

IFATCA Administrative Manual (IAM) Overhaul – Article 1

Presented by JF Lepage, Deputy President

SUMMARY

The IAM is most probably the most important document of our Federation. Yet, it has never benefited from a comprehensive overhaul since its creation in 1961. This working paper presents the proposed changes to Article 1 of the IAM.

1. INTRODUCTION

1.1. This working paper presents the proposed changes to Article 1 of the IAM, "GENERAL". It is to be noted that changes proposed here are, for the most part, editorials. The balance of the proposed changes is either modifications to align the text with current practice and modern times, or remove text that is no longer relevant, redundant, or inaccurate.

2. DISCUSSION

2.1. At present, Part 1, Article 1 is composed of eight sub-sections. Part 2, Section 1 is composed of six sub-sections. For the last two sub-sections of Article 1, there are no bye laws associated. The current structure of Article 1 and Section 1 is as follows:

ARTICLE 1	GENERAL
1	NAME AND SEAT
2	DEFINITIONS
3	OBJECTS
4	DURATION
5	DISSOLUTION
6	FEDERATION EMBLEM
7	FEDERATION SEAL
8	FEDERATION JOURNAL
1	NAME AND SEAT
2	DEFINITIONS
3	OBJECTS
4	DURATION

- 5 DISSOLUTION
- 6 VISUAL IDENTITY OF THE FEDERATION

2.2. The proposed new structure of Article 1 is as follows:

ARTICLE 1 GENERAL	
1	Name and Seat
1.1.	Name and Seat
2	Definitions
2.1.	Definitions
3	Objects
3.1.	Objects
4	Duration
4.1.	Duration
5	Dissolution
5.1.	Dissolution
6	Federation Emblem
6.1.	Federation Emblem
7	Federation Seal
8	Federation Journal

2.3. Each portion of Article 1 (in the Constitution) will precede the associated bye laws. For example, for 1 - NAME AND SEAT, the format would be as follows:

ARTICLE 1 – GENERAL

1. NAME AND SEAT



1.1. *The name of this organisation shall be:*

INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS (IFATCA)

1.2. *The headquarters of IFATCA shall be decided by the Directors of the International Federation of Air Traffic Controllers' Associations.*

1.3. *The headquarters is established in Montreal, Canada. (Munich 68.A.5, Gran Canaria 14.A.18)*

1.4. *The Federation is organised in Canada as a not-for-profit corporation. (Gran Canaria 14.A.18)*

1.1. The Headquarters and Secretariat are located at:

360 St. Jacques, Suite 2002
 Montréal, Québec H2Y 1P5
 Canada

- 2.4. In this example, the header corresponds to the sub-section of the Article, the text in light blue corresponds to the associated parts of the Constitution, and the text in white corresponds to the bye laws (when they exist).

2.5. Proposed Modifications

- 2.5.1. In the Constitution, the definition of “industry partner” isn’t in the right alphabetical order. It is proposed to move it to the correct location.

Convention – The Convention of IFATCA.

~~Industry Partners – The duly affiliated supporting Industry Partners of the Federation.~~

Directors – The duly delegated representatives of the Member Associations, their deputies or proxies.

[...]

IFATCA – (official abbreviation) The International Federation of Air Traffic Controllers' Associations.

Industry Partners – The duly affiliated supporting Industry Partners of the Federation.

Manual – The permanent record of the Federation's policies and activity is contained in two volumes: the IFATCA Administrative Manual and the IFATCA Technical and Professional Manual.

- 2.5.2. There are two definitions for: area of representation, bye laws, constitution, convention, directors, executive board, federation, IFATCA, industry partners, manuals, and member associations. They exist both in the constitution and in the bye laws. It is proposed to remove them from the bye laws to avoid redundancy.

2.1. Appoint – A process, as defined within this document, in which an individual is directly selected by an authorized individual or entity to fulfil a specified role within the Federation. Appointment does not require an election. This definition is applicable, in context, to the terms appointed or appointment.

