

IFATCA Administrative Manual (IAM) Overhaul – Article 2

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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 2 of the IAM.

1. INTRODUCTION

1.1. This working paper presents the proposed changes to Article 2 of the IAM, "MEMBERSHIP". 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 2 is composed of six sub-sections. Part 2, Section 2 is composed of twelve sub-sections. Sub-sections 7 to 12 are either proposed to be moved as new appendices, redundant, or no longer required and proposed for deletion. The current structure of Article 2 and Section 2 is as follows:

ARTICLE 2	MEMBERSHIP
1	FEDERATION MEMBERS
2	AFFILIATION
3	OBLIGATIONS OF MEMBERS
4	SUSPENSION OF AFFILIATION MAs AND INDUSTRY PARTNERS
5	TERMINATION OF AFFILIATION MEMBER ASSOCIATIONS
6	SURRENDER OF CHARTER OR LETTER OF AFFILIATION
1	FEDERATION MEMBERS 1.1. Application 1.2. Membership Cards
2	AFFILIATION 2.1 Member Associations

	2.2. Associate Professional Membership
	2.3. Safe Sky IFATCA Industry Partners
	2.4. Honorary Associate Membership
	2.5. Charters and Letters of Affiliation
3	OBLIGATIONS OF MEMBERS
	3.1. Member Associations
	3.2. Safe Sky IFATCA Industry Partnership
	3.3. Associate Professional Members
	3.4. Honorary Associate Members
	3.5. Updating of the Distribution List of Current Addresses
4	SUSPENSION
5	TERMINATION
	5.1. Voluntary Withdrawal
	5.2. Expulsion
6	SURRENDER OF CHARTER
7	LIST OF MEMBER ASSOCIATIONS
8	LIST OF INDUSTRY PARTNERS
9	LIST OF ASSOCIATE PROFESSIONAL MEMBERS
10	LIST OF HONORARY ASSOCIATE MEMBERS
	10.1. Recipients of Honorary Associate Membership
11	FORM OF CHARTER GRANTED TO IFATCA MEMBERS
	11.1. Member Associations
	11.2. Industry Partners
	11.3. Associate Professional Members
	11.4. Honorary Associate Members
12	NON-AFFILIATED ASSOCIATIONS AND INDIVIDUALS WITH WHOM CONTACT IS MAINTAINED

2.2. The proposed new structure of Article 2 is as follows:

ARTICLE 2	MEMBERSHIP
1	Federation Members
1.1.	Application
1.2.	Membership Cards
2	Affiliation
2.1.	Member Associations
2.2.	Associate Professional Membership
2.3.	Safe Sky IFATCA Industry Partners
2.4.	Honorary Associate Membership
2.5.	Charters and Letters of Affiliation
3	Obligations of Members

3.1.	Member Associations
3.2.	Safe Sky IFATCA Industry Partnership
3.3.	Associate Professional Members
3.4.	Honorary Associate Members
3.5.	Updating of the Distribution List of Current Addresses
4	Suspension of Affiliation Member Associations And Industry Partners
5	Termination of Affiliation Member Associations
5.1.	Voluntary Withdrawal
5.2.	Expulsion
6	Surrender of Charter or Letter of Affiliation

2.3. Proposed Modification – Sub-section 1

- 2.3.1. 1.2 - Membership Cards, should be deleted. These cards are becoming a thing of the past, there are very few remaining at the office, it is nearly impossible to track who owns one and who doesn't, and there is no plan to reorder them, given the very little advantage provided for the cost and the logistics.

2.4. Proposed Modifications – Sub-section 2

- 2.4.1. Constitution paragraph 2.5.3 prescribes that the form of Charters of Affiliation and letters certifying Associate Professional Membership be of a specific format. The office is custodian of templates currently in use, which have been updated numerous times over the years, and it is believe that a prescriptive format is not necessary. 2.5.3 is proposed for deletion.
- 2.4.2. In the bye laws, 2.1.1 indicates that applications for affiliation by MAs should be sent to the Office by 31 December each year. The current practice is that the office accepts applications year-round, and should they be too close to the next Conference (i.e. do not respect the deadline for working paper), they would be pushed to the following year. It is proposed to reformulate as follows:

2.1.1. Applications for affiliation as a Member Association should be sent to the Office of the Federation, to be received by the 31st of December prior to the Conference at which it will be considered.

