



## **IFFR GUIDANCE NOTES**

**This document is intended as a point of reference for the conduct of the international aspects of the Fellowship's administration. It embraces not only the Fellowship's Bylaws but also decisions taken at Board and Annual General Meetings which do not constitute Bylaw changes. It sets out how the business of the Fellowship should be conducted so that this meets a standard of good practice. These Guidance Notes should be read in conjunction with the Fellowship's Bylaws. Should there be conflict between the Guidance Notes and the language of the By Laws, the language expressed in the By Laws shall prevail and govern. It is not intended to be a static document and should be amended in the light of decisions taken at Board and Annual General Meetings.**

### **SECTION (i)**

#### **SAFETY**

**Safe flying practices should be at the heart of all the Fellowship's activities.**

1. The Fellowship is committed to the principle that all its flying activities should be carried out in a safe and well planned manner.
2. Those planning events should take note of the Fellowship's "Organisers Guidelines" which are available on the [IFFR.org](http://IFFR.org) website.
3. Those participating in events should, similarly, take note of the "Pilots Guidelines" which are also available on the [IFFR.org](http://IFFR.org) website.
4. A Safety Committee (whose 3 members shall be appointed one each by the regional Vice Presidents of the Americas, European and Australasian Regions with the approval of the Executive Committee) shall consider all safety aspects of the Fellowship and advise on any amendments to the Organiser's Guidelines and the Pilots Guidelines
5. The President shall endeavour to provide continuity in the Safety Committee by ensuring that its members' terms of appointment for 3 years are not all co-terminus
6. The Safety Committee will be expected to submit regular articles to the President's newsletter.

### **SECTION (ii)**

#### **ADMINISTRATION**

##### **1) Board, Annual General Meetings**

1. Proposed amendments to the Bylaws shall be submitted to the Board of Directors at least ninety (90) days prior to a Board Meeting and be circulated to the entire membership at least sixty (60) days prior to an Annual General Meeting. These shall require a two-thirds majority of those members in attendance or voting by email for them to be passed.
2. Requests for proposals, not constituting a Bylaw change, to be included on the agenda of a Board or Annual General Meeting shall be submitted in writing to the Secretary forty-five (45) days prior to the date of that meeting. These shall require a simple majority of those members in attendance or voting by email for them to be passed.

3. Agendas for Board and Annual General Meetings shall be issued by the secretary at least twenty-one (21) days prior to the meeting concerned to the Board members and the entire membership as appropriate. The relevant supporting papers for the Annual General Meeting including the Annual Accounts and the proposed Budget for the following year will be made available at the same time. For the sake of efficiency these supporting papers may be distributed through Member Manager.
4. Reports covering the activities of the previous year and plans for the coming year shall be presented to the Board and Annual General Meetings by the relevant Regional Vice - President. These may be supplemented by individual Section reports.
5. Minutes of Board and Annual General Meetings shall be circulated within forty-five (45) Days of the Meetings taking place to the relevant parties.
6. Following Board and Annual General Meetings the Secretary should amend these Guidance Notes, as required, to reflect decisions taken at those meetings.

## **2). Accounting Matters**

1. The Fellowship's financial year shall be 1<sup>st</sup> January to 31<sup>st</sup> December.
2. Annual Accounts for the preceding year will be presented to the Board and Annual Meetings for approval.
3. Prior to the submission of the Accounts they shall be reviewed by an independent professional certified public accountant (or the equivalent) to certify that the financial statements fairly reflect IFFR's financial position.
4. A Budget for the following year shall be presented to the board and the annual meetings for approval.
5. The amount of any honoraria payable to International Officers will be agreed in advance of payment by the Board.
6. The world secretary/treasurer shall administer the fellowship's two main bank accounts, one operational account and a reserve account. The operational account shall normally hold less than US\$10,000 and any excess amount shall be transferred to the reserve account. No withdrawal from the reserve account shall be made without the written authority of the World President and any such withdrawal shall only be effected by a transfer to the operational account. The World President's authorisation to the secretary/treasurer may be made by email and every authorisation shall be retained by the secretary/treasurer so that it is available to the auditor for review.

