



## The Constitution of the Association

This document is sent to all members. It sets out the procedures and practices by which the Association is managed and operated. The main text of the Constitution is arranged in nineteen sections, supported by six Appendices. These are listed below.

This is an important document. It seeks to encourage the fellowship and friendship of the common ministry of Civil Aviation Chaplaincy, while at the same time allowing for different practices and procedures with which members are familiar in their own countries and cultures. Its purpose is to ensure the fair and just management of the Association mindful of the expectations of all members.

| <b>Sections:</b> |   | <i>page</i> |
|------------------|---|-------------|
| 1                | Date and place of adoption of the current version of the Constitution | 2           |
| 2                | Definitions   | 2           |
| 3                | Name and Administration   | 2           |
| 4                | Objects of the Association  | 2           |
| 5                | Powers of the Executive Board   | 2           |
| 6                | Membership of the Association   | 3           |
| 7                | Honorary Officers   | 5           |
| 8                | The Executive Board   | 5           |
| 9                | Nominations and Election of Honorary Officers                         | 6           |
| 10               | Period of Office  | 7           |
| 11               | Business of the Executive Board                                       | 7           |
| 12               | Management of Funds   | 7           |
| 13               | The Annual Conference: Convening                                      | 8           |
| 14               | Subsidy Fund  | 8           |
| 15               | The Annual Conference: Venue and Procedures                           | 9           |
| 16               | The Annual Business Meeting   | 9           |
| 17               | Alterations to the Constitution                                       | 9           |
| 18               | Dissolution of the Association  | 10          |
| 19               | General Stipulation   | 10          |

### **Appendices**

|   |   |                |    |
|---|---|----------------|----|
| 1 | Application for Membership  | <i>3 pages</i> | 11 |
| 2 | Part 1 – Notice of Subsidy availability and Constitution extract        | <i>2 pages</i> | 14 |
|   | Part 2 – Subsidy Application Form                                       | <i>1 page</i>  | 16 |
| 3 | Guidelines to Organising the Conference                                 | <i>3 pages</i> | 17 |
| 4 | Conference Evaluation   | <i>1 page</i>  | 20 |
| 5 | Rules to conduct the Annual Meeting                                     | <i>1 page</i>  | 21 |
| 6 | Standard Agendas for Conducting the Annual Business Meeting             | <i>2 pages</i> |    |
|   | 1 For a year when <u>Nominations</u> for Honorary Officers are received |                | 22 |
|   | 2 For a year when <u>Elections</u> for Honorary Officers are held       |                | 23 |
| 7 | Duties of the Directory Officer   |                | 24 |

## **The Constitution**

**1** **Constitution** adopted on the 9<sup>th</sup> day of September 2009 as agreed at the Annual Business Meeting held in Lusaka, Zambia. It replaces all former versions.

### **2** **Definitions**

2.1 **Annual Conference:** the whole meeting of the Association which shall include within its programme time for conducting the **Annual Business Meeting**.

2.2 **Annual Business Meeting:** that part of the **Annual Conference** at which the formal Business of the Association is conducted.

### **3** **Name and Administration**

3.1 The name of the Association shall be the International Association of Civil Aviation Chaplains.

3.2 Subject to the matters set out below the Association and its property shall be administered and managed in accordance with this Constitution by the members of the Executive Board, as constituted in Section 8.

### **4** **Objects**

4.1 To provide for and promote fellowship under God for those engaged in ministry in the unique environment of civil aviation.

4.2 To provide a continuing exchange of experience and insights to enhance the fulfilment of the task.

4.3 To develop understanding of how civil aviation functions, its effect upon people engaged in it and using it, and its influence in shaping the world.

4.4 To engage in mutual theological and sociological study and reflection relevant to the task.

4.5 To affirm and communicate our experience of God's one world, which is given to us through the nature of civil aviation and our involvement in it.

4.6 To nurture ecumenical, spiritual and interfaith relationships in the world God has created.

### **5** **Powers**

5.1 In furtherance of the Objects but not otherwise the Executive Board may exercise the following powers:

1 power to collect an Affiliation Fee from new members and an Annual Subscription (dues) from all members;

2 power to co-opt members, and representatives from other relevant organisations, as the Board shall think fit, to encourage as wide a representation of people engaged in Civil Aviation who would benefit the Objects of the Association, and work with its members to fulfil those Objects. Voting rights to apply only to those who are members of the Association;

- 3 power to co-operate with other organisations in furtherance of the Objects and to exchange information and advice with them;

*Note regarding 2 and 3 above:* An example of specific organisations would be The Vatican (Pontifical Council for the Pastoral Care of Migrants and Itinerant People), the World Council of Churches, the International Civil Aviation Organisation (ICAO), and the International Air Transport Association (IATA).

- 4 power to appoint and constitute such advisory committees as the Executive Board shall think fit;
- 5 power to appoint and constitute such regional groups as the Executive Board shall think fit;
- 6 power to do all such lawful things as are necessary for the achievement of the Objects.

## **6 Membership of the Association**

6.1 Membership of the Association shall be open to any person engaged in Chaplaincy in Civil Aviation who is interested in furthering the Objects and who has paid the Annual Subscription (dues) as laid down from time to time by the Executive Board.

6.2 Members will be either:

- 1 **Active Members:** that is those engaged in regular full-time or part-time duties as a Chaplain either individually or as part of a Team. Accreditation for the appointment shall accord with the requirements of paragraph 6.6 below.
- 2 **Honorary:** that is persons who have been elected as such by the Annual Business Meeting of the Association in recognition of their service to Civil Aviation Chaplaincy.
- 3 **Retired:** that is former members of the Association, now retired from Chaplaincy work, who wish to remain members of the Association and are received as such at an Annual Business Meeting.

