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Bylaws of the Aviation Industry Computer-Based Training Committee (AICC)

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THIS DOCUMENT IS CONTROLLED BY:

AICC Executive Committee

ALL REVISIONS TO THE DOCUMENT SHALL BE APPROVED
BY THE ABOVE ORGANIZATION PRIOR TO RELEASE.

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Caveats...

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REVISION HISTORY

NEW

1 May 1996

- 1-May-1996 Article V section 2 was amended to allow representatives from airframe engine or system manufacturers to be eligible for AICC Chair.
- 30-Sept-1992 Article IV section 1 and Article V section 1 were modified to expand the membership of the AICC Executive Committee. This expansion added representatives from the airlines and allocated a number of representatives for each type of member organization. Also, various sections were amended to expand the term of elected officers from one year to two years.
- 15-Jun-00 Article II Section 1 amended to expand the purpose of AICC. Article II Section 23 deleted because there is no need to limit AICC focus to interoperability.
- 11-Jan-01 Incorporation of Executive Committee recommendations from the Sept 00 meeting.
- 1-Feb-03 Clarified roles of administrative and technical support staff. Members in “good standing” defined.

ARTICLE I - TRADE NAME

The official trade name of AVIATION INDUSTRY COMPUTER BASED TRAINING COMMITTEE shall be "AICC" which stands for "A(viation) I(ndustry) C(omputer Based Training) C(ommittee)." AICC shall make such assumed name filings as it deems advisable to preserve such trade name.

ARTICLE II - PURPOSES AND OBJECTIVES

Section 1. The purpose and objectives of the AICC are to:

- (a) Assist airline operators in development of guidelines which promote the economic and effective implementation of computer based training ("CBT"), including technology-based training;
- (b) Be of significant help to the aviation industry organizations such as the Airline Transportation Association ("ATA") training committees and provide a body which will be responsive to the airlines implementation of CBT by:
 - (i) Providing information available to AICC upon request of the airline operators;
 - (ii) Assisting the airline operators in defining hardware that will deliver courseware from various sources;
 - (iii) Addressing issues of hardware/software compatibility;
 - (iv) Promoting hardware development without adversely affecting continued use of existing hardware;
 - (v) Addressing issues of courseware guidelines, compatibility, and portability;
- (c) Providing an open forum for discussion of CBT technologies.
- (d) Work with standards and standards-related organizations bodies to promote AICC guidelines.

Section 2. Notwithstanding the foregoing, neither AICC nor its members shall engage in discussion or actions which affect pricing, competition, or proprietary plans, or inhibit technology development.

ARTICLE III - MEMBERSHIP

- Section 1. The voting membership of AICC shall consist of entities and persons approved by the AICC Executive Committee (EC) upon criteria as generally set forth herein. Any voting member may make recommendations to the EC as to entities or persons eligible for voting membership.
- Section 2. In addition to voting members, there are two non-member classifications: observer organizations and advisors.
- Section 3. Membership of any voting or honorary member may be terminated with or without cause at any duly called meeting upon a two-thirds vote for such termination by the voting members.
- Section 4. Qualifications for Voting Membership. Any airline is eligible to become a voting member of the AICC through application. Any entity or person which is actively engaged in or provides products or services to support the design, production, commercial sale or distribution of CBT products is eligible to become a voting member of AICC through application. Any other entity may become a voting member through application and acceptance.
- Section 5. Qualifications for Observers. Any industry or governmental organization or other party which has an interest in the design, production, commercial sale or distribution of CBT products is eligible to become an observer member through application and acceptance.
- Section 6. Qualifications for Advisors. Entities or persons invited by the AICC Executive Committee to become advisors are eligible to become advisors of the AICC through application and acceptance.
- Section 7. Additional Qualifications for All Members.
- (a) All AICC members must agree to keep confidential AICC proprietary information, including, without limitation, subcommittee and other drafts and working papers and information.
- Only those reports, recommendations, and other documents which have been officially approved by the AICC membership for public release may be publicly disclosed.
- (b) All AICC members must agree to abide by the rules governing AICC members, which may be promulgated from time to time by the executive committee.

