



INDEPENDENT PILOTS ASSOCIATION

2nd Floor, 38-42a South Road, Haywards Heath,

West Sussex RH16 4LA

T: 01444 441149

www.ipapilot.com email: office@ipapilot.com

Registered in England No. 2723781

IPA RULES

THE COMPANY

1. The Company (hereinafter called “the IPA”) shall be managed for the benefit of pilots, aircrew and others involved in the operation of aircraft.
2. The Registered Office and place of meeting for business of the IPA shall be 2nd Floor, 38-42a South Road, Haywards Heath, West Sussex or at such other place as the Directors shall from time to time decide.
3. The objects of the company are:
 - a) To promote the interests of pilots, aircrew and others involved in the operation of aircraft as a professional body run for the benefit of pilots, aircrew and others involved in the operation of aircraft.
 - b) To assist members with practical help as necessary, e.g. to provide a low-cost benefits package to take advantage of group discounts etc.
 - c) To provide advice on employment opportunities.
4. The provisions of the Articles of Association of the Company are to apply.
5. The IPA will not involve itself in any direct industrial relations disputes or involve itself in any trade union activities but will advise members where appropriate and act as a body of knowledge and experience for members’ reference.

TYPES OF AND QUALIFICATIONS FOR MEMBERSHIP

6. The Association has the following types of membership:

FULL – 1	Available to pilots, aircrew and others involved in the operation of aircraft employed on a UK contract of employment in a company that does not yet have recognition with the IPA (Union).
FULL – 2	Available to pilots, aircrew and others involved in the operation of aircraft employed on a UK contract of employment in a company that does have a recognition agreement with the IPA (Union).
ASSOCIATE	Available to an individual who wants to be part of an association run for the benefit of pilots, aircrew and others involved in the operation of aircraft which promotes the aviation industry.
STUDENT	Up to three years free membership of the Association for students studying at a recognised flight training establishment. Evidence of the training course will be required.
RETIRED	Available to pilots, aircrew and others involved in the operation of aircraft who were previously members of the IPA in another category but are now retired from their aviation career.

ELECTION OF MEMBERS

7. Every application for Membership shall be made in the manner determined by the Board of Directors.
8. The application of a member is to be confirmed by a Director. If a Director or member brings into question the application of a prospective member, with regard to their professional standing, the application is to be considered at the next Board of Directors' meeting. The Directors may accept or reject any application for membership at their entire discretion. They shall not be bound to disclose any reason for rejection of an application for membership.
9. An application for membership can be approved or rejected by a simple majority of the Board of Directors.
10. When a candidate's application for membership is confirmed they shall be notified of the availability of these rules in paper or electronic format and confirmation of any entrance fee.
11. If at any time a member is believed to have carried out conduct prejudicial to the profession of a pilot, aircrew or other involved in the operation of aircraft, their continued membership of the IPA shall be considered at the next Board of Directors meeting and the member so informed.
12. A member whose continued membership is considered by the Directors as per rule 11 can, by a simple majority of the Board of Directors, have their membership revoked and the Board of Directors shall not be bound to disclose the reason. The member will have the right to appeal.

SUBSCRIPTIONS

13. The Board of Directors shall have the power to vary the rate of subscription for members on giving one calendar months' notice. All subscription fees will be made available to members, usually on the Association website.
- 14a. Annual subscriptions shall be collected by whatever means the Directors decide.
- 14b. Other subscriptions should, wherever possible, be paid monthly by direct debit, or with prior agreement annually by cheque or credit card/debit card. Direct Debits will be collected on or around the 10th of each month.
- 15a. If an annual subscription is not paid by the first day of the month after the month in which it was due a reminder shall be sent by the Treasurer. Any member whose subscription is not paid by the last day of the second month after the month in which it was due shall cease to be a member at the discretion of the Board of Directors. Benefit providers and interested parties will be informed accordingly.
- 15b. If a monthly Direct Debit is returned unpaid, the member will be advised that the unpaid amount will be collected in the following month together with that month's payment. Any member whose subscription is not paid by the last day of the month after the month which it was due shall cease to be a member at the discretion of the Board of Directors. Benefit providers and interested parties will be informed accordingly.
16. Members whose status changes, affecting their type of membership, shall inform the Association as soon as possible such that the correct subscription fee can be levied.
17. Members whose membership has lapsed due to non-payment of subscription, or been cancelled, shall have any application to re-join the IPA reviewed before they are allowed to regain their membership.
18. The Board may at any time fix or increase an entrance fee.
19. Membership cannot be transferred and is not transmissible.

