

**Member Association Affiliation application process**

Presented by Constitution and Administrative Committee (CAC)

**Summary**

Review guidelines for Member Association Affiliation application

**1. INTRODUCTION**

- 1.1. At Annual Conference 2023, Montego-Bay Jamaica, the Constitution and Administrative Committee (CAC) were tasked to review guidelines for potential Member Association application for affiliation. This working paper seeks to review the current guidance and required information to make it as easy as possible for potential member associations to understand.

**2. DISCUSSION**

- 2.1. Potential member associations may find it difficult to understand what they need to do affiliate with IFATCA.
- 2.2. Current Constitutional articles and Bye-laws, guide as follows; Article II (Membership) of the IAM at clause 2.1.4 and 2.1.5 state the process of application for affiliation:
  - “Any applicant association, organization or guild of air traffic control personnel must demonstrate to the satisfaction of the Directors that it actually represents, or has the possibility to represent, a majority of the air traffic controllers within its area of representation.
  - Applications for professional membership shall be directed to the IFATCA Office and shall include all necessary information as specified in the Bye-Laws. By applying for professional membership, the prospective Member Association shall agree and subscribe, without reservation, to all provisions, conditions and regulations contained in the Convention, the Constitution, and the Bye-Laws.”

- 2.3. The IAM PART II Administrative policy (Bye-laws), Chapter 2, section 1, clause 1.1.2 states:
- “Before applying for affiliation, prospective Member Associations are asked to bring the technical objects of their organisation in line with those of IFATCA as laid down in Article I, paragraph 3, of the Constitution.”
- 2.4. It should also be noted that the IAM at PART II ADMINISTRATIVE POLICY (BYE LAWS) Chapter 2 Membership, Section 2 Affiliation, para 2.1.1, 2.1.2 and 2.1.7 respectively state that:
- “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. (Ottawa 94.A.38; Toulouse 98.A.22)”
  - “Together with their application for affiliation prospective Member Associations should also submit:
    - a) a copy of their constitution (in English), and
    - b) their initial reply to the Information Handbook (IHB) questionnaire.
- The application will not proceed, and thus no working paper will be presented to conference, if these items are not received. (Ottawa 94.A.39; Buenos Aires 03.A.17)”
- “The applicant Association shall be required to submit their first year’s membership fees plus their affiliation fees (or part thereof) prior to the vote on affiliation being taken in Committee A. (Buenos Aires 03.A.15)”
- 2.5. The IAM does not currently require a declaration from an applicant Association whether they have previously been affiliated, or if they are replacing a previously or currently affiliated Member Association.
- 2.6. Part II of the IAM provides guidelines to Associations seeking affiliation. However, the guidelines are scattered, and some parts can be missed out.
- 2.7. It is more appropriate that all the information be included under Affiliation in the administrative manual.
- 2.8. It is also appropriate that the application process is streamlined into summarized, easy to follow steps.

### **3. CONCLUSION**

- 3.1. The IAM provides adequate information about application for membership but needs to be organized into one section and in a more simplified way.
- 3.2. A checklist will be Membership Application checklist developed in consultation with IFATCA Office. Checklist should be made available electronically, including via the IFATCA website

## 4. RECOMMENDATIONS

4.1. That the IFATCA Administrative Manual V69 2024 be amended as indicated below:

- PART II ADMINISTRATIVE POLICY (BYE LAWS) Chapter 2 Membership, Section 1 be amended by the removal of clause 1.1.2. (pp49)

~~Before applying for affiliation, prospective Member Associations are asked to bring the technical objects of their organisation in line with those of IFATCA as laid down in Article I, paragraph 3, of the Constitution.~~

- Consequential renumbering of subsequent paragraphs
- PART II ADMINISTRATIVE POLICY (BYE LAWS) Chapter 2 Membership, Section 2 Affiliation (pp50) be amended by insertion of a new paragraph:

2.1.2 Before applying for affiliation, prospective Member Associations shall:

- a) Familiarize themselves with the constitution and objects of IFATCA as laid down in Article I, paragraph 3, of the Constitution.
- b) Obtain an application form to be filled and submitted.

- That existing paragraph 2.1.2 be renumbered to 2.1.3 and amended by insertion as indicated in red below:

2.1.3 Together with their application for affiliation prospective Member Associations should submit:

- a) a declaration stating whether the applicant Association is:
  - seeking to replace an existing affiliated Member Association of IFATCA; or
  - replacing a previously affiliated Member Association of IFATCA that no longer exists; or
  - seeking affiliation for a state that has not previously had affiliation with IFATCA
- b) a copy of their constitution (in English), whose objects are aligned with those of IFATCA.
- c) their initial reply to the Information Handbook (IHB) questionnaire.

The application will not proceed, and thus no working paper will be presented to conference, if these items are not received. (Ottawa 94.A.39; Buenos Aires 03.A.17)

- renumber subsequent paragraphs 2.1.3 to 2.1.13 to 2.1.4 to 2.1.14 respectively
- CAC to develop membership application checklist in consultation with IFATCA Office to be trialed in 2025/2026. Such checklist should be made available online via the IFATCA website.

## 5. REFERENCES

- 5.1. IFATCA Constitution and Administrative Manual V69 Aug 2024 as referred above

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