



INTERNATIONAL ASSOCIATION of CIVIL AVIATION CHAPLAINS

The Constitution of the Association

This document is available to all members on the IACAC website and can be accessed at www.iacac.info. 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 seven 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.

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International Association of Civil Aviation Chaplains

The Constitution

1 **Constitution** adopted on the 7th September 2018 as agreed at the Annual Business Meeting held in Charlotte, North Carolina, USA. It replaces all former versions.

2 **Definitions**

2.1 **Annual Conference:** the whole meeting of the Association which shall include within its program 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 through the provision of high quality training and shared examples of good practice.

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. Therefore to serve all people, irrespective of their faith, race, sexual orientation, disability or ethnic origin.

4.6 To nurture ecumenical, spiritual, interfaith and multicultural relationships in the world

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 [Active and Associate] and an Annual Subscription (dues) from all members [Active and Associate];

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 active 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 (Dicastery for the Integral Human Development), 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 6.9 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.
- 4 Associate Members:** that is for people interested in supporting airport chaplaincy. Associate members would have no voting rights or voice and pay a reduced membership subscription. Application for associate membership would require a letter of recommendation from the sponsoring chaplain to accompany the appropriate membership application form.

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 6.9) 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. Application

for membership and payment of the affiliation fee can be made through the IACAC website; www.iacac.info

- 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 1st January to 31st December. The subscription (dues) shall cover administration costs of the Association, production of the Newsletter, the maintaining of an up-to-date Directory on the website, 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 Annual Business Meeting on the advice of the Executive Board.
- 6.14 Notice of renewal of subscription (dues) shall be sent by the Treasurer. 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) after one's year grace, following adequate reminders, and subject to consideration of Clause 6.
 - 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 an Associate Member or 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 the Media 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 Vice-president, the Secretary and the Treasurer.
- 6.20 The Directory shall be available to all members on the website. It shall be updated as necessary by the Media Officer.
- 6.21 The ongoing cost of maintaining and updating the website shall be an element of the Affiliation Fee in accordance with Clauses 5.1.1 and 6.5 and shall also be an element of the Annual Subscription (dues). The Directory maintained on the Internet shall be continuously updated.

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, Vice-president, Secretary, Treasurer and Media Officer, who shall hold office from the conclusion of the Conference.
- 7.2 The presence on the Board of two Host Chaplains will require each to serve for two and a half 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.
- 7.31 The Host Chaplain 1 (current Conference) will serve until the end of the February /March Board meeting in the following year in which their Conference took place.
- 2 The Host Chaplain 2 (forthcoming Conference) will serve from the close of the conference at which the formal invitation is accepted until the end of the February /March Board meeting in the following year in which their Conference took place.
- 3 In the event of a Conference invitation not being received, or being withdrawn, the other Board members shall decide on Host Chaplain 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 except the term of office for the Secretary and Treasurer which shall be 3 years to ensure continuity on the Board. 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
Vice-President
Secretary
Treasurer
Media Officer
Host Chaplain 1 (current Conference) see Clause 8.3 below
Host Chaplain 2 (forthcoming Conference) see Clause 8.3 below

8.3 All persons, other than the Host Chaplains, 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 beginning of 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 program, 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
Vice-president
Secretary
Treasurer
Media 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 in the position of President, Vice President or Media Officer shall hold the position for a period of two years. A person elected as an Honorary Officer in the position of Secretary and Treasurer shall hold the position for a period of three 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 Host Chaplain 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, until the end of the February /March Board meeting in the following year 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 or working on Board matters to \$US500.00 in any one year, and subject to the property of the Association in its in its general funds 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 1st January to the 31st December

- 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 or Vice-President.
- 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 communicate to all members, by email, notice of the Conference together with all other papers relevant to the nomination of Honorary Officers, and attendance at the forthcoming Conference. The Media Officer shall also upload all information to the website.
- 13.4 The Secretary shall communicate by email notice of the Annual Business Meeting, information on proxy voting and all other matters relating to the Annual Business Meeting to all members at least one month prior to the Annual conference. The Media Officer shall also upload all information to the website.
- 13.5 Partners of members may attend the Conference as full paying guests.
- 13.6 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.
- 13.7 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 active members to attend the Annual Conference by contributing towards the cost of the Conference Fee.
- 14.2 Subsidies cannot be granted to assist with the cost of travel, or towards any of the cost of the Post Conference Tour.
- 14.3 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 to the Constitution)
- 14.4 An application must be supported by reference from the person to whom the applicant is responsible within the chaplaincy or faith community, this person endorsing their support with a letter of confirmation.
- 14.5 Applications must be submitted to the President at least 4 months before the start of the Annual Conference to allow time for the Board to consider all applications and fair distribution from the Fund.
- 14.6 Applications received after the closing date may not be considered.
- 14.7 The names of applicants and the decision of the Board shall be confidential.
- 14.8 The subsidy Fund is available to all active members of the Association, providing that their subscription (payment of dues) is up to date.
- 14.9 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.
- 14.10 A subsidy granted to an active member is for that member only and is not transferable.
- 14.11 Only one subsidy will normally be granted per chaplaincy, although if funds are available the Board may, at their discretion, waive this clause.
- 14.12 A person receiving assistance from the subsidy fund may not normally receive a subsidy for two conferences following that for which they have received the subsidy, although if funds are available the Board may, at their discretion, waive this clause.
- 14.13 No subsidy shall be granted by the conference hosts without consultation with the Board.
- 14.14 If the Board determines that a subsidy has been claimed fraudulently or misused, the applicant will be ineligible for future subsidies.