EXECUTIVE COMMITTEE

20. There shall be a Board of Directors, one of whom shall agree to serve as Chairman. All Directors of the IPA must qualify as members and be elected by the membership. The Executive Committee shall comprise of the Directors, Company Secretary plus officials of the IPA as required by the Board of Directors and any co-opted members.
21. The Board shall not be made up of members wholly from a single company.
22. The office of Director shall ipso-facto be vacated if he or she:
 - a) becomes bankrupt or suspends payment or compounds with their creditors.
 - b) is found lunatic or becomes unsound of mind.
 - c) is absent from four consecutive meetings of the Board of Directors without special leave of absence from the Board.
 - d) by notice in writing to the IPA resigns their office.
 - e) ceases to be a Member of the IPA.
 - f) is requested in writing by all the other Members of the Board of Directors to resign.
 - g) is removed from office under the Act of Articles.
 - h) becomes prohibited from holding office by reason of any of the matters in the Company Directors Disqualification Act 1986.
23. Every year a minimum of three Directors shall stand down and may offer themselves for re-election. No Director shall serve on the Committee for greater than three years without offering themselves for re-election. Names of all candidates for election shall be notified to the membership on a Ballot Form and they shall be asked to vote. If nominations received do not exceed the number of vacant positions on the Committee then a ballot of the membership is not required, and a Ballot Form shall not be circulated.
24. Any interim vacancy on the Board of Directors can be filled by a member, who must offer themselves for election by the membership within twelve months of taking up a Directorship.
25. The Directors may receive expenses for attendance at meetings as deemed reasonable.
26. The Board of Directors will appoint a Company Secretary. This appointment does not depend on satisfying the membership qualifications. The incumbent will sit on the Board of Directors but have no voting rights. However, if the incumbent is an elected Director of the IPA, they will not receive a salary and will have normal voting rights as a Director.
27. The Executive Committee may set up various sub-committees, chaired by representative members of the Board, to consider specific issues. Their findings will be reported back to the Executive Committee for action.

BOARD MEETINGS AND PROCEEDINGS

28. Board meetings shall be held at least four times in any calendar year.
29. The quorum necessary for the transaction of the business of the committee may be fixed by the committee and unless so fixed shall be and in any case shall never be less than, three. Important decisions should be passed by a majority of all the Directors, who should be informed in advance of the business and be given the opportunity to vote, if necessary by proxy.

Important Decisions are defined as:

 - a) election of Chairman,
 - b) positions within the committee,
 - c) the number of Directors,
 - d) significant financial expenditure,
 - e) policy changes,
 - f) commitments of the IPA and proposed Rules changes.
30. The business of a Board meeting shall be to receive and consider the Profit and Loss Account, the Balance Sheet, and the reports of the Directors and of the Auditors and to transact any other business.

31. An Annual General Meeting shall be held at such times as the Board of Directors may appoint. All members shall be given a minimum of twenty-one days' notice of an AGM.

GENERAL MEETINGS

32. The Board of Directors may, and shall, upon written requisition signed by not less than 10% of the membership entitled to vote for the time being, convene an Extraordinary General Meeting.
33. In any instance that the Board of Directors shall certify to be of immediate urgency, an Extraordinary General Meeting may be convened at less than seven days' notice, but in no event at less than 24 hours' notice.
34. The quorum for a general meeting shall be three members of the Board of Directors and four other members of the IPA.
35. No business shall be transacted at any general meeting unless the quorum requisite be present at the commencement of the meeting.
36. The provisions of the Articles of Association shall apply.
37. Proxy votes may be cast by any means, paper or electronic, deemed suitable by the Board of Directors and are to be held by the Chairman of the meeting or any member of the Association attending personally.

AMENDMENTS TO THE RULES

38. Amendments to the IPA rules must be submitted in writing and agreed at an Extraordinary General Meeting, specifically held for the said amendment; except for the following proviso: Amendments to rule 5 and this rule 38 can only be made by a postal ballot, where a majority of 70% of the total membership entitled to vote agree to the change.

(May 2018)