6.3 Voting in relation to matters concerning Association business, elections, and venues for forthcoming Annual Conferences are limited to Active and Honorary Members only.

6.4 Any member unable to attend the Annual Business Meeting in the year of elections may assign a proxy vote to another member who must be present at the Annual Business Meeting in order to exercise that proxy vote.

6.5 No member may hold or exercise proxies to vote from more than two other members of the Association.

6.6 The member assigning the proxy vote must advise the Treasurer in writing before the commencement of the Annual Conference the name of the member to whom the voting rights have been assigned and the Treasurer will then issue the appropriate voting papers to the member so nominated.

6.7 Members will lose their voting rights if there are outstanding subscriptions (dues) at the time the vote is to be taken.

### Application for Membership

6.8 Application for membership shall be submitted on the form provided for the purpose, accompanied by an Affiliation Fee which shall include the Annual Subscription (dues) as laid down by the Executive Board, together with the appropriate evidence of authorisation (see Clause 6.6) and sent to the Treasurer. A sample membership form is included in Appendix 1. The information requested and affiliation details may vary, as circumstances require.

6.9 All applications for membership shall be supported by evidence of appointment by a competent authority. Normally, the Church Leader of the person's denomination shall give accreditation formally in writing. However, at the discretion of the Executive Board, accreditation may be given by the Chairperson of the Chaplaincy Management Body, or by the Senior Chaplain in post at the

time of the appointment. *The applicant must clarify the necessary process before the application is submitted.*

- 6.10 Applications for membership shall be confirmed at the Annual Business Meeting by formal election by a majority vote of Active Members.

*Subscription (dues)*

- 6.11 An Annual Subscription (dues) shall be levied. The subscription (dues) year shall accord with the financial year and run from 1 July to 30 June the following year. The subscription (dues) shall cover administration costs of the Association, the maintaining of an up-to-date Directory, and a contribution towards the Subsidy Fund (see Clause 12.7)
- 6.12 The introduction of a formally levied Annual Subscription (dues) from all members (rather than, prior to 1999, only those who attended the Annual Conference) is an attempt to encourage a more active and representative membership. Those who were Members prior to 1999 but who rarely attend Conference will remain members even if their subscription (dues) remains unpaid. However, it is hoped that in seeking to fulfil the *Objects of the Association* (Section 4 above) they will fulfil their responsibilities to their fellow members as well as those members who may seek to benefit from the Subsidy Fund.
- 6.13 The level of subscription (dues) shall be set at the preceding Annual Business Meeting on the advice of the Executive Board.
- 6.14 Notice of renewal of subscription (dues) shall be sent by the Secretary together with all papers relevant to the convening of the Annual Business Meeting. The subscription (dues) shall be indicated separately from other costs related to the Annual Conference.
- 6.15 Subscriptions (dues) may be paid when requested or at the Annual Conference of the relevant year. Members not attending the Annual Conference should pay their subscription prior to the Meeting.

*Loss of Membership*

- 6.16 The Executive Board may by majority vote and for good reason terminate the membership of any individual, provided that the member concerned shall have the right to be heard by the Executive Board, accompanied by a friend, before a final decision is made.
- 6.17 Membership shall be deemed to have ceased when:
- 1 the person resigns from the Association;
  - 2 the person fails to pay their Annual Subscription (dues), following adequate reminders, and subject to consideration of Clause 6.9
  - 3 the person is no longer engaged in the work of Civil Aviation Chaplaincy unless he/she has been formally accepted as an Honorary Member, or wishes to remain as a Retired Member;
  - 4 the person loses the accreditation of their accrediting body for airport ministry;
  - 5 the person loses the accreditation of the Association following a two-thirds vote of Active Members attending the Annual Business Meeting.

## IACAC Directory

- 6.18 A Directory of all members shall be maintained. It shall provide comprehensive information on airport Chaplaincies.
- 6.19 A member shall be elected as Directory Officer. The post holder shall be one of the association's Honorary Officers. The person appointed does not have to be an Active Member, however, they will normally have held that position and should have easy access to fax, e-mail and Internet facilities. The post holder shall work in close co-operation with the Senior Vice-president (who shall have a responsibility to act as Membership Secretary), the Secretary and the Treasurer.
- 6.20 The Directory shall be given free to all new Members. It shall be updated as necessary by the Directory Officer. The Directory maintained on the Internet shall be continuously updated. Mailings to Members shall be dependent on the number of accumulated changes since the previous update. A mailing shall be at the discretion of the Directory Officer.
- 6.21 The cost of the Directory to new members shall be an element of the Affiliation Fee in accordance with Clauses 5.1.1 and 6.5 and the cost of updates shall be an element of the Annual Subscription (dues).

## **7 Honorary Officers**

- 7.1 At the Annual Business Meeting of the Association, as required by Section 9 of this Constitution, members shall elect from amongst themselves a President, Senior Vice-president, Secretary, Treasurer and Directory Officer, who shall hold office from the conclusion of that meeting.
- 7.2 The presence on the Board of two Junior Vice-presidents will require each to serve for two years. They will not be elected, but appointed by their Chaplaincy in relation to the Conferences, current and forthcoming. This will allow for a wider sharing of expertise, a 'cycling' of Board members, and encourage more members to participate in the work of the Association.
- 7.3
- 1 The Junior Vice-president 1 (current Conference) will serve for a year beyond the Conference for which they were appointed.
  - 2 The Junior Vice-president 2 (forthcoming Conference) will serve from the close of the conference at which the formal invitation is accepted until the end of the Conference in the year following the Conference at 'their' Chaplaincy.
  - 3 In the event of a Conference invitation not being received, or being withdrawn, the other Board members shall decide on Junior Vice-president appointments taking account of the best interests of the Association.
- 7.4 Honorary Officers shall normally hold office for a period of two years at which time further nomination and election will be necessary. In the event of there being no Annual Conference in any one year the period of office shall be extended to the next Conference.

