



vACC Constitution

v.1.2



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Unanimously approved on 29/11/2011 by Belux vACC staff
Approved on 15/12/2011 by VATEUD1
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1. OBJECTIVE

The purpose of Belux vACC is to provide regular and high quality ATC services over Belgium and Luxembourg (hereunder defined as Brussels FIR) on the VATSIM network.

Belux vACC shall strive to make flight simulation “as real as it gets” and at the same time give pilots and controllers the opportunity to have fun and learn about flying and air traffic control.

2. DEFINITIONS

2.1 Director

Head and representative of Belux vACC. Must fulfil the requirements stated in paragraph 6.1.

2.2 Staff

Belux vACC members assisting the director in the management of Belux vACC. The director himself is also part of the staff. Must have been a member of Belux vACC for at least six months, have a rating of student 3 (S3) or higher in VATSIM.

2.3 Official forum

<http://forum.beluxvacc.org>

2.4 Official website

<http://www.beluxvacc.org>

2.5 Official TeamSpeak server

voice.beluxvacc.org, Port: 9987

2.6 Parent organisations

VATSIM, VATEUR, and VATEUD

3. RELATIONS, RESPONSIBILITY AND OWNERSHIP

Belux vACC is part of the VATSIM organisation, www.vatsim.net, responsible for the area covered by the flight information region Brussels FIR. Belux vACC is currently organised in the VATEUD division, www.vateud.net, which is part of the VATEUR region, www.vateur.org.

The Belux vACC organisation is a non-monetary organisation with no financial income. Membership is free at all times.

Belux vACC is owned jointly by its active ATC members, under the operational responsibility of the director of Belux vACC.

All materials (documents, images, files and programs) produced specifically for Belux vACC, become the ownership of Belux vACC unless specifically noted at the time the material is made available. The person providing the material shall inform Belux vACC of any possible problems regarding copyright at the time the material is provided to Belux vACC or as soon as this is discovered.

4. MEMBERSHIP

4.1 Application

Any person who agrees with the objectives and rules of Belux vACC and its parent organisations may apply for membership and, subject to approval by the vACC staff, become a member of Belux vACC. The applicant must hold a valid VATSIM CID, a valid name and surname. The member is also responsible for keeping his/her e-mail address up-to-date. An applicant's membership request may take up to 7 days in being processed due to administrative reasons. After this period the request is automatically accepted if no notice of refusal was sent to the candidate by the vACC staff within that term. An updated list of members will be kept on the Belux vACC website.

Membership of Belux vACC is a privilege and not a right. Belux vACC staff reserves the right to refuse an application if the attitude of the applicant is considered not compatible with Belux vACC and/or its parent organisation's regulations. For a membership request to be refused a majority of the staff must be in favour of the refusal. VATEUD DCRM will be informed of the refusal along with the respective reasons as soon as feasible. If the issues preventing the membership decay, a new application by the member can be carried.

4.2 Types of membership

Membership of Belux vACC is divided into different categories. At all times the ATC status of a member's membership can be consulted on the vACC website – ATC roster.

4.2.1 Permanent ATC membership

Permanent ATC members are VATSIM members who have selected Belux vACC as their home vACC and whose membership request was accepted by the staff. Permanent ATC members of Belux vACC may not be permanent ATC members of other vACC's. Permanent ATC members are divided into two categories: active ATC members and passive ATC members.

Active ATC members are permanent ATC members who provide at least 10 hours every three months of active ATC (thus excluding ATIS and OBS-hours) as documented by VATSIM statistics. Time spent online (Sweatbox server excl.) by vACC mentors and/or vACC examiners whilst fulfilling mentor or examiner duties also counts as active ATC time. The check will take place every year on (or as close to the date as possible) January 1st, April 1st, July 1st and October 1st.

A permanent ATC member not fulfilling the requirement to provide at least 10 hours every three months of active ATC (thus excluding ATIS and OBS-hours), as documented by VATSIM statistics, is defined as a passive ATC member. Passive ATC members may not man ATC positions and must contact the vACC training director before returning to active status and thus being allowed to man ATC positions again. The vACC training director may impose the requirement of a "refreshment-course" before the member will be returned to active status. This decision is final with no right of appeal.

4.2.2 Visiting ATC membership

A member who is a permanent member of another vACC and wishes to provide ATC services for Belux vACC within Brussels FIR on an irregular basis is defined as a visiting ATC member.

Visiting ATC members must provide at least 10 hours every six months of active ATC (thus excluding ATIS and OBS-hours) as documented by VATSIM statistics. The check will take place every year on (or as close to the date as possible) January 1st and July 1st. A visiting ATC member not fulfilling this requirement will have his/her visiting controller status cancelled and his/her endorsements revoked. Upon cancellation of his/her visiting controller status one is considered no longer a member of Belux vACC and thus the member loses all privileges and rights within the area of responsibility of Belux vACC.