- 2.4.3. Paragraph 2.1.7 is redundant and says the same thing as constitution's paragraphs 2.1.3, 2.1.4 and 2.1.6. Paragraph 2.1.8 is also redundant and says the same thing as bye law 2.1.5. Therefore, paragraphs 2.1.7 and 2.1.8 of the bye laws are proposed for deletion.
- 2.4.4. Paragraph 2.1.13 is something that was perhaps done in the past but not done anymore. It is proposed for deletion.
- 2.4.5. Paragraph 2.2.2 mentions that applications for Associate Professional Membership (APM) will be considered at the following EB meeting. Nowadays, this can be done at any given time. It is proposed to reword as follows:

2.2.2. The Executive Board will consider applications for Associate Professional Membership (APM) at the meeting of the Board following receipt **as soon as possible**.

- 2.4.6. In paragraph 2.2.3, the first part of the sentence should be removed, since it is precisely the purpose of bye laws to interpret and expand on the constitution. It is proposed to reword it as follows:

2.2.3. ~~Article 2, paragraph 2.2.1. of the Constitution shall be deemed to mean that w~~Where a controller's organization, or an organization of which the majority of controllers of that country are members, exists and which is eligible for membership of IFATCA, no case for Associate Professional Membership is valid.

- 2.4.7. Paragraph 2.2.6 should be removed. There is already discretion given to the EB to approve APMs. Furthermore, there is no recollection of a single APM being approved in more than ten years, nor is there a list of such current and past APMs.
- 2.4.8. Paragraphs 2.3.2 and 2.3.3 should be removed. With respect to 2.3.2, it is not something that has been done consistently, if ever. With respect to 2.3.3, it automatically becomes unnecessary if 2.3.2 is removed, and such objections would be handled by the EB on a case-by-case basis.
- 2.4.9. Paragraph 2.4.1 should be shortened by removing the second sentence. Should there be any objection by the home MA of the nominee, that MA would have the possibility to raise concerns in advance, since a working paper will be published.

2.4.1 ~~Nominations for election to Honorary Associate Membership should be made through the Executive Board, who shall submit a working paper to Conference. When preparing this paper, the Executive Board shall consult with the Member Association of the area in which the nominee either resides or is active in supporting the Federation.~~

- 2.4.10. Paragraph 2.5.3 of the constitution is removed (see 2.3.2 of this working paper), then paragraph 2.5.1 of the bye laws becomes unnecessary and should be removed.

2.5. **Proposed Modifications – Sub-section 3**

- 2.5.1. Paragraph 3.1.2 should be modified slightly to remove address (which is a confidential information) and to add instead email address. The reworded paragraph would look as follows:

3.1.2. As soon as possible after the Liaison Officer has been appointed by a Member Association, the incumbent's name, ~~address and telephone number~~ **and email address** must be notified to the IFATCA Office.

- 2.5.2. Paragraph 3.1.6 contradicts TPM policy INFO 6.1.4, and should be reworded as follows:

3.1.6. Member Associations shall submit a completed IHB questionnaire ~~to the IHB Editor or their respective Regional Executive Vice President, biennially, in even numbered years~~ **annually**.

2.5.3. Paragraph 3.2.3 should be reworded to be more inclusive and more generic. It is proposed to remove the notion of IFATCA Panel in a) and d), since they do not necessarily happen, and to open access to PLC as well in c), since some of the IPs are more in line with that committee than TOC only. The reworded paragraph would read as follows:

a) At Annual and Regional Conferences, to attend as Observers and to meet with the Executive Board and the Conference Directors and Delegates, to attend and speak in Committee B and C sessions (if any) unless requested by the Chair to retire from the meeting and to present and receive working papers in these Committees, to participate in the IFATCA Panel (if any) **fora** by invitation from the Executive Board, and to participate in the Technical Exhibition upon payment of the prescribed fee.

[...]

c) Access to the Executive Board, Member Associations, **and Standing Committee TOC, PLC and TOC**, as required from time to time to exchange information on technical and professional developments, products and requirements.

d) Industry Partners shall not be allowed access to Committee A at Annual Conference except by express invitation from the Committee. Industry Partners may be invited by the Executive Board to participate in ~~fora such as the IFATCA Panel~~ and to present papers on, and discuss matters of interest to Member Associations.

2.5.4. In paragraph 3.2.5 c), standing committee chairs have more than sufficient knowledge and discernment to determine the appropriateness of working papers. It is proposed to remove the Deputy President as an unnecessary intermediate in this process:

c) Any Industry Partners invited to present a paper at any Federation activity or event shall submit their paper to the Chair ~~through the DP~~ to ensure that the Code of Practice has been followed. The Federation reserves the right to reject papers which it believes do not comply with the Code of Practice or which it believes contain inappropriate or incorrect material.