## **8 The Executive Board**

- 8.1 The Association shall be managed by an Executive Board. The Board shall ensure that the activities of the Association work in furtherance of the Objects and shall maintain the efficient operation of the Association. This shall include the maintaining of an Archive, the Archivist to be appointed by the Board.
- 8.2 The Board shall comprise:
- President
  - Senior Vice-president - who shall fulfil responsibility as a Membership Secretary
  - Junior Vice-president 1 (current Conference) see Clause 8.3 below
  - Junior Vice-president 2 (forthcoming Conference) see Clause 8.3 below

Secretary  
Treasurer  
Directory Officer

8.3 All persons, other than the Junior Vice-presidents, to be elected in accordance with procedures detailed in Section 9 below.

## 9 Nominations and Election of Honorary Officers

9.1 The election of officers shall take place during the Annual Business Meeting at the Conference.

9.2 Nominations shall be from Active Members only and shall be received at the Annual Business Meeting in the year prior to the elections.

9.3

1. In the event of there being no nominations for a position, or if former nominees have withdrawn leaving no nominations for that position, nominations shall be received from the floor in an election year. In such a situation the need for nominations shall be notified to members as early as possible in the Conference programme, and nominations shall close at the end of the first business session, or when deemed by the President to be appropriate.
2. In the event of it being necessary for nominations to office to be made during the conduct of the conference if more than one nomination is proposed then if practicable a period of not less than twenty four hours should pass between the time that any nomination is made and the casting of the ballots.

9.4 Voting shall be by Active and Honorary Members only in accordance with Clauses 6.3 to 6.7 above;

9.5 Nomination and election for each vacant honorary position shall be dealt with separately, and in the following order:

President  
Senior Vice-president  
Secretary  
Treasurer  
Directory Officer

9.6 In the event of an Officer dying or having to resign during their first year of office the Board may hold an election at the following Annual Business Meeting. This election shall be held in accordance with the requirements of this Constitution.

9.7 A Returning Officer shall be appointed who shall **not** be an Active Member of the Association, unless no other person is available. The Returning Officer shall be assisted by another person who may be an Active Member of the Association but not a candidate for election.

9.8 The following procedure shall apply for each vacant position according to the order stated in clause 9.5 above:

- 1 The Chair of the Annual Business Meeting shall read the list of those nominated, and the proposer and seconder, for each position in turn.
- 2 The Chair shall ask the nominees if they still wish to stand for election
- 3 The Chair shall invite each candidate to make a statement relevant to his or her election.
- 4 Ballot papers will then be distributed by the Returning Officer. Each Member voting shall write a number on the ballot paper beside the names of the candidates indicating the voter's order of preference.
- 5 The successful candidate will be the person receiving the overall majority of votes, which must exceed the total of votes cast for other candidates.
- 6 In the event of the first count being inconclusive the candidate with the least number of votes is excluded from the second count, votes cast for them being distributed according to the indicated preferences of the voters. The same principle of overall majority will apply as before.

- 7 The process continues until a candidate achieves a clear majority.
- 8 Successful candidates assume their role from the close of the Conference at which they were elected.

9.9 Results of any necessary elections will be announced by one or other of the Returning Officers. In the event of equal votes being cast for the majority candidates and at the discretion of the Executive Board tied candidates may make further brief statements in support of their candidature. The matter shall then resolved by a show of hands of the Active Members present, a tied vote being resolved by the casting vote of the Chair.

## **10 Period of Office**

10.1 A person elected as an Honorary Officer shall hold the position for a period of two years.

10.2 That person may stand for re-election subject to being nominated and seconded in accordance with requirements laid down in Clause 9.2 of this constitution.

10.3 Persons holding the position of Junior Vice-president shall hold that position for two years. This shall be from the end of the Annual Conference at which they present their formal Conference invitation, to the end of the Annual Conference in the year following that in which their Conference took place.

## **11 Business of the Executive Board**

11.1 The Executive Board, in association with the whole membership, shall endeavour to encourage the development of Airport Chaplaincy, and the development of contacts with national and international civil aviation bodies in furtherance of the *Objects of the Association*.

11.2 The Executive Board shall have contact with each other at least once every three months to determine any matters of business that may be required and to ensure that arrangements for the forthcoming Annual Business Meeting are in hand.

11.3 The proceedings of such occasions shall be reported to the Annual Business Meeting by the President.

11.4 A Board Member shall receive support of \$US250.00 per meeting for travel to Board meetings held at times other than during an Annual Conference period up to a maximum of \$US500.00 in any one year, and subject to the property of the Association in its main account being greater than \$US10,000.00.

11.5 The Executive Board shall be required to authorise expenditure necessary in furtherance of the *Objects of the Association*.

## **12 Management of Funds**

12.1 The Association's financial year shall run from 1 July to 30 June.

12.2 The Treasurer shall ensure the correct keeping of accounts.

12.3 Accounts for the preceding financial year shall be audited and presented to the Annual Business Meeting.

12.4 Generally the funds will be held in the currency of the Treasurer's country with all transactions normally taking place in US\$. However, a newly appointed Treasurer should consult with the Executive Board as to the appropriate currency in which the accounts should be maintained.

