

**THE INTERNATIONAL SOCIETY OF AIR SAFETY  
INVESTIGATORS**

**ISASI**

**BYLAWS**

Revised 2007

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## **BYLAWS PREAMBLE**

The INTERNATIONAL SOCIETY OF AIR SAFETY INVESTIGATORS was originally incorporated under the laws of the District of Columbia, Washington, DC, USA on August 31, 1964, as the SOCIETY OF AIR SAFETY INVESTIGATORS. Amended Articles of Incorporation dated October 11, 1978 include the name change to the INTERNATIONAL SOCIETY OF AIR SAFETY INVESTIGATORS and are the effective Corporate Charter of the Society.

The Society is an international non-profit organization dedicated to the advancement of air safety investigation through the exchange of ideas, experiences and information acquired in aircraft accident and incident investigation. The official motto of the Society is – “Safety Through Investigation”.

### **ARTICLE I General**

#### **1.1 Name**

The name of this organization is “THE INTERNATIONAL SOCIETY OF AIR SAFETY INVESTIGATORS”. The official abbreviation is ISASI and the organization will hereinafter be referred to as ISASI.

#### **1.2 Definition of Name**

An “Air Safety Investigator” is a person who is or has been actively engaged in the investigation of aircraft accidents or incidents or in accident prevention activities designed to identify, eliminate or control aviation hazards before they result in accidents or incidents.

#### **1.3 Official Seal**

The official seal will be kept in the custody of the Secretary of ISASI.

#### **1.4 ISASI Emblem**

The official ISASI emblem is:



#### **1.5 Motto**

The official motto of ISASI is: “SAFETY THROUGH INVESTIGATION”

## **ARTICLE II Purpose and Objective**

### **2.1 Purpose**

ISASI is organized to promote the development and improvement of aviation accident and incident investigation as well as to enhance aircraft accident prevention activities.

### **2.2 Objective**

In furtherance of the purpose, ISASI shall endeavor to:

2.2.1 Promote international understanding by providing for professional education through lectures, displays and presentations and by the free exchange of information concerning development and improvement of aircraft accident and incident investigation. This will include holding Chapter, National, Regional and International meetings and seminars.

2.2.2 Enhance aviation safety through the continuing development and improvement of investigation techniques.

### **2.3 The International Civil Aviation Organization (ICAO)**

ISASI pledges its support to ICAO in its role in aircraft accident investigation and prevention.

### **2.4 Other International Organizations**

ISASI will cooperate with such other international organizations as shall be approved by the International Council for the purpose of furthering the mutual interests of the members of ISASI. To this end the International Council may enter into a reciprocal agreement of mutual cooperation with such an approved organization.

### **2.5 Political Activities**

No member or other person may represent ISASI without the written permission of the ISASI International Council.

## **ARTICLE III Membership**

### **3.1 Eligibility**

Individuals of all nations shall be eligible to join ISASI in the membership classification for which they qualify.

3.1.1 Application for membership in ISASI must be in writing. All applicants shall state and agree that, if accepted for membership, they will comply with the Bylaws, rules, regulations and Code of Ethics and Conduct of ISASI. They shall

also agree that, if for any cause their membership in ISASI shall terminate, their rights, title and interest in or to ISASI shall cease.

- 3.1.2 Individuals and organizations shall be admitted to membership in ISASI in accordance with the regulations established in the Bylaws.
- 3.1.3 Each National or Regional Society, or Local Chapter, may accept applications and monies from prospective members of their organizations. They shall review the applications and forward them, along with their recommendations and membership classification, initiation fees and dues, to ISASI for acceptance. The Membership Chairman will ensure that the applications are processed and that the appropriate identification card, certificate and lapel pin are forwarded to the member on acceptance.
- 3.1.4 Members may limit their membership to ISASI only and thus forego Regional, National or Local Chapter affiliation, where applicable.
- 3.1.5 If a non-resident of an area wishes to become a member of a National or Regional Society in that area, acceptance of his/her application is a matter for that National or Regional Society in accordance with its own policy and Bylaws.