4.2.3 Affiliated membership.

Members who do not fall under any of the above stated types of membership are defined as affiliated members. Affiliated members may not man ATC positions within Brussels FIR. Affiliated members are in general members holding only a non-ATC rating (e.g. pilots) or members of other vACC's requiring Belux vACC membership in order to fulfill their local vACC duties.

Affiliated members are not eligible to vote on issues concerning Belux vACC unless a clear and explicit approval has been granted by the staff of Belux vACC for this kind of members to participate in a vote or a poll.

4.3 Rules

Belux vACC, members are...

4.3.1 ...required to abide by the following rules:

- Abide by the regulations of the parent organisations of Belux vACC and Belux vACC itself.
- Treat each other with mutual respect. Don't threat, harass or belittle other members. There should be no finger pointing.
- File any complaints to the staff. Do not air grievances openly!
- Accept advice from more experienced members.
- Abide by decisions made, as they have been made in good faith to comply with the purposes as stated above.
- Adhere to instructions regarding manning of ATC-positions within Brussels FIR on the VATSIM network.
- Follow debates and read information provided on the Belux vACC forum

4.3.2 ...entitled to:

- Provide ATC services within Brussels FIR on the VATSIM network after being approved so by one of the Belux vACC examiners or mentors.
- Fair and just treatment.
- Advice and request training in ATC procedures.
- Recommendations for upgrades as soon as practically feasible when they are considered competent.
- Propose suggestions for changes within the organisation. These should be addressed to the vACC director.

4.4 Temporary suspension

Belux vACC staff has the right to suspend, until further notice, the membership of any member of Belux vACC if he or she has violated the rules of Belux vACC or instructions from the staff. The staff has to inform the member about the reason(s) and duration of this suspension as soon as reasonably practicable. Information on the suspension will also be provided to the VATEUD director.

During time of suspension the member may not:

- Man ATC positions within Brussels FIR on the VATSIM network
- Engage in debate on the Belux vACC forum or TeamSpeak server
- Access the member section of the website

4.5 Termination of membership

Termination of membership of Belux vACC is divided into two categories: termination of Belux vACC membership by the member and termination of Belux vACC membership by the staff.

Upon termination of the membership of Belux vACC the member will be removed from the list of members and immediately lose all and any privileges within Belux vACC. The staff will ensure proper records about the member are kept and have no obligation as to retain or remove any documents, forum postings or other contributions whatsoever made or written by the affected member. A member whose Belux vACC membership has been terminated may re-apply to the staff of Belux vACC for re-admittance once 24 months has passed since the date of termination. This re-application can be accepted or denied at the sole discretion of the staff, whose decision shall be final with no right of appeal.

For the avoidance of doubt: Termination of membership, as stipulated above, is limited to membership of Belux vACC only. It is not within the power of local vACC staff to terminate VATSIM membership. Members whose Belux vACC membership is terminated, may apply for transfer to another region, division or vACC as stipulated by VATSIM.

4.5.1 Termination of Belux vACC membership by the member:

Any member may terminate his or her membership at any time by giving notice in writing to the staff.

4.5.2 Termination of Belux vACC membership by the staff:

Belux vACC staff has the right to terminate the membership of any member of Belux vACC if he or she violated the rules of Belux vACC or instructions from the staff. The staff has to inform the member about the reasons for this suspension as soon as reasonably practicable.

5. MANAGEMENT

5.1 Organisation

The daily business of Belux vACC is handled by the staff. The staff shall - within the frames of the constitution - work for the members of Belux vACC and defend the general interests.

5.2 Duties

Staff members are required to:

- See to that all members obey the rules of this constitution, including the staff itself.
- Listen to the members of Belux vACC and take up suggestions and questions put forward from the members.
- Plan and lead the work within Belux vACC.
- Maintain an ordered record of external communication, agreements and documents, in order for this to be handed over to a successor.
- Respond to external communication and questions from members within the field of responsibility within one week. In case of longer absence an automated "Out of Office"-reply should be send to any received message.
- Temporarily hand over responsibility during vacation periods to another member of staff.
- Hand over external communication, agreements and documents to the successor or the director in case of leaving his staff position.
- Resign with at least one month notice by e-mail to the staff.
- Fulfil the assignment on a continuous basis.

5.3 Staff

The staff consists of the following members:

- Belux vACC Director
- Belux vACC Training director
- Belux vACC Assistant training director (if appointed)
- Belux vACC Event and social media coordinator (if appointed)
- Belux vACC Assistant event and social media coordinator (if appointed)
- Belux vACC Webmaster (if appointed)
- Belux vACC Assistant webmaster (if appointed)
- Belux vACC Research and development coordinator (if appointed)

5.4 Duty description

5.4.1 Director

The work within Belux vACC is lead by the director. The director represents the organisation towards its parent and other organisations, within and outside of VATSIM. The director has the overall responsibility for all subordinated areas and the main responsibility for all areas not covered by any other staff position. The director may assist in all subordinated areas. It is the directors' responsibility to see to that staff positions are manned when required.

