

CONCORDIA RES PARVAE CRESCENT



INTERNATIONAL HELIDECK REGULATORS ASSOCIATION

CODE OF RULES

Version 1.0 / Dated 28.06.2016

VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	IHRA Active Membership	-	IHRA Executive Committee	28. 06. 2016	Initial of IHRA Association

The latest version of this document is available in electronic format at www.ihra.international.

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ARTICLE I.

I. 1. Name of Association

The name of this association shall be the “INTERNATIONAL HELIDECK REGULATORS ASSOCIATION” also referred to as “IHRA”. It is an Association, established under the law of United Kingdom.

I. 2. Motto of Association

Motto of IHRA Association is:

CONCORDIA RES PARVAE CRESCENT – WORK TOGETHER TO ACCOMPLISH MORE.

ARTICLE II.

II. 1. Purpose of Association

II. 1.1. The main Goals and Objectives of the INTERNATIONAL HELIDECK REGULATORS ASSOCIATION (IHRA) are particularly:

- Training and Certification of the Helideck Service Technicians.
- Certification of the Helideck Services related Equipment.
- Advisory Service for Members for Administration, Communication, Services Certification.
- Support services for Members for Helideck Related Issues.
- Providing a System of beneficial Cooperation among Association Members.
- Production of unique products for Members Marketing and Operational Use.
- Publication of Newsletter “H Guild” and other IHRA Publications.
- Providing updated information on latest Measuring Equipment, Software and Testing Methods.
- Operating Helideck Services Database Recording System “HELIBase” App.
- Organizing International Helideck Regulators Association Conference and Events.

II. 1.2 IHRA is a non profit organization and offers global services in standardization, testing and inspections, system assessment, product certification, training and advisory services. IHRA assists Helideck Related Organizations ‘Make Perfection A Habit’ – WORLDWIDE. IHRA’s focus is to enable other’s to perform better, our Motto is simply our Philosophy “Work Together to Accomplish More – Concordia Res Parvae Crescent “. IHRA has taken aim to work with regulatory bodies around the world and provide a system to comply with International Civil Aviation Organizations, building close relationships with United Kingdom Civil Aviation Authorities, National Civil Aviation Authorities and Offshore Helicopter Operators.

ARTICLE III.

III. 1. Type of Membership

- IHRA FULL MEMBERSHIP (IFM)
Companies providing or dealing directly with CAP Compliant Services.
- IHRA ASSOCIATED MEMBERSHIP (IAM)
Companies involved in other aspect's of the industry.
- IHRA INDIVIUDUAL MEMBERSHIP (IIM)
Freelance IHRA Membership for Individuals.
- IHRA HONORARY MEMBERSHIP (IHM)
IHRA Official Invitation Only.

III. 2. Conditions of Membership Acceptance

III. 2.1. 3.2.1 IHRA reserves the right to accept or reject candidates for the Membership on the basis of verifying the individual/company identity and scope of business by the IHRA Membership Committee. Official Members are fee paying members who have requested affiliation with IHRA and who have been accepted by the IHRA Executive Committee. Annual Membership Fee for each Membership Category Type is proposed by IHRA Executive Committee and agreed by two-thirds vote of IHRA Board Members on IHRA Annual Meeting.

III. 2.2. Honorary Membership in IHRA (IHM) is granted by two-thirds vote of the IHRA Executive Committee to any person who has done valuable service and promotion of IHRA.

ARTICLE IV.

IV. 1. Officers and Advisors

IV. 1.1. Definition and Structure:

a/ IHRA Board Members shall include:

- President
- Vice-President
- Past-President
- Treasurer
- Secretary

b/ IHRA Executive Committee shall include the following voting members:

- IHRA Board Members
- IHRA Committee Chairs
- The Immediate Past-President of the IHRA

c/ IHRA Executive Committee shall include the following ex-officio, non-voting members;

- IHRA Advisor
- IHRA Appointees

IV. 1.2. Qualifications:

a/ A. Only Official Members may hold an office. The President, the official designee to the IHRA Board Members or IHRA Executive Committee, must be a fee paying member of IHRA.

b/ B. IHRA Board Members shall serve a term of one year beginning on July 1st annually. No member shall be eligible to serve more than three consecutive terms in the same office, unless approved by a two-thirds vote of the IHRA Active Membership.