### **3.2 Classes of Membership**

Membership in ISASI comprises nine classes as follows:

- 3.2.1 *Life Member*-A modification to the member's basic membership class upon achieving the age of seventy (70) years, following at least five (5) years' continuous membership prior to eligibility.
- 3.2.2 *Charter Member*-A member or Corporate Member whose initial membership date in the Society of Air Safety Investigators predates June 30, 1965.
- 3.2.3 *Honorary Member*-Any person, not a member of ISASI, who has made an outstanding contribution to aviation safety or accident investigation.
- 3.2.4 *Fellow*-An elected senior membership class established to recognize extraordinary professional achievement and contribution to ISASI.
- 3.2.5 *Member*-A professional membership class requiring at least 3 years' active experience as an air safety investigator.
- 3.2.6 *Associate Member*-A professional membership class for Air Safety Investigators who do not yet fulfill the requirements for Member.
- 3.2.7 *Affiliate Member*-A public, non-professional membership class for persons who support ISASI's goals and objectives.

3.2.8 *Student Member*-A membership class for students who support ISASI's goals and objectives.

3.2.9 *Corporate Member*-Any organization which has an interest in the safety of flight.

3.2.10 Complete, detailed criteria for eligibility for the various classes of membership are established by the ISASI International Council and published to the membership whenever changes are enacted. They are also published in the Council's Policy Manual, as well as in an Amendment to ISASI's Application for Membership.

### **3.3 Eligibility for Office**

Members who are in good standing are eligible for election as Officers or Councilors of ISASI. Associate Members, Affiliate Members, Honorary Members and Corporate Member representatives are not eligible for positions as Officers or Councilors of ISASI.

### **3.4 Voting rights**

All members in good standing, except Affiliate Members, Student Members, Honorary Members, Corporate Members, and Life Members whose class is Affiliate, Honorary or Corporate, shall be entitled to vote.

### **3.5 Waiver of claim**

Any individual or corporation, who or which ceases to be a member for any cause, shall be deemed expressly to have waived all further right, title and interest of membership, and also expressly to have waived all claims to recover fees or charges paid to ISASI. By application for membership, each member expressly agrees to such waiver of claims.

### **3.6 Reprimand, suspension or expulsion**

A member of ISASI shall be subject to reprimand, suspension or expulsion by the International Council for unethical professional behavior contrary to the Code of Ethics and Conduct of ISASI. This shall be accomplished by majority vote of the Council.

## **ARTICLE IV Initiation Fees, Dues and Assessments**

### **4.1 Initiation Fees**

The initiation fee for Members, Associate Members, Affiliate Members and Corporate Members shall be determined by the International Council.

### **4.2 Dues**

Members of all classes, except Honorary and Life Members, shall pay annual dues on or before the first day of January each year. The annual dues shall be determined by the International Council.

### **4.3 Additional Assessments**



Additional assessments, if required by unusual circumstances, may be levied by the International Council.

#### **4.4 Contributions**

In addition to the payment of annual dues and assessments, any member may make special contributions or gifts of money or property to ISASI provided the acceptance of such a gift is approved by the Council.

#### **4.5 Fiscal year**

The fiscal year of ISASI is the calendar year.

#### **4.6 Collection of dues and assessments**

The International Council has the final responsibility for establishing and maintaining the policy relating to the collection of dues and assessments. However, when such action is desirable, the Council may delegate one or more National or Regional Societies the authority to collect monies owed to ISASI. This authority may be revoked at any time by the Council when such action is considered to be in the best interest of ISASI.

### **ARTICLE V International Council**

#### **5.1 General**

The Governing body of ISASI shall be known as the International Council, referred to herein as the Council. It shall comprise a five (5) member Executive and a number of Councilors. The Executive shall be made up of the President, Vice President, Treasurer, Secretary, and Executive Advisor. The Executive Advisor will be the immediate Past President. There shall be one Councilor for each Regional Society. In addition there shall be one International Councilor representing those members who are not members of any National, Regional or Local Chapter organization.