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 three 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 A formal invitation shall be issued at the Annual Business Meeting two years before the proposed conference.
- 15.4 The venue shall be confirmed at the Annual Business Meeting in the year preceding that forthcoming conference. 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 available on line at www.iacac.info.
Email to treasurer@iacac.info or Mail to the
IACAC Treasurer:
Mrs Beverly McNeely
2571 Oak Drive
Clayton, IN 46118 USA
- 2 Your application must be supported by a letter of authorisation in accordance with paragraph 6.9 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.
- 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 :_**

PREFERRED PAYMENT OPTION

ONLINE using Pay Pal through the IACAC website. www.iacac.info

ELECTRONIC BANK TRANSFER

Swift Code: chasus33 Iban: #198004095
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

CASH PAYMENT AT ANNUAL CONFERENCE

- 5 If you have any questions contact the Secretary
Miss Mary Holloway – secretary@iacac.info

Form reviewed October 2018

Appendix 1 (page 2 of 3) to the Constitution



**INTERNATIONAL ASSOCIATION
of CIVIL AVIATION CHAPLAINS**

Application for Active Membership

I hereby apply for active 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 - - US\$ 60.00- Full Membership

I agree to my personal data being stored and processed to receive the IACAC Newsletter and all IACAC communications to members.

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 |

| |
|---|
| <i>This Application supported by</i> |
| Name..... |
| Authority |
| Signature |

Objects of the International Association of Civil Aviation Chaplains

- 1 To provide for and promote fellowship under God for those engaged in ministry in the unique environment of civil aviation.
- 2 4.2 To provide a continuing exchange of experience and insights to enhance the fulfilment of the task through the provision of high quality training and shared examples of good practice.
- 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 To engage in mutual theological and sociological study and reflection relevant to the task.
- 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. Therefore to serve all people, irrespective of their faith, race, sexual orientation, disability or ethnic origin.
- 6 To nurture ecumenical, spiritual, interfaith and multicultural relationships in the world

Details for Chaplaincy Directory Entry

| | | |
|--|--|---|
| Name in full | | <p>Will this information change anything on the current Directory Page for this Chaplaincy?</p> <p><i>If it does, clearly indicate 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 | | |
| Membership Category Please tick appropriate category | <input type="checkbox"/> Active <input type="checkbox"/> Associate | |

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

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

| | |
|--|--|
| O T w e C A C C Is W tin A A | |
|--|--|



INTERNATIONAL ASSOCIATION of CIVIL AVIATION CHAPLAINS

Application for Associate Membership

What to do next:

- 1 Complete the Application Form for Associate Membership available on line at www.iacac.info.
Email to treasurer@iacac.info or Mail to the
IACAC Treasurer:
Mrs Beverly McNeely
2571 Oak Drive
Clayton, IN 46118 USA
- 2 Your application must be supported by a letter of recommendation from your sponsoring chaplain in accordance with paragraph 6.2.4 of the Constitution which states:
6.2.4 **Associate Members:** for people interested in supporting airport chaplaincy. Associate members would have no voting rights and pay a reduced membership subscription. Application for associate membership would require a letter of recommendation from the sponsoring chaplain to accompany the appropriate membership application form.

. The applicant must clarify the necessary process before the application is submitted.

3. Send

- 1 **The Application**
- 2 **The Letter of Recommendation from the Sponsoring Chaplain**
- 3 **The Affiliation Fee - Payment may be made in the following ways :**

1. PREFERRED PAYMENT OPTION

ONLINE using Pay Pal through the IACAC website. www.iacac.info

2. BANK DRAFT OR CHEQUE IN US\$

Bank draft or cheque made payable to: -
International Association of Civil Aviation Chaplain
For US\$30

Mail to the IACAC Treasurer: Mrs Beverly McNeely
2571 Oak Drive
Clayton, IN 46118 USA

Tel +1[0]317 491 5089 Fax +1[0]317 244 9362

Email: treasurer@iacac.info

3. CASH OR CHEQUE PAYMENT AT ANNUAL CONFERENCE

Bank draft or cheque made payable to: -
International Association of Civil Aviation Chaplain
For US\$30

If you have any questions contact the Secretary

Miss Mary Holloway
e-mail secretary@iacac.info



INTERNATIONAL ASSOCIATION of CIVIL AVIATION CHAPLAINS

Application for Associate Membership

I hereby apply for Associate 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 - US\$ 30.00- Associate Membership

I agree to my personal data being stored and processed to receive the IACAC Newsletter and all IACAC communications to members.

