

Italy vACC Constitution

www.vatita.net

1. OBJECTIVES

Italy VACC is the reference and meeting place for Italian Air Traffic Controllers and Pilots on the VATSIM network. From here on the VACC is abbreviated as VATITA - vACCITA for "historical reasons".

VATITA shall strive to provide regular, high quality ATC in Italy on the VATSIM network and also be in the frontline of making flight simulation "as real as it gets" without compromising the VATSIM fun factor and the learning environment though.

Furthermore, VATITA promotes aeronautical culture for aviation enthusiasts, encouraging them to learn and enjoy flying and air traffic controlling, with the best possible learning material.

2. RELATIONS, RESPONSIBILITY AND OWNERSHIP

VATITA is a non-monetary organization with no financial income. Membership is free.

VATITA is owned jointly by its active ATC and active pilot members, under the operational responsibility of the VATITA Director.

VATITA is part of the VATSIM network vatsim.net and is responsible for the whole Italian Airspace, described below. VATITA belongs to VATEUD Division of VATEUR Region. The regulations of both govern VATITA's operation. Most importantly the VATSIM Code of Regulations (CoR) and Code of Conduct (CoC) are to be adhered at all times.

All material (documents, images and programs) produced specifically for VATITA, become ownership of VATITA unless specifically noted at the time the material is made available. The person providing the material shall inform VATITA of any possible problems regarding copyright at the time the material is provided to VATITA, or as soon as this is discovered.

2.1 ITALIAN AIRSPACE

National airspace is divided in 3 FIRs (Flight Information Regions):

- MILANO FIR (LIMM)
- ROMA FIR (LIRR)
- BRINDISI FIR (LIBB)

VATITA also provides Aerodrome Flight Information Service in Lampedusa (LICD) airport, within MALTA (LMMM) FIR.

It is a VATITA's responsibility and duty to establish adequate ATC positions in the aforesaid Italian Airspace, by using the official callsigns available in the VATSIM network (except FSS).

The official ATC positions of the Italian Airspace shall be always available on VATITA website, with their respective working frequency; these frequencies have to be coordinated with VATEUD first.

3. MEMBERSHIP

3.1 APPLICATION AND REFUSAL

Any person who agrees with the objectives and rules of VATITA and its parent organizations may apply for membership and become a member of VATITA. The applicant must have a valid VATSIM ID, valid name and surname and a valid e-mail address. The member is also responsible for keeping his/her e-mail address up-to-date.

An updated list of members will be kept on the VATITA website. Membership of VATITA is a privilege and not a right. The staff reserves the right to refuse an application if the attitude of the applicant is considered not compatible with VATSIM Regulations. Information of the refusal may be made publicly available on the VATITA forum if requested without breaching VATSIM Privacy Policy. VATEUD DCRM will then be informed of the refusal along with the respective reasons as soon as feasible. If the issues preventing the membership decay, a new application by the member can be carried.

3.2 MEMBERSHIP ORGANIZATION

Members of VATITA are divided in ATC and Pilots.

3.2.1 ATC MEMBERS

VATITA follows the Global Ratings Policy (GRP) with regards to air traffic controllers' competency standards.

ATC members of VATITA are divided in Italian ATC members and Visiting ATC members.

Italian ATC members must ensure to be correctly assigned to VATEUR / VATEUD / Italy vACC in the VATSIM certificate system. They can either be:

- Active ATC members: Active ATC members have provided at least 10 hours of active ATC (non observing) during the previous 6 calendar months, as documented through the VATSIM statistics.
- Inactive ATC members: ATC members not meeting the aforesaid requirement are considered Inactive ATC members. Inactive ATC members may not man ATC positions, and must contact the Training Department before returning to Active ATC status.

Visiting ATC members: a member of another vACC who wishes to control in Italian Airspace may get the Visiting ATC status following VATEUD Regulations on Visiting Controllers. In order to be a Visiting ATC member of VATITA, one has to:

- file a written e-mail request to VATITA TD, stating his name, VATSIM ID, rating and original vACC;
- follow the instructions from VATITA TD, including those for the execution of a competency check based on GRP competencies to evaluate his/her knowledge of the Italian airspace;
- get the approval from VATITA TD, that will also state which ATC positions he/she may staff. The VACC Director has the last word on accepting or rejecting a Visiting Controller.