#### **5.2 Elections and Appointments**

The President, Vice President, Treasurer and Secretary shall be elected biennially. A ballot shall be made available to the eligible voting membership upon the closing of nominations. A minimum of sixty (60) days shall elapse between the opening and closing of the voting period. The Executive Advisor shall be the immediate past President in accordance with 5.1 of this Article. The members of the Executive shall serve a two year term or until their successors are qualified and appointed.

5.2.1 National or Regional Councilors - National or Regional Councilors shall be appointed for a period of two years. The procedure for selecting these Councilors shall be left to the discretion of each National or Regional Society provided that such procedure is consistent with the ISASI Bylaws

5.2.2 International Councilor - The office of International Councilor shall be filled by a biennial election. A ballot shall be made available to the eligible voting membership upon the closing of nominations.

### **5.3 Term of Office**

All members of the International Council shall hold office for a period of two years. In the event an unpredicted vacancy occurs, such vacancy shall be filled for the remainder of the term by the Council acting in a manner it considers most appropriate to the circumstances. All members of the Council shall serve terms which begin and terminate simultaneously every two years.

### **5.4 Meetings**

Meetings of the International Council will be held at regular intervals at a time and place designated by the President. Members of the Council are to be notified at least thirty (30) days prior regarding the time and place of the meeting. Special Meetings may be called by the President, or by twenty (20) percent of the voting membership, or by a majority of the International Council. Notice of Special Meetings shall be given at least fifteen (15) days prior to the said meeting.

### **5.5 Remuneration**

No member of ISASI shall receive or accept a salary or other form of remuneration for work performed for or on behalf of ISASI except as authorized by the International Council. However, actual and reasonable expenses incurred by Councilors, Officers, Representatives and Employees while on ISASI business, dependent on the nature of such business shall be reimbursed by ISASI. Prior approval for such expenditures must be obtained from the President and the International Council.

### **5.6 Availability of Minutes**

Minutes of International Council meetings shall be retained in the ISASI office and available for inspection by members. Copies of minutes shall be available to Council members in accordance with Council policy.

## **ARTICLE VI Organization**

### **6.1 Headquarters Location**

The Headquarters of ISASI shall be located in the greater metropolitan area of Washington, District of Columbia, United States of America.

### **6.2 Organization**

The ISASI will consist of the International Council, National and Regional Societies, Local Chapters, individual members and Corporate Members.

- 6.2.1 National and Regional Societies- A National Society shall represent members from one country. A Regional Society shall represent members from several countries of one region in the world. With International Council approval, a National or Regional Society comprising at least two (2) Local Chapters, may be organized without a National or Regional Executive. Applicants for a National or

Regional Charter must submit a Constitution and/or Bylaws compatible with and providing for compliance with the ISASI Bylaws.

6.2.2 Local Chapters-Subject to the approval of the responsible National or Regional Society or the International Council, a Local Chapter may be organized and chartered in any geographic area where there is no other chapter within a radius of eighty (80) kilometers or fifty (50) miles. Applicants for the formation of a Local Chapter must submit to the responsible organization a Constitution and/or Bylaws compatible with and providing for compliance with the ISASI Bylaws.

## **ARTICLE VII Government**

### **7.1 Supervision of Policy**

The International Council shall establish the policies and supervise the management and control of ISASI affairs, funds and property.

### **7.2 Policy Approval**

At least half the members of the International Council or their proxies shall be required for a quorum at any meeting of the Council.

### **7.3 Responsibilities of the President**

The President shall represent ISASI at official functions, he/she shall preside at all annual and special conferences and at all meetings of the International Council. While coordinating the activities of ISASI he/she shall carry out the policies of the Council. He/She shall be a non-voting member of the International Council except he/she shall cast a vote in case of a tie. He/She shall not be a member of the Nominating Committee. He/She shall be a non-voting member of all other committees, except he/she shall be permitted to vote in case of a tie. He/She shall be responsible for the selection of ISASI representative's at all external meetings.

