

2019



# CONSTITUTION

## 1 Objective

The purpose of VATSIM Scandinavia is to provide regular, high quality ATC in Scandinavia on the VATSIM Network.

VATSIM Scandinavia shall strive to be on the frontline of making 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 of VATSIM Scandinavia's staff and counts as board member. Must have been a member of VATSIM Scandinavia for at least one year, have a rating of C1 or higher in VATSIM and be approved by the Director of VATEUD when appointed.

### 2.2 Staff

Members working with the management of VATSIM Scandinavia, subordinated the Director. Must have been a member of VATSIM Scandinavia for at least one month, have a rating of S3 or higher in VATSIM, and be approved by the Director of VATSIM Scandinavia when appointed. The Training Director must have a rating of C1 or higher in VATSIM.

Requirements for a potential staff member in the management group can be lifted with unanimous agreement by the board if member's background or qualities are considered vital for the organization.

Staff is divided in two groups as stated in "Management"; "Board", with the right to vote at staff-meetings, and "Staff", with no voting right at staff-meetings.

### 2.3 Board

All Board members as a group.

### 2.4 Assistants

Members working with the management of VATSIM Scandinavia subordinated any staff member. Must have been a member of VATSIM Scandinavia for at least one month and have a rating of S2 or higher in VATSIM.

### 2.5 Official Forum [forum.vatsim-scandinavia.org](http://forum.vatsim-scandinavia.org)

### 2.6 Official Website [www.vatsim-scandinavia.org](http://www.vatsim-scandinavia.org)

### 2.7 Official Discord [discord.vatsim-scandinavia.org](http://discord.vatsim-scandinavia.org)

### 2.8 Official Voice Server [sweden.voice.vatsim.net](http://sweden.voice.vatsim.net)

### 2.9 Parent Organizations

VATSIM, VATEUR and VATEUD

## 3 Relations, responsibility and ownership

VATSIM Scandinavia is part of the VATSIM Organization, VATSIM.net, responsible for the area covered by the following Flight Information Regions (FIRs): Helsinki FIR (EFIN), Reykjavik CTA (BIRD/BICC), København FIR (EKDK), Sweden FIR (ESAA), Norway FIR (ENOR) and Bodø Oceanic FIR (ENOB), as well as the Nuuk FIR (BGGL). VATSIM Scandinavia is currently organized in the VATEUD Division.

The VATSIM Scandinavia Organization is a non-monetary organization with no financial income. Membership is free.

VATSIM Scandinavia is owned jointly by its active ATC members, under the operational responsibility of the Director of VATSIM Scandinavia.

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

## 4 Membership

### 4.1 Application

Any person who agrees with the objectives and rules of VATSIM Scandinavia and its parent organizations may apply for membership. By being registered in the VATSIM membership database as "Europe – Europe (except UK) – Scandinavia vACC/vARTCC", the individual is automatically a member of VATSIM Scandinavia. The applicant must have a valid VATSIM ID and a valid email address.

VATSIM Scandinavia will keep an updated list of members on their official website.

### 4.2 Types of Membership

A membership of VATSIM Scandinavia is a privilege and not a right. The board reserves the right to refuse an applicant based on observations from outside the frames of VATSIM Scandinavia if the attitude of the applicant is considered not compatible with VATSIM Scandinavia.

#### 4.2.1 Permanent ATC Membership

Permanent ATC members will be divided into the following categories:

- Active ATC members
- Passive ATC members

Active ATC members have provided more than 10 hours of active ATC during the previous 12 calendar months, as documented through the VATSIM statistics. A permanent ATC member, not being an Active ATC member, is defined as a passive ATC member. Passive ATC members may not man active ATC positions, and must contact the Training Department before returning to active status. Only active ATC members are eligible to vote on issues concerning VATSIM Scandinavia.

Permanent ATC members of VATSIM Scandinavia may not be permanent ATC members of any other VACC.

#### **4.2.2 Visiting ATC Membership**

Members, whom are permanent member of another VACC, but wishes to transfer temporarily to VATSIM Scandinavia, are defined as Visiting ATC members. Visiting ATC must have a rating of C1 or higher in VATSIM, and must be approved by the Director of VATSIM Scandinavia when joining.

Visiting controller that have provided less hours as ATC within VATSIM Scandinavia than required as of § 4.2.1 regarding active ATC requirements, will be informed by Director or board representative that their visiting ATC member status has been revoked.

Visiting ATC members are not eligible to vote on issues concerning VATSIM Scandinavia.

#### **4.2.3 Affiliated Membership**

Non-ATC members are defined as affiliated members. Affiliated members are not eligible to vote on issues concerning VATSIM Scandinavia.

### **4.3 Rules**

On the VATSIM network, on the VATSIM Scandinavia official forum, and when presenting himself/herself as a member of VATSIM Scandinavia within the Flight Simulation community, members are...

