

Morocco vACC Constitution

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Scope

This policy outlines the rules, regulations and procedures which include staff and member conduct and controlling any online position of the VATSIM Morocco, all mentioned (ACCMA) means Morocco vACC and the last word stand for virtual Air Control Center .

We are a non-profit organisation (NPO), created and managed by volunteers, aviation enthusiasts real and virtual. We strive continuously to improve our organisation in order to adapt to the changing needs and expectations of our members.

Our target is to achieve a high quality of air traffic controlling operations while ensuring the satisfaction of our staff, guests and members.

Membership

Membership Application:

An application for membership must be completed using the online forms provided on the ACCMA website. An application must include all information requested on the form; particularly a member's full names and a VATSIM membership is required

VATSIM for more information: VATAME (https://vatame.net/policy/find/63) | VATSEA be made by (http://vat-sea.com/) | VATWA (http://www.vatwa.net) | HQ System by Syam Haque (1161585) (/view/user/1161585)

Termination of membership:

VATSIM membership is terminated upon the receipt of written resignation addressed to the VATSIM VP Membership, or as soon as a member's VATSIM membership has been terminated due to gross violation of the VATSIM Code of Conduct or Code of Regulations.

A person's membership may be terminated by unanimous decision of ACCMA1 (ACCMA2 if appointed), ACCMA3, ACCMA4 and ACCMA5 if the member has severely or persistently violated ACCMA or VATSIM rules. Even though ACCMA membership has been terminated, this will not affect the person's membership of VATSIM.

The person facing suspension will be given the opportunity to state their case before a ruling is passed and the member will be informed of the outcome in writing.

Rights and Obligations of a member

Each ACCMA member has the right to use ACCMA services and is obliged to comply with both the VATSIM Code of Conduct and Code of Regulations as well as local ACCMA rules of conduct as specified in this document.

All members are obliged to maintain mutual consideration, esteem and respect for each other. Additionally, all members to ensure that their conduct does not preclude, detract or prejudice any other ACCMA or VATSIM members from making use of ACCMA or VATSIM services.

A member may staff an air traffic control position only if they hold the rating equivalent to the rating that the air traffic position requires. This rating must have been awarded in accordance with the VATSIM Global Ratings Policy V2.0.

Additionally, the Controller's name appears on the Controller Roster that is published on the ACCMA website and HQ VATME.

A member may be suspended from the use of all or some ACCMA services for a period of up to one calendar month if they are found to have violated any ACCMA or VASTIM rules.

This suspension will be come into effect by unanimous decision of ACCMA1 (ACCMA2 if appointed), ACCMA3, ACCNMA4 and ACCNMA5.

If possible, the affected member shall be heard before the decision is made.

The person facing suspension will be given the opportunity to state their case before a ruling is passed and the member will be informed of the outcome in writing.

Visiting Controllers

Visiting Controllers are VATSIM members who are not members of ACCMA, but to whom particular rights are granted by decision of the Director or Deputy Director following .

Visiting Controller status may be withdrawn partly or completely by ACCMA1 (ACCMA2 if appointed), ACCMA3, ACCMA4 and ACCMA5 at any time. The decision to withdraw Visiting Controller statues will be announced to the affected member. It is incontestable.

Visiting Controller status will also be revoked if a Visiting Controller has not controlled within ACCMA airspace for a period of 2 calendar months.

Visiting Controller status will be granted to non ACCMA members that hold an S3 or higher rating.

Staff Structure

ACCMA will maintain the following staff positions to ensure proper management and running of the division.

Only members who are full members and have been a member of VATSIM for at least 3 months, can hold a staff position. If a member of staff leaves the division, they automatically lose their staff position(s). Staff decisions will be made during staff meetings as long as a quorum is available. A quorum will consist of 50% of the staff complement present at any given time.

Staff meetings will be held every fortnight and an extraordinary staff meeting may be called by the Director or Deputy Director with 24 hours' notice.

Vacant staff positions will be posted on the ACCMA website and VATSIM forum.