### **7.4 Responsibilities of the Executive Advisor**

The Executive Advisor shall serve in a consultant capacity, such that the Council may benefit from his/her experience as immediate past President. The Executive Advisor shall be a voting member of the Council.

### **7.5 Responsibilities of the Vice President**

The Vice President shall perform the duties of the President in the absence or disability of the latter. In the case of a vacancy in the office of President by death, resignation or any other reason, the Vice President shall assume the duties of the President until a successor is chosen.

### **7.6 Responsibilities of the Treasurer**

The Treasurer shall maintain records of the financial affairs of ISASI, and shall receive, disburse and invest ISASI funds in accordance with the financial policy and procedures established by the Bylaws and the International Council. The accounting system used shall conform to modern accounting practices. The Treasurer shall present a biannual

financial report to the Council. The General Ledger and other accounting shall be inspected by a firm of Certified Public Accountants and the ISASI State and Federal Tax returns prepared by the same firm. The Treasurer shall furnish, at the expense of ISASI, a fidelity bond approved by the Council.

### **7.7 Responsibilities of the Secretary**

The Secretary shall function under the jurisdiction of the President in carrying out the policies of the International Council. He/She shall act as custodian of the ISASI documents, contracts and general records other than those required to be kept by the Treasurer. He/She shall be responsible for keeping minutes of meetings of the Council. The Secretary shall ensure that elections are conducted in compliance with section 5.2. The Offices of Secretary and Treasurer may be combined at the discretion of the Council.

### **7.8 Responsibilities of the Councilors**

National and Regional Councilors are either appointed by their Society or elected by their Local Chapter membership as indicated in Article 5.2.1. The International Councilor is elected by the remaining unrepresented membership of the ISASI. Each of the above Councilors has a vote on the International Council.

### **7.9 Budget**

On or before the beginning of each fiscal year, the Council shall prepare and approve a budget based on estimated income and expense for the ensuing year. Additional limitations and policy will be defined by the Council.

### **7.10 Deposits**

All ISASI funds shall be deposited to the credit of ISASI in such banks, trust companies, or other depositions as the Treasurer may select.

## **ARTICLE VIII Committees**

### **8.1 General**

The President shall appoint Chairpersons of the committees listed below to implement the governance of ISASI, and to carry out its aims and objectives. The terms of service will be two years concurrent with the term of the President. The President shall be an ex-officio member of all committees except the Nominating Committee. The size and detailed responsibilities of each committee will be defined by the Council.

### **8.2 Membership Committee**

This committee shall review all individual and corporate applications for membership relating to eligibility and assignment of membership classification. Upon approval, they will execute appropriate certification processes and issue membership cards bearing the President's signature. The Membership Committee will review and act upon all member

requests for change in membership status and reinstatements. The committee will ensure that membership records are maintained.

### **8.3 Audit Committee**

A firm of Certified Public Accountants will make an annual inspection of the ISASI ledgers, books and accounts and render a report of their findings. No member of ISASI shall participate in the inspection. Upon receipt of the financial report from the CPA Firm, the Auditing Committee will review the report for adequacy and compliance with accepted fiduciary practices. On completion of this review they will submit their findings to the International Council.

### **8.4 Seminar Committee**

The Seminar Committee shall act to ensure the successful conduct of future seminars. It shall develop, clarify and standardize seminar guidelines, for approval by Council; assure proper agreements specifying what Local Seminar Committees and ISASI are obligated to do to comply with ISASI Policy and Seminar Guidelines; support the work of the Local Seminar Committee; assure timely post-seminar reports; and provide Local Seminar Committees with data support.

### **8.5 Nominating Committee**

The Nominating Committee shall consider the qualifications of candidates and prepare nominations for the officers to be elected. The Chairman of the Nominating Committee shall notify the Secretary of the names of such nominees, which shall be placed on the ballot. This committee shall also make recommendations of a general and non-binding nature to the incoming President regarding committee chairmen.

