

Asia/Pacific Airport Coordinators Association (DRAFT)

Articles of Association

Framework, Name

Article 1.

The association is a non profit international association and called: “Asia/Pacific Airport Coordinators Association” (in the following referred to as the Association). The Association is a regional group in Asia/Pacific under the Worldwide Airport Coordinators Group (WWACG).

The association shall use the acronym APACA.

Scope

Article 2.

The purpose of the Association shall be:

- serving the common interests of the Members and Associate Members of the Association in all matters pertaining to slot allocation, schedules facilitation and related aviation matters;
- providing a forum for Members and Associate Members to exchange information on slot allocation, schedules facilitation and related matters;
- representing the interests and collective views of its Members to relevant national and international authorities, organizations and institutions;
- promoting and facilitating international cooperation in all matters pertaining to slot allocation, schedules facilitation and related aviation matters;
- promoting the development of professional skills in relation to slot allocation, schedules facilitation and related aviation matters;
- undertaking projects and research to improve standards of coordination and schedules facilitation;
- being a resource in the structuring of all relevant matters concerning aviation and by this strengthening its relevance;
- stimulating interest in slot allocation, schedules facilitation and aviation matters;
- supplying assistance and collective services for Members and Associate Members;
- developing systems and processes.

In pursuing its objectives the Association will undertake the following activities:

- (1) exchanging information and sharing experiences between members
- (2) supporting and assisting members
- (3) deciding on common positions and actions
- (4) representing the interests and views of members
- (5) improving standards of coordination and schedules facilitation
- (6) establishing best practices in airport coordination and schedules facilitation
- (7) providing opportunities for the training and development of new members
- (8) organizing industry seminars in topical issues
- (9) working with WWACG to improve rules and regulations

Categories of Membership

Article 3.

There shall be two categories of membership: Members and Associate Members. All Members and Associate Members are individuals or organizations legally established according to the laws of their country.

Members: all Coordinators and Schedules Facilitators within the Asia/Pacific regions are eligible to be Member of the Association either as an individual or as an organization. The Members must be legally appointed as coordinators or schedules facilitators according to the laws and customs of their countries of origin.

Associate Members: membership may be offered to other airport coordinators or schedules facilitators representing (an) airport(s) or a country outside of Asia/Pacific regions. Associated Members will have no right to participate in any votes taken by the Association.

Admission of Members

Article 4.

Applications to become a Member or an Associate Member shall be made in writing to the secretariat of the Association. Unless legitimate objections exist towards the admission, the candidate member is eligible to be Member of the Association.

The secretariat shall study the application and advise the General Assembly whether membership or associate membership is recommended or not. The General Assembly decides on the admission of Members. The decision is taken by a majority of two-thirds of the votes cast by the General Assembly provided that half of the Members shall be present or represented.

The General Assembly also decides on the admission of the Associate Members. The decision is taken by a majority of two-thirds of the votes cast by the General Assembly.

Termination of Membership

Article 5.

Each Member or Associate Member may terminate its membership by letter sent by written notification to the secretariat of the Association.

The General Assembly may terminate the membership of a Member or an Associate Member. It may vote for the exclusion of a Member or an Associate Member in the event that it shall have given rise to a good cause. In such circumstances, the Member affected shall have no voting rights. Before the decision of the General Assembly the Member or Associate Member will be invited to represent itself before of the General Assembly.

General Assembly

Article 6.

The Association shall be governed by the General Assembly of its Members. The General Assembly shall be the major organ of the Association and shall be held at least twice each year on the occasion of IATA Schedule Conference.

The General Assembly of the Members shall be invested with all powers necessary or advantageous for the purpose of achieving the objectives of the Association. The General Assembly of the Members shall decide the general policy of the Association.

The following powers shall be reserved exclusively for the General Assembly of the Members:

- the election and dismissal of the Chair and Vice-Chair of the Association;
- amendments to the Articles of Association;
- the admission and exclusion of Members or Associate Members;
- the dissolution of the Association;

The General Assembly will normally be called by the Chair and shall meet under the chairmanship of its Chair or, if the Chair should be prevented from attending, under the chairmanship of Vice-Chair.

Chair and Vice-Chair

Article 7.

The Chair and Vice-Chair should be elected among the Members at the General Assembly for a period of two years. The Chair and Vice-Chair may stand for re-election at the end of their term of office. The election shall be executed in a secret ballot if requested by at least one Member. Nomination for the positions of Chair or Vice-Chair must be made in writing to all Members.

Vice-Chair should serve as a secretariat of the Association.

Meetings

Article 8.

Meetings other than General Assembly may be held as often as necessary to conduct the work of the Association. Additional meetings may be called if at least one third of the Members of the Association require a meeting.

Members must be given at least fourteen days notice of a meeting or of a special meeting of the Association indicating the date, time, country and place, as well as the agenda of the meeting.

Voting, Quorum

Article 9.

Only Members shall be entitled to vote at the General Assembly of the Members. If there are multiple Members in one country or region, only one vote representing one country or region is valid.

A Member can give an authorization by a proxy to another Member to represent it or may delegate by a proxy its vote, in writing, to the Chair if it is not able to attend the relevant meeting. No Member can represent more than three other Members.

Decisions by the General Assembly shall be taken by simple majority vote of the Members present at the meeting, provided that at least half of the Members are present or are represented.

In case half of the Members are not present or are not represented and consequently a vote cannot be taken, another meeting will be called within two weeks, where a decision can be made with a two-third majority of the Members present or represented.

In case of a split vote, the chairman can exercise a casting vote or ask for another vote. Abstentions are not taken into account in case of elections or votes by the General Assembly.

Decisions relating to:

- amendments to the Articles of Association,
- the admission and the exclusion of Members or Associate Members,
- the dissolution of the Association,

must have two-thirds of the votes cast by the General Assembly provided that half of the Members shall be present or represented.

If one of these issues is to be discussed it has to be put on the agenda of the respective meeting and all Members must be notified in advance. Decisions by the General Assembly shall be recorded in minutes, which shall be made available to all Members and Associate Members.

Representation

Article 10.

The Chair (Chairperson together with Vice-Chairperson) shall represent the Association with any institution or on any committee, working group etc. where attendance is required. In case of an emergency the Chair may initiate any action in the name of the Association but must report back to the General Assembly.

Amendment of the Article and Dissolution

Article 11.

Any proposal to amend the present Articles of Association or to dissolve the Association shall be made by at least one half of the Members with voting rights. The proposal to amend the present Articles of

Association shall be in writing, otherwise they are invalid.

The secretariat shall give at least three months notice of the General Assembly of the Members called to vote on the proposal to amend the Articles of Association or to dissolve the Association. The General Assembly of the Members called for this purpose shall conduct business only if at least one half of the Members with voting rights are present or are represented.

Any Member with voting rights may be represented by proxy according to the same rules as for ordinary General Assembly of the Members. A decision to amend the Articles of Association or to dissolve the Association shall require a majority of two-thirds of the votes cast by the Members present or represented at the General Assembly.

If the General Assembly does not achieve the quorum stipulated above, a further General Assembly of the Members shall be called within one calendar month. This further General Assembly of the Members shall be empowered to take a binding and final decision on the proposal to amend the Articles of Association or to dissolve the Association, which shall require the votes of two-thirds of the Members present or represented.

When necessary the dissolution of the Association will be carried out by the Chair, Members of the Association or other persons who must be appointed by majority vote of the General Assembly.

Other

Article 12.

Any matters which are not covered by the present Articles of Association shall be determined in accordance with prevailing law.