



PROFESSIONAL PILOT SOCIETY

Constitution, Memorandum of Association and Bye Laws

As on 14-Nov-2024

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MISSION STATEMENT

Emphasis on Professionalism Authority & Responsibility of The Pilot in Command:

Every Flight a Safe Flight, Safety First and Safety Last

Aim for harmonious relations between Employer and employee.

Fair, Just and Equitable treatment by Employers & Regulators.

Attempt to Foster positive Pilot-Pilot Management Relations.

Emphasis on Pilot Fatigue as a clear & present danger to a Flight.

Prevent victimization of pilots reporting Air Safety issues.

Aim for no penal action by Regulator & Employer on Voluntary Reporting of occurrences affecting Air Safety.

MEMORANDUM OF ASSOCIATION

1. NAME OF SOCIETY:

The name of the Society Shall be PROFESSIONAL PILOT SOCIETY herein after referred to as the PPS

2. REGISTERED OFFICE ADDRESS:

Laksh Farms, Manger - Dhouj Road, Village Manger, Faridabad, Haryana - 121004

3. WORKING AREA: HARYANA, INDIA

4. AIMS AND OBJECTS

- a) To promote the highest possible level of safety and security within civil aviation.
- b) To advise on all commercial, scientific, educational and technical matters relating to air transport.
- c) To work with other interested parties, including government and non-governmental bodies, individuals, and other organisations to maintain and improve standards within civil aviation.
- d) To advance the technical knowledge of members, potential members and the aviation industry and to provide training and learning opportunity to uphold the interests of members.
- e) To uphold the interests of members, improve their terms and conditions, regulate relations with heir employers and generally to assist them.
- f) To promote the rights of all members to be treated with dignity and respect regardless of any protected characteristic (including race, gender, gender identity, sexual orientation disability, age or religious belief).
- g) PPS is committed to protecting and advancing India's aviation growth, safety standards and operations. Positioning itself as a key component of the aviation quality control process through the development of relationships with Government, regulatory bodies and industry, PPS strives to ensure the views of India's professional pilots are considered in important safety and technical matters through Safety and Technical Committee of PPS divided into not more than nine Portfolios, including:
 - Flight Safety, Accident Prevention and investigation

- Human Factors and Human Performance
 - Legal, Professional and Government Affairs
 - Aerodrome and Ground Environment
 - Aviation Security
 - Aviation Medicine and Pilot Medical Status
 - any other speciality that PPS could require in future.
- h) To accept donation, grants, presents, gifts, and other offerings (in shape of movable and immovable properties) and the same shall be utilized for promotion of aims and objectives of the above association.
- i) To do such other things / acts / activities which are necessary and which may be incidental or conducive to the attainment of any of the object of the Association.
- j) To engage in campaign activity as appropriate in relation to the above.

RULES & REGULATIONS

1. NAME OF SOCIETY: The name of the Society Shall be PROFESSIONAL PILOTS SOCIETY (PPS)

2. MEMBERSHIP

Any Indian national pilot holding Indian CPL/ALTP or a license issued under ICAO Annex-1 is eligible to be a member of the Society. This includes Fixed, Rotary Wing, General Aviation, retired and unemployed pilots. They are eligible to apply by requesting PPS for an application for membership along with a joining fee of INR 1000/- (Rupee one thousand only).

3. MEMBERSHIP FEES & SUBSCRIPTION:

The Membership Fees and Subscription Fees shall be as under unless otherwise revised by the National Executive Body of the Association:

(a) Joining Fees : INR 1000/-

(b) Subscription Fees of Members (Annual)

Captain: INR 5,000/-

First Officer: INR 4,000/-

Retired/Unemployed pilot: INR 3,000/-

(c) Subscription Fees of Lifetime Membership: INR 1,50,000/-Lifetime (to be paid in 3 instalments at interval of 3 months totally within period of 9 months)

4. TYPES OF MEMBERS

At present there will be (3) categories of memberships i.e. Founding Members, Lifetime Members, General Members . The National Executive Body shall decide further different types of members in its Governing body meetings for this purpose. Membership fees, Subscription Fees and voting power of such members shall also be finalized in the same meeting.

5. TERMINATION OR CESSATION OF MEMBERSHIP

The National Executive Body of the Federation shall have the power to expel terminate a member and/or members, from the membership of the association, on the following grounds.

- a) On death,
- b) On written resignation,
- c) If found to be involved in any anti-social activities,
- d) If adjudged by any court of law to be a criminal offender or of unsound mind,
- e) If found guilty by means of anti-propaganda of aims and objects of the Association,
- f) If fails to pay the subscription of contribution for three months from due date,
- g) If has not attended three consecutive meetings without proper intimation,
- h) If disregards rules & regulations or disobey the decisions of Association.

NOTE: The decision of the Governing Body regarding the Termination from the membership of the Association, shall be Communicated to the member concerned.

6. GENRAL BODY DEFINED:

All the members of the Society will constitute the General Body of the Federation.. The Notice of General Body Conference (GBC) shall be given minimum 60 days in advance by the President And/or General Secretary.

7. METHODS TO ACHEIVE ITS AIMS AND OBJECTIVES:

In pursuit of its objectives, PPS may, at its discretion and so far, as permitted by law

- a) Issue suitable literature, publications and technical papers including an official journal.
- b) Promote and assist in securing legislations and regulations in the interests of members and the travelling public
- c) Co-operate with others in promoting the interests of employees in civil aviation including making contributions to charitable and benevolent institutions, supporting or participating in research studies, or incurring any other financial expenditure arising out of or in connection with the pursuit of any of PPS's stated Objective.
- d) Represent members in any negotiation and, where appropriate, give them and their dependants support including the provision of legal and financial assistance in India.
- e) Require members to observe PPS rules and regulations

- f) A member whose subscription is not overdue by more than one month has not been disciplined or punished or suspended in the preceding twelve months is deemed to be a Member in Good Standing.