#### **4.3.1 ... required to abide by the following rules**

- Abide by the regulations of the parent organizations of VATSIM Scandinavia.
- Treat each other with mutual respect. Don't threaten, harass or belittle other members.
- There should be no finger pointing.
- File any complaints to the board, do not air grievances openly.
- Accept advice from more experienced peers.
- 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 VATSIM Scandinavia airspace.
- Follow debates and information provided in the VATSIM Scandinavia official forum.

#### 4.3.2 ... entitled to

- Give ATC-service within the VATSIM Scandinavia airspace, after being approved by one of the VATSIM Scandinavia examiners.
- Fair and just treatment.
- Receive advice and request training in ATC procedures.
- Receive recommendation for upgrade as soon as practically feasible when they are considered competent.
- Propose suggestions for change. These should be addressed to the Director or another person in the board, and labeled "formal proposal".

### 4.4 Temporary Suspension

The board has the right to suspend a member, until further notice, if he or she has violated the rules of VATSIM Scandinavia or instructions from the staff.

The board has to inform the member about the reasons for and duration of this suspension as soon as reasonably practicable.

During time of suspension the member may not:

- Man active a controller positions within VATSIM Scandinavia airspace.
- Vote on issues concerning VATSIM Scandinavia.
- Engage in debate on the VATSIM Scandinavia official forums, as members access to website and forum is suspended.

### 4.5 Termination of Membership

Upon termination of the membership of the vACC, the member will be removed from the list of members and immediately lose all privileges within VATSIM Scandinavia. The members will also lose all rights within the area of responsibility of VATSIM Scandinavia. After termination, VATSIM Scandinavia is required to process data of the member as required by law. The rights of a data subject (member) are presented in the Data Protection Policy of the vACC.

#### 4.5.1 Termination by the member

Any member may terminate his or her membership at any time by giving notice in writing to the board or the person commissioned to that task.

#### 4.5.2 Termination by the board of VATSIM Scandinavia

The board has the right to terminate the membership of any member of VATSIM Scandinavia if he or she after at least one temporary suspension continues to violate the rules of VATSIM Scandinavia or instructions from the staff. The board has to inform the member about the reasons for this suspension as soon as reasonably practicable.

## 5 Management

### 5.1 Organization

The daily business of VATSIM Scandinavia is handled by the staff. The staff shall, within the frames of the constitution, work for the members of VATSIM Scandinavia and defend their interests.

### 5.2 Duties

#### 5.2.1 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 VATSIM Scandinavia, and take up suggestions and questions put forward from the members.
- Plan and lead the work within VATSIM Scandinavia.
- 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 7 days.
- 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 the staff position.
- Resign with at least one month notice by letter to the nearest senior staff member.
- Fulfill the assignment on a continuous basis.

### 5.3 Staff

The constitution of the staff may be altered according to needs, but the following positions should always be represented. The positions on this list are hereby called the Board.

- Director (ACCSCA1)
- Training Director (ACCSCA2)
- Director of Copenhagen FIR (ACCSCA3) - EKDK
- Director of Norway FIR (ACCSCA4) – ENOR & ENOB
- Director of Sweden FIR (ACCSCA5) - ESAA
- Director of Helsinki FIR (ACCSCA6) - EFIN
- Director of Reykjavik CTA (ACCSCA7) – BIRD, BICC & BGGL

Staff-positions not on this list can be ordained by the Director. Each staff-position shall have a working-description. The new staff positions are non-voting.

### 5.4 Assistants

Assistants may be appointed by the staff as needed. Each assistant shall be assigned a specific task or have a working-description. Assistants are non-voting and should be addressed with Assistant, i.e. Membership Assistant, Assistant Event Coordinator etc.

## 5.5 Working Description

### 5.5.1 Director

The work in VACCSCA is led by the director. The director represents the organization towards its parent and other organizations. The director has the overall responsibility for all subordinated areas and the main responsibility for all areas not covered by any other staff position. It is the Directors responsibility to see to that staff-positions are manned.

### 5.5.2 FIR Directors

- Work closely with the other FIR Directors, and report directly to the Director of VATSIM Scandinavia.
- Oversee and develop rules and regulations to facilitate the online experience for each respective country.
- Monitor and update ATC-operational procedures to improve the virtual online environment for each respective country.
- Appoint members to help in the work to create files for the ATC-operational softwares (charts, POF-files, sector files etc).
- Work closely with the Training Director in order to create a suitable online training environment for new, and existing, VATSIM Scandinavia members.
- Work closely with the Director of VATSIM Scandinavia and, if necessary, assist him or her in his or her duties.
- If the Director of VATSIM Scandinavia is on leave, continue his or her work until the Director returns.
- If the Director of VATSIM Scandinavia is removed, resigns or if he or she becomes unexpectedly and permanently absent, form a temporary board until a new Director has been elected.