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

| | |
|-------------|-------|
| Signature | |
| First name | |
| Family name | |

| | |
|---|-------|
| This Application is supported by | |
| Name | |
| Authority | |
| Sponsoring Chaplain | |
| Signature | |

Extracts from the Constitution

4 Objects

- 4.3 To provide for and promote fellowship under God for those engaged in ministry in the unique environment of civil aviation.
- 4.4 To provide a continuing exchange of experience and insights to enhance the fulfilment of the task through the provision of high quality training and shared examples of good practice.
- 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. Therefore to serve all people, irrespective of their faith, race, sexual orientation , disability or ethnic origin.
- 4.6 To nurture ecumenical, spiritual, interfaith and multicultural relationships in the world.

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).
 - 2 **Associate Members:** that is for people interested in supporting airport chaplaincy. Associate members would have no voting rights and pay a reduced membership subscription. Application for associate membership would require a letter of recommendation from the sponsoring chaplain to accompany the appropriate membership form.

| | |
|---|-----------------------|
| Telephone numbers with International & local codes | Home |
| | Mobile |
| e-mail address | |
| Faith Group | |
| Airport Name | |
| | IATA Code (3 letters) |
| Country | City |
| Name of Chaplaincy | |
| Name of Sponsoring Chaplain | |
| Chaplaincy postal address | |
| Chaplaincy email address | |

I would like to become an Associate member of the International Association of Civil Aviation Chaplains because:

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

Appendix 2 (Part 1 - page 1 of 2) to the Constitution

Notice of Subsidy availability and Constitution extract

The **xx**th 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 **xxxx**

The President must receive the application four months prior to the Conference .

A ***Subsidy Application Form*** is available online at www.iacac.info or by request to the Secretary by 'Phone, E-mail.

Miss Mary Holloway, Secretary IACAC
E-mail secretary@iacac.info

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 active members to attend the Annual Conference by contributing towards the cost of the Conference Fee.

14.2 Subsidies cannot be granted to assist with the cost of travel, or towards any of the cost of the Post Conference Tour.

14.3 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.)

14.4 An application must be supported by reference from a senior church person to whom the applicant is responsible within the chaplaincy or faith community, this person endorsing their support with a letter of confirmation.

14.5 Applications must be submitted to the President at least 4 months before the start of the Annual Conference to allow time for the Board to consider all applications and fair distribution from the Fund.

14.6 Applications received after the closing date cannot be considered.

14.7 The names of applicants and the decision of the Board shall be confidential.

14.8 The Subsidy Fund is available to all active members of the Association, providing that their subscription (dues) is up to date.

14.9 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.

14.10 A Subsidy granted to a member is for that member only and is not transferable.

14.11 Only one Subsidy may be granted per Chaplaincy, per Country, although if funds are available the Board may, at their discretion, waive this Clause.

14.12 A person receiving assistance from the Subsidy Fund may not normally receive a Subsidy for two conferences following that for which they received the subsidy, although if funds are available the Board may, at their discretion, waive this Clause.

14.13 No subsidy shall be granted by the conference hosts without consultation with the Board.

14.14 If the Board determines that a subsidy has been claimed fraudulently or misused, the applicant will be ineligible for future subsidies.

*Taken from the Constitution as amended on the **7 th day of October 2018** as agreed at the Annual Business Meeting held in Charlotte. 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 [Insert Date]** before 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 email by **[Insert Date]**
president@iacac.info

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 online using 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/her application, **and attach a letter of confirmation.**

