes bankrupt or at the discretion of the Executive Board by a two-thirds majority vote, should it consider that the activities of the Corporate Member are detrimental to the interests of IFISA.

- 2.9.4 Expulsion shall be effective in respect of those affiliated Full Member Associations, which are guilty of acts of conduct prejudicial to the best interest of IFISA and in violation of the Rules in such a manner which is likely to cause harm to IFISA or any affiliated Association.
- 2.9.5 Expulsion shall be effective only at a meeting of the Assembly and shall be determined by a two-thirds majority.

## Article III: Finance

### 3.1 Determination of Annual Income

The Assembly is empowered to determine any Membership fees, annual subscriptions and charges to be paid to IFISA by the member associations, associate members and corporate members.

### 3.2 Membership Fee

3.2.1 The Membership Fee, if any, shall be decided by the general assembly. The assembly may decide that different member fees apply for different types of members.

3.2.2 Membership Fees will be applied to Individual Members with 10 Euros per year.

### 3.3 Full Member Associations

Membership Fees will be applying to Full Members Associations based on the number of FIS Officers represented within the Member Association staggered to the number of members in the association.

Following membership fees will apply:

**Associations with up to 25 FISO and AFISO members: 50 Euro per year**

(= 50,0-2,00 Euro per member)

**Associations with up to 40 FISO and AFISO members: 80 Euro per year**

(= 3,07-2,00 Euro per member)

**Associations with up to 60 FISO and AFISO members: 120 Euro per year**

(= 2,92-2,00 Euro per member)

**Associations with up to 100 FISO and AFISO members: 185 Euro per year**

(= 3,03-1,85 Euro per member)

**Associations with up to 130 FISO and AFISO members: 290 Euro per year**

(= 2,87- 2,23 Euro per member)

**Associations with up to 160 FISO and AFISO members: 320 Euro per year**

(= 2,44-2,00 Euro per member)

**Associations with more than 160 FISO and AFISO members: 350 Euro per year**

(= max 2,17 Euro per member)

### **3.4 Associate Membership**

3.4.1 Associate Members are free of Membership fees.

3.4.2 Associate Members are invited to sponsor IFISA on a voluntary basis.

### **3.5 Corporate Membership Levels**

Different IFISA Corporate Membership Levels are available.

#### **3.5.1 Bronze Corporate Membership**

Privileges:

a. IFISA Website advertisement via Hyperlink and Logo on IFISA Website

Bronze Corporate Membership Fee: 150,00 Euro per year

#### **3.5.2 Silver Corporate Membership**

Privileges:

a. IFISA Website advertisement via Hyperlink and Logo on IFISA Website

b. a discount of 10% at IFISA Annual Seminar (sponsorship package)

c. IFISA Newsletter Advertisement (minimum of 2 Newsletter per year) with an article about the products of the company.

Silver Corporate Membership Fee: 400,00 Euro per year

#### **3.5.3 Gold Corporate Membership**

Privileges:

a. IFISA Website advertisement via Hyperlink and Logo on IFISA Website

b. a discount of 10% at IFISA Annual Seminar (sponsorship package)

c. IFISA Newsletter Advertisement (minimum of 2 Newsletter per year) with an article about the products of the company.

- d. each official document will be included the logo "official partner" (or other designation)

Gold Corporate Membership Fee 600,00 Euro per year

### **3.6 Suspension and Cancelation of Membership**

Members who are not able to pay their Membership Fees have the possibility to suspend their Membership for a period of time until they are able to pay their Membership Fees. This procedure is only applicable when:

1. The Association or Individual Members inform the IFISA Executive Board well in advance about the situation.
2. The Executive Board will approve the suspension of membership for a limited period of time, which will not extend more than 3 years.
3. The maximum time frame for a suspension of membership fees is 3 years.
4. The association has to have good reasons for applying the suspension procedure.
5. During the suspension time, the association has no right to vote on elections or other IFISA assembly voting's.
6. If the association or individual member is not able to pay the membership fee after 3 years, the IFISA Executive Board can decide to cancel Membership.
7. After 3 years the membership fees of the past 3 years must be paid to stop the process of membership suspension and/or cancellation.