- ensure that his/her details appear on the VATITA ATC roster and are always up-to-date.

3.2.2 PILOTS

In order to be an Italian Pilot, one shall ensure they are correctly assigned to VATEUR / VATEUD / Italy vACC in the VATSIM certificate system. He/She can therefore be an:

- Active Pilot: Active Pilots must have flown at least 10 distinct IFR or VFR flights from or to an Italian airport, at least 10 hours online, and 10 posts in the VATITA forum during the last 6 months.
- Inactive Pilot: pilot not meeting the active pilots' requirements.

3.3 RULES

On the VATSIM network, on the VATITA official forum, and when presenting himself/herself as a member of VATITA within the Flight Simulation community on the Internet, members are...

3.3.1 ... REQUIRED TO ABIDE BY THE FOLLOWING RULES

- Abide by the regulations of the parent organizations of VATITA namely VATSIM.net VATEUR & VATEUD.
- Forbear discussing of racial, religious, political, sexual and other sensitive matters.
- Treat each other with mutual respect. Don't threaten, harass or belittle other members. There should be no finger pointing.
- Forbear soapboxing and conversely accept advice from more experienced peers.
- Follow instructions regarding manning of ATC-positions within VATITA airspace.

- Abide by the decisions made, as they have been made in good faith to comply with the purposes as stated above.
- File any complaint to the staff, do not voice grievances publicly.
- Follow debates and information provided in the VATITA forum.

3.3.2 ... ENTITLED TO

- Receive a fair and just treatment.
- Give ATC-service within VATITA airspace per GRP standards after being approved by one of VATITA examiners.
- Get advice and training in ATC procedures upon request, as soon as feasible according to TD commitments and priorities.
- Obtain ATC rating upgrade once considered qualified, as soon as practically feasible.
- Propose suggestions for changes: these should be addressed to the director or another competent staff member, and labelled "formal proposals".
- Vote on issues concerning VATITA if meeting the requirements listed below.

3.4.1 TEMPORARY VACC DISCIPLINARY ACTION

The board has the right to suspend, until further notice, the vACC membership of any member of VATITA if he or she has violated the rules of VATITA or formal instructions from the staff.

The board has to inform the member about the reasons for and duration of this suspension.

Information on the suspension may be made publicly available on the VATITA forum if requested without breaching VATSIM Privacy Policy

During suspension time the member may not:

- vote on issues concerning VATITA;

- have access to the VATITA forums.

3.4.2 VATSIM DISCIPLINARY ACTION

Any disciplinary action against a member will be only processed via the VATSIM Conflict Resolution (CR) system in existence. In such cases VATEUD DCRM will be involved with A) real time or B) post factum report by any VATSIM Supervisor and appropriate action will be taken. The Supervisor handling the case can be anyone regardless of Italian nationality or not but local staff is recommended if communications include local language in need of translation to English.

A member may get temporary VACC Disciplinary Action per (3.4.1) or even termination of vACC membership (3.5) based on VATSIM Disciplinary Action.

No disciplinary action may be taken locally though (outside VATSIM CR process) which involves access to the vatsim network (connecting on line with Radar or Pilot client software). This is something dealt only by central VATSIM CR procedures. A CR process can be initiated by vACC though at any misconduct not in agreement with CoR & CoC even off network but inside the vACC's communications means (forum, email exchanges with staff etc.).

3.5 TERMINATION OF MEMBERSHIP

Upon termination of the membership of the vACC, the member is removed from the list of members and immediately loses all privileges within VATITA. The board may keep a record about a member's past Disciplinary Action from central VATSIM CR. VATITA has no obligation as to retain or remove traces (documents, forum postings etc.) from member's past activities within the VACC. After termination the member loses all rights within the area of responsibility of VATITA.

3.5.1 TERMINATION BY THE MEMBER

Any member may terminate his or her membership at any time by giving notice in writing to the board or the person commissioned to that task.

3.5.2 TERMINATION BY THE BOARD OF VATITA

The board has the right to terminate the membership of any member of VATITA if he or she after at least one temporary suspension continues to violate the rules of VATITA. The board has to inform the member about the reasons for this termination as soon as reasonably practicable. Information on the exclusion may be made publicly available on the VATITA forum if requested without breaching VATSIM Privacy Policy. VATEUD DCRM will then be informed of the termination along with the respective reasons as soon as feasible. If VATEUD considers the terminated member's attitude sincere and positive, a new application to VATITA membership can be carried.