Signed

Position

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

Appendix 3 to the Constitution - Guidelines to Organising the Conference

ACTION PLAN FOR CONFERENCES

| Pre-bid stage | | Bidding stage 36 - 24 months before conference | Planning stage 24 - 12 months before conference | Organisation stage 12 - 0 months before conference |
|---|--|--|--|--|
| <ul style="list-style-type: none"> Discuss general proposals within your own team / board. Consult with IACAC Exec. Board who will offer guidance, guidelines, support etc. | | | <ul style="list-style-type: none"> Decide location / country Appoint chair/ spokesperson Theme Possible venue, accommodation, Speakers, visits | <ul style="list-style-type: none"> Projected budget Preliminary costs Conference date Conference venue Accommodation Programme Speakers / visits Post conference tour |
| Sept-Oct 2018 Conference: Charlotte NC | <p>36 months before conference: Bidding Host Candidates 2021 bid to 2018 Exec Board to host Sep/Oct 2021 conference 1 (or 2) chosen to become 'Preferred Host candidate 2021' proceed to planning stage (no financial commitments to be made)</p> | | <p>TRANSITION PERIOD: 24 months before 2020 conference: Preferred Host candidate(s) 2020 bid to 2018 Business meeting to host Sep/Oct 2020 conference, 1 chosen as Host Chaplain 2020 (joins Exec at end of 2018 conference)</p> | <p>TRANSITION PERIOD: 12 months before conference (Sep/Oct 2019) Host Chaplain 2019 makes presentation to 2018 Business Meeting Host chaplain 2018 continues until February 2019</p> |
| Sept-Oct 2019 Conference: Melbourne | <p>36 months before conference: Bidding Host Candidates 2022 bid to 2019 Exec Board to host Sep/Oct 2022 conference 1 (or 2) chosen to become 'Preferred Host candidate 2022' proceed to planning stage (no financial commitments to be made)</p> | | <p>24 months before conference: Preferred Host candidate(s) bid to 2019 Business meeting to host Sep/Oct 2021 conference, 1 chosen as Host chaplain 2021 (joins Exec at end of 2019 conference)</p> | <p>12 months before conference (Sep/Oct 2020) Host Chaplain 2020 makes presentation to 2019 Business Meeting Host chaplain 2019 continues until February 2020</p> |
| Sept-Oct 2020 Conference: Nairobi | <p>36 months before conference: Bidding Host Candidates 2023 bid to 2020 Exec Board to host Sep/Oct 2023 conference 1 (or 2) chosen to become 'Preferred Host candidate 2023' proceed to planning stage (no financial commitments to be made)</p> | | <p>24 months before conference: Preferred Host candidate(s) bid to 2020 Business meeting to host Sep/Oct 2022 conference, 1 chosen as Host chaplain 2022 (joins Exec at end of 2020 conference)</p> | <p>12 months before conference (Sep/Oct 2021) Host Chaplain 2021 makes presentation to 2020 Business Meeting Host chaplain 2020 continues until February 2021</p> |
| Sept-Oct 2021 Conference: Atlanta? | <p>36 months before conference: Bidding Host Candidates 2024 bid to 2021 Exec Board to host Sep/Oct 2024 conference 1 (or 2) chosen to become 'Preferred Host candidate 2024' proceed to planning stage (no financial commitments to be made)</p> | | <p>24 months before conference: Preferred Host candidate(s) bid to 2021 Business meeting to host Sep/Oct 2023 conference, 1 chosen as Host chaplain 2023 (joins Exec at end of 2021 conference)</p> | <p>12 months before conference (Sep/Oct 2022) Host Chaplain 2022 makes presentation to 2021 Business Meeting Host chaplain 2021 continues until February 2022</p> |

Refer to the Table below for more detailed information on requirements in organising a conference.

Conference Purpose and Philosophy

- To explore the relationships between Faith, Chaplaincy and the people we serve
- To provide opportunities for training, drawing on our mutual experiences
- To allow time for fellowship, and the rekindling of friendships
- To 'showcase' Airport Chaplaincy and the work that Chaplains undertake
- To do all this in an environment that is relaxing, and encourages the development of our commitment to each other and our work

Excerpt from Constitution - Program 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 program 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.

A tick indicates all the items that are the responsibility of the Host Chaplain. Shared responsibility with the Board is a tick in each column. Board Responsibility is a tick in the Board Column.

| MONTH | ACTION | | HOST | BOARD |
|-------|-----------------------------------|--|--|-------|
| | STARTING POINTS | | | |
| | <i>Gather an Organising Team</i> | <ul style="list-style-type: none"> • Keep it small • Each person to have a specific task • Prepare a program • Having a team of <u>well managed</u> volunteers is helpful <p>NB At The Conference In The Year Prior To Your Conference You Will Receive The Conference Banners, The Translation Equipment, IACAC Flag and Candle. The IACAC Board will discuss the transportation of these items with you</p> | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | |
| | <i>Meetings</i> | <ul style="list-style-type: none"> • Meet regularly • Keep meetings short • Have an Action Plan with dates for the achievement of each item listed • Review program each meeting and make adjustments to your plans as necessary • Make regular reports to the IACAC Board on progress | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | |
| | <i>Arranging Conference dates</i> | <ul style="list-style-type: none"> • Select a date. The conference should run from Sunday to Friday - Opening Ceremony on Sunday night and finishing after Breakfast on Friday. • September/October seem to be the preferred months • Try to avoid national, public, religious and school holidays | <ul style="list-style-type: none"> ✓ ✓ ✓ | |
| | <i>Accommodation</i> | <ul style="list-style-type: none"> • Arrange early – get written confirmation for costing & venue • <i>In considering a choice of venue,</i> | <ul style="list-style-type: none"> ✓ ✓ | |