ACCMA staff will consist of the following positions:

Directors:

- ACCMA1 – Division Director
- ACCMA2 – Deputy Director
- ACCMA3 – Membership Director
- ACCMA4 – Training Director ATC
- ACCMA5 – Events Director
- ACCMA6 – Communications Director
- ACCMA7 - WebServices Director
- ACCMA8 - Chief Pilot Instructor
- ACCMA9 - Operations Director

Deputy Directors:

- ACCMA10 - Deputy ATC Director
- ACCMA11 - Deputy Membership Director
- ACCMA12 - Deputy Events Director
- ACCMA13 - Deputy Flight Instructor

Staff Responsibilities:

Division Director (ACCMA1)

The Director will be responsible for the everyday operations of the division and represents the division both internally and externally. ACCMA1 will manage vacant staff positions, and fill any such position until a suitable candidate is found. They must control a minimum of 2 hours in 2 months to remain an active controller.

They must hold a minimum rating of a C1.

An election for a new Director will be held every 2 years or sooner if approved by a quorum of staff members. The staff compliment will choose an election supervisor.

The election supervisor will call for candidates for the position of vACC Director from the current staff compliment and by posting notifications on the VATSIM forum, ACCMA Facebook page and any other media that is available.

The election supervisor will check each candidate's credentials and voting will be done by the existing staff compliment. The candidate with the most votes will be deemed to be the new ACCMA1

Summary of responsibilities as follows:

- Overseeing of all training operations within the division

- Management of all staff members

- Calling of meetings and compilation of quarterly reports as well as reports as required

- Maintain a positive, professional and relationship with all ACCMA members

- Be responsive to ACCMA e-mails

- Be accountable to ACCMA staff, members and the VATAFR Division.

- Maintain open communication lines with all concerned.

- Be active on the VATSIM network and ACCMA TeamSpeak.

The Director may also create a deputy for each position listed above, and may also create positions for sundry staff should the need arise, with the same requirements and for an indefinite period.

Division Deputy Director (ACCMA2)

The deputy division director is appointed by the Director, and will assist the director in all of the above mentioned responsibilities.

It is recommended that this position holds a minimum of a C1 and P2 rating. This requirement is not mandatory.

Membership Director (ACCMA3)

Membership Director has the responsibility of marketing ACCMA to acquire new members as well as to welcome new members to the network. They are responsible for accepting/validating new members and visiting ATC's.

They must be responsive to the membership emails, and maintain a positive relationship with ALL ACCMA members.

Additionally, the Membership Director has the responsibility for the following tasks:

- Development, implementation and management of an effective induction for all new registrations

- Membership retention in relation to the conversion of enrolments versus actual online connections as well as the conversion of inactive members.

- Planning and executing opinion polls in conjunction with the Director

- Compilation of membership statistics on a monthly basis

- Co-ordination of member training with both ATC and Pilot training divisions

- Be active on the VATSIM network and ACCMA Discord.

Training Director ATC (ACCMA4)

The Training Director is responsible for all ATC training operations within the division. The training director must hold a minimum rating of an I1. They must control a minimum of 10 hours a month, and be available for training for at least

half that time.

Summary of responsibilities as follows:

- Ensure Sector files and the SOP's are kept up to date (current AIRAC and functionality)

- Ensure that a suitable testing platform is in place for controller practical and theoretical exams

- Appoints and dismisses all examiners, pilot trainers, instructors, and mentors.

- Decides on global ratings of air traffic controllers to staff controller positions within the GMMM area.

- Ensure instructors are available for regular training sessions available for students

- Keep both pilot and ATC courses/exams in the ACCMA academy up to date and marked

- Must appoint and ensure the Senior ATC and Pilot Instructor's carry out their job as detailed below

- He is entitled to withdraw single controllers' local rating(s) regarding particular controller positions.

Instructor Ratings

Instructor ratings (I1 & I3 ratings) will be approved/allocated by the Training Director subject to the below requirements (unless exceptional circumstance can be found by the Training Director).

If an instructor leaves the ACCMA vACC, they will automatically lose their instructor rating and be downgraded to previously held controller rating (C1/C3).

Summary of responsibilities as follows:

- Instructors are expected to assist the Training Director where needed and must take an active role in ATC Training

- Instructors are expected to spend a minimum of 50 hours per year on duty to maintain their rating

Instructors are expected to spend a minimum of 150 hours per year online as ATC, excluding OBS and pilot hours

Instructor- I1

The controller must have at least 300 hours on their S3 or above

The controller must control at least 4 hours in a month of which 2 must be dedicated to training

The controller must form an active part of the training process within ACCMA to maintain this rating

If the holder of such a rating does not comply with the minimum requirements, or any of the rules outlined in this policy, the instructor rating will be revoked and the controller will be downgraded to their previously held controller rating(C1/C3)

Senior Instructor- I3

Awarded at the discretion of the director, and Training director

The controller must have showed extraordinary involvement in the training department within ACCMA as well as have added value to ACCMA training department

The controller must have at least 500 hours on their S3 or above

The controller must control at least 4 hours in a month of which 2 must be dedicated to training

The controller must form an active part of the training process within ACCMA

If the holder of such a rating does not comply with the minimum requirements, or any of the rules outlined in this policy, the instructor rating will be revoked and the controller will be downgraded to their previously held controller rating (C1/C3)

Events Director (ACCMA5)

The Events Director is responsible for organizing and running regular events within the vACC.