5.4.2 Training director

- Overall responsibility for training department.
- Reports relevant training department issues to the Belux vACC staff.
- Responsible for documentation and procedures for ATC training.
- Is responsible for recruitment of new mentors and termination of inactive mentors.
- Has the right to process rating upgrades to VATEUD via EuroTest.

5.4.3 Event and social media coordinator and assistant

- Overall responsibility for event department.
- Reports relevant event department issues to the Belux vACC staff.
- Promote, announce and organise vACC events.
- Coordinate with all vACC ATC's regarding vACC events.
- Announce other vACC events (within the VATEUR region).
- Coordinate event support requests from other vACC's.
- Maintain an event calendar for vACC events.
- Liaise with virtual airlines from in- and outside the vACC FIR.
- Regularly posts messages (e.g. event announcements) on the vACC's FaceBook and Twitter page.

5.4.4 Webmaster and assistant webmaster

The webmaster is responsible for all technical aspects of the organisation. He manages the technical administrative tools for other members of the staff (i.e. make sure staff members have the technical means to fulfil their responsibilities), and manages the main information source of the organisation.

5.4.5 Research and development coordinator

- Overall responsibility for research and development department.
- Leader of and responsible for research and development group.
- Reports relevant research and development department issues to the Belux vACC staff.
- Responsible for researching what our vACC position is within VATSIM (more specifically the neighbouring vACC's)
- Research internal vACC related topics (what do our members want from us, are there complaints within the vACC, ...)
- Report possible solutions and/or strategical action points to the staff in light of the vACC development and expansion.

5.5 Meetings and voting

The staff meets when one or more of the staff members call upon a staff meeting. The date of the meeting should be decided on as soon as practically possible.

Staff decisions are taken with simple majority. Each staff member has one vote disregarding the number of staff positions he/she holds. The proposal second by the director wins in case of equal votes.

5.6 Resignation, Dismissal and Appointment

5.6.1 Resignation

Members of the staff have the right to resign. They are to inform the other staff members well in advance and it is considered good manner to stay in office until a successor has been appointed. The staff member resigning should help the successor and introduce him/her to the task and hand over all material needed to run the office.

5.6.2 Dismissal

Dismissal of the director can only be executed by the unanimous decision of VATEUD1, VATEUD2, VATEUD4, VATEUD8 and VATEUD9 or after a "Referendum of Distrust" was held which calls for dismissal as per paragraph 8.2

Dismissal of staff members other than the director can only be executed by the vACC director. At all times debates should be held with the affected staff-member and efforts made to avoid dismissal.

5.6.3 Appointment

For more info on this subject please refer to paragraph 6.

6. ELECTIONS

6.1 Belux vACC Director

The director of Belux vACC is in charge for at least two years unless he/she resigns or he/she is dismissed, as per paragraph 5.6, before the two year period has ended. If no other candidate presents himself to the vACC staff, the term of the current vACC director is automatically extended for another two years. If another vACC director candidate presents himself to the staff within the two year term, formal elections will be held after the end of the current vACC director's term. A change of director has no initial influence on the composition of the rest of the staff. Elections shall be held no later than 1 month after the old director resigned or was dismissed or after the old director's term expired. The exact date is set by the vACC staff. The elected director must be approved by VATEUD1 and afterwards he must take up the duty as director within 72 hours.

The current vACC director's term runs until **June 1st 2013**. Elections must be announced to all Belux vACC members by forum post and e-mail together with the eligible candidates at least one week prior to the election. All Belux vACC members who on elections opening have been an active ATC member for more than 6 months prior to elections hold one vote to elect one of the candidate directors. Voting by proxy is not allowed.

Elections will be held by private e-mailing of votes to the elections committee. One must e-mail to elections@beluxvacc.org which provides redirect to the whole committee. The election committee will consist of at least 2 or more VATSIM members of trusted integrity and neutral political attitude, preferably not belonging to Belux vACC.

The director candidate requirements stated hereafter are meant to ascertain whether the candidate:

- has the minimum responsibility and maturity required for this crucial job;
- proves adequate qualification as a potential leader for both ATC and flight operations;
- regards community life highly enough for the delicate diplomatic commitment;
- will be able to assure Training Department operations' continuity.