| | | | | |
|--|-------------------|---|--|--|
| | | <p><i>keep in mind the distance from the airport as transfer costs to the location would need to be included as part of the conference fee.</i></p> <ul style="list-style-type: none"> • Ensure adequate single and double accommodation (most require single accommodation) ✓ • <i>Rooms with their own bathrooms</i> are a general requirement ✓ • <i>Many people arrive 1 or 2 days prior to the commencement of the conference and stay a night after the conclusion of the conference and post conference tour. It is important to negotiate a price for these nights the same as the conference rate.</i> ✓ • <i>Include in your negotiations any costs for internet connections.</i> ✓ | | |
| | Conference Centre | <ul style="list-style-type: none"> • Book early – get written confirmation for costing & venue ✓ • The same place as the conference accommodation is preferred ✓ • Needs a large meeting room ✓ • Needs smaller rooms for worship and workshops ✓ • Finalise costs and budget for unexpected extras ✓ | | |
| | IACAC Board visit | <ul style="list-style-type: none"> • The IACAC Board will be the guests of the host chaplaincy for the meeting of the Board in February/March [2 nights] in the year prior to the conference, and the night immediately prior to the conference. The cost of these nights must be included in calculating the total cost of the conference. ✓ • The host chaplain, or a representative, should make every effort to attend the meetings of the Executive Board prior to the conference. ✓ | | |
| | | | | |
| | FINANCE | | | |
| | Prepare a Budget | <ul style="list-style-type: none"> • Do this early and review at every meeting ✓ • Budget must include provision to meet any unexpected costs and the cost of hosting the Board for their visit in the year prior to the conference and pre conference Board meeting. ✓ • The IACAC Board may be able to provide a small loan to assist with paying deposits which must be repaid when settling the conference ✓ | | |

| | | | | |
|--|----------------------|--|--|---|
| | | accounts. | | |
| | Banking | <ul style="list-style-type: none"> • Establish a conference bank account specially for the conference income and expenditure • Banking arrangements for each conference will be determined by the IACAC Board in collaboration with the host chaplaincy however the preferred method of payment is through the conference registration process on the website and PayPal. • 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 if any other form of payment than PayPal is used | <ul style="list-style-type: none"> ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ |
| | Sponsorship | <ul style="list-style-type: none"> • 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 • <i>Do Not</i> suggest amounts • Present the Appeal as <u>support</u> for delegates • Give opportunity for sponsors to support specific functions (morning and afternoon teas, lunches and 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) | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | |
| | Financial Management | <ul style="list-style-type: none"> • The Host Chaplain is responsible to the IACAC Board for all income and expenditure in relation to the conference. • Keep regular accounts • Keep all receipts in chronological order • Keep all payment slips in chronological order • A detailed finance report on the conference and tour should be presented to the IACAC Board at | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ |

| | | | | |
|--|-------------------------------|--|--|---|
| | | <p>the February/March IACAC Board meeting following the conference. Conference Host to work with the Treasurer in preparing the report using the Conference Financial reporting Template.</p> <ul style="list-style-type: none"> Any balance of conference funds remaining, after all commitments have been met, must be paid over to the IACAC | ✓ | |
| | PRACTICAL PREPARATIONS | | Host | Board |
| | Telling People | <ul style="list-style-type: none"> Information posted on the website after the decision at the Annual Business Meeting to accept the invitation. The Secretary sends out the Conference Invitation as early as possible in the year of the conference. This will include a provisional program. Updates and information to be regularly included on the website and in the monthly Newsletter. | | <ul style="list-style-type: none"> ✓ ✓ ✓ |
| | Making Bookings and Payments | <ul style="list-style-type: none"> <input type="checkbox"/> Encourage early booking <input type="checkbox"/> Encourage full payment at the time of Booking <input type="checkbox"/> Give incentive for early payment (say 5-10% reduction for payment 2 months before Conference) <input type="checkbox"/> Warn of penalties for late booking / payment (5-10% premium) <input type="checkbox"/> If payment is by electronic transfer payers must give details including their name and to what the payment relates <input type="checkbox"/> 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 program activities. | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ ✓ ✓ |
| | Arrivals and Departures | <ul style="list-style-type: none"> Get Arrival and Departure times from delegates 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 | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | |

| | | | | |
|--|-----------------------|--|--|--|
| | | <ul style="list-style-type: none"> how to recognise the greeters. • Include those who will be on the Post Conference Tour | ✓ | |
| | | | | |
| | THE CONFERENCE | | | |
| | The Program | <ul style="list-style-type: none"> • Decide Theme early • A Provisional Conference Program must be presented to the meeting of the IACAC Board at its meeting in February/March in the 2 years prior to the year of the conference • Book presenters early • Request copies of the text of the presenters' speeches in time to prepare translations and make copies available in French, German and English for delegates. • Workshop groups are essential and need to be carefully planned. • Decide Workshop <i>program</i> early • Arrange Workshop <i>leaders</i> 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- always allow at least double the time you would anticipate it would take to load or unload buses and move from one setting to another. • Watch the amount of walking required each day- some delegates are elderly and find walking long distances difficult. | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ ✓ |
| | Worship | <ul style="list-style-type: none"> • Early morning denominational worship should be organised by the delegates themselves. It is not the responsibility of the Host Chaplain to organise it. Host Chaplain to ensure rooms are available for use by delegates for denominational worship. • Arrange ecumenical worship [approximately no more than 15 minutes] at the start of the Conference day. • Prepare opening and closing | <ul style="list-style-type: none"> ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ |

