

AOC CONSTITUTION ZURICH

Introduction

The Zurich Airline Operators Committee (AOC) is an organization of airlines operating at Zurich Airport and established on recommendations of the International Air Transport Association (IATA).

The constitution of the ZRH AOC is based on guidelines issued by IATA and adapted to suit local requirements.

Article 1 – General

1.1. The name of this organization shall be the Zurich Airline Operators Committee, hereafter called AOC.

1.2. The principal office of the organization is located at Zurich Airport.

Article 2 – Purpose

2.1. To liaise with all those executive bodies and agencies at Zurich Airport in order to secure high standard of aircraft, passenger, cargo and mail handling whilst keeping in line with international airline standards.

2.2. To present to all interested parties suggestions and requirements to ensure optimum operational handling techniques for the benefit of all operators based at Zurich-Airport.

2.3. To foster good relations amongst airlines and other organizations at the airport.

Article 3 – Membership

3.1. Each scheduled airline operating into Zurich Airport and having representation is eligible for AOC membership. Non-scheduled carriers operating into ZRH as well as Handling Agents also have the possibility of becoming an AOC member if their appointment is accepted by a two-thirds majority of the AOC members.

3.2. Each airline will delegate its senior airport representative to the AOC. An airline not represented at Zurich Airport may appoint a delegate in writing. Such delegation must be supported by documentation from the respective carriers' head office indicating the appointee's authority to fully represent its interest. A deputy, replacing the delegate in his absence, must be nominated as well. Any change of persons must be advised to the chairman before the AOC meeting takes place.

Article 4 – Officers

- 4.1. The Officers of the AOC are: Chairman
 Vice Chairman
 Secretary
 Financial Controller
- 4.2. The Officers constitute the Executive Committee.
- 4.3. The Officers shall serve for a period of one calendar year, whereafter they shall automatically resign. However the same Officers are eligible to stand in their current position and be reelected each year.
- 4.4. If for any reason the chairman relinquishes office during the year, the vice chairman will automatically succeed.

Article 5 – Nominations and Elections

- 5.1. Forthcoming elections of the Officers shall be announced at the October meeting. Nominations for any office shall not be considered without the consent of the nominee. The names of the candidates shall be announced by the chairman at the November meeting. In case of nil or too few nominations, the chairman shall appoint a nomination-committee consisting of himself and three other members.
- 5.2. The election for Officers shall take place at the last AOC meeting of the year. Officers are elected by simple majority. If more than one candidate stands for the same office, a secret ballot will take place.
- 5.3. Each member is entitled to one vote.

Article 6 – Meeting and Voting

- 6.1. The Committee Meetings shall take place bi-monthly.
- 6.2. Items for consideration at the meeting must be notified to the chairman at least one week in advance.
- 6.3. Minutes shall be prepared and signed by the secretary and distributed within 14 days of the meeting.
- 6.4. Minutes will be submitted for approval at the next meeting. A copy of the approved minutes will be signed and kept on record by the secretary.
- 6.5. A request for special meeting must be made to the Chairman, in writing, and sponsored by at least three members. Motions to be put to the vote must be proposed and seconded.
- 6.6. Non-members may attend the meetings on invitation by the chairman.

6.7. All business shall be conducted in English, however, if language difficulties arise, another language may be used, providing a member is willing to translate.

6.8. Voting will take place at the AOC meeting in which motions will be passed if accepted by a simple majority of the members present. In the case where voting is not unanimous, the number of votes for and against will be recorded in the minutes. A secret ballot may be held if requested by at least three members present.

6.9. Each member is entitled to one vote on each issue, motion or proposition placed at regular meetings.

Article 7 – Subcommittees

7.1. The following permanent Subcommittees shall be established and meet every month.

1. Ground Operations, Facilitation & Cargo
2. Flight Operations
3. Cost & Charges
4. Stranded Passengers/IT

7.2. Nomination and confirmation of the Subcommittee Chairman will take place at the January Meeting. Each Subcommittee consists of two members, the Chairman and an Assistant to be nominated by him.

7.3. Ad-hoc working groups may be formed as agreed by the Committee to deal with specific subjects or tasks. In each case they will be given terms of reference.

7.4. The chairman and/or the vice chairman shall meet with the subcommittees prior to the monthly committee meeting. The agenda for the forthcoming meeting shall then be fixed.

Article 8 – Membership fee/Accounts

8.1. A balance sheet showing income and expenditure and cash on hand shall be submitted by the Financial Controller to the committee at its spring meeting. The April balance sheet shall reflect the true position as of March 31st for the previous year and shall be approved by two other members of the AOC, nominated at the preceding March meeting.

8.2. Based on the balance sheet of March, the annual membership fee shall be decided on by majority vote at the April meeting.

8.3. The annual subscriptions fall due by July 31st each year. Members who have not paid by September 30th will be assumed to no longer wish to be member unless otherwise agreed by the Committee.

8.4. The membership fee shall cover expenditure for meetings, stationery, secretarial cost, functions, invitations and miscellaneous.

8.5. The budget for these items shall be presented to and approved by the Committee at the May meeting.

8.6. A bank account shall be held at the airport. Withdrawals can only be made on signature of two Officers.

8.7 Electronic payments via the Bank's Direct Net System can only be made with the approval of a second Officer.

Article 9 – Territoriality

9.1. Official letters to outside parties on policy matters or controversial issues must be agreed upon by majority vote.

9.2. None of the decisions taken by the AOC, or actions therefrom, shall be such as to:

9.2.1. derulate any industry agreed provision

9.2.2. extend their effects beyond the physical or jurisdictional boundaries of the airport

9.2.3. disallow local application of individual airlines' polices

9.3. These bylaws shall not preclude member airlines from maintaining their independent sovereignty, or from representing their own interest in all matters, except when they agree not to do so by common consent.

Article 10 – Protocol

10.1. In carrying out their duties and responsibilities the Officers and members shall conform to existing provisions of the applicable laws.

Article 11 – Alterations

11.1. Proposals for amendments of the Constitution must be made, in writing, to the Chairman three weeks prior to the next committee meeting, and sponsored by at least two members. The proposal will be circulated to all members.

11.2. An amendment shall be carried out when passed by at least fifty percent plus one of the AOC membership.

This Constitution has been approved at the AOC meeting on 12th December 2016 and supersedes all previous versions.