8. INTERPRETATION OF RULES:

In the event of any question arising as to the interpretation of these Rules HEREUNDER, , or where the Rules are silent or make no provision in respect of any issue or matter the question shall be referred to the National Executive Body (‘NEB) whose decisions shall be conclusive and binding (and not subject to further right of appeal). Any determination by the NEB may be considered at the next Annual General Body Conference. (GBC).

9. ALTERATION TO RULES:

a) New Rules may be made, or any current Rule may be amended or rescinded, but only in accordance with a resolution passed at the GBC of delegates of the federation by 2/3rd majority by a BALLOT.

b) All statutory requirements shall be complied with all new Rules, amendments and rescindments, none of which shall take effect unless and until such requirements have been complied with and the necessary steps have been initiated to seek approval, consent or registration.

10. GOVERNANCE OF PPS AT NATIONAL LEVEL

STRUCTURES RESPONSIBLE FOR GOVERNANCE:

PPS’s system of governance comprises of the following structure:

- a) The Annual General Body Conferences (AGBC)
- b) Emergency Body Conferences (EBC)
- c) The National Executive Body (NEB) is the principal executive committee of PPS which is responsible for the general administration of PPS and governance of PPS between annual AGBCs which has exclusive authority to instruct the General Secretary on urgent matters effecting a majority of the membership.

11. NATIONAL EXECUTIVE BODY:

a) STRENGTH: The Strength of the EBC (including office bearers and executive members) shall not be less than 7 and not more than 11.

b) TERM: The term of every governing body shall be THREE YEARS.

c) NOTICE: Minimum 15 days notice shall be required for the NEB Meeting.

d) QUORUM: The Quorum of every NEB meeting shall be $\frac{2}{3}$ " (two third) of the total strength of the Body (including office bearers and executive members) , furthermore the meeting can be conducted physically or virtually or in hybrid mode.

e) MEETING: The meeting of the NEB shall be held as and when governing body of the association may decide from time to time.

f) URGENT MEETING: The Urgent Meeting may be called by giving 24 hours notice but Quorum of every NEB meeting shall be $\frac{2}{3}$ " (two third) of the total strength of the NEB (including office bearers and executive members).

12. ELECTION & QUORUM:

The General Body in its annual meeting will elect the members of the NGB in the month of December after every 3rd year by secret ballot or by raising of hand. The quorum of the General Body & shall be $\frac{2}{3}$ rd. After election of the NGB, it will meet immediately after and from among them elect the General Secretary and the Treasurer. During the initial formation of the society the President will nominate the General Secretary, the Treasurer and the committee members

13. MANAGEMENT OF FUNDS

All the income of the society shall be deposited in the designated bank.

14. POWER AND DUTIES OF OFFICE BEARERS

PRESIDENT:

President shall control and supervise the NEB of the society, have power to make general directions and management of the affairs relating to the Society.

The President of the Society shall also enjoy the following powers and duties

(a) President Shall summon and preside over all the GBC and NEB meetings of the Society;

- (b) President shall have power to call any emergency meeting by short notice;
- (c) President shall have power to allow inclusions of any subject / matter in the agenda for the discussion in the course of proceedings / meeting;
- (d) At the time of voting on any matter / meeting, if the total votes of the group members happen to be in equal in number, the President has power to cast an extra vote to decide the matter / subject;
- (e) President / or any nominee by the President shall sign the papers / letters on behalf of the Association, to conduct its correspondences;
- (f) President shall be empowered to create and manage any social media presence of the Association;
- (g) President shall recruit the office staff, Vice Presidents and subject experts as deemed fit and proper and fix their remunerations;
- (h) In case any of the vacancies in the NEB of the Society is vacant then the work allotted to those members will be carried out by a person nominated by the President.

GENERAL SECRETARY

The powers of the Secretary shall be as under: -

- (a) To sign on behalf of the society & to conduct its correspondence & record the proceedings of meeting.
- (b) To summon & attend the meeting of General Body.
- (c) To call ordinary general meeting, if desired, on written request of at least 2/3rd members.

TREASURER

He/she shall keep accounts of all receipts & expenditures of the Association and to furnish necessary information to the Governing Body. He/she will keep with him/her Rs. 50,000/- (Rupees Fifty Thousand Only) emergency funds and the balance account will be deposited in the bank / post office etc. as decided by the NEB

15. AUDIT

The account of the society shall be audited at least once a year by an auditor appointed by the NEB.

16. BANK ACCOUNT:

The Bank account of the Society shall be opened with one or more banks as decided by the NEB.

17. TENURE:

The tenure of the General Body shall be 3 (three) years.

18. FINANCIAL YEAR

The financial year of the society will be from 1st day of the April to 31st day of March every year.

19. AMENDEMENT

Any amendments to the Memorandum of Association (MoA) or Rules & Regulations will be carried out in accordance with the procedures laid down under the Societies Registration Act of 1860 as applicable to state of Haryana.

20. LEGAL PROCEEDINGS

The Association may sue or be sued in the name of the President as per provision laid down under the provisions of the Society Registration Act, 1860 as applicable to the State of Haryana.

21. ANNUAL LIST OF THE NATIONAL EXECUTIVE

22. BODY

Once in every year a list of the office bearers & member of the NEB shall be filed with the Registrar of Societies, HARYANA.

23. DISSOLUTION:

If the society needs to be dissolved, it shall be dissolved as per provisions laid down under the provisions of the Societies Registration Act of 1860 as applicable to the State of HARYANA

24. APPLICABILITY OF THE ACT

All the