## **SECTION (iii)**

### **OFFICERS**

#### **(a) PRESIDENT**

##### **1). Term of Office**

1. The term of office of the President shall be two years to run from July 1 to June 30 two years later.

##### **2). Nomination of President Elect**

1. A Nominating Advisory Committee (NAC) shall be chaired by the President Elect or, for sake of clarity, if he has taken office, the President whose appointment precedes the President being nominated. The remaining members of the Committee shall be the current President and the three preceding Presidents. The NAC shall support regional nomination committees in their nomination process by offering advice as required but shall have no further power to nominate a President Elect.

2. The President Elect shall be elected at the annual meeting a minimum of one year prior to the end of the President's term of office.
3. The Americas Region, European Region and Australasian Region shall nominate the President Elect in turn, such nomination to be made not later than eighteen months before the President Elect's term of office as President Elect commences (the Nomination Date)
4. If the relevant region shall fail or decline to nominate a willing candidate by the Nomination Date, then the NAC shall invite the next region in turn to nominate a willing President Elect not later than twelve months before the President Elect's term of office as President Elect commences.
5. If the second relevant region shall fail or decline to nominate a willing candidate by six months after the Nomination Date, then the NAC shall invite the next region in turn to nominate a willing President Elect not later than six months before the President Elect's term of office as President Elect commences.
6. Any nominee for President Elect must:
  - be a full and active member of Rotary and IFFR
  - be an active aviation enthusiast
  - have participated in some section leadership role and activities
  - be a proven and effective communicator
  - have attended International IFFR world events
  - have a clear understanding of the workings of IFFR and be competent in leading both the Board meetings and the AGM
  - be able to serve up to two years as President Elect and a further two years as President
  - be willing and able to visit most sections worldwide whilst President
  - be willing to have a close working relationship with the President and should
  - hold or have held a pilot's licence
  - be willing to attend sections AGMs when possible.

A President Elect candidate could, but does not need to have, experience as a former Rotary Club President, IFFR Section Chairman or Vice President. It is important that the President Elect has a proven leadership background and will be able to understand the nature of, and nurture, our organisation with its distinct and different regions which to a large extent consist of autonomous Sections with different mind-sets. All Sections are however bound together by the passion for flying, fellowship and rotary.

### **3). Principal Responsibilities**

1. Leadership of the Fellowship worldwide by regular communication and attendance at Regional/Section Meetings.
2. Ensure, with the Secretary, that the Fellowship's statutory responsibilities and those to Rotary International are met.
3. Distribution, by email, of a monthly newsletter covering not only his own activities as President but also news of IFFR worldwide.
4. Promotion of the Fellowship's safety policy.
5. Ensure at the appropriate time a seamless transfer of responsibilities to his/her successor.
6. Co-option of members to ad hoc committees that he/she may establish to further the work of the Fellowship.

#### **(b) PRESIDENT-ELECT**

##### **Principal Responsibilities**

1. Assist the President in the fulfilment of his responsibilities.

2. Assume responsibility for tasks which the President might delegate to the office. e.g. Membership Development.
3. Work with the President to ensure continuity of leadership of the Fellowship.

**(c) SECRETARY/TREASURER**

**Principal Responsibilities**

1. Ensure, with the President, that the Fellowship's statutory responsibilities and those to Rotary International are met.
2. Manage the Fellowship's affairs in accordance with Section (ii) Administration of this document.
3. Ensure that books of account are kept in an open and transparent manner and accurately record all financial transactions of international function of the Fellowship.
4. Maintain a record of members worldwide who are financially current.
5. Maintain "Member Manager" and issue not less than annually a PDF form of an International Membership Directory.
6. Liaise with Region/Section secretary/treasurers so that they are aware of their responsibility to remit Region/Section dues by June 30 for the current calendar year.

**(d) WEBMASTER**

**Principal Responsibilities**

1. Development of the IFFR International Website as a means of communicating with current members and attracting new members to the Fellowship.
2. Liaison, in conjunction with the President and Secretary/Treasurer, with Regions/Sections internationally so that the website fully reflects the global activities of the Fellowship.

**(e) REGIONAL VICE-PRESIDENT**

**Principal Responsibilities**

This is an important and prestigious position within the structure of the Fellowship. As a member of their own Section the R V-P will already have attended many meetings and will know how they should be run.