The Event Director's duties will include but not be limited to:

Conceptualization and planning of at least 1 major event on a monthly basis and 2 secondary events every fortnight. These events can take place within or outside of North African airspace.

Advertise events in as many of the following ways as possible:

Post onto the website and send email to members and HQ VATME

Arrange ATC if required for event

Post on the various Facebook pages

Post to the VATSIM Forums

Post onto Vattastic

Post event's at least two weeks before hand to allow for adequate time for pilot prep

Must ensure that events operate smoothly, and must to receive any complaints or criticism openly, and act upon this feedback to improve on future events

Communications Director (ACCMA6)

The Communications Director will be responsible for all internal and external communications regarding ACCMA

The duties of the Communications Director will include but not be limited to:

Publishing of newsworthy articles on the VATSIM forums, Facebook, Twitter and ACCMA website as well HQ VATME

Publishing of items of local and international interest onto the ACCMA website and Facebook page and HQ VATME

Ensures, in conjunction with Web Services Director (ACCMA7) that the content on the Website is relevant and up to date

Handles all communication, in conjunction with ACCNMA1, with external parties

Responsible for the promotion of ACCMA to other divisions and vACC's as well as to VATSIM as a whole

Be active on the VATSIM network and ACCMA Discord.

Web Services Director (ACCMA7)

The Web Services Director will be responsible for all information technology related areas of ACCMA.

These duties will include:

- Creation and maintenance of the ACCNMA website

- Maintenance of ACCMA Discord server

- Negotiation and management of relationships with hosting providers

- Investigation and advisement of new technological platforms that may be of benefit to the rest of the members.

Chief Flight Instructor (ACCMA8)

The Chief Flight Instructor will be responsible for coordination of all Flight Training activities between ACCMA and VATSIM ATO's.

The Chief Flight Instructors duties will include:

- Selection and appointment of Instructors and mentors

- Quality assurance of training methodologies used by Instructors and Mentors and ensuring these meet VATSIM PTD standards.

- Overseeing of rating examinations and assignment of rating changes

- Management of training backlogs

- Be active on the VATSIM network and ACCMA Discord.

Operations Director (ACCMA9)

The Operations Director will be responsible for the maintaining of operational material and procedures within ACCMA.

These responsibilities and duties include, but not limited to:

- Maintain sector files for vACC/Division in conjunction with GNG

Maintain Squawk Code ranges and frequencies for the vACC/Division

Co-ordinate Squawk Codes ranges frequencies with neighbouring Divisions

Maintain vACC/Division Letters of Agreement

Develop and maintain a sceneries list for the vACC/Division

Ongoing communications and consultation with vACC/Division management team including constructive involvement in the ongoing development of the vACC/Division

Assist the vACC/Division Director where required

Staff Voting Rights

Directors:

Directors have a voting right, to a weight, of one (1) per Director.

If at any stage votes are equal, only the Division Director has a veto vote.

Deputy Directors:

With the exclusion of the Division Deputy Director, which has a full Director vote, all other Deputy Directors have no vote.

The only time a Deputy Director has a full vote, is when he is acting on behalf of the Director, in which the Director, would have notified the Division Director, in writing, prior to the vote.

ACCMA Services, Copyright and Right of Use

ACCMA services are services such as the website, the academy, as well as the operation of network and communication servers. If a member or a third person lets ACCMA have an original or copy of a copyright or protected work, ACCMA is in doubt granted a non-exclusive right to use the work in order to use it for ACCMA purposes.

Changes to the Constitution, way of Coming into Effect

This constitution has been approved by VATNAF1 on 03/12/2017

The constitution comes into effect when announced to the members of ACCMA by the ACCMA1 Director via the ACCMA homepage, as will any changes that are made to the constitution. All changes to the Constitution will be presented and voted upon by the staff of ACCMA.