| | | | | |
|--|--------------------------------|---|---|-----------------|
| | | <p>Ecumenical services in conjunction with the IACAC Board</p> <ul style="list-style-type: none"> - The opening service to include the lighting of the conference candle. - The closing service to incorporate handing on of the IACAC Candle will be planned by the IACAC Board in conjunction with the host chaplaincy | | ✓ |
| | Procedures on Registration Day | <ul style="list-style-type: none"> • The Conference organisers should administer the Conference Registration process • President, Vice President and Board members should welcome delegates • The Treasurer should collect outstanding Subscription (Dues). Secretary to assist. • The Media Officer should initiate the checking process for the Directory pages on the website | ✓ | ✓ ✓ ✓ |
| | Resources and Practicalities | <ul style="list-style-type: none"> • Pay attention to detail • <u>Translation Equipment</u>: If possible, have available copies of the presenters' texts in English, French and German. Organisation of competent translators in French, German and English for using the translation equipment. Ensure translators are available for the whole conference Inform presenters that as they speak, their presentations will be translated and encourage them to be mindful of the timing of their presentation to allow time for translation. • Prepare a list of participants showing their faith and airport to be given to each delegate at registration • Prepare a nametag for each participant showing the full name in large letters. Also shown should be the home airport, faith group and the languages spoken and understood. • Arrange the display of the IACAC Conference Banners at the airport for the arrival of delegates, at the conference registration and during the Opening Ceremony and conference presentations. • Display the conference flag at the opening and closing ceremony and | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | |

| | | | | |
|--|-----------------------------|--|--|---|
| | | <ul style="list-style-type: none"> during the conference • Ensure the provision of an adequate P/A System and also that hand held microphones are available. Presenters may also require a screen and data projection for their presentation. • Check with the Board about the provision of gifts, maybe IACAC Candles, for guest speakers. The Board have copies of the explanation of the IACAC Candle available. • For the conference room make sure that paper, pens, water and maybe sweets are provided. | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ |
| | | | | |
| | POST CONFERENCE TOUR | | | |
| | Planning | <ul style="list-style-type: none"> • Celebrate your country! The tour should focus on delegates learning more about your country • Prepare an outline itinerary and costing for submission to the IACAC Board. • Make all bookings early and confirm as for the conference • Apply the same attention to detail as for the conference. | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | |
| | | | | |

Appendix 4 to the Constitution



INTERNATIONAL ASSOCIATION of CIVIL AVIATION CHAPLAINS

ANNUAL CONFERENCE EVALUATION

It will help the Board, and those planning the next Conference, if you would take time to answer the following questions. Please score your answers from 1 to 5 by circling the number of your choice.

(1 Very poor, 2 Poor, 3 Satisfactory, 4 Good, 5 Excellent)

1. PROGRAM

| | | | | | |
|--|---|---|---|---|---|
| Was the Program well organised? | 1 | 2 | 3 | 4 | 5 |
| Were the topics relevant to you? | 1 | 2 | 3 | 4 | 5 |
| Was most of the information presented new to you? | 1 | 2 | 3 | 4 | 5 |
| Was the Corporate Worship before the first session each day a good experience? | 1 | 2 | 3 | 4 | 5 |
| Was there enough time for fellowship, renewal and developing of friendships? | 1 | 2 | 3 | 4 | 5 |
| Did you network with others whom you expect to hear from in the future? | 1 | 2 | 3 | 4 | 5 |

Comments on the Program

2. PRESENTERS

| | | | | | |
|--|---|---|---|---|---|
| Overall, was the content of the presentations informative and appropriate? | 1 | 2 | 3 | 4 | 5 |
| Were the presenters prepared? | 1 | 2 | 3 | 4 | 5 |
| Was the material presented in a way you understood? | 1 | 2 | 3 | 4 | 5 |
| Were the questions and discussions handled to your satisfaction? | 1 | 2 | 3 | 4 | 5 |
| Was there enough time given to workshops and group discussions? | 1 | 2 | 3 | 4 | 5 |
| Overall was the conference worthwhile? | 1 | 2 | 3 | 4 | 5 |

Comments on the Presenters

3. LOGISTICS

| | | | | | |
|---|---|---|---|---|---|
| Was the information you received on how to locate the Hotel and Conference centre clear and easy to follow? | 1 | 2 | 3 | 4 | 5 |
| Were the hotel layout and accommodations adequate? | 1 | 2 | 3 | 4 | 5 |
| Were the facilities of the conference rooms to your satisfaction? | 1 | 2 | 3 | 4 | 5 |
| Was the conference food good? | 1 | 2 | 3 | 4 | 5 |
| Were the session starting and ending times convenient? | 1 | 2 | 3 | 4 | 5 |
| Was your registration handled smoothly? | 1 | 2 | 3 | 4 | 5 |
| Was the time of the year convenient? | 1 | 2 | 3 | 4 | 5 |
| Did you find out about the conference in a timely manner? | 1 | 2 | 3 | 4 | 5 |