- 12.5 Where possible the funds shall be held in accounts that will accrue interest while allowing easy access to the funds.
- 12.6 The Treasurer may draw upon the funds as necessary and only with authorisation from him/her - self jointly with either the President, Senior Vice-president, or other Board member.
- 12.7 The Association shall maintain a Subsidy Fund to assist those having difficulty funding their attendance at Conference. The Fund shall only give assistance with the payment of the Conference Fee, the cost of travelling being a member's entire responsibility. (For the awarding of Subsidies see Section 14.)
- 12.8 The Fund shall accrue from a proportion of the membership subscription (dues) levied annually, and be supplemented by 50% of any surplus accruing from an Annual Conference.
- 12.9 The remaining 50% of any surplus accruing from an Annual Conference to be set aside to cover equally administration costs of maintaining the Association, and provide a resource for the hosts of the forthcoming conference, if required, to assist with setting up costs.

### **13 The Annual Conference: Convening**

- 13.1 The Association shall meet annually in Conference. The Conference shall include adequate time for the Annual Business Meeting at which the business of the Association shall be conducted. The Conference is generally open to all who are interested in the work of the Association (see clause 13.5 below) but the Annual Business Meeting is restricted to members.
- 13.2 The Conference shall be convened by the Executive Board in association with the host Chaplaincy.
- 13.3 The Secretary shall send four months beforehand to all members, notice of the Conference together with all other papers relevant to the renewal of subscriptions (dues), the nomination of Honorary Officers, and attendance at the forthcoming Conference.
- 13.4 Partners of members may attend the Conference as guests.
- 13.5 At the invitation of a member, and with the agreement of the Executive Board, non-members may be invited to the Annual Conference. Such persons will normally be those working at airports or engaged in civil aviation and of whom the member has personal knowledge.
- 13.6 The Annual Business Meeting shall be held under the Chair of the President, or in his or her absence, the Vice-president, or another member of the Board subject to the agreement of the members present.

### **14 Subsidy Fund**

- 14.1 The Executive Board has established a Subsidy Fund to assist people to attend the Annual Conference by contributing towards the cost of the Conference Fee. Subsidies cannot be granted to assist with the cost of travel, or towards any of the cost of the Post Conference Tour.
- 14.2 In order to ensure fair distribution of the Fund those applying must do so on the Form provided on request from the Secretary, notice of which is sent with each Conference invitation. (A sample of the Form is attached to the Constitution as Appendix 2.)
- 14.3 An application must be supported by reference from a senior church person to whom the applicant is responsible, this person endorsing their support with a letter of confirmation.
- 14.4 Applications must be submitted to the President at least 2 months before the start of the Annual Conference to allow time for the Board to consider all applications and fair distribution from the Fund. The names of applicants and the decision of the Board shall be confidential. Applications received after the closing date cannot be considered.

- 14.5 The Subsidy Fund is available to all members of the Association, providing that their subscription (dues) is up to date. At the discretion of the Executive Board, consideration may be given to those whose Application for Membership is to be considered at the Annual Business Meeting to be held during that Conference.
- 14.6 A Subsidy granted to a member is for that member only and is not transferable.
- 14.7 Only one Subsidy may be granted per Chaplaincy, per Country, although if funds are available the Board may, at their discretion, waive this Clause.
- 14.8 A person receiving assistance from the Fund may not receive a Subsidy for a further 2 years.
- 14.9 Financial support received direct from the Conference Organisers, and not *via* the Subsidy Fund shall be deemed to be a Subsidy. This is in anticipation of the Association's Funds benefiting from surplus Conference monies in accordance with Clauses 12.8 and 12.9.

## **15 The Annual Conference: Venue and Procedures**

- 15.1 The venue shall be by invitation of a Host Chaplaincy.
- 15.2 The venue shall be proposed verbally at the Annual Business Meeting two years before. In the event of there being more than one invitation Active and Honorary Members shall vote on the nominated venues to determine the favoured venue. Such voting as may be necessary shall be by show of hands. In the event of equal votes being cast the decision shall rest with the Executive Board who will announce the result after an adjournment for the purpose of consultation.
- 15.3 The venue shall be confirmed at the Annual Business Meeting in the year preceding that forthcoming meeting.
- 15.4 If the Meeting wishes to consider proposals for Conferences further ahead these may be received and shall be notified to the Annual Business Meeting in the following year.

### *Programme and Theme of the Conference*

- 15.5 The responsibility for the Theme of the Annual Conference shall be with the Host Chaplaincy in consultation with the Executive Board. *Appendix 3: 'Guidelines to Organising the Conference'*, and *Appendix 4: 'Conference Evaluation'*, should be referred to, and amended in the light of experience for the benefit of future Conference hosts.
- 15.6 The programme for the Conference shall allow adequate time for the conduct of the Annual Business Meeting of the Association (see Section 16).
- 15.7 Time shall also be allowed for the presentation and discussion of reports from chaplaincies.

## **16 The Annual Business Meeting**

- 16.1 The conduct of the Annual Business Meeting shall be in accordance with the Rules laid down in Appendix 5 to this Constitution, which may be amended from time to time by the Executive Board in the light of experience.
- 16.2 The conduct of elections for Honorary Officers, or voting on other matters, shall be in accordance with the general and specific requirements of Section 9 above.
- 16.3 The Honorary Officers shall report on the work of the Executive Board during the preceding year.

## **17 Alterations to the Constitution**

- 17.1 This Constitution may be altered by a resolution passed by not less than two thirds of the members present. The notice of the Annual Business Meeting must include notice of the resolution, setting out the terms of the alteration proposed.

**18 Dissolution of the Association**

- 18.1 If the Executive Board decides that it is necessary or advisable to dissolve the Association a letter shall be sent to all members giving the reasons for such a proposal and seeking members' comments.
- 18.2 Any such letter shall contain a financial statement with proposals as to how such money that may remain in the Association's funds shall be disbursed.
- 18.3 Members shall be given a time limit of three months in which to make comment after which the Executive Board shall inform members of any revision to the original proposal.
- 18.4 Members shall then have one month to respond, after which the Executive Board may take any steps they consider necessary to resolve the matter or dissolve the Association.