### **8.6 Ballot Certification Committee**

The Ballot Certification Committee shall review the results of the biennial election and report its findings to the International Council. The Committee shall also verify the integrity of the election process.

### **8.7 Board of Fellows**

The Board of Fellows shall review each application for election to Fellow of the Society. The Board of Fellows shall make its recommendation to the Council on the suitability of each applicant. In addition, the Board of Fellows shall continually review the conditions for the election to Fellow and make any recommendations for change.

### **8.8 Bylaws Committee**

The Bylaws Committee shall be responsible for reviewing the Bylaws of ISASI and recommending revisions to Council. In addition, the Committee shall review and consider all proposed amendments submitted to the Committee by any member in good standing.

### **8.9 Code of Ethics Committee**

The Committee shall be responsible for reviewing alleged member violations of the ISASI Code of Ethics. The Committee's processes and its findings in referred cases shall be confidential. The Committee shall also review other ethics and personal conduct matters as required, and report their findings to the President.

### **8.10 Special Committees**

The President may name special committees as necessary and the term for any special committee will end upon completion of the committee's specific assignment.

## **ARTICLE IX Meetings**

### **9.1 Annual Business Meeting**

The International Council shall, through the President, present at the Annual Business Meeting of members a report from the Vice President, Treasurer, Secretary, Councilors and the Chairmen of all Committees. This will include the Nominating Committee report in alternate years.

- 9.1.1 Installation of Officers-In an election year the installation of the ISASI Officers will be held at this meeting.
- 9.1.2 Location-ISASI shall hold an Annual Business Meeting at least once per calendar year and this will normally be held in conjunction with the ISASI Seminar unless otherwise determined by the Council; and in any event not more than fifteen months after the holding of the preceding Annual Business Meeting.

### **9.2 Special General Meeting**

Special General Meetings may be called at any time by the International Council or shall be called by the President upon receiving a written request from at least twenty-five percent of the voting membership. Notice in writing of each special meeting shall be mailed to all members at least thirty (30) days prior to the date of this meeting and shall state the purpose for which it is called. No business shall be discussed other than that for which the meeting was called.

### **9.3 Motions**

Every motion that shall come before an ISASI meeting, the International Council or any other committee, shall be decided by a majority of the votes cast, unless otherwise specified in these Bylaws.

### **9.4 Quorum**

Twenty percent of the voting membership or twenty-five (25) voting members whichever is less shall constitute a quorum at either annual or special meeting of the membership.

### **9.5 Meeting Attendance**

Attendance at educational meetings, seminar and technical presentations of ISASI shall be unlimited unless otherwise directed by the Council. Attendance at the Annual Business Meeting and Special Business Meetings shall be limited to ISASI membership.

#### **9.6 Responsibility for Statements**

All statements on behalf of ISASI must be authorized by the Council. The President or his/her appointed representative, are the only persons authorized to issue statements on behalf of ISASI. Statements made by speakers or authors are not to be construed as representing the opinion of ISASI. ISASI shall not be responsible for any statement or opinion given in papers or in discussions at meetings unless such statements have been authorized in writing by the ISASI International Council.

#### **9.7 Rules of Order**

Parliamentary rules as stipulated in the latest edition of “Roberts Rules of Order Newly Revised” shall govern all meetings when not in conflict with these Bylaws.

### **ARTICLE X Publications**

#### **10.1 Forum**

ISASI will publish an official publication called the “FORUM” with not less than three issues per year. Subscriptions to this publication will not be limited to ISASI members. Subscription rates for non-members will be determined by the International Council.

### **ARTICLE XI Rules of Policy and Procedure**

#### **11.1 General Policy**

The International Council may adopt such rules of policy and procedures as it may deem necessary in order to implement and carry out the authority conferred upon it under these bylaws.

#### **11.2 Bylaw Amendments**

These Bylaws may be amended, repealed or altered in whole or in part by a two-thirds (2/3) majority of the membership voting. Voting shall be by ballot made available to all eligible voting members. A minimum of sixty (60) days shall expire between the opening and closing of the voting period.