

**Terms of Reference for the
Aero Club of South Africa's
Approved Persons
Technical Committee**

2011

Two handwritten signatures or initials are located in the bottom right corner of the page. The one on the left is a circular mark with a signature inside. The one on the right is a more complex signature with a small number '1' written below it.

1. Name of the Committee:

The name of the Committee is the Aero Club of South Africa's Approved Persons Technical Committee.

2. Definitions:

"AeCSA" means the Aeroclub of South Africa.

"ARO" means Aviation Recreation Organisation.

"CAA" means South African Civil Aviation Authority.

"Chairperson" means the chairperson of the Committee.

"Committee" means the Aero Club of South Africa's Approved Persons Technical Committee.

"DCA" means the director of civil aviation;

"General Manager" means the General Manager of the Aeroclub of South Africa.

"Member" means a member of the Committee appointed by relevant Aero Club of South Africa's sections.

"MOP" means Manual of Operations and Procedures.

"Proposal" means a written proposal submitted to the board of the Aero Club of South Africa for introduction into, amendment to, or withdrawal from, the current Committee's Manual of Operations and Procedures (MOP) or Civil Aviation Regulations (CAR's) and or Civil Aviation Technical Standards (CAT's).

"RAASA" means the Recreational Aviation Administration of South Africa.

"Secretary" means the person elected or appointed to perform the secretariat duties for the Aero Club of South Africa's Approved Persons Technical Committee.

3.1 Establishment of the Committee

A duly recognised committee to represent the interests of the AeCSA's Approved Persons Scheme, to deliberate on operational and legislative provision, and to advise the appropriate authority, as well as the members of the scheme, is established in terms of a vote of the board of the Aero Club of South Africa and will operate as an ARO with its own MOP.

The Committee will concern itself primarily with the application of the regulations provided in part 66 of the Civil Aviation Regulations.

3.2 Election of the Chairperson

Candidates for the position of chairman will be nominated by any member of the committee and this nomination will be seconded by a member of the committee and submitted to the General Manager of AeCSA.

The Committee will then vote and the candidate with the most votes will become the duly elected chairman and hold office for a period of not less than 2 years.

The chairman does not need to represent any particular ARO or section.

4. Status of these terms of reference

These terms of reference shall constitute the rules and procedures for the functioning of the Committee.

5. Objectives of the Committee

5.1 The Committee has been established by the Aero Club of South Africa for purposes of deliberating on proposals submitted to the Committee for the amendment, withdrawal or introduction of regulations or technical standards relating to technical standards, safety and conducting approvals of aircraft used for sport and recreation.

5.2 The Committee shall be responsible for advising the Aero Club of South Africa and its' relevant sections, RAASA and the CAA on proposals to:

- I. Introduce, amend or withdraw any regulations or technical standards.
- II. Enhance or address matters relating to technical safety and development of the Aero Club of South Africa's Approved Persons MOP, maintaining the MOP and therein the ARO status of the once attained of Aero Club of South Africa's Approved Persons Scheme.
- III. Amend or modify the ethics policy applicable to Approved Persons

5.3 The Committee shall concern itself with the application and development of ethics and discipline of natural persons which are members of the AeCSA in matters pertaining to maintenance of aircraft that are worked on by members as part of the Aero Club of South Africa's Approved Persons Scheme.

6. Membership

6.1 The relevant sections with current ARO's may appoint any two (2) natural persons, one being the primary and the other the alternate representative, that are current members of AeCSA to represent their interests and serve on the committee provided that they possess the necessary aviation and technical and knowledge.

6.2 Ex- officio representatives from the relevant authorities may also be included at the discretion of the committee.

6.3 Notwithstanding the above, additional members can be co-opted by the committee for specific purposes but will have no voting rights.