### **3.7 IFISA finances**

IFISA shall be a non-profit organisation. All income from e.g. seminars, gifts and membership fees shall go to activities and other costs that benefit the IFISA members or causes in line with the IFISA objectives.

### **3.8 Financial Year, Books of Account and Budget**

- 3.8.1 The financial year of IFISA shall commence on 1st July and expire on 30th June each year.
- 3.8.2 Books of account shall be kept, indicating IFISA's assets, creditors/liabilities and debtors, as well as the sums of money received and expended, and the manner in which these sums have been dealt with.
- 3.8.3 The budget and accounts shall be presented annually by the Treasurer for approval by the assembly.

The balance sheet and the accounts of income and expenditure of the last financial year shall be made available to the affiliated Associations at the annual Assembly.

### **3.9 Currency**

All Membership fees, annual subscriptions and charges shall be levied in the currency that is applicable to the nation that IFISA at the time is registered and has its administrative office and bank account.

### **3.10 Accounts**

The principal bank account of IFISA shall be in the name of the International Flight Information Service Association and cheques drawn thereon shall be signed by the Treasurer and/or the Secretary of IFISA.

### **3.11 Expenditure and Allowances**

The officers of the Executive Board and other persons specifically designated by the Assembly shall be paid their expenses in connection with duties authorised and undertaken on behalf of IFISA. They shall not receive any salary except that, by the majority decision of Assembly, separate specific payments may be granted. The expenses of "delegates" incurred in attendance at Assemblies will not be met from IFISA funds.

### **3.12 Financial Liabilities**

- 3.12.1 No elective officer or agent of IFISA, either singly or jointly with others, except as designated and provided in the Rules, shall have the power to make any bill, note, cheque or other negotiable instrument payable or endorse the same in the name of IFISA, or contract or cause to be contracted any debts or liabilities in the name of or on behalf of IFISA.
- 3.12.2 Notwithstanding the provisions stated in 8.1 above, the President shall be authorised to approve expenditure of an urgent nature, subject always to those conditions which have been determined by the Executive Board.

### **3.13 Auditors**

The Assembly shall appoint auditors who will be responsible for checking IFISA accounts and the management of financial activities by the Treasurer prior to the Assembly. The auditors shall deliver a written report of their findings to the Assembly and at such other times as may be requested by the officers or by the Assembly.

### **3.14 Indemnity**

The officers, the President, the Vice-President, the Secretary, the Treasurer, the Board Member(s), the Auditors, and the member associations of IFISA and every of them, everyone of their heirs, executors and administrators shall be indemnified and secured harmless out of the assets of IFISA from and against all actions, costs, charges, losses, damages and expenses which they or any of them, their 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 or trusts except such (if any) as they shall incur or sustain by, or through their own wilful neglect or default, or through their own dishonesty respectively, and none of them shall be answerable for the acts, receipts, neglects or defaults of the other or others of them or for joining in any receipt for the sake of conformity or for the defaults of any bankers or other persons with whom monies or effects belonging to IFISA or its members shall or may be lodged or deposited for safer custody, or for the insufficiency or deficiency of any security upon which any monies of or belonging to IFISA shall be invested, or for any other losses, misfortunes or damages which may happen in the execution of their respective offices or trusts, or in relation thereto, except the same shall happen by or through their own wilful neglect or default, or by their own dishonesty respectively.



## **Article IV: Meetings**

### **4.1 Types of Meeting**

#### 4.1.1 Assembly meeting

These meetings shall take place annually (normally during the month of September) at such time and place as an Assembly or the IFISA Executive Board shall have decided.

Notice shall be given by the Executive Board to affiliated members at least 3 months before the date of a General Meeting. Each year, the Assembly will have special powers and these are:

- the authority to amend the Rules and
- Elect/re-elect officers of the Executive Board as per the election schedule kept by the Secretary.

#### 4.1.2 Special Assembly meetings

These meetings to decide on matter or matters of urgency, may be convened by a simple majority of an Assembly in session, or by a decision of Assembly members (so named in accordance with Article I, Section 2(d)), which is supported by at least half of said Assembly members who respond to the question as put before them by the IFISA Executive Board.

