

# ACCSAF Constitution

## ACCSAF Constitution

### Scope

This policy outlines the rules, regulations and procedures which include staff and member conduct and controlling any online position of the VATSIM South Africa Division (ACCSAF).

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

#### 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 the ACCSAF Executive Committee (all staff members with ACCSAF titles between ACCSAF1 and ACCSAF9) if the member has severely or persistently violated ACCSAF or VATSIM rules. Even though ACCSAF membership has been terminated, this will not affect

the person's membership of VATSIM.

a ruling is passed and the member will be informed of the outcome in writing.

### Rights and Obligations of a member

Each ACCSAF member has the right to use ACCSAF services and is obliged to comply with both the VATSIM Code of Conduct and Code of Regulations as well as local ACCSAF 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 ACCSAF or VATSIM members from making use of ACCSAF 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 has to be registered on the VATAME HQ System as either a resident ACCSAF controller or a visiting controller.

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

This suspension will come into effect by unanimous decision of the ACCSAF Executive Committee (all staff members with ACCSAF titles between ACCSAF1 and ACCSAF9).

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 ACCSAF, but to whom particular rights are granted by decision of the Director or Deputy Director

Visiting Controller status may be withdrawn partly or completely by ACCSAF1 (and ACCSAF2 if appointed) and ACCSAF3 at any time. The decision to withdraw Visiting Controller status will be announced to the affected member. It is incontestable.

Visiting Controller status may be granted to non-ACCSAF members that hold an S3 or higher rating.

## **Staff Structure**

ACCSAF 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 ACCSAF website and VATSIM forum.

ACCSAF staff will consist of the following positions:

### **Directors:**

- ACCSAF1 – vACC Director
- ACCSAF2 – vACC Deputy Director
- ACCSAF3 – ATC Director
- ACCSAF4 – Membership Director
- ACCSAF5 – Events & Marketing Director

### **Deputy Directors:**

- ACCSAF10 - Deputy ATC Director
- ACCSAF11 - Deputy Events & Marketing Director

### **Staff Responsibilities:**

#### **vACC Director (ACCSAF1)**

The Director will be responsible for the everyday operations of the division and represents the division both internally and externally. ACCSAF1 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, ACCSAF 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 ACCSAF1.

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 ACCSAF members
- Be responsive to ACCSAF emails.
- Be accountable to ACCSAF staff, members and the VATSAF Division.
- Maintain open communication lines with all concerned.
- Be active on the VATSIM network and ACCSAF Discord.
- 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 (ACCSAF2)**

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 P1 rating. This requirement is not mandatory.

### **ATC Director (ACCSAF3)**

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 15 hours a month, and be available for training for at least half that time. Half of these minimum hours can be shared with their deputy, if appointed.

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 ACCSAF area.
- Ensure instructors are available for regular training sessions available for students
- Keep both pilot and ATC courses/exams in the ACCSAF academy up to date and marked.
- 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 ATC Director subject to the below requirements (unless exceptional circumstances can be found by the ATC Director).

If an instructor leaves the ACCSAF division, 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 ATC 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 a month of which 2 must be dedicated to training.

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

This rating is awarded at the discretion of the vACC Director and ATC Director

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

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

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

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

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).

### **Membership Director (ACCSAF4)**

Membership Director has the responsibility of marketing ACCSAF to acquire new members as well as to welcome new members to the network. The position also carries the responsibility for accepting/validating new members and visiting ATC's.

They must be responsive to the membership emails, and maintain a positive relationship with ALL ACCSAF 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 vACC Director.
- Compilation of membership statistics on a monthly basis.
- Coordination of member training with both ATC and Pilot training divisions.
- Be active on the VATSIM network and ACCSAF Discord.

### **Events & Marketing Director (ACCSAF5)**

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

The duties of the Events & Marketing Director will include but not be limited to:

- Publishing of newsworthy articles on the VATSIM forums, Facebook, Twitter and VATSIM website.
- Publishing of items of local and international interest onto the ACCSAF website and Facebook page.
- Ensures, in conjunction with the divisional Operations Director (VATSAF6) that the content on the website is relevant and up to date.
- Handles all communication, in conjunction with ACCSAF1, with external parties.
- Responsible for the promotion of ACCSAF to other divisions and vACC's as well as to VATSIM as a whole.
- Be active on the VATSIM network and ACCSAF Discord.
- 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 South African airspace.
- Advertise events in as many of the following ways as possible:
  - VATSIM Events Forums
  - VATAME HQ System
  - ACCSAF Facebook
  - ACCSAF Discord

- 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 receive any complaints or criticism openly, and act upon this feedback to improve on future events.

### **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 vACC Director has a veto vote.

Deputy Directors:

With the exclusion of the vACC 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 vACC Director, in writing, prior to the vote.

### **ACCSAF Services, Copyright and Right of Use**

ACCSAF 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 ACCSAF have an original or copy of a copyright or protected work, ACCSAF is in doubt granted a non-exclusive right to use the work in order to use it for ACCSAF purposes.

### **Changes to the Constitution**

This constitution has been approved by VATSAF1 on 07 August 2019.

The constitution comes into effect when announced to the members of ACCSAF by the ACCSAF Director via the ACCSAF communication channels, 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 ACCSAF.