4. VATITA STAFF

The daily business of VATITA is handled by the staff. The staff shall - within the frames of the constitution - work for the members of VATITA and defend their interests.

The staff is divided into an "Executive Staff" and a "Non-Executive Staff".

4.1 DUTIES

Each staff member is required to:

- Ensure that all members follow the rules of this constitution, including the staff itself.
- Fulfil the assignments on a continuous basis.
- Plan and lead the works within his/her own assignments in VATITA.
- Respond to external communications and questions from members regarding his/her assignments within one week.
- Listen to the members of VATITA and take up suggestions and questions put forward from the members.
- Maintain an ordered record of external communications, agreements and documents, ready to be handed over to a successor.
- Temporarily hand over responsibility during vacation periods to another staff member.

- Hand over external communication, agreements and documents to the successor or to the Director in case of leaving his/her staff position.

- Resign with at least one month notice by letter to the nearest senior staff member.

4.2 EXECUTIVE STAFF

The "Executive Staff" is compulsorily formed by

- Director (ACCIT1)

- Training Director (ACCIT2)

Other executive staff positions are established in order to ensure a flowing vACC management and thus according to everyday needs.

The possible additional executive staff positions are:

- Pilot Training Director (ACCIT3)

- Development Coordinator (ACCIT4)

- Events Coordinator (ACCIT5)

- Public Relations Coordinator (ACCIT6)

- Membership Coordinator (ACCIT7)

- VAs relationships Coordinator (ACCIT8)

- Special Operations Coordinator (ACCIT9)

or eventually a combination of the aforesaid ones.

Each and every manned executive staff position shall have a clear description of its sphere of competence published on the VATITA website.

4.3 NON-EXECUTIVE STAFF

The possible Non-Executive staff positions are:

- Deputies: have full access to executive staff resources but are non-voting, except if an explicit proxy has been given in case of leave of the respective section coordinator.
- Assistants: have access to selective staff resources as required and upon tacit approval of the executive staff. Assistants are always non-voting.

4.4 TASKS DESCRIPTION

4.4.1 DIRECTOR

The work in VATITA is lead by the director. The director represents the organization towards its parent and other organizations. The director has the overall responsibility for all subordinated areas and the main responsibility for all areas not covered by any other staff position. It is then a director's responsibility to ensure that other staff positions are adequately manned, and to preserve mutual communications between VATITA and its parent organizations about any subject which may concern one another.

4.4.2 TRAINING DIRECTOR

The Training Director has overall responsibility for the Training Department.

The TD is thus responsible for:

- providing VATITA ATC members training in ATC procedures upon request, as soon as feasible according to previous commitments and priorities of the Department;
- issuing of upgrade proposals (recommendations) to VATEUD TD;
- reporting relevant Training/Upgrading issues to the VATITA staff and VATEUD TD;
- ATC manuals, documentation and procedures regarding training that are made available on the VATITA website;

- compliance with GRP of all the material published on VATITA website and the procedures implemented within the vACC (like expected ATC Competency Standards per rating etc.);
- recruitment of new mentors (which shall either get appointed as Assistant TD or Deputy TD) and termination of the inactive ones;
- providing evaluation of available controllers for staffing ATC positions during official VATITA events.

4.4.3 PILOT TRAINING DIRECTOR

The Pilot Training Director, who is also the CFI, the VATITA ATO, is responsible of running the organisation according to the VATSIM PTD directives and regulations.

The Pilot Training Department is responsible for:

- Assuring the necessary support to new pilots joining the vACC
- Offer training sessions for pilots on a regular basis
- Organize examinations towards the achievement of VATSIM Pilot Ratings
- Recruit enough assistants, instructors and examiners to achieve the aforementioned goals.

4.4.3 DEVELOPMENT COORDINATOR

The Development Coordinator is responsible for the day-to-day availability and development of VATITA online resources not already mentioned: website, forum, mailing lists, sector files, available sceneries and patches and any other accessory services like teamspeak servers.

Has to assure the timely access and updating to online resources by other members as required.

4.4.4 EVENT COORDINATOR

Organizes and publishes events in coordination with foreign ECs.

