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# IATP PIONAIRS ASSOCIATION

## TERMS OF REFERENCE

### Issue: March 2021

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#### 1. General

Many of the people who have enjoyed the association and friendship with colleagues through the IATP have wanted to have a way of continuing these contacts even after their active participation in the IATP business ceases. For this purpose, the IATP PIONAIRS Association was founded in 1984 at the 50th IATP Conference held in Mainz, Germany. The PIONAIRS Association seeks to preserve those friendships which have developed through the IATP across national boundaries and to foster continued contact among those who have served the IATP in the past and between them and the current IATP body.

#### 2. Name of the PIONAIRS Association

The PIONAIRS Association shall be entitled  
"The PIONAIRS Association of the International Airlines Technical Pool (IATP-PA)".

#### 3. Purpose of the PIONAIRS Association

The purpose of the PIONAIRS Association shall be to foster and preserve international friendships developed among persons who have served as airline delegates or associate member representatives to the International Airlines Technical Pool (IATP), to maintain contact between its members and the IATP and to provide opportunities for its members to participate in IATP activities as agreed by the IATP Board of Directors.

#### 4. Membership

Membership in the PIONAIRS Association is open to airline employees or former airline employees or former associate member representatives and who are no longer active in this function or in any kind of pooling activities:

- who have attended at least six (6) conferences and have taken on a responsibility as a chairperson or co-chairperson of an IATP pool group or project group and/or have held a term of office in the IATP.

OR

- who have attended at least eight (8) conferences as official delegates or representatives of their respective companies.

All members of the PIONAIRS Association are treated as equals. With regards to the membership fee, the only difference could be financial, depending on the date of joining the PIONAIRS Association. Persons may definitely not be members (active members) of the PIONAIRS Association whilst serving as delegates/representatives at IATP Conferences.

In cases where an application for membership is rejected, the applicant has the right to ask for an interview with the Chairperson and Co-Chairperson of the PIONAIRS Association for clarification and final decision.

## **5. Officers**

The PIONAIRS Association shall have a chairperson, who shall be elected from among the members by electronic mail process in even number years. This process is realistic due to the high absence rate of members to most of the meetings held during conferences. The chairperson shall preside over the meetings and other gatherings of the members, arrange appropriate communication to all members and shall conduct the affairs of the PIONAIRS Association as the membership may authorise. The PIONAIRS Association may also elect a co-chairperson by electronic mail. Other officers may be elected in case of necessity, the duties of said officers being specified before the time of their election.

The term of office for the chairperson and the co-chairperson is a four-year term and can be re-elected for a second term. Candidates are elected while getting positive votes of two thirds of the current members. If a member has no objection and no response has been received by the closing date, then it will be assumed that the member agrees with the positive responses.

Unless the PIONAIRS Association shall elect a treasurer, the chairperson shall have custody of funds belonging to the Association and shall receive and disburse funds for the purposes of the PIONAIRS Association, giving a 'statement of account' of such funds at least annually to the membership.

## **6. Administration, Communication, Meetings and Newsletters**

The PIONAIRS Association shall hold bi-annual meetings in conjunction with regularly scheduled IATP Conferences. At such meetings, interesting information shall be transferred. Any adjustments to membership fees shall be established. A financial report shall be available and such other current information be presented as the members may determine. Minutes of the meetings shall be transmitted to all members with a copy to the IATP Board of Directors Meetings of IATP-PA are mandatory for all members of the PIONAIRS Association attending the IATP Conference and having previously registered officially as a PIONAIR. Additionally, on request and by approval of the chairperson or co-chairperson, interested delegates will be allowed to join the meetings under the following status:

- Observer status: Delegates who are interested to apply for membership in the PIONAIRS Association in the near future, while retiring from their company - or changing their job and are fulfilling the requirements for membership.

- Non-active member status: Delegates who have been approved as PIONAIRS already but have taken a new service job for a company registered for the conference until further notice, but are really interested to continue the relationship and become an active member once more will be listed separately in the Membership List of the PIONAIRS Association for control. A member can apply for the active member status again by completing the 'Change of Membership Status' form when finishing their official duties or on retirement.

If, at a conference, the Chair and co-Chair cannot attend; the Chair can appoint a registered active PIONAIR to take the Chair position for that specific conference and the IATP Board of Directors must be informed of the responsible person's name.

The PIONAIRS Association provides newsletters to its members to keep them informed of current important and interesting IATP activities, plans for future conferences and news of former delegates. The information on conferences is intended to facilitate attendance at future conferences by PIONAIRS who choose to attend at their own expense, where they have always been welcomed. The communications in future shall use the e-mail system as standard whenever it is feasible. If this system is not available for members, a hard copy will

be mailed out upon special request. When PIONAIRS have no e-mail address, at least two months timescale must be set aside to give these PIONAIRS time to reply.