**19 General Stipulation**

- 19.1 In the event of the necessity of dealing with situations not covered by this Constitution and requiring immediate action, the President may, after consultation with the Executive Board, take such action as deemed appropriate.
- 19.2 All such actions taken under this stipulation must be communicated to all members within fourteen days.
- 19.3 The outcome of such a decision shall be binding until the next Annual Business Meeting of the Association.

***This is the end of the Constitution : Appendices 1 – 7 follow***

## **Appendix 1 (page 1 of 3) to the Constitution**

### **Application for Membership & Details for IACAC Directory**

The following papers are included

- 1 Application Form for membership
- 2 Form for an entry in, or amendment to, the Association's International Directory

#### **What to do next:**

- 1 Complete the Application Form for membership.
- 2 Your application must be supported by a letter of authorisation in accordance with paragraph 6.6 of the Constitution which states:

*All applications for membership shall be supported by evidence of appointment by a competent authority. Normally, the Church Leader of the person's denomination shall give accreditation formally in writing. However, at the discretion of the Executive Board, accreditation may be given by the Chairperson of the Chaplaincy Management Body, or by the Senior Chaplain in post at the time of the appointment. The applicant must clarify the necessary process before the application is submitted.*

- 3 Fill in any new information on the Directory Form **and** add any other information you would like to include, using a separate sheet if necessary.

- 4 Send

- 1 The **Application**
- 2 The **Letter of Authorisation**
- 3 The **Directory Form**
- 4 The **Affiliation Fee - Payment may be made in the following ways :\_**

#### **1. ELECTRONIC BANK TRANSFER**

Account Name: International Association of Civil Aviation Chaplains

Account Number: 7503652

Routing Number: 074908138

Bank Address: State Bank of Lizton

206 N. State Street

Lizton. IN 46149

USA

#### **2. BANK DRAFT**

Bank draft made payable to: -

International Association of Civil Aviation Chaplains

Mail to the IACAC Treasurer: Mrs Beverly McNeely

2571 Oak Drive

Clayton, IN 46118

USA

#### **3. CASH PAYMENT AT ANNUAL CONFERENCE**

- 5 If you have any questions contact the Secretary

**Miss Mary Holloway** 55 French Road GREENVALE Victoria 3059 Australia

**Telephone +613 933 1214 Mobile +61 407 552 891 Fax +613 9333 1536**

**e-mail [meh@iinet.net.au](mailto:meh@iinet.net.au)**

Form reviewed October 2009

## **Appendix 1 (page 2 of 3) to the Constitution**

### **Application for Membership**

I hereby apply for membership of the INTERNATIONAL ASSOCIATION OF CIVIL AVIATION CHAPLAINS.

I pledge my support to the Objects of the Association, as set out in the Constitution, and reproduced below.

***I include my Affiliation Fee - in cash - US\$ 50.00***

***I include a revised sheet for the IACAC Directory giving details of my appointment and the Airport at which I serve***

|             |       |
|-------------|-------|
| Signature   | ..... |
| First name  | ..... |
| Family name | ..... |
| Title       | ..... |

|   |       |
|---|-------|
| <b><i>This Application is supported by</i></b>      |       |
| Name  | ..... |
| Authority   | ..... |
| Signature   | ..... |
| <b><i>A letter of Accreditation is included</i></b> |       |

#### ***Extracts from the Constitution***

#### **4 Objects**

- 4.1 To provide for and promote fellowship under God for those engaged in ministry in the unique environment of civil aviation.
- 4.2 To provide a continuing exchange of experience and insights to enhance the fulfilment of the task.
- 4.3 To develop understanding of how civil aviation functions, its effect upon people engaged in it and using it, and its influence in shaping the world.
- 4.4 To engage in mutual theological and sociological study and reflection relevant to the task.
- 4.5 To affirm and communicate our experience of God's one world, which is given to us through the nature of civil aviation and our involvement in it.
- 4.6 To nurture ecumenical, spiritual and interfaith relationships in the world God has created.

#### **6 Membership of the Association**

- 6.1 Membership of the Association shall be open to any person engaged in Chaplaincy in Civil Aviation who is interested in furthering the Objects ***and who has paid the Annual Subscription (dues)*** as laid down from time to time by the Executive Board.
- 6.2 (New) Members will be:

- 1 **Active:** that is those engaged in regular full-time or part-time duties as a Chaplain either individually or as part of a Team. Accreditation for the appointment shall accord with the requirements of paragraph 6.6 (*see previous page*).

*Note:* The other categories of membership, Honorary and Retired, are not relevant to this application.

**Appendix 1 (page 3 of 3) to the Constitution**

Details for Chaplaincy Directory Entry

|  |  |   |
|--|--|---|
| Name in full   |  | <p><b>Will this information change anything on the current Directory Page for this Chaplaincy?</b></p> <p><i>If it does, please send a copy of the old page and clearly mark the changes.</i></p> |
| Mailing address in full                                  |  |   |
| Which Church or Religious Body appointed you?            |  |   |
| Are you ordained?  |  |   |
| If a lay person, describe any special work you undertake |  |   |

|              |                       |
|--------------|-----------------------|
| Country      | City                  |
| Airport Name | IATA Code (3 letters) |

|   |  |
|---|--|
| Name of Chaplaincy  |  |
| Is the Chaplaincy ...   | <b>Full Time</b> or <b>Part time</b> for ..... hours per week? |
| Chaplaincy Personnel - show denomination and if full or part time (use separate sheet if necessary) |  |
| Chaplaincy postal address   |  |
| Office location   |  |
| Office days and hours   |  |

|  |  |
|--|--|
| Telephone numbers with International & local codes | Chapel .....<br>Office .....<br>Home .....<br>Mobile ..... |
| Fax number   | International ..... Local                                  |
| e-mail address                                     |  |
| Chaplaincy website address                         |  |
| Airport website address                            |  |

|   |                                  |
|---|----------------------------------|
| Chapel location   |                                  |
| Chapel hours  |                                  |
| Is the Chapel used Ecumenically? <b>Yes / No</b>                                      | By other faiths? <b>Yes / No</b> |
| Worship Services: denomination, days, times, faiths (use separate sheet if necessary) |                                  |

|                                 |  |                   |                                   |
|---------------------------------|--|-------------------|-----------------------------------|
| <i>For Treasurer's use only</i> |  |                   |                                   |
| Application received            |  | Originals sent to | Secretary                         |
| Affiliation fee                 |  | Copies sent to    | Directory Officer & Senior V-Pres |