Publishes notices about events on the VATITA forum and assigns, when needed, the positions to be manned, upon agreement with the rest of the executive staff.

Warns the PR about starting the advertising of an event, and aids him in advertising it upon his approval.

4.4.5 PUBLIC RELATIONS COORDINATOR

Is the main responsible for the "image" of VATITA to the outside.

Advertises any VATITA news, making use of all available means (both Italian and foreign ones).

Advertises any VATSIM news which may benefit Italian pilots and controllers, making use of all available Italian means.

Keeps the VATITA staff informed of any information regarding VATITA/VATSIM, published on Italian means by anyone else without his approval, especially if it's of defamatory kind.

The term "news" refers to online events and meetings, real life events, noticeable website and downloadable material updates and any other item relevant for the public image of VATITA.

The terms "Italian means" refer to both the Italian speaking means AND the means situated in Italy.

4.4.6 MEMBERSHIP COORDINATOR

Is the main responsible for the everyday maintenance to the Italian members' database.

Informs of the reasons of a refusal/termination both on VATITA forum and to VATEUD DCRM as already explained.

Keeps a record of VATITA and VATSIM suspensions and other disciplinary actions underwent by VATITA members.

Is the head forum moderator of all VATITA forum sections not already explicitly assigned to different moderators.

For transferring/visiting controllers from other Region/Division/vACC, coordinates with VATEUD membership any issues in regards to the VATSIM Executive Committee Transfer & Visiting Controller Policy (TVCP).

4.4.7 VA RELATIONSHIPS COORDINATOR

Is the main responsible for the relationships between VATITA and VAs, and thus for the image of VATITA to them.

Shall handle himself or explicitly handover any communications between VATITA and VAs, most notably requests for joint events and ATC staffing requests.

4.4.8 SPECIAL OPERATIONS COORDINATOR

Is the main responsible for communications with authorized special operations organizations (VSOAs).

Coordinates the preparation of LOA drafts to be proposed to the VSOA and VATITA staff for acceptance, in case of operations involving Italian airspace in amendment to standard IFR/VFR flight rules.

4.5 MEETINGS AND VOTING

The staff sets meetings when the director, or at least half of the executive staff decide so. The meeting date should be set in a reasonable time frame and compatibly with the executive staff's real life commitments. In case of proven impossibility of agreement of a meeting date, the meeting shall be performed inside the VATITA staff mailing list.

Decisions are taken with simple majority. Each executive staff has one vote. The proposal seconded by the director wins in case of equal votes.

4.6 STAFF APPOINTMENT, RESIGNATION AND DISMISSAL 4.6.1 APPOINTMENT

Appointment of Executive staff members is done by the director, after evaluative advice from other executive staff members.

Deputies to the executive positions may be appointed by the respective section coordinator as needed, upon approval of the remaining executive staff.

Assistants are appointed by the staff member in need of assistance upon tacit approval of the director. The director should be informed about the appointment along with the description of the tasks that the assistant has been assigned to.

4.6.2 RESIGNATION

Members of the staff have the right to resign. They are to inform the director well in advance, and it is considered good manners to stay in office until a successor has been appointed. The staff member resigning should help the successor and introduce him/her to the task and hand over all material needed to run the office.

4.6.3 DISMISSAL

Dismissal is executed by the director of VATITA if not otherwise stated below.

Staff members may not be dismissed unless they have violated any part of the VATITA constitution, namely the rules of VATITA or in case of incompliance with staff duties (4.1) or task assignments (4.4.*). Discussions should be held with the affected staff member and efforts be made to avoid dismissal. The dismissal must be discussed with all and approved by at least three of the executive staff before it can be executed.

Deputies and Assistants can also be dismissed if their tasks have been fulfilled, or there is no longer a need for the assistance. Dismissal is executed by the executive staff member responsible for that deputy/assistant, upon explicit approval of the director and tacit approval of the rest of the executive staff.

5. ELECTIONS

5.1 ELECTIONS

The director of VATITA (DIR hereafter) is in charge for a period of one year.

