

ICASC Membership Bylaws

Membership Selection Process:

The ICASC normally consists of 20 members representing the flight inspection community. This number includes the Chairperson and Vice Chairperson and does not include the Executive Secretariat, or Honorary Members.

The following process will be initiated to fill the vacancies:

1. The Steering Committee will recommend the member attributes desired in order to position the ICASC to be effective in fulfilling its objectives. These attributes may involve one or more areas of expertise deemed most useful, the type of institution, a geographical area of the world, availability of the potential member to attend, participate in two meetings during the year, and participate in International Flight Inspection Symposia. Other attributes may also be deemed desirable.
2. It is desirable to have only one member from each organization. The recommendations will be presented to the full ICASC membership for ratification.
3. The ICASC chairperson, with input from the committee, will then announce the upcoming vacancies on the ICASC website and to persons known to have a possible interest along with a list of the attributes sought. The announcement will request that interested applicants send in their biography, a short description on how they meet the desired attributes, and a statement that their organization is willing to financially support the participant's attendance at ICASC and IFIS events. An applicant may also wish to supplement their application with a reference letter from a person from the flight inspection community.
4. The applications received will be distributed to all ICASC members approximately two weeks preceding the next ICASC meeting where the applications will be discussed and acted upon. A selection decision requires a positive vote of 3/4 of the ICASC membership attending; however, for a vote to be taken, 2/3 of the committee must be present. Otherwise, the decision will be delayed until the next ICASC meeting.
5. The candidate selected by the ICASC will become a full member irrespective of the number of members.
6. Current members will be presented in the membership directory with photo, biography and contact details like physical organizational address, nationality, email and phone.

Term of Committee Members: The term for committee members is indefinite as long as able to contribute to the flight inspection community. Members may resign or get their membership terminated for lack of participation or other cause as recommended by the ICASC. Filling vacant positions will be at the discretion of the ICASC.

ICASC Visitors: Persons may be invited by the chairperson to attend ICASC meetings. There should be a specific basis for the attendance and visitors are not able to vote. Furthermore, no actions will be made to a visitor's membership application during meetings they are attending.

Executive Secretariat:

A person primarily dedicated to support the chairperson with the ICASC meetings and IFIS events. At least two weeks prior to an ICASC meeting, invitations and agenda will be distributed. Must be able to organize virtual meetings if so desired. The person is not able to vote, but will care for vote registration. Minutes of meetings with records of highlights and decisions together with Action Items lists should be worked out within three weeks, distributed and saved in the Members Only section. Executive Secretariat is responsible for web site update and maintenance, and to ensure reply/distribution of committee feedback and inquires. Friendly reminders pending of open Action Items and obligations amongst the members will be appreciated. The maintenance includes administration and revision control of Membership Directory, Libraries and records like Products & Services. Executive Secretariat will care for the ICASC fund by collection of membership fees as required, execute payments and perform financial reporting.

Honorary Member: Members with extraordinary and significant ICASC contribution, and that would be beneficial to keep in touch with, may be suggested to remain listed in the membership directory as honorary member. Post retirement suggestions may be issued within ICASC and presented to the full ICASC membership for ratification. Photo, compressed bio and contact details should remain; and include statement of contribution. The honorary members are free to attend meetings after own discretion, but not able to vote. If departed, the bio should be saved and updated accordingly.

Membership Coordinator: A person dedicated to reply to requests for membership and pursue correspondence regarding selection process, in close cooperation with chairperson, vice chairperson and executive secretariat. Monitor attendance and keep the attendance records updated. Assist executive secretariat with web site maintenance.

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