Section 8. Members' Representatives.

- (a) Each member shall designate who will serve as point of contact and voting representative to the AICC.
- (b) Membership representatives to AICC may be replaced or terminated upon written notice from member to AICC.

Section 9. Dues and Assessments. Reasonable membership dues and special assessments shall be determined by EC and shall be assessed for each fiscal year, June 1 - May 31.

ARTICLE IV - EXECUTIVE COMMITTEE

Section 1. The management and administration of the affairs of AICC shall be governed by an executive committee. The executive committee is the board of directors of the AICC. The executive committee shall consist of:

- (a) Chair,
- (b) Secretary / Treasurer,
- (c) Members-at-large, based on current membership, as follows:
 - (i) Up to two members-at-large from CBT system vendors, suppliers, or developers;
 - (ii) Up to two members-at-large from the airlines;
 - (iii) Up to two members-at-large from aircraft manufacturers or suppliers; and
- (d) All subcommittee chairs, and
- (e) Ex officio non-voting members: AICC Administrator, AICC Technical Coordinator, and other technical advisors invited by the Executive Committee.

Section 2 Each member of the executive committee is entitled to cast one vote on issues before the executive committee. The executive committee may add to its membership by two thirds majority vote of its current members. AICC officers include the Chair, Secretary/Treasurer, Members-at-large, and all subcommittee chairs.

Section 3. All AICC officers must be designated representatives of voting member organizations in good standing. "In good standing" is defined as having paid membership dues for the current fiscal year. The AICC Chair must be a designated representative of an airframe manufacturer, an airline or aircraft engine/system supplier, or an airline voting member.

Section 4.

- (a) Upon the expiration of the two-year term of the AICC Chair or other vacancy in the office of AICC Chair, a new Chair shall be elected by a simple majority vote of the voting members.
- (b) AICC members-at-large shall be elected for two-year terms by plurality vote of the voting members. The two AICC members-at-large candidates with the most votes shall be elected for two year terms.
- (c) Regular or special elections of officers may be conducted by mail, email, by written ballot, or at an annual or technical meeting of the membership, as determined by the executive committee.

Section 5. A person must be a voting member or a voting member's designated representative to be qualified to be elected to and to serve on the executive committee. Notwithstanding, the AICC Administrator and AICC Technical Coordinator are ex-officio of the executive committee with no voting rights.

Section 6. The make up of the executive committee may be changed at any time by a 2/3 majority vote of the executive committee or of the voting members at any meeting, provided reducing the numbers of executive committee members shall not shorten the term of any incumbent member.

Section 7. In the event of a vacancy on the Executive Committee, the remaining executive committee members, by majority vote, may elect a successor or successors to fill the unexpired term or terms. If all positions of officers become vacant, upon the call of a special meeting of the voting members initiated by at least one voting member and at least ten days prior notice thereof, a special meeting of the voting members shall be held at which the voting members shall elect new officers to fill such vacancies

Section 8.

- (a) A majority of the Executive Committee may by resolution delegate its authority to a committee of one or more of the Executive Committee as it deems necessary or appropriate for the carrying out of the objectives of the organization.
- (b) Each committee member shall serve at the pleasure of the executive committee. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.
- (c) Unless otherwise provided in the resolution of the executive committee designating a committee, a majority of the whole committee shall constitute a

quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

- (d) Each committee may adopt rules for its own governance not inconsistent with these bylaws and other rules adopted by the executive committee.

Section 9. The duties of the AICC Chair shall be such as are usually imposed upon such an official of similar organization and as are required and such as may be assigned by the executive committee from time to time. By way of further description and not in limitation of the foregoing:

- (a) The function of the AICC Chair shall be to:
 - (i) Serve as managing director of the AICC;
 - (ii) Preside at AICC meetings; and
 - (iii) Present the findings, opinions and actions of AICC and to represent AICC to the pertinent industry agencies and other segments.