Comments on the Logistics

4. FUTURE TOPICS

5. LIKED MOST

6. LIKED LEAST

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 at the end of the Conference

Thank you for your help

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 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 Media 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 the Host Chaplains 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 at the beginning of the meeting.
- Matters raised by members (see Rule 3)

Form reviewed September 2013

Appendix 6 (Part 2) to the Constitution

Standard Agenda 2 for the Annual Business Meeting:

**- in a year when Elections are held
(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 Media Officer
- Notice of the Annual Subscription and Affiliation Fee (as advised by the Executive Board) and to be agreed by the Meeting.
- Elections of 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 Host Chaplains 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 at the beginning of the meeting
- Matters raised by members (see Rule 3).

Form reviewed February 2018

Appendix 7 to the Constitution

DETERMINATION OF ROLES WITHIN THE BOARD AS DECIDED AT THE BEGINNING OF EACH TERM OF OFFICE FOR THE ELECTED BOARD

The Executive Board is appointed to manage and maintain the efficient operation of the Association and ensure that the activities of the Association work in furtherance of the Objects.

The Board shall comprise:

President
Vice-President
Secretary
Treasurer
Media Officer
Host Chaplain 1
Host Chaplain 2

Board confidentiality- this is imperative. All discussions among Board members, either within meetings or by email are to be kept confidential. The Board will decide what is to be shared and with whom.

Email communication also very important and for most matters all Board members should be cc'd in to keep them informed.

Contact for the President : president@iacac.info

However particular inquiries should be made to relevant person on the Board. E.g. Training, finance etc

PRESIDENT-

Public face of the Association and the one who speaks on behalf of the Association, particularly at conferences, unless it is delegated to another person for specific occasions. A response to a catastrophe such as an air crash will come from the President and Board and will be circulated by the Secretary.

To communicate messages to members of the Association through the Secretary.

Preside at Board meetings and at the annual conferences.

To present a report to the Annual Business meeting on the work of the Board in the previous 12 months.

To co ordinate the work of the Board and see that the terms of the Constitution and the furtherance of the Objects of the Association are observed through its work.

Presentation of a gift to conference presenters and thank you to Host Chaplaincy team at the Annual Conference.

Preside over closing service of conference and the passing of the conference candle to the next host chaplaincy and, in an election year, to commission the new Board.

To validate and approve conference subsidy applications in consultation with the Board.

To welcome new members/chaplains either by visiting, email or phone as they are notified to the Association

To authorise IACAC expenditure in conjunction with the Treasurer.

To provide the opening reflection for the monthly newsletter to the Secretary by the 20th of each month.

To write an annual open letter sent through the chaplaincies to deliver to

- Airports reporting on the last annual conference and promoting the next conference. Timing could be in November
- Airlines on chaplaincy timed for 7th December- "Civil Aviation Day"
- IATA and ICAO representatives

VICE PRESIDENT

Deputise for and complement the role of President To act on behalf of the President when requested.

Welcome to and support of new members. Inform re work of IACAC and commend the Association widely. Inform of its benefits

The care of members and in particular, new members through email contact and visits to their airports as practicable. Contribute to monthly newsletter on this area.

Support the development of new chaplaincies and chaplains on behalf of the Board and report progress to the Board.

To oversee and support the work of the Training Officer in the development and accumulation of training documents accessible from the website and reporting progress to the Board.

To oversee and support the work of the Liturgical Officer in collating and making available liturgical material to members and reporting progress to the Board.

Investigation of support mechanisms for chaplains. E.g. Development of zone/regional co coordinators.

To work with the President in presenting a report to the Annual Business Meeting on the work done on behalf of the Board in the previous 12 months.

SECRETARY

Preparation of the agendas for Board Meeting and Annual Business Meeting.

Taking the Minutes of Meetings and circulating to members as required.

Issuing of Annual Conference Invitation to members.

Preparation and circulation to members of documents relevant to Annual Business Meeting.

Advise on accessing conference subsidy applications through the website.

To assist the Treasurer in the distribution of applications for proxy voting forms.

Circulation to members by email any message requested by President.

Collation and distribution of monthly IACAC Newsletter.

TREASURER

The Association's financial year runs from 1st January to 31st December and audited accounts for the preceding financial year are to be presented at the Annual Business meeting.

In February to provide members with an audited copy of the finance report for the previous year through a dedicated members only email list and website access.

Maintenance of the Association's bank account in own country.

To send out subscription renewal notices and reminder requests to members

To collect membership subscriptions and maintain a membership list by giving regular information on the payment of subscriptions by members.

To provide regular updates of the number of financial members.

Presentation of a report to the Annual meeting listing new members, retirements and on the present membership.

Treasurer to draw upon funds with the authorisation of the President.

To work with conference host chaplain as required to collect conference fees and in the payment of accounts.

To develop an annual budget in consultation with the Board

To work with President and other board members in assessing applications and in deciding on the allocation of conference subsidies.