A Belux vACC director candidate must then:

- be 18 years or older;
- be an active ATC member of Belux vACC;
- have been a member of Belux vACC for at least 1 year;
- have a rating of at least C1 and have flown at least 50 hours as a pilot on the VATSIM network;
- started posting at least 1 year before, on both the VATSIM forum and Belux vACC forum;

6.2 Other Belux vACC staff members

All other Belux vACC staff members remain into place for as long as they don't resign or are dismissed, as per paragraph 5.6. Upon resignation or dismissal the vACC director announces the vacant position to the vACC members via e-mail. Afterwards Belux vACC members can apply for this position for 14 days to the vACC Director. The Belux vACC staff will then appoint the most suitable successor for this staff position by vote, based on the applications and motivation letters of the candidates, as soon as possible. The appointed successor takes up his/her duty by the latest 72 hours after the appointment by the vACC staff.

7. RESOURCES

Belux vACC uses a couple of media to assist in accomplishing our vACC goals.

7.1 Website

The official website of Belux vACC, <http://www.beluxvacc.org>, is the online reference to Belux vACC. The website is managed by the Belux vACC webmaster and assistant webmaster. Staff members requiring access to the website administration section to fulfil their vACC duties, shall be given the appropriate rights. A website disclaimer and privacy policy is available on the website for public view. By using the website you agree to these.

At any given time Belux vACC may create subdomains to their website. These subdomains fall under the same disclaimer and privacy policy. A separate paragraph is dedicated to the forum subdomain, <http://forum.beluxvacc.org>.

7.2 Forum

The official forum of Belux vACC, <http://forum.beluxvacc.org>, is a subdomain of the website. Therefore the forum falls under the website disclaimer and privacy policy available on the website main page. In addition to these, the forum is also subject to terms and conditions which are publicly viewable in the messages/announcements subforum. It's managed by the Belux vACC webmaster and assistant webmaster

7.3 Belux vACC e-mail addresses

Belux vACC e-mail addresses are provided for all Belux vACC staff members and mentors. These e-mail addresses must be used for all Belux vACC related messages to other organisations than VATSIM related organisations. Within VATSIM and its affiliated organisations the account owners may choose which e-mail address they wish to use. The use of the Belux vACC e-mail addresses for Belux vACC matters is strongly recommended.

7.4 Belux vACC mailing list

All members of Belux vACC are automatically subscribed to the Belux vACC mailing list. Subscription to the mailing list is obligatory for as long as one is a Belux vACC member. The usage of this mailing list is restricted to Belux vACC staff members and may only be used for staff announcements and Belux vACC event announcements. All other messages must be distributed amongst the members via the forum.

7.5 Belux vACC TeamSpeak

The official TeamSpeak server of Belux vACC, voice.beluxvacc.org, is public. It's managed by the Belux vACC webmaster and assistant webmaster. Various rights are given depending whether or not a person is a Belux vACC member, mentor or staff member. All actions are logged and one is still acting under VATSIM, VATEUR, VATEUD and Belux vACC policies, rules and regulations.

8. SPECIAL SITUATIONS

8.1 Referenda

Referenda may be held upon decision of the staff concerning specific changes within Belux vACC. The voting between members must be announced via e-mail at least 1 week before the referendum. Only active ATC members are eligible to vote at referenda, unless a clear and explicit approval has been granted by the staff of Belux vACC for other types of members to participate. Referenda are considered accepted if 66% or more of the valid votes cast are in favour of the change.

8.2 Referendum of distrust

A 'referendum of distrust' of the vACC director may be put on the agenda of an Extraordinary General Meeting (EGM), which may be called for in writing by ten or more active ATC members of Belux vACC.

The staff is to arrange the EGM within two weeks from the time it was called. If the staff neglects the call for EGM, the members calling may arrange the meeting. In any case, all members must be informed at least one week prior to the meeting via e-mail.

A 'referendum of distrust' should be opened directly after the EGM, providing the members that called for the EGM do not withdraw their call for a 'referendum of distrust'. All active ATC members of Belux vACC (excluding the vACC director) have one vote. The vote should be open for one week.

If 66% or more of the valid votes are for distrust against the director, the director immediately loses his position as director. A new director should be elected in an extraordinary election according to the rules regarding elections. If no more Belux vACC members fulfil the director candidate minimum requirements, Belux vACC ceases to exist as an official vACC.

Only one referendum of distrust can be cast against the director every 9 months.

8.3 Vacant director chair

If a resignation or long term absence of the director takes place before formal elections can be held, all of the staff members immediately choose one amongst them to take the chair as acting director until formal elections can be arranged as stated in paragraph 6.1. The VATEUD director must be notified as soon as possible.

9. AMENDMENTS

Proposals to amend the constitution may be filed to the staff by any member and must be announced by the staff to all members publicly for discussion during 14 days. Afterwards all proposals shall be put to the vote amongst staff members. If any amendment to the constitution is made by the staff, the VATEUD director must re-approve of the updated constitution. After approval the updated version of the constitution should be made available to the members and announced by e-mail to the members. As from its announcement the new constitution becomes active.