The continuous updating and distribution of the Membership List shall be mandatory and a Memory List (Past Members), where a member can no longer be traced or has passed away, shall be maintained. If a member passes away there will be a notification of the loss, but only to those registered as e-mail users. This will allow enough time to send condolences.

## **7. Dues**

The PIONAIRS Association membership shall, at its own meetings, review charges for dues from the members. The dues are subject to be defined by a democratic process depending on the actual situation within the PIONAIRS Association and also depending on the relationship to the IATP Organisation. Past members will be 'grandfathered' under the terms they joined the PIONAIRS Association. All future members will pay the revised dues from the date of their acceptance as a member. Until future decisions are finalised however, those members to pay a fee of 70.- EUR until future notice. Payment of dues shall be by money transfer to a special bank account for the PIONAIRS Association in Luxembourg.

Please use the following Bank Account Details:

Account Holder:	IATP PIONAIRS Association
Name of Bank:	BCEE
IBAN-Number:	LU98 0019 3455 6034 8000
BIC:	BCEELULLXXX

The dues of the PIONAIRS Association do not cover any IATP-fees for attending the conference, including social events. The fee for attending the conference, including social events, will be committed by the Board of Directors of the IATP and discussed with the PIONAIRS Association before implementation.

## **8. Termination of Membership**

Membership shall be terminated by resignation, death or return to active service as an IATP delegate. If a PIONAIR returns to active service for a limited time period and is attending a conference on behalf of a company, the member shall inform the PIONAIRS Association Chair by completing and signing the 'Change of Membership Status' document and forwarding to the Chair by electronic mail before commencement of the conference in question. For the duration of the change of status, the member will be added to the inactive membership list.

When returning to active service a new 'Change of Membership Status' document should be completed by the member, including signature and date and forwarded by electronic mail to the PIONAIRS Association Chair, who will return the member to the active membership list again on payment of the current joining fee. If the above conditions are not followed, the PIONAIR in question may lose their membership.

The performance of any private business or any business in favour of a company is definitely prohibited for PIONAIRS attending an IATP Conference and shall be considered as a severe violation to the rules of the PIONAIRS Association, followed by the immediate termination of membership. The PIONAIRS Association may also terminate the membership of a particular member if that member is in arrears for at least two years in payment of dues.

## 9. Relationship to the IATP

The PIONAIRS Association and the IATP are separate entities. The budget of the PIONAIRS Association is separate from the IATP budget. The IATP is not responsible for the obligations and duties of the PIONAIRS Association and the PIONAIRS Association is not responsible for the obligations and duties of the IATP.

The chairperson of the PIONAIRS Association shall serve as spokesperson for the PIONAIRS Association in dealing with the IATP or other bodies and shall seek to maintain a harmonious and supportive relationship with the IATP Board of Directors. The Chairperson shall encourage members to participate in social or other activities of the IATP (i.e. assistance with projects or special tasks) as the IATP Board of Directors may require, authorise or approve, always subject to be defined in case and detail. The Co-Chairperson will act as spokesperson if the Chairperson is not available or incapacitated.

In general, the administration role of the PIONAIRS Association is in its own hands, but the IATP Office should be asked for assistance in the case of unforeseen problems and the respective extent is subject to be defined. The IATP Office should take reasonably possible steps to meet the PIONAIRS Association's request however, in any case the above mentioned request should not be considered as an obligation of the IATP Office.

The IATP Board of Directors has defined a conference fee for PIONAIRS as follows:

PIONAIRS over 70 years of age:	No Fee (STATUS ONE)
PIONAIRS 60 to 70 years of age, inclusive	50 USD (STATUS TWO)
PIONAIRS under 60 years of age:	100 USD (STATUS THREE)

PIONAIR guests to pay the same fee as all conference guests.

The IATP Board of Directors expects the PIONAIRS Association to only add the status for registration purposes (to avoid the availability of too much personal information) and they leave the whole subject under the Chair and Co-Chair's control. If necessary, however, the IATP Board of Directors will be entitled to ask the PIONAIRS Association Chair to provide age details.

## 10. Approval or Amendment of Terms of Reference

These Terms of Reference shall become effective when they have been circulated to all members and are thereafter approved by a majority of all members voting by electronic mail, with notification to the IATP Board of Directors. Proposed amendments to the Terms of Reference must also be circulated to all members and shall become effective only when thereafter approved by two thirds of the current members, voting by electronic mail.

In the process, with respect to item 9, the Terms of Reference of the PIONAIRS Association and related amendments will be presented to and discussed with the IATP Board of Directors, after first of all being approved beforehand by the members of the PIONAIRS Association. Suggestions for revisions or amendments by the IATP Board of Directors are permitted, followed by a clearing process within the PIONAIRS Association and another discussion with the IATP Board of Directors for general acceptance.

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