~~2.2. Area of Representation – An area defined for IFATCA representation purposes which may be an ICAO state, a non-ICAO state, a territory or the area of jurisdiction of a duly constituted international Organisation.~~

~~2.3. Bye Laws – The Bye Laws (or By-Laws) of IFATCA.~~

~~2.4. Constitution – The Constitution of IFATCA.~~

2.5.2.2. Conference – The Annual Conference, Special Conference, or Regional Meeting of IFATCA at which elections are conducted, policy, procedure and guidelines of the Federation are determined by Directors.

~~2.6. Convention – The Convention of IFATCA.~~

~~2.7. Industry Partners – The duly affiliated supporting Industry Partners of the Federation.~~

2.8.2.3. Deputy – The duly designated deputy for the Director of a Member Association.

~~2.9. Directors – The duly delegated representation of the Member Associations, their deputies or proxies.~~

2.40.2.4. Elect – Elect: a process, as defined within this document under election or voting, in which an individual is selected by ballot of Directors to fulfil office defined as “Elected”. This definition is applicable, in context, to the terms elected or election.

~~2.11. Executive Board – The duly elected officers of the Federation occupying the positions of President and Chief Executive Officer, Deputy President, Executive Vice-President Finance, Executive Vice-President Professional, Executive Vice-President Technical, Executive Vice-President Africa and Middle East, Executive Vice-President Americas, Executive Vice-President Asia and Pacific, and Executive Vice-President Europe. The following appointed officers of the Federation shall be ex-officio members of the Executive Board but shall not have the right to vote: Office Manager, Liaison Officer to the ICAO Air Navigation Commission, Communications Coordinator.~~

~~2.12. Federation – The International Federation of Air Traffic Controllers' Associations.~~

~~2.13. IFATCA – (official abbreviation) The International Federation of Air Traffic Controllers' Associations.~~

2.44.2.5. Majority – In the case of voting, the terms "majority" and "two-thirds vote" and "three quarters vote" shall mean more than one half and more than two-thirds and more than three quarters respectively of the valid votes cast, including proxies but excluding blanks and abstentions.

~~2.15. Manual – The permanent record of the Federation's policies and activity is contained in two volumes – the IFATCA Administrative Manual and the IFATCA Technical and Professional Manual.~~

~~2.16. Member Associations – The duly affiliated professional Member Associations of the Federation.~~

2.47.2.6. Observer at Conference – A Industry Partner, an Associate Professional Member or a person attending conference by invitation, or with the approval, of the Executive Board. An Observer at Conference shall not have any right to vote.

[...]

2.5.3. In sub-section 5, the constitution part is quite lengthy (one single paragraph). It is proposed to split it in two, to improve readability. The second paragraph would start with the sentence “All assets remaining shall be allocated...”.

5.1. The Federation may be dissolved at any time by a three-quarters vote, conducted by the Directors. In the event of such dissolution the Directors shall appoint three representatives chosen from the Directors or Officers of the Federation, who shall act as agents for the Member Associations and dispose of all assets, physical or otherwise, by public auction, private sales, or otherwise, and any and all questions relating thereto shall be decided by a majority vote of such three agents.

5.2. All assets remaining shall be allocated to an institution with a public purpose similar to that of the Federation at the time of such dissolution and eligible for exemption from tax. In no case may property return to the founders or members, nor may it be used for their benefit in whole or in part and in any manner whatsoever.

2.5.4. Sub-section 6 does not have the same title in the Article and in the bye laws. It is proposed to retain the title from the Article, which is “FEDERATION EMBLEM”.

2.5.5. Sub-sections 7 and 8 of the Article do not have bye laws. To improve consistency, it is proposed to add the terms “No Bye Laws to this item have been specified so far.”, since this text appears elsewhere in the manual for similar situations.

3. CONCLUSION

3.1. This working paper presented the proposed changes to the Constitution and Bye Laws related to Article 1 and invites the Directors of IFATCA to welcome these changes favourably.

4. RECOMMENDATIONS

4.1. It is recommended that the IFATCA Administrative Manual (IAM) be amended as per the discussion above.

5. REFERENCES

5.1. International Federation of Air Traffic Controllers' Associations. (2025). *IFATCA Administrative Manual (IAM)* (Version 70) Montréal, Canada: IFATCA.

--END--