- 6.4 All the members of the said Committee may attend and participate in meetings which include the right to vote on matters, provided that an organisation that is represented at the Committee shall have only one vote regardless of the number of representatives.
- 6.5 The primary representative member who cannot attend a specific meeting will give the secretary or the chairperson, notice of this prior to the meeting and where necessary send the alternate whom will attend to represent on his or her section's behalf.
- 6.6 The chairperson may allow observers to attend meetings of the Committee, but such observers will not have the right to participate in the proceedings of the meeting, except with the permission of the chairperson.
- 6.7 The Committee shall keep a register of all members of the Committee. The sections chairpersons will ensure that the General Manager of AeCSA is advised in writing of the official representatives in January of the calendar year in which they are to serve. This documentation will be kept on file at the AeCSA offices

7. Meetings of the Committee

- 7.1 Meetings of the Committee shall be held as and when required. Meeting frequency shall be determined by the chairperson. Members of the Committee shall be notified at least two (2) weeks in advance of the non scheduled meeting and normally as indicated in the minutes of the last meeting.
- 7.2 In the absence of a chairperson, the members present shall elect a person to preside at that meeting.
- 7.3 Resolutions of the Committee, with regard to a decision on a proposal discussed shall be passed by a simple majority of voting members present in any meeting. In the event of an equal vote by representatives, the chairperson shall have the casting vote.
- 7.4 A quorum shall be established when at least the chairperson plus representatives from any three (3) of the sections with ARO status are present at a scheduled meeting.
- 7.5 In the event of a quorum not being established at a scheduled meeting, the meeting shall continue, provided that any decision taken by the members present shall not have any legal or binding effect until ratified by a properly constituted meeting thereafter.

8. The secretariat of the Committee

- 8.1 The Committee shall elect a suitable person to provide the secretariat duties of the Committee and to fulfil its administrative functions.
- 8.2 Minutes of all meetings and resolutions shall be kept at AeCSA offices.
- 8.3 Minutes shall be available within four (4) weeks following a meeting.

9. Procedures for the submission, processing and considering proposals

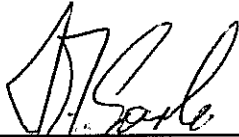
- 9.1 On receipt of proposals sent in for deliberation from any AeCSA member, the chairperson shall place these on the agenda at the next meeting. New agenda items must be received 2 weeks prior to the meeting date unless accepted by the chairperson at his or her discretion.
- 9.2 The secretary will ensure that the Aeroclub is advised and will ensure that the past minutes and the current agenda are disseminated to all committee members 1 week prior to the meeting.
- 9.3 The Committee shall discuss such proposals and the committee may make recommendations –
 - 9.3.1 that the proposal be rejected and be referred back to the proposer with reasons therefore; or
 - 9.3.2 that the proposal be accepted and actioned.
- 9.2 If so directed by the chairperson, the proposer may be requested to give a short presentation on the proposal at the Committee meeting to clarify certain issues.
- 9.3 The secretary shall as soon as possible, submit the proposals if necessary together with any supplementary information received to the relevant authority for further actions as may be required.
- 9.4 The Committee shall submit to the Aero Club of South Africa secretary any final proposal, as well as any minority view for discussion at a subsequent meeting, in the relevant format if necessary. The chairperson of the Committee shall present or nominate a suitable person from the committee to present to the Aero Club of South Africa's board, a summary of the discussions in the Committee.
- 9.5 No oral submission on a proposal to the Committee will be permissible.
- 9.6 If inputs of a highly specialized nature are required by the Committee, it may constitute a workgroup, consisting of members who can furnish such inputs, and who will be required to report back to the Committee.

9.8 in the event that a proposal affects a specific group, experts in their respective fields may, with the consent of the chairperson, be called upon to present a specific case. Such participation shall be on an *ad hoc* basis, and shall not entitle the experts to membership or voting rights in the Committee meeting.

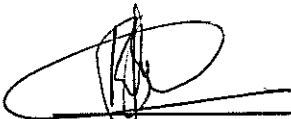
10. Alteration of terms of reference

These terms of reference are developed and approved by the Aero Club of South Africa and shall not be altered or amended without the approval of board of the Aero Club of South Africa

Accepted in the meeting dated 1 day of June 2011



Name: Jeff Earle
Chairperson: the Aero Club of South Africa



Name: Kevin Storie
GM: the Aero Club of South Africa