c/ C. Vacancy in an office occurring during the term shall be filled by appointment by the IHRA Executive Committee. The selected officer shall hold office for the remainder of the term to which appointed. The incomplete term shall not apply towards any applicable term limits for the position.

d/ D. Powers and Duties: All IHRA Association Officers shall perform their duties prescribed by bylaws and by the Board Authority. These duties include:

- President: Shall have general and active management of the Association, preside over meetings of the Association and govern the general activities of the Association.
- Vice President: Shall in the absence of the President, perform the duties and exercise the powers of the President.
- Treasurer: Shall be responsible for the fiscal administration for the Association rosters and correspondence on behalf of the Association.
- Secretary: Shall take minutes at Association meeting, , maintain official Association rosters and other correspondence on behalf of the Association.
- Past President: Shall chair the IHRA Nominations Committee, etc.
- Committee Chairs: Shall fulfil the stated purpose of their committee and govern committee's personal and related activities.

IV. 1.3. Removal:

a/ IHRA Board Members or IHRA Executive Committee Members can be removed for failure to fulfil the duties of their office by two-thirds majority of quorum of the IHRA Executive Committee.

ARTICLE V.

V. 1. Provision of IHRA Administration Headquarters (IAHQ)

V. 1.1. The INTERNATIONAL HELIDECK REGULATORS ASSOCIATION, will appoint one of the IHRA Full Membership Members (IFM) as an IHRA ADMINISTRATION HEADQUARTERS (IAHQ) for a performance period of three years. This IAHQ appointed IFM member will be responsible for full Organisation, Communication, Administration and Certificate Issuance as per ARTICLE 2.1. Purpose of Association) to IHRA Association Member operations worldwide. This administration performance responsibility will be moved after three years period to another IFM Member.

a/ Only Official IFM members may hold an IHAQ. The Company must be a fee paying IFM Category Member of IHRA.

b/ IHAQ appointed IFM Member shall serve terms of three years, beginning on July 1st annually. No member shall be eligible to serve more than one consecutive term as IHAQ, unless approved by two-thirds vote of IHRA Executive Committee.

c/ IHAQ appointed IFM member services will be refunded according to the valid IHRA Services FEE List, approved by two-thirds vote of IHRA Executive Committee.

V. 1.2. Removal:

a/ IHAQ appointed IFM member can be removed for failure to fulfil the duties by a two-thirds majority of quorum of the IHRA Executive Committee.

ARTICLE VI.

VI. 1. Elections

VI. 1.1. Procedures:

a/ Elections shall be held at least one month prior to the end of the fiscal year, June 30th on IHRA Annual Elections. Any official Member may nominate a candidate for office and winners are declared with a margin of 50% of the votes cast, plus 1 (one). Recall elections can be called by a two-thirds vote of the IHRA Active Membership.

b/ Election and appointment of IFM Member for the next three year period as IHAQ has to be held six months prior to starting official engagements as IHAQ. The Elected and Appointed IFM member will be declared with a margin of 50% votes cast, plus one. Recall elections can be called by a two-thirds vote of IHRA Active Membership.

c/ The Past President and IHRA Nominations Committee shall prepare IFM Members to be approved upon vote of membership.

VI. 1.2. Special Elections and Appointments:

a/ Vacancy in an office occurring during a term shall be filled by appointment by the IHRA Executive Committee.

ARTICLE VII.

VII. 1. Meetings

VII. 1.1. Annual Meeting(s):

a/ The Association will hold a minimum of one IHRA Annual Meeting. IHRA Executive Committee will determine the time, date and place, and notify all active members, at least 10 working days in advance.

VII. 1.2. Special Meeting(s):

a/ Special Meetings may be called by the IHRA Executive Committee or on written petition of at least 10% of the IHRA Active Members. If a special meeting is called by petition, the members so petitioning must bear all costs. The purpose of the special meeting must be stated as part of the petition or resolution of the Committee, and must be included in the notice of the meeting. All active members and the IHRA Executive Committee must be notified of the special meeting at least 10 working days in advance. IHRA cannot transact any business at the special meeting other than the business for which it was called.

VII. 1.3. Quorum:

a/ Quorum for meetings and elections shall be a minimum of 3 (three) Officers and 5 (five) Voting Members. Active Members may vote on matters presented at the annual or special meetings in person or by written proxy. IHRA Executive Committee may issue Rules and Regulations concerning proxies.

ARTICLE VIII.