#### 4.1.3 IFISA Executive Board Meetings

Meetings are held on a regular basis upon the decision of the Executive Board. Meetings can be held as physical meetings or teleconferences. A meeting shall be announced at least 2 weeks in advance. If a physical meeting is booked it shall be announced at least 6 weeks before. The announcement of a meeting shall include a meeting agenda. Meeting notes shall be taken and made available to all board members after the meeting.

### **4.2 Attendance at meetings**

#### 4.2.1 Assembly meetings

These shall consist of the officers of IFISA, plus Assembly representatives as per Article I, Section 2(d).

#### 4.2.2 Special Assembly meetings

These shall consist of those eligible to attend this type of Assembly.

#### 4.2.3 Executive Board meetings

These shall consist of the officers of IFISA.

#### 4.2.4 Advisor Attendance

Each affiliate may, in addition to their Assemblymember, have in attendance other representatives for their organisation as advisors and/or committee participants. These representatives may not speak at Assemblies unless called upon by their individual Assemblymember. In the event of meeting space limitations, these representatives may be required to not sit at the Assembly meeting table.

#### 4.2.5 Proxy Attendance

In the event a member Association (Article I, Section 2(d)) is unable to attend a meeting, the duly designated proxy or deputy shall present to the Assembly a credential in duplicate, countersigned by the President or Chairman and the Secretary or other officials of the respective affiliate. The original shall be retained by the Secretary of IFISA. Voting powers during temporary absences from an Assembly are to be dealt with in accordance with ANNEX 3, section 11 of the IFISA Rules.

#### 4.2.6 General Attendees

These consist of other persons permitted to attend meetings and shall consist of those designated to carry out specific meeting duties, Associate members, observers from appropriate organisations, invited guests and corporate members as authorised by the officers of IFISA.

### 4.3 Jurisdiction

All duly convened meetings, namely Assemblies and Executive Board meetings, have full authority to make decisions and determinations that are binding upon IFISA. However, the authority of special meetings shall be limited solely to the subject or subjects specifically indicated in the agenda of such special meetings.

### 4.4 Quorum

A quorum shall consist of a simple majority of those member associations eligible to attend Assemblies.

### 4.5 Voting

4.5.1 Members entitled to vote are Full IFISA Members. All questions properly brought before a meeting shall be determined by a majority vote of the voting representatives on the basis of one vote per country. In case there are two full members from one country, each full member will have a fraction of one single vote. The rules of order to be followed at any and all meetings shall be specified in the Rules.

- 4.5.2 If a voting delegate is temporarily absent during the assembly or is not able to attend the assembly, he/she may assign his/her voting powers to an alternative delegate. Such a delegation shall be made in writing and the letter must be brought to the assembly meeting by the delegate that the voting has been delegated to so that the letter can be shown to the executive board.
- 4.5.3 An elective officer of IFISA shall not be entitled to a vote except when he is an Assemblymember. In the event of equality of votes, the Chairman, even if he is not an Assemblymember shall have a casting vote. Resolutions passed at Assemblies will become IFISA policy. An amendment to the Rules requires a two-thirds majority of the votes to be cast in favour of the amendment by the Assembly members present and voting.
- 4.5.4 At an Assembly or Special Assembly, any Resolution put to the vote 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 minutes of the meeting shall be conclusive evidence of the fact without proof of the number of votes recorded in favour or against such Resolution.

## **4.6 Order of Business**

The order of business at Assemblies shall be as follows:

1. Call to order by President.
2. The roll call of Assembly members and determination of who present is entitled to vote.
3. Apologies for absence.
4. Nomination and the election of Auditors & Signatory.
5. Reading of the IFISA annual activity report
6. Reading of the IFISA annual financial report as well as balance report
7. Voting regarding indemnity for the past years executive board.
8. Reading and presentation of the budget and plan of activity for the upcoming year
9. Voting about the budget and plan of activity for the upcoming year.
10. Consideration of matters raised by the executive board.

11. Consideration of matters submitted in writing by members.
12. Nomination and the election of officers.
13. Future meetings and closure.