Form reviewed October 2007

**Appendix 2 (Part 1 – page 1 of 2) to the Constitution**

**Notice of Subsidy availability and Constitution extract**

The **xxth Annual Conference** of the  
International Association of Civil Aviation Chaplains

**city, country**  
from **dates month year**

# **SUBSIDY FOR THE CONFERENCE**

Section 14 of the Association's Constitution gives details concerning the payment of Subsidies to members, *and is printed over the page.*

You are reminded that a subsidy is only for the Conference Fee. *It cannot be for the cost of travel to the Conference, or any of the cost of the Post-Conference Tour. THEREFORE, a member receiving a Subsidy will be ineligible to participate in the Post-Conference Tour unless it can be demonstrated that the cost of the Tour is being provided by a third party.*

If you consider you are eligible for a subsidy *you must apply on the Subsidy Application Form* available from the Secretary, and provide the supporting authority from your Church Leader.

Your request for a *Subsidy Application Form* must be made by 1 June **xxxx**

**The President must receive the application by 15 July **xxxx**.**

A *Subsidy Application Form* is available on request to the Secretary by 'Phone, Fax or e-mail.

Miss Mary Holloway, Secretary IACAC

55 French Road,  
GREENVALE,  
Victoria 3059, Australia

**Telephone** +613 9333 1214

**Mobile/Cell** +61 407 552 891  
**e-mail** meh@iinet.net.au

**Fax** +613 9333 1536

## **Appendix 2 (Part 1 – page 2 of 2) to the Constitution**

### **Extract from the Constitution**

#### **14 Subsidy Fund**

- 14.1 The Executive Board has established a Subsidy Fund to assist people to attend the Annual Conference by contributing towards the cost of the Conference Fee. Subsidies cannot be granted to assist with the cost of travel, or towards any of the cost of the Post Conference Tour.
- 14.2 In order to ensure fair distribution of the Fund those applying must do so on the Form provided on request from the Secretary, notice of which is sent with each Conference invitation. (A sample of the Form is attached to the Constitution as Appendix 2.)
- 14.3 An application must be supported by reference from a senior church person to whom the applicant is responsible, this person endorsing their support with a letter of confirmation.
- 14.4 Applications must be submitted to the President at least 2 months before the start of the Annual Conference to allow time for the Board to consider all applications and fair distribution from the Fund. The names of applicants and the decision of the Board shall be confidential. Applications received after the closing date cannot be considered.
- 14.5 The Subsidy Fund is available to all members of the Association, providing that their subscription (dues) is up to date. At the discretion of the Executive Board, consideration may be given to those whose Application for Membership is to be considered at the Annual Business Meeting to be held during that Conference.
- 14.6 A Subsidy granted to a member is for that member only and is not transferable.
- 14.7 Only one Subsidy may be granted per Chaplaincy, per Country, although if funds are available the Board may, at their discretion, waive this Clause.
- 14.8 A person receiving assistance from the Fund may not receive a Subsidy for a further 2 years.
- 14.9 Financial support received direct from the Conference Organisers, and not via the Subsidy Fund shall be deemed to be a Subsidy. This is in anticipation of the Association's Funds benefiting from surplus Conference monies in accordance with Clauses 12.8 and 12.9.

*Taken from the Constitution as amended on the **11th day of September 2007** as agreed at the Annual Business Meeting held in Dallas/Fort Worth Tx. USA.*

**Appendix 2 (Part 2) to the Constitution**

# Subsidy Application Form

The Executive Board maintains a Subsidy Fund in accordance with Sections 12 and 14 of the Association's Constitution. The Fund is to assist people to attend the Annual Conference by contributing to the cost of the Conference Fee.

**Neither the Subsidy Fund nor the Board can assist with travel costs.**

The Board does not have funds to support every application. It is therefore necessary for applicants to submit their requests to the President **on this Form by 15 July** before the Conference, so that the Board may consider all requests in the fairest way possible. **All applications are treated with confidence. The Board's decision is final and not open to examination.**

All details must be supplied and reach the President by mail (or Fax +44 [0] 1293 505 540) by **15 July**

Rev. Fr. Jonathan Baldwin, The Chaplaincy, London Gatwick Airport, West Sussex. RH6 0NP UK

**Subsidies are only awarded if the following conditions are satisfied**

- 1 The Applicant is a member of the Association and their subscription (dues) is up to date
- 2 The application is submitted on this Form
- 3 The Applicant has not received a Subsidy in the previous 2 years
- 4 A personal letter of support from a Bishop, or equivalent, in the person's Church is included.

**It will assist your Application if you can pay towards some of the costs**

Name

Address

Airport

The Conference will cost **Insert cost here**

How much are you able to pay yourself?

How much are you asking the Board to provide?