1. They are responsible to the World President for the overall supervision of their Region and the Sections within it.
2. They should attend as many of the Section meetings as they can so that they provide visible leadership.
3. As a member of the IFFR Executive Committee they should play an active role in the management of IFFR internationally.
4. They should, if possible, attend the World IFFR board and Annual General Meeting.
5. They will be proactive in encouraging Sections to run flying related events.
6. They will prioritise membership development within their Regions both in terms of full membership and "Friends"
7. Most Sections are well run and enjoy great fellowship. However, there are a number of things to watch for among them:
  - The Fellowship's safety policies should be actively promoted.
  - Effective communication with members is vital if the Region/Section is to be fully active. They should consider how effectively Sections communicate with their members.
  - That meetings are properly run and in the case of business meetings that appropriate records are maintained.

- That should a Region be incorporated that it meets the appropriate legal requirements.

## **SECTION (iv)**

### **MEMBERSHIP**

#### **1). Honorary Members**

1. Honorary Members of IFFR International shall be a special type of non-dues paying membership. The individual shall be selected upon the unanimous vote of the Executive Committee. The Executive Committee, in selecting an Honorary Membership shall consider service to IFFR. Such memberships shall expire concurrent with the end of the term of the International President. The President will ensure that, at the time of appointment, Honorary Members are aware of this time limit.
2. Regions/Sections may appoint Honorary Members of their Region/Section at their discretion.  
International Dues are payable by the Region/Section in respect of these honorary members.

#### **2). Special Life Member**

A Special Life Member shall be an IFFR member selected upon the unanimous vote of the Executive Committee who shall consider the length of membership and his/her service to IFFR. Such Life Members will pay no membership dues.

#### **3). Friends**

1. Friends shall:
  - (a) behave like a Rotarian with integrity and consideration for others.
  - (b) be interested in aviation... as a social member or pilot.
  - (c) pay a current annual administration fee to a Section or Region.
  - (d) be entitled to participate in **IFFR** activities and to receive IFFR bulletins.
2. A candidate for membership as a "Friend" shall be sponsored by a current full IFFR member.
3. Membership as a Friend of IFFR is for a maximum period of two years (plus the remainder of the year of joining.)  
A Friend, not being a member of IFFR, has no voting rights, is not entitled to attend business meetings or nor wear any badges containing the Rotary emblem.
4. A former member of Rotary is not eligible to become a "Friend".
5. A widow or widower of a deceased IFFR member may apply to be a Friend on the above terms save that:  
2 and 3 above shall not apply and  
Any payment under 1(c) shall be at the discretion of the relevant Region or Section.

## **SECTION (v)**

### **CONVENTION AND POST CONVENTION EVENTS**

The **IFFR** President may request the IFFR Section Chairman of the country where the RI Convention is being held to organise a number of venues and events. Where, due to local conditions, it is impractical to run a Pre/Post Convention flying event the Board will agree, in advance, a suitable alternative.

In running Convention related events the local Section Chairman would normally appoint a committee to handle the project. Things to organise: -

1. A Hotel for IFFR members as convenient to the Convention transport routes as possible.
2. A Dinner which could include a dance or other entertainment or simply be an evening of fellowship. This should preferably be at the IFFR Convention hotel or close by. It should generally be held on the Sunday evening of the Convention.
3. A venue for a Board Meeting.
4. A venue for the Annual General Meeting open to all members if one is not provided by RI. Our organisation now has a number of members who want to attend our functions but do not go to the Convention. **RI** generally does not allow unregistered attendees into the Convention meeting rooms.
5. The Board and Annual General Meetings should not be held at times which conflict with Convention Plenary Sessions.
6. The Section may have the responsibility to organise a pre- or post-Convention event. This event could be a Coach Tour or a Fly-About. If it is a Fly-About close attention should be paid to the Safety Guidelines referred to in Section (i). A travel agent, hopefully a Rotarian, can be of great assistance in organising a coach tour and accommodation at multiple locations.

The IFFR Member Manager facility provides a simple, effective means of communicating with the world membership and should be fully utilised in publicising Convention related events. The International Secretary/Treasurer can advise on this.

9 March 2017