Agenda items may be proposed from member Associations or from the executives of IFISA. The final agenda shall be issued at least thirty days prior to a special Assembly and at least sixty days prior to all other types of Assemblies.

## **4.7 Proceedings at Assemblies**

- 4.7.1 The President, or in his absence, the Vice-President, or in his absence one of the Members of the Executive Board, shall take the Chair at all Assemblies.
- 4.7.2 Each speaker shall address him/herself solely to the Chair. The Chairperson shall have sole discretion for the order of calling speakers.
- 4.7.3 A motion of a matter to be discussed by the general assembly may be submitted by a full member at the latest 4 weeks before the date of the assembly meeting.
- 4.7.4 A motion from a full member submitted to the executive board shall be processed and prepared by the executive board so it can be presented at the assembly meeting with a well-prepared answer and suggestion of way forward by the executive board.
- 4.7.5 A motion from a full member or a motion from the executive board shall be discussed by the assembly in a democratic manner. Each full member is allowed to speak his/her opinion. Each speaker shall be given its turn to say his/her opinion. When app opinions have been heard a cast of votes from the full members shall be made to determine the way forward.
- 4.7.6 No full member may speak more than once on the same motion, except with the permission of the Chairman, provided always that the proposer of a motion has the right of reply before the motion or amendment is put.
- 4.7.7 The regular order of business may be changed or suspended by the President or by a two-thirds majority of the meeting.

## **Article V: Executive Board**

### **5.1 Number of Elective Officers**

The elective officers of IFISA shall be: President, Vice President, Secretary, Treasurer, and if determined by the Executive Board two further Board Members (or additional Board Members if deemed necessary by the Executive Board).

### **5.2 Eligibility and Election**

- 5.2.1 The elective Officers of IFISA shall be members in good standing or officers of an Association affiliated to IFISA and have the written support of their Association.
- 5.2.2 Officers shall be elected by ballot at the annual Assembly. In order to stand for election, an individual has to be a member of a member Association and his/her nomination need previously be brought in writing to the Secretary. The terms of office of a member of the Executive Board will be three years and in order to ensure continuity of expertise not more than 50% of the elective officers should be elected at any Assembly. The Secretary will keep a record of who is due to Retire. Retiring officers can be nominated for re-election.
- 5.2.3 Election of Officers shall be based on the principle of requiring a majority of the votes cast, which is fifty percent plus one. In the event that no one nominee receives a majority of votes cast for a specific office, then a further run-off election will be held between the two candidates receiving the highest number of votes. In the case of a tie at any stage in the voting procedure the said tie shall be broken by reevaluating for those candidates with equal votes.
- 5.2.4 The Officer/s shall take office immediately after Assembly and shall hold office as described herein.
- 5.2.5 In the event of the resignation or retirement of an officer during his term of office, the Executive Board is empowered to take steps to co-opt a substitute officer on a temporary basis subject to ratification by Assembly.

### **5.3 Authority and Responsibility**

The elective officers collectively shall constitute the Executive Board authority and direction of IFISA unless Assembly is in session. Individually, the authority and responsibility of the elective officer shall be:

#### **5.3.1 President**

The President is responsible for the chairmanship of the Executive Board and the leadership of IFISA in accordance with the Rules. The President shall preside at all meetings (or select a suitable deputy), shall supervise all

activities of IFISA, and shall sign official documents as appropriate. He shall be responsible for the selection of representatives' at all external meetings in the absence of an appointed representative by the Assembly. He shall carry out other responsibilities as prescribed within the IFISA Rules.

Further specific responsibilities of the President are:

- To approve an expenditure of an urgent nature subject to any conditions as from time to time determined by Resolution of the Executive Board.
- 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 coordination with the Vice-President.
- To carry out on behalf of the Association any specific actions as directed by the Executive Board appropriate to the office of President.
- To handle relations with external organisations

### 5.3.2 Vice President

The Vice President is a member of the Executive Board and an officer of the Executive Board 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.

Further specific responsibilities of the Vice President are:

- 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.
- 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 the budget for the previous year.
- To prepare an annual budget for submission to the Treasurer.
- 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 coordination with the President.
- To assist the president in the relations with external organisations.