Are you a member?  Year of election to IACAC

Have you received a subsidy before?  Year

I ask the Board to consider my application for financial assistance .....  
*signed*

I support ..... in his application, **and attach a letter of confirmation.**

Signed ..... Position .....

|                                     |  |
|-------------------------------------|--|
| <i>Received by President</i>        |  |
| <i>Discussed with Board members</i> |  |
| <i>Decision</i>                     |  |

*Form reviewed October 2009*

## Appendix 3 to the Constitution

### Guidelines to Organising the Conference

The IACAC Executive Board has the responsibility of overseeing all aspects of the Annual Conference. The IACAC Board will work with the host chaplaincy to determine the venue, conference fees and programme content.

#### Starting points

##### *Gather an Organising Team*

- Keep it small
- Each person to have a specific task
- Prepare a programme
- Having a team of *well managed* volunteers is helpful

##### *Meetings*

- Meet regularly
- Keep meetings short
- Review programme

##### *Arranging Conference dates*

- Try to avoid national, public, religious and school holidays

##### *Accommodation*

- Arrange early – **get written confirmation for costing & venue**
- Ensure adequate single and double accommodation (most require single accommodation)
- *En suite* facilities are a general requirement

##### *Conference Centre*

- Book early – **get written confirmation for costing & venue**
- The same place as accommodation preferred
- Needs a large meeting room
- Needs smaller rooms for worship and workshops
- Finalise costs and budget for unexpected extras

##### *IACAC Board visit*

- The IACAC Board will be the guests of the host chaplaincy for the meetings of the Board in February, and immediately prior to the conference.
- The host chaplain, or a representative, should make every effort to attend the May meeting of the Executive Board prior to the conference.

---

## Finance

##### *Prepare a budget*

- Do this early and review at every meeting

##### *Banking*

- Banking arrangements for each conference will be determined by the IACAC Board in collaboration with the host chaplaincy
- Make it clear, in all conference documentation that all bank fees are to be borne by the payer, not you! Fees deducted by “third party banks” will be charged to delegates after arrival.

##### *Sponsorship*

- Prepare a short and concise Appeal Letter
- Send letters by February (hope for 10% reply and 2% positive response)
- Send letters to companies likely to support the request
- Preferably address them to people who know you
- Include the Conference Budget
- *Do Not* suggest amounts
- Present the Appeal as *support* for delegates
- Give opportunity for sponsors to support specific functions (mainly evening dinners or possible conference visits)
- Give opportunity for sponsors to give gifts (make sensible and useful suggestions!)
- Use sponsorship money to pay for running costs (which will

probably be double your budget)

### *Financial Management*

- Keep regular accounts
  - Keep all receipts in chronological order
  - Keep all payment slips in chronological order
- 

## **Practical Preparations**

### *Telling people*

- The Secretary sends out the Conference Invitation in March
- This will include a provisional programme
- Delegates must be provided with confirmation of their reservation, together with advice concerning climatic conditions at the time of the conference and appropriate clothing for the climate and the various programme activities.

### *Getting bookings and payment*

- Encourage early booking
- Encourage full payment at the time of Booking
- Give incentive for early payment (say 5-10% reduction for payment 2 months before Conference)
- Warn of penalties for late booking / payment (5-10% premium)
- If payment is by electronic transfer payers must give details including their name and to what the payment relates

### *Arrivals and Departures*

- Arrange for delegates to be met on arrival
  - Arrange transport details (Airport to Conference centre)
  - Tell delegates, well beforehand, the point where they are to be met and how to recognise the greeters.
  - Get Arrival and Departure times from delegates
  - Include those who will be on the Post Conference Tour
  - Keep a proper schedule of delegates' travel arrangements
  -
- 

## **The Conference**

### *Programme*

- Decide Theme early
- A Provisional Conference Programme must be presented to the meeting of the IACAC Board at its meeting in February prior to the conference.
- Book speakers early
- Request copies of the text of their speeches in time to prepare translations and make copies
- Workshop groups are essential and need to be carefully planned
- Decide Workshop *programme* early
- Arrange Workshop *leaders* early
- 90 minutes per session is a good model
- Plan breaks for tea / coffee / toilets / lunch as appropriate
- Allow for adequate time for social interaction
- Moving people around takes time
- Watch the amount of walking

### *Worship*

- Plan for Denominational worship before breakfast
- Arrange *brief* ecumenical worship at the start of the Conference day
- Prepare opening and closing Ecumenical services. The closing service to incorporate handing on of the IACAC banner will be planned by the IACAC Board in conjunction with the host chaplaincy

*Procedures on opening day*

- The Conference organisers should administer the Conference Registration process
- Board members should welcome delegates
- The Treasurer should collect outstanding Subscription (Dues)
- The Treasurer shall issue all voting papers to eligible members
- The Directory Officer should initiate the checking process for the Directory

*Resources and practicalities*

- If possible, have available copies of speaker's texts in English, French and German
- Prepare a list of participants to be given to each delegate at registration
- Prepare a name tag for each participant showing the name in **large letters**. Also shown should be the home airport and the languages understood.
- Arrange the display of National flags and the IACAC Conference Banner. Delegates are to supply their own national flags.
- Provide a Resource Table in the conference room and ensure that it is not cleared away each night.
- Ensure the provision of an adequate P/A System and also that hand held microphones are available.
- Check with the Board about the provision of IACAC Candles as gifts for guest speakers. Have copies of the explanation of the IACAC Candle available.
- Pay attention to detail
- For worship consider Crucifix, candles, matches, flowers. Small candles for each participant are required for the Closing Service
- For conference Room provide paper, pens, water, sweets

---

**Post Conference Tour**

*Planning*

- *Celebrate your country!*
- Prepare outline programme early & submit to the IACAC Board
- Make all bookings early – **confirm as for conference**
- Apply same attention to detail as for the Conference

*Form reviewed May 2009*

# Appendix 4 to the Constitution

## International Association of Civil Aviation Chaplains



### ANNUAL CONFERENCE - ~~XXXXXXXX~~ EVALUATION

It will help the Board, and those planning the next Conference, if you would take time to answer the following questions:

Where requested please score your answers from 1 to 5  
(1 Very poor, 2 Poor, 3 Satisfactory, 4 Good, 5 Excellent)

1 Was the Conference a good experience for you? 1 2 3 4 5

Comments .....