MEDIA OFFICER

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.

The Media 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 Board.

The Media Officer will maintain the Association's website including the Directory of Chaplaincies.

Apart from changes to Directory pages all other changes to the website should be in close collaboration with the the Board.

The Directory is to be available on the Association's website for all who are interested to peruse as they choose.

The Media Officer and the Secretary shall immediately inform each other of any changes in the Directory relating to: -Personnel, Postal addresses, E-mail addresses, Telephone numbers

The Media Officer will need to communicate with members by email and so will need to maintain an up to date "emailing list" of members.

The Media Officer should only communicate with members concerning changes to the Directory. All other communications with members shall be by the Secretary.

Development of an IACAC media accreditation package for use with the Press – form for application for accreditation of media representatives at the conference. Media package about IACAC to be available for them on website.

Prepare a media release statement for each conference to use on the website and circulate to the Board before uploading to the website.

Collection or preparation of some articles for release during the conference as required.

Monitoring of all articles written in the media about IACAC for accuracy

MEDIA RELEASE FORM

I, the undersigned, do hereby consent and agree that International Association of Civil Aviation Chaplains, its employees, or agents, as well as all officially accredited media representatives have the right to take photographs, videotape, or digital recordings of me during the 47th Annual Conference in Amsterdam, Netherlands from 19 to 23 August of 2014 and to use these in any and all media, now or hereafter known, and exclusively for the promotional, public relations, news and archival purpose. I further consent that my name and identity may be revealed therein or by descriptive text or commentary. I do hereby release to International Association of Civil Aviation Chaplains, its agents, and employees as well as all officially accredited media representatives all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that International Association of Civil Aviation Chaplains is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

HOST CHAPLAIN 1

To provide insight to the Board on conference organisation.

To provide support to the conference Host Chaplain 2.

To present a final report at the first Board meeting and the Annual Business Meeting in the year following their conference which includes a final balance sheet of receipts and expenditure.

To contribute to the work of the Board as a full voting member by regularly attending Board meetings

HOST CHAPLAIN 2

To host the forthcoming annual conference.

To host Board for the Three day Residential Board meeting at the beginning of their host year. [accommodation, local transport and food to be a cost against the Conference]

To host the Board for the Pre Conference Board meeting [cost of accommodation and meals for the night preceding the conference opening are a cost against the conference]

To inform the Board of and work with them on all conference and tour arrangements- program, costs, venue and all other arrangements as set out on Appendix 3 of the Constitution
To contribute to the work of the Board as a full voting member by regularly attending Board meetings.

APPENDIX 8

Policy for the sale of Goods at IACAC Conferences

- A conference delegate wanting to sell items to benefit their individual chaplaincy, should inform the IACAC Board prior to the conference of any intention. This will allow the Host Chaplain the opportunity if possible, to ensure a sufficient number of tables are available in the conference space.
- Any other organization required for setting up a stall is the responsibility of the delegate and not the host chaplain or the IACAC Board.
- Proceeds from the sale of goods must directly benefit the chaplaincy sponsoring the stall and not the personal expenses of the chaplain.
- Goods should ideally priced in either \$US Dollars, Euros or the local currency of the Host chaplain.
- Petty cash for the giving change is the responsibility of the delegate.
- Selling of goods must not interfere with the presentation of the conference program.
- Goods for sale should be representative of the country or relate to the chaplaincy.

APPENDIX 9

GUIDELINES FOR THE USE OF THE DONATION FROM GROUPE ADP AND FOR ANY FUTURE DONATIONS FROM OTHER AIRPORTS OR AIRPORT COMPANIES.

Purpose

- To assist in increasing the multi faith dimension of the International Association of Civil Aviation Chaplains {IACAC}
- To promote the expansion and establishment of airport chaplaincies around the world.
- To promote understanding and support for the activities of IACAC
- To assist in the creation of specific professional development programs for airport chaplains
- To provide support, interest and encouragement to established airport chaplaincies.
- Implementation of support, training and development programs for new airport chaplains

Implementation Strategies – Accountability For Funding

- Statement of activity.
- Cost to implement
- Information on the activity and its projected costs to the IACAC Board outlining which of the Purposes the activity is hoped to achieve.
- There must be a majority decision of the IACAC Board for the proposed activity to proceed. N.B. It is important to remember that the President may receive invitations from chaplaincies to attend significant celebrations and as far as possible the Board should support this. The President can delegate other members of the Board or of the association to represent him in such events. If a financial support has been made available by the Board it could be granted to them in the same way it would have been to the President.

Projected Outcomes

- Report to the IACAC Board on the completion on the activity.
- To see IACAC become more multi faith and expand the numbers of different faith groups attending the annual conference.
- To raise the profile of airport chaplains around the world
- To assist airport chaplains to become more effective within their airports
 - Learning and development of skills and knowledge and the application of these understandings to new or similar situations
 - Linking theory to practice
 - Fostering communication and cooperation
 - Building on experiences, needs and interests.