ARTICLE V - MEETINGS

Section 1.

- (a) AICC shall use reasonable efforts to hold at least 3 meetings per year. Subcommittee chairs shall establish the agenda for these meetings and shall be authorized to hold working meetings more frequently if needed.
- (b) AICC action items for each meeting will fall into three categories:
 - (i) Actions adopted by a majority vote;
 - (ii) Actions in work, assigned to ad hoc committees or panels and reported at meetings; and
 - (iii) Action items placed in the “issue buffer” to be scheduled for future AICC consideration.
- (c) AICC guests may, if officially invited by an AICC officer, attend the open portion of the meeting.
- (d) A draft meeting agenda will be forwarded to all members prior to each meeting for input.

- (e) Robert's Rules of Order shall be governing parliamentary law of the AICC in all cases not otherwise provided in its Bylaws.
- (f) All official actions of AICC shall be determined by approval of at least two-thirds of the quorum of members.
- (g) The AICC shall issue a report of each meeting, including minutes, summaries of presentations, projects, actions and planned activities.

Section 2. Each voting member in good standing shall be entitled to cast one vote at any election or on any subject before any general or special meeting of the members, and such votes may be cast in person or by written proxy by the member's designated representative. In "good standing" is defined as having paid dues for the current fiscal year. Two-thirds of the voting members shall constitute a quorum at any general meeting. Once present, a quorum shall be deemed present until the meeting is adjourned.

ARTICLE VI - AMENDMENTS

Section 1. The Executive Committee may adopt a resolution to alter, amend or repeal the Bylaws of the AICC which shall be effective only when submitted to a vote at a meeting of the voting members and approved by the affirmative vote of at least two-thirds of members present, in person, or by proxy at such meeting.

ARTICLE VII - ORGANIZATION

Section 1. Subcommittees, Work Groups and AICC Guideline & Recommendation Releases

- (a) The AICC executive committee shall, when it considers it necessary, establish subcommittees and working groups to deal with specific items of business within the scope of the AICC. The AICC executive committee shall approve the subcommittee chair. The subcommittee is comprised of the subcommittee chair and any active participants. Official subcommittee decisions are based on a simple majority vote of AICC voting members.
- (b) AICC or its Chair may delegate tasks and assign priorities to subcommittees reporting to AICC.
- (c) All subcommittees will submit to AICC a program and completion schedule for each task assigned. AICC or its Chair will review periodically such schedules.
- (d) Upon completion of such tasks, report of action taken and copies of recommendations made shall be forwarded to the Chair for review prior to

presentation at a meeting or for a vote by AICC members to publicly release such reports.

- (e) An opportunity will be provided to include a minority report which may be submitted as part of the full recommendation report should a member or members request this in writing from the AICC Chair.
- (f) A “working group” in a given specialized subject area may be established by a subcommittee chair with a leader and selected minimum representatives designated by AICC.
- (g) All AICC subcommittee or work group projects shall be scheduled for completion and termination within a definite time period, unless otherwise stated.
- (h) In cases where industry recommendations or guidelines are requested or promoted by a subcommittee, AICC will circulate draft AICC Guidelines and Recommendations (“AGR”) to all AICC members and request a reply by a specified date. The subcommittee chair will review all comments and suggestions from members, finalize the report and forward the reply to the AICC Administrator for transmittal to the AICC members. In controversial issues, the Chair of the AICC may consider it advisable to appoint a special panel to evaluate member comments and prepare a reply for transmittal to the appropriate entity. All AGRs or other reports or documents will be approved by two-thirds of AICC voting members prior to publication and release.

Section 2. The Executive Committee may appoint persons to provide technical and administrative support to the AICC. These persons serve at the pleasure of the Executive Committee. They should be neutral parties with no potential financial or personal stake in the outcome of any AICC decision. While these support persons will participate in ongoing discussions, they do not have voting privileges either in subcommittees or in the AICC overall.

ARTICLE VIII - FISCAL YEAR

The fiscal year of AICC shall be from June 1 to May 31.