2 Which parts of the programme were the most useful to you?  
Please list in order of preference with your highest rated programme first on the list

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Comments .....

3 Which Workshops or Discussion Groups did you attend?  
Please list in order of preference with your highest rated programme first on the list

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

Comments .....

4 Was the daily Corporate Worship before the 1<sup>st</sup> session a good experience? 1 2 3 4 5

Comments .....

5 **General Points**  
Was there enough time for fellowship, renewal, and developing of, friendship? 1 2 3 4 5

Comments .....

Did you enjoy the sightseeing trips? 1 2 3 4 5

Comments .....

Please add any other comments over the page, *including* subjects you would like to see included in future Conferences. Remember ... the Host Chaplaincy and the Executive Board can only present Conferences with your help and constructive comment

**Please be sure to hand this completed form to the IACAC Secretary**

Thank you for your help      The Executive Board      *.[Form revised May 2009]*

## **Appendix 5 to the Constitution**

### **Rules to conduct the Conference and Annual Business Meeting**

- 1 There shall normally be only one session of the Conference allowed for the Annual Business Meeting.
- 2 At the beginning of the Conference the President shall make a Statement of Welcome, introduce the theme of the Conference, and remind Members of their responsibilities regarding the conduct of the Annual Business Meeting of the Association.
- 3 Members wishing to submit items for inclusion on the Annual Business Meeting Agenda must do so to the Secretary in writing prior to the start of the Conference. Items arising out of the conduct of the Conference may be submitted up to 12 hours before the Meeting.
- 4 With the agreement of members, the President shall Chair the Annual Business Meeting. In the event of his/her absence the Senior Vice-president shall deputise. If both of these Honorary Officers are absent the Meeting shall elect a Chair from among the Active Members present.
- 5 With the agreement of members, the Secretary of the Association shall act as secretary of the meeting and may be assisted by a person nominated with the approval of the Meeting to take note of proceedings.
- 6 All Members present may speak but only Active Members, whose Subscription (dues) is up to date, may vote.
- 7 **Conduct of Debate**
  - 7.1 In any debate motions may be proposed and seconded. Amendments may be proposed in the same way and determined by majority vote until the final form of the motion is agreed. This motion shall then be determined by majority vote.
  - 7.2 At each stage the proposed motion shall be recorded and read to the Meeting before voting.
  - 7.3 At the end of the process the agreed motion shall again be read to the Meeting when the final position shall be clearly stated.
- 8 The business of the Meeting is generally the same from year to year and standard Agendas are given in Appendix 6, one for a year when nominations for Honorary Officers are received, the second for the year when elections are held.

## **Appendix 6 (Part 1) to the Constitution**

### **Standard Agenda 1 for the Annual Business Meeting:**

#### **- in a year when Nominations are received**

**(to be read in conjunction with Appendix 5:  
'Rules to conduct the Annual Business Meeting')**

The Annual Business Meeting shall be conducted in the context of prayer and shall include the following items:

- Welcome and Opening Prayer
- Appointment of Officers for the Meeting, as necessary.
- Election of New Members (to allow them to vote during the meeting)
- Agreement of Minutes of the previous Meeting.
- Reports on action taken relevant to those Minutes.
- A Report by the President on the activities of the Executive Board over the preceding year.
- The presentation of the Accounts by the Treasurer.
- A Report by the Secretary on the number and status of members.
- A Report by the Directory Officer
- Notice of the Annual Subscription and Affiliation Fee (as advised by the Executive Board) and to be agreed by the Meeting.
- Receipt of Nominations for Honorary Officers in accordance with Sections 7, 8 and 9 of the Constitution.
- Receipt of formal invitation to the Annual Conference in the forthcoming year.
- Appointment of Junior Vice-presidents in accordance with Clauses 7.2 and 7.3.
- Offers to host the Conference in two years time, (voting to be conducted if necessary in accordance with Clause 15.2).
- Matters raised by the Executive Board )  
) If possible, these are to be printed  
and distributed to members
- Matters raised by members (see Rule 3). ) at the beginning of the meeting



## **Appendix 7 to the Constitution**

### **DUTIES OF DIRECTORY OFFICER**

1. Maintain, so far as is possible, an accurate and up to date record of all relevant details of each airport chaplaincy, and chapel/prayer room, of which the Association is aware.
2. The Directory Officer will maintain the Association's website including the Directory of Chaplaincies and will be directly responsible to the Senior Vice President.
3. The Directory is to be available on the Association's website for all who are interested to peruse as they choose.
4. A "hard copy [printed version] of the Directory is to be available, on request, to any person. Each financial member of the Association shall be entitled to receive one free copy of the Directory each year should they wish. Copies supplied to non-members, or as a duplicate copy to members, shall be charged for at a rate determined from time to time.
5. The Secretary shall immediately inform the Directory Officer of any changes in the Directory relating to :-
  - Personnel
  - Postal addresses
  - E-mail addresses
  - Telephone & FAX numbers
6. The Directory Officer will also act as Webmaster for the Association's website and be responsible for launching files on the website at the request of the Secretary. Apart from changes to Directory pages all other changes to the website should be in close collaboration with the Senior Vice President and the Secretary.
7. The Directory Officer will need to communicate with members by email and so will need to maintain an up to date "mailing list" of members.
8. The Directory Officer should only communicate with members concerning changes to the Directory. All other communications with members shall be by the Secretary..

*Form reviewed May 2009*