2.5.5. In 3.5 and 3.5.1, the title and the text should be changed to “Contact List”, to reflect the new title of what was formerly known as the A55:

3.5. Updating of the ~~Distribution List of Current Addresses~~ **Contact List**

3.5.1. IFATCA members are responsible for passing amendments to the information contained in ~~this document~~ **the Contact List**, as necessary, to the IFATCA Office.

2.6. Proposed Modifications – Sub-section 4

2.6.1. In constitution paragraph 4.1, the deadline of two months is deemed unrealistic. Regardless of the deadline, the EB can suspend affiliation until a vote is held, and that would logically be at the next conference. It is proposed to reword as follows:

4.1 When a Member Association fails to comply with its obligations, its affiliation may be suspended by a two-thirds vote of the Directors. In serious cases of noncompliance, the affiliation may be suspended forthwith by the Executive Board. This suspension is subject to approval by a two-thirds vote of the Directors, ~~within two months~~ **at the next Conference**.

2.6.2. In the bye laws, paragraph 4.2 should be updated to reflect the fact that we do not use registered mail for such thing anymore:

4.2 The Executive Board may suspend any Industry Partner who fails to pay the annual subscription within the specified time, or who fails to abide by the Code of Practice as amended from time to time, or who becomes involved in the internal management of a Member Association unless invited, or who uses their membership within the Federation in their employment relationship to the detriment of their air traffic control staff. Notice of such suspension shall be issued to the Industry Partner ~~by registered mail~~ no less than thirty days prior to the date of suspension.

2.6.3. In the same logic, paragraph 4.3 should be updated as well, and since working papers are published 45 days in advance, and ample contacts are established with the said association beforehand to try and obtain payment, it should be shortened as follows:

4.3 When a Member Association fails to remit the affiliation fee or annual subscription and fails to provide, in writing, to an Annual or Special Conference, an accepted plan for subsequent repayment, its affiliation will be suspended automatically at the commencement of the Annual Conference immediately following that at which the fee or subscription became due. ~~Notice of such suspension shall be issued by registered mail to a Member Association no less than thirty days prior to the commencement of the Annual Conference at which such suspension would become effective.~~

2.7. Proposed Modifications – Sub-section 5

2.7.1. Regarding 5.2 on “Expulsion”, the section could use a complete rewrite to simplify it and to add clarity. It is proposed to add it to the work programme of CAC for next year.

2.7.2. In the meantime, it is proposed to rewrite bye law 5.2.1 in the positive form:

5.2.1. A Member Association ~~cannot have their~~ **will have its** affiliation terminated ~~for any reason other than if:~~

2.7.3. In paragraph 5.2.7, it is assumed that industry partners refuse to resolve the situation, which almost implies bad intent, which is very unlikely. It is proposed to change the tone of the paragraph as follows:

5.2.7. The Executive Board may expel any Industry Partner who has been suspended for any of the reasons specified in Part 2, Chapter 2, paragraph 4.2 and who ~~has refused to~~ **has not resolved** the situation to the satisfaction of the Executive Board. In addition, the Executive Board may immediately expel any Industry Partner for actions, which the Board, at its sole discretion, deem to be detrimental to the Federation or to the profession of air traffic control. (Jerusalem 95.A.28)

2.8. Proposed Deletion – Sub-section 6

2.8.1. Sub-section 6 seems outdated and could easily be removed. The Federation has seen MAs and IPs leave in the past and never those instruments have been returned to the Office. The same can be said about APMs, if we have any to start with. The entire sub-section is proposed for deletion.

2.9. Proposed Actions – Sub-sections 7 to 12

2.9.1. Sub-section 7 contains the list of current MAs of the Federation. It is proposed to move that list at the end of the IAM; it would become Appendix A.

2.9.2. Sub-section 8 contains the list of current IPs of the Federation. That information is already present in the Contact List, it is proposed for deletion from the IAM to avoid redundancy.

2.9.3. Sub-section 9 says that “Members requiring information concerning APMs should contact the IFATCA Office”. This could be said about pretty much any questions MAs could have, the sub-section should be deleted.

2.9.4. Sub-section 10: only one person is recorded here as having received the Honorary Associate Member status. This information should be recorded as part of the separate document that will house the Chronicles of IFATCA (Part 3 of the IAM).

2.9.5. Sub-section 11: as mentioned previously (see 2.4.1 of this working paper), templates are under the custody of the Office and are updated from time to time as necessary. The format displayed in the IAM is neither necessary, nor accurate. It is proposed to delete this sub-section.

2.9.6. Sub-section 12: similar to sub-section 9 above, the section says it would be impractical to maintain such list, and to contact the Office for more information. It is proposed to delete this sub-section.

3. CONCLUSION

3.1. This working paper presented the proposed changes to the Constitution and Bye Laws related to Article 2 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.

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