### 5.3.3 Secretary

The Secretary shall be responsible for the management and administration of all activities of IFISA and shall conduct all correspondence on behalf of IFISA as directed by the President and/or the Assembly.

Further specific responsibilities of the Secretary are:

Arrangement and notification of the Executive Board Meetings, Assemblies and Special Assemblies and for ensuring that such meetings are conducted in accordance with the By-Laws.

- To ensure that notes of all Meetings (Executive Board, Assemblies and Special Assemblies) are produced and distributed as appropriate and the notes are archived.
- To ensure that all vacancies on the Executive Board or other committees are promulgated and for the collation of all nominees.
- To ensure that elections for the Executive Board and other Committees are conducted according to the By-Laws, and in addition receive all letters of resignation from members of the Executive Board or who are unable to complete their term of office.
- To carry out on behalf of the Association any specific actions as directed by the Executive Board appropriate to the Office of Secretary.

#### 5.3.4 Treasurer

The Treasurer shall be responsible for IFISA 's financial and administrative arrangements and for all funds which he receives and shall deposit all such funds in the name of IFISA in such bank or banks as the Executive Board may designate. The Treasurer is required to ensure that all activities are conducted in accordance with the By-Laws and shall cause to be exhibited at all reasonable times his books and accounts to any officer or Assemblymember. A complete statement of the financial position of IFISA shall be rendered by the Treasurer to Assemblies and Executive Board meetings.

Further specific responsibilities of the Treasurer are:

- To make, sign and endorse in the name of IFISA the cheques, drafts, electronic transfers, warrants and orders for the payment of money unless this is delegated to another Member of the Executive Board in accordance with the Rules.
- To be responsible for all financial matters with regard to the Association's finances.
- 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 Assembly.
- To maintain records of all financial transactions and associated duties of a book-keeper.
- Ensure that all electronic banking including any direct debits is conducted to the satisfaction of the bankers and accountants.
- To prepare IFISA 's annual budget based on the anticipated income and requested expenditure from other Executive Board Members.

- To carry out on behalf of IFISA any specific actions as directed by the Executive Board, appropriate to the office of Treasurer.
- To manage the day to day financial affairs of the Association including:
  - Oversee and organise the collection of subscriptions
  - Payment of Invoices
  - Payment and reconciliation of claims
  - Maintain a contemporaneous record of income and expenditure

#### 5.3.5 Firmatecknare

Firmatecknare can be translated as authorized signatory. The firmatecknare has the right to sign for the association in legal matters such as signing contracts. The main task of the firmatecknare is to sign for bank matters such as opening a bank account or tax matters such as signing the tax return. The association is registered in Sweden and as such it needs a person to act as signatory ("firmatecknare"). To simplify procedures, the Executive Board shall appoint one board member as signatory in or as close to Sweden, who can sign for the association.

#### 5.3.6 Board Member(s)

A Board Member is an elective officer of the Executive Board. The number of additional Board Members shall be decided by the Assembly after a proposal by the Executive Board. Any Board Member takes over such duties/roles/tasks as may be assigned by the Executive Board.

#### 5.3.7 Powers and Duties of the Executive Board

The Members of the Executive Board may, if necessary, in urgent cases, appoint any representative of any Full Member Association to Board Member to fill a vacancy in order to ensure adequate representation of all members' interests. Any such appointment shall be for the period until the next Assembly.

The Executive Board may by Resolution signed by two-thirds of its number, remove any Member of the Board before the expiration of his term of office.

A member of the Executive Board shall vacate his office if he resigns from office or ceases.

The Executive Board shall cause proper notes to be made of the proceedings of all IFISA meetings 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.

#### 5.3.8 Proceedings of the Executive Board

- The Executive Board may meet together for the despatch of business, adjourn and otherwise regulate its meetings as it thinks fit.
- A Quorum shall consist of at least three (3) members of the EB.



- Questions arising at any meeting shall be decided by a majority vote.
- In the case of an equality of votes, the President shall have a second or casting vote.
- The President, or in his absence the Vice President shall be the President of all meetings of the Executive Board.
- Unless otherwise agreed the Secretary shall at any time summon a meeting of the Executive Board.