VIII. 1. Committees

VIII. 1.1. Standing Committees:

a/ IHRA Executive Committee is a standing committee of the Association and comprised of the members outlined in Article IV, Section IV. 1.1 /b. The IHRA Executive Committee will meet at least twice a year to carry out the purpose of the Association and quorum shall be set at three voting members.

b/ IHRA Nominations Committee is a standing committee of the Association and chaired by Past President of the Association and will prepare a list of Officers to vote for at the IHRA Annual Elections.

VIII. 1.2. Committees

- a/ IHRA Membership Committee (Accepting or Rejecting candidates for Membership)
- b/ IHRA Aviation Committee (Overall Aviation issues, Helicopter Pilots, HLO, etc.)
- c/ IHRA Engineering Committee (Overall Engineering and Technical issues)
- d/ IHRA Communications Committee (Webmastering, Newsletter, Events organization, etc.)

VIII. 1.2. The President, may create other committees as necessary to carry out the purpose of the IHRA Objectives.

ARTICLE IX.**IX. 1. Finances****IX. 1.1. Fiscal Year:**

a/ The fiscal year for the IHRA runs from July 1 of each year until June 30th of the following year. IHRA Executive Committee (Treasurer) must submit financial report of last fiscal year and proposed IHRA Annual Budget to the Association by June 1st of each year. Annual Budget must be agreed by two-thirds vote of IHRA Active Membership, by July 1 of each year.

IX. 1.2. Funding:

a/ IHRA goals, objectives and programs may be funded through a variety of sources including but not limited to; grants, fees from events, donations to the Association, shares from activities and approved development activities.

ARTICLE X.**X. 1. Amendments****X. 1.1. Amendments / Additions**

a/ Amendments or Additions may be made to the Code of Rules by a three-fourths vote by IHRA Active Membership Members.

X. 1.2. Attachments

a/ Attachments may be made to the Code of Rules by a three-fourths vote by IHRA Active Membership Members.

Adopted 28.06.2016

GLOSSARY OF TERMS AND ABBREVIATIONS

Term / Abbreviation	Explanation
IHRA; (IHRA)	International Helideck Regulators Association
IHRA FULL MEMBERSHIP (IFM)	Companies providing or dealing directly with CAP Compliant Services.
IHRA ASSOCIATED MEMBERSHIP (IAM)	Companies involved in other aspect's of the industry.
IHRA INDIVIUDUAL MEMBERSHIP (IIM)	Freelance IHRA Membership for Individuals.
IHRA HONORARY MEMBERSHIP (IHM)	IHRA Official Invitation Only.
IAHQ; (IAHQ)	IHRA Administration Headquarters; Voted (IFM) member, responsible for full Organisation, Communication, Administration and Certification issues (as per ARTICLE II. 1. Purpose of Association) for the period of 3 (three) years.
IHRA Board Members (5)	President, Vice-President, Past-President, Treasurer, Secretary.
Committee Chairs of the IHRA (5)	Chairman of each existing Committees.
IHRA Executive Committee (10)	Standing committee of the Association comprised of the members outlined in Article IV, Section IV. 1.1 b.
IHRA Nominations Committee (0 / Past-President) +	Standing committee of the Association and chaired by the Past-President of the Association preparing a slate of Officers for vote.
IHRA Membership Committee (1) +	Accepting or rejecting candidates for the Membership on the basis of verifying the individual / company identity and scope of their business.
IHRA Aviation Committee (1) +	Overall Aviation issues, Helicopter Pilots, HLO, etc.
IHRA Engineering Committee (1) +	Overall Engineering and Technical issues.
IHRA Communications Committee (1) +	Webmastering, Newsletter, Events organization, etc.
IHRA Active Membership (x)	All active Association members having voting rights.
IHRA Executive Committee Advisor (xn)	Non-voting Association member.
IHRA Executive Committee Appointee (xn)	Non-voting Association member.
IHRA Annual Elections (yearly)	Board / Chair Officers Annual Elections.
IHAQ Elections (every 3 years)	(IFM) member elections to be appointed as (IAHQ).
IHRA Annual Meeting (min. one per year)	Minimum one Meeting per Fiscal Year (Annual Budget, Member. Annual Fees, Service Price List, etc.)
IHRA Annual Budget (yearly)	Financial Budget for coming Fiscal Year.
IHRA Membership Annual Fee (yearly)	Annual Fee for each category type of Membership.
IHRA Services Price List (yearly)	Price List of IHRA Services provided by (IAHQ).