### 5.5.3 Training Director

- Has the overall responsibility for the Training Department.
- Reports relevant Training Department issues to the VATSIM Scandinavia Board.
- Responsible for documentation and procedures for ATC training.
- Responsible for ATC manuals.
- Is responsible for recruitment and removal of mentors as needed.
- Has right to make rating upgrades to VATEUD.

#### 5.5.4 Data Protection Officer

- Is an independent auxiliary department (assistant) appointed by the Director of VATSIM Scandinavia.
- Can't be current Director, Training Director or any member within the Web Services.
- Should work and make decisions independently without any outside influence.
- Oversees processing of data.
- Makes suggestions to improve data handling
- Advises and gives consent to Data Handling Policies
- Handles any issues or requests by members regarding Data Protection and Handling
- Handles any other tasks required by law.

### 5.6 Meetings and voting

The staff have meetings when the Director, or at least half of the Board, so decide. The date of the meeting should be announced to the staff at least one week before the meeting.

Decisions are taken with simple majority. Each board member has one vote. The proposal seconded by the Director wins in case of equal votes.

### 5.7 Resign, dismissal and appointment

#### 5.7.1 Resignation

Rules regarding premature resigning of the director can be found under "Elections".

Members of the staff have the right to resign. They are to inform the director 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.

#### 5.7.2 Dismissal

Rules regarding dismissal and election of the director can be found under "Elections" and "Special Situations".

Dismissal is executed by the director of VATSIM Scandinavia if not otherwise stated below.

Members of the executive staff cannot be dismissed unless they have violated the rules of VATSIM Scandinavia. Discussions should be held with the affected staff-member and efforts be made to avoid dismissal. The dismissal must be discussed with all and approved by at least three of the executive staff before it can be executed.

Members of the non-voting staff shall not be dismissed unless they have violated the rules of VATSIM Scandinavia. Discussions should be held with the affected staff-member and efforts be made to avoid dismissal.

Assistants can be dismissed if their tasks have been fulfilled or there is no longer a need for the assistance. Dismissal is executed by the staff-member that assigned the assistant.



### **5.7.3 Appointment**

Rules regarding appointment of the director can be found under "Elections".

Appointment is done by the director if not otherwise stated below.

Appointment of members of the executive staff is done in cooperation with the present executive staff. A vote within the present executive staff will be opened with two weeks (14 days) deadline. The results of this voting are decided with majority vote. If the results end in a tie, the Director has the deciding vote.

There shall be no public voting when appointing non-voting staff. Assistants are appointed by the staff-member in need for assistance. The director should be informed about the appointment along with the working description or task that the assistant has been assigned.

## **6 Elections**

### **6.1 Elections**

The director of VATSIM Scandinavia is elected for a period of two years divided in one plus one year.

After the first of the two years the director shall, sometime during January, announce publicly on VATSIM Scandinavia official forum, whether he/she stays in office for the second year or resigns. In the event of resignation, ordinary election shall be held. A change of director has no initial influence on the composition of the rest of the staff. Ordinary Director (ACCSCA1) election should take place sometime between February and March during a period of one week.

The exact dates are set by the board. The elected director takes up the duty as director exactly one month after the election is closed.

Elections should be announced to all VATSIM Scandinavia members by e-mail together with the electable candidates at least one week prior to the election. Permanent ATC members whom are active are eligible to vote and have one vote each. There is no vote by proxy.

### **6.2 Election committee**

There is no formal election committee. All members have the right to propose candidates for the election. Candidate suggestion should be sent to the board and if the candidate fulfils the requirements he/she should be included in the e-mail announcing the election as previously stated.

### **6.3 Extra ordinary elections**

In the case that the director, for whatever reason, leaves the chair premature, an extra ordinary election shall be held within a month in the same way as stated above.

However, the new director takes up the duty as director immediately and continues until the next ordinary election is held.

## 7 Special Situations

### 7.1 Referendums

Referendums about changes of VATSIM Scandinavia requiring the voting between members must be announced through e-mail at least 2 weeks before the referendum.

Only Permanent ATC members, whom are active, are eligible to vote at referendums.

Referendums are considered accepted if 66% of the valid votes cast are in favour of the change.

Referendums are open, unless ten or more members eligible to vote, requests a closed vote. If votes are closed, a committee of one member of the board and one regular member will constitute a committee responsible for the votes.

### 7.2 Referendum of distrust of the Director

A 'Referendum of Distrust' of the director may be put on the agenda of an Extraordinary General Meeting (EGM), which may be called for in writing by ten or more permanent, active, ATC members of VATSIM Scandinavia.