## **Article VI: Management**

### **6.1 Changes of the Rules**

This Rules shall remain in force and effect, and shall not be altered, added to, amended or rescinded, except at Assembly as set out in Article IV, Section 1.1, or special Assembly, of which due notice shall have been given in accordance with Article IV, Section 1.2.

### **6.2 Interpretation**

This Rules shall be interpreted by the President. In addition, he shall rule upon all questions properly presented and seconded before a meeting as defined in Article IV. In the event that an Assemblymember disputes the President's ruling, the President shall, if the Assemblymember has a person who seconded the request for a ruling, put the question to the Assembly. Said dispute, will then be decided by a majority vote of Assembly members in attendance and voting.

### **6.3 Draft Releases**

In order that IFISA policy may be determined, where no Resolution or Rules exist, a statement of the matter concerned may be issued to all members and, in the absence of objection, be deemed policy. At least sixty days for reply shall be allowed unless the matter needs to be decided sooner.

### **6.4 Relations with External Organisations**

IFISA shall develop and maintain working relationships with other appropriate international, regional and national organisations as may be decided from time to time by the Executive Board by Resolution. Regional organisations shall be contacted through IFISA Regional Directors (if existing). National organisations shall be contacted through the appropriate Member Association where one exists.

### **6.5 Working Groups**

6.5.1 In order to investigate study and initiate action on matters of particular interest, the Executive Board or Assembly may establish separate working groups.

6.5.2 The working groups will be convened at Assemblies or by the Executive Board under the Chairmanship of a designated member of the Executive Board who will also delegate and coordinate the work of the committee between Assemblies.

- 6.5.3 The Chairman will be responsible for the submission of the standing committee reports and recommendations to the President and Assemblies as appropriate.
- 6.5.4 The members of such working groups shall be decided at Assemblies or by the Executive Board.
- 6.5.5 For the processing of specific objectives, a system of working groups shall be maintained. Such Committees shall be composed of members nominated by Member Associations.
- 6.5.6 The Committee shall have the authority to invite specialist members to serve on such Committees. In the case, such specialist is a member of a Member Association the consent of the Association shall first be obtained.
- 6.5.7 The recommendations of the Working groups shall not be put forward as IFISA policy unless they have been endorsed by an Assembly.

## **6.6 Regional Organisation**

- 6.6.1 As soon as proposed by the executive board and after the decision of the Assembly, affiliated member Associations may be allocated to regional groups as shall be determined by the Executive Board and confirmed by the Assembly in accordance with the By-Laws.
- 6.6.2 Each region may cause to be set up such minimum organisation as is necessary to achieve the effective pursuance of the objects of IFISA.
- 6.6.3 A regional organisation is subordinated to the executive board. All proceedings of a regional organisation must be approved by the executive board.
- 6.6.4 A regional organisation may not have any contact with external organisations unless the executive board is informed and has given their permission for such contact.

## **6.7 Regional chairman**

- 6.7.1 The role of the Regional chairman shall be to foster and promote IFISA work and policies throughout their region in accordance with the Rules.
- 6.7.2 The Regional chairman shall promote and encourage membership of IFISA by new member associations within the region.
- 6.7.3 The Regional chairman shall be appointed by the Executive Board following consultation with the region and the appointment may be terminated at any time at the discretion of the Executive Board.

- 6.7.4 The Regional chairman may organise or encourage such meetings as are deemed necessary. These meetings are to be funded by the regional groups directly and no central funds are to be used for this purpose.
- 6.7.5 It shall be the responsibility of the Regional Chairman to ensure that the Executive Board is kept informed of the activities which are taking place within the regional groups.
- 6.7.6 Regions must be self-financing. The regional chairman cannot commit the spending of central funds without the specific authority of the Executive Board in writing.
- 6.7.7 The regional chairman may use the approved logo and letterhead for IFISA purposes only. All letters stating IFISA policy and/or opinions must be cleared by the President or Secretary at least 10 days in advance of intended publication and such requests will be dealt with within 10 days.

## **6.8 Maintenance of Records**

There shall be maintained by the Secretary a permanent record of IFISA policies and activities which will be available to members.