The DIR mandate is automatically extended by another year if no resignation is given by the DIR and if no other candidate is advanced to the DIR position within the beginning of the last month of the mandate. A change of DIR has no initial influence on the composition of the rest of the staff. Elections shall be held in the last full calendar week of the 12th month of the DIR's mandate. The exact dates are set by the board, with the option to move by one week if holidays require. After the elections the appointment has to be approved by VATEUD1, should it be rejected, new elections would have to take place immediately. The elected director takes up the duty as director the following 1st day of the month after the election is closed, or 48 hrs after the closing of the election, whichever comes last.

Elections should be announced to all VATITA members by forum post and e- mail together with the eligible candidates at least one week prior to the election. All VATITA members who on elections opening have been Active ATC or Active pilot members by more than 1 month prior to elections hold one vote to elect one of the candidate directors. There is no vote by proxy.

Elections will be held by private mailing of votes to the Elections Committee (mail to elections@vatita.net which provides redirect to the whole Committee).

5.2 DIRECTOR CANDIDATE REQUIREMENTS

The DIR candidate requirements stated afterwards are meant to ascertain whether the candidate:

- has the minimum responsibility and maturity required for this crucial job;
- proves adequate qualification as a potential leader for both ATC and flight operations;
- regards community life highly enough for the delicate diplomatic commitment;
- will be able to assure Training Department operations' continuity. A VATITA Director candidate MUST then:
 - be 18 years old or more;
 - be an Active ATC member of VATITA;
 - have been a member of VATITA for at least 1 year;
 - have a rating of at least C1 and have flown at least 100 hours as a pilot on the VATSIM network;
 - started posting at least 1 year before, on both the VATSIM forum and VATITA forum;
 - have the publicly stated support of a potential Training Director.

A Potential Training Director MUST:

- be 18 years old or more;
- have been C1 or higher for at least 1 year on the VATSIM network;
- have been both an Active ATC member AND an Active Pilot of VATITA for at least 1 year.

5.3 ELECTION COMMITTEE

The Election Committee will consist of at least 2 or more members of trusted integrity and neutral political attitude (even not belonging to VATITA). All members have the right to apply for the election committee. Candidate suggestion shall be sent to the board within the appropriate time limits and, if the candidate fulfils the requirements, the candidate will be included in the e- mail announcing the election as previously stated.

5.4 EXTRAORDINARY ELECTIONS

In the case that the director, for whatever reason, leaves the chair prematurely, an extraordinary election shall be held within a month in the same way as stated above.

However, the new director takes up the duty as director immediately, and continues until the next ordinary election is held.

6. SPECIAL SITUATIONS

6.1 REFERENDUMS

Referendums about changes inside VATITA requiring a public vote by members must be announced on the forum and through newsletter at least two weeks before the referendum.

Active ATC and Active pilot members are eligible to vote at referendums. Referendums are considered accepted if 66% or more of the valid votes cast are in favour of the change.

6.2 REFERENDUM OF DISTRUST

A „Referendum of Distrust“ of the director may be put on the agenda of an Extraordinary General Meeting (EGM), which may be called for in writing by ten or more Active ATC or Active pilot members of VATITA.

The board is to arrange the EGM within two weeks from the time it was called. If the board neglects the call for EGM, the members calling may arrange the meeting. In any case, all members must be informed at least one week prior to the meeting through the forum and the newsletter.

A „referendum of distrust“ should be opened directly after the meeting if the members that called for the EGM do not withdraw the call for „referendum of distrust“. All Active ATC and Active pilots members of VATITA (excluding the director) have one vote. The vote should be open for one week.

If 66% or more of the valid votes are for distrust against the director, the director immediately loses his position as director. A new director should be elected in an extraordinary election according to the rules regarding elections. If no more VATITA members fulfil the director candidate minimum requirements, the Italian vACC ceases to exist as an official vACC.

Only one referendum of distrust can be cast against the director every 3 months.

6.3 VACANT DIRECTOR CHAIR

If, for whatever reason, the director chair is empty, all of the executive staff members immediately choose one amongst them to take the chair until formal elections can be arranged as stated above.

7. AMENDMENT TO THIS CONSTITUTION

Proposals for amendments to this constitution must be announced by the board to all members publicly for discussion during 30 days. A referendum about the change shall be set up at the end of this period and must run for a minimum of 7 days.

Any change of this constitution is to be approved by VATEUD Division Director.

8. CHANGES HISTORY

Amended September 2014: Added staff position Pilot Training Director, vote right for pilots.