The board are to arrange the EGM within two weeks from the time it was called. If the board 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 through email.

A 'referendum of distrust' should be opened directly after the meeting if the members that called for the EGM do not withdraw the call for 'referendum of distrust'. All permanent, active, ATC members of VATSIM Scandinavia (including staff, but excluding the director) have one vote. The vote should be open for one week.

If 2/3 of the valid votes cast votes as distrust against the director, the director immediately loses his position as director. A new director should be elected in an extra election according to the rules regarding election.

Only one referendum of distrust can be cast against the director every 3 months.

### 7.3 Vacant Director Chair

If, for whatever reason, the director chair is empty, all of the FIR Directors immediately chooses one amongst them to take the chair until formal elections can be arranged as stated above.

### 7.4 Amendment of the Constitution

Proposals for amendments to this constitution must be announced by the board to all members for discussion for a period of 14 days. If no objections are received by the board during this period, the constitution will be deemed amended. If such an objection is made, a referendum on the constitution shall be put in place for a period of 14 days to determine whether the amendment should pass.

Latest changed by VATSIM Scandinavia 2019-06-07

## Amendments

### Amended 2004-10-12

- ACCSCA substituted with VACCSCA
- Chief Executive of AOR Iceland added
- Working description for AOR amended

### Amended 2004-10-16

- "www.vvaccsca..." substituted with "www.vaccsca..." throughout the whole document
- "the three chiefs..." substituted with "all of the chiefs" under Special Situations - Vacant Director Chair

### Amended 2004-10-17

- BIRD added under "Relations, Responsibility and Ownership"

### Amended 2008-03-30

- Several changes in titles
- Editorial changes

### Amended 2010-10-31

- Editorial changes
- Membership Director and Webmaster removed as "Executive Staff", as decided by the Board late 2009
- "Executive staff" substituted with "Board" throughout the whole document
- "... FIR Director" substituted with "Director of ... FIR" throughout the whole document.
- Director of Finland FIR added

### Amended 2011-01-18

- VACC Scandinavia substituted with VATSIM Scandinavia throughout the whole document
- VACCSCA substituted with VATSCA throughout the whole document
- "www.vaccsca..." substituted with "www.VATSIM-scandinavia..." and/or
- "www.vatsca..." throughout the whole document
- Director of Finland FIR added
- Editorial changes

### Amended 2015-06-23

- 2.8
- 3, editorial change (FIR names)and added Søndrestrøm FIR (BGGL)
- 5.3, Change of Staff callsign
- 6.1, added ....Director (ACCSCA1) election.....
- 7.4

### Amended 2016-02-04

- 2. Requirements for a potential staff member in the management group can be lifted with unanimous agreement by the board if member's background or qualities are considered vital for the organization.
- 2.7 Teamspeak server is now vatsim-scandinavia.org
- 2.8 voice server is now sweden.voice.vatsim.net
- 3. BGGL now part of VATEUD/VATSIM Scandinavia

- 4.1 Membership application: By being registered in the VATSIM membership database as "Europe – Europe (except UK) – Scandinavia vACC/vARTCC", the individual is automatically a member of VATSIM Scandinavia.
- 4.2.2 Visiting controller that have provided less hours as ATC within VATSIM Scandinavia than required as of § 4.2.1 regarding active ATC requirements, will be informed by Director or board representative that their visiting ATC member status has been revoked.
- 4.4 "as members access to website and forum is suspended."
- Required amendment by VATEUD to approve constitution
  - 4.2 Removed: Information of the refusal will be appended to the permanent VATSIM membership record of the member.
  - 4.4 "the membersip of any member of VATSIM Scandinavia" and "Information on the suspension will be appended to the VATSIM membership record of the member."
  - 4.5.2 "Information on the exclusion will be appended to the permanent VATSIM Membership record of the member."

### Amended 2019-06-07

- 2.7 Teamspeak server discontinued and replaced with Discord.
- 3 Finland FIR renamed to Helsinki FIR. Søndrestrøm FIR replaced with Nuuk FIR.
- 4.2.1 LoA removed. Period of mandatory ATC hours to remain as active ATC changed from 6 months to 12.
- 4.4 Small grammar change.
- 4.5 Wording changed due to implementation of the Data Protection Policy.
- 5.3 Finland FIR renamed to Helsinki FIR. Reykjavik FIR renamed CTA to better match real world operations.
- 5.5.1 Small grammar change.
- 5.5.4 New paragraph. Working description of the Data Protection Officer.
- 5.6 Small grammar change.
- 5.7 Small grammar change.
- 5.7.3 New procedures for appointment of executive staff to meet VATEUD criterias.
- 6.1 Wording changed due to removal of LoA.
- 7.1 Wording changed due to removal of LoA.
- 7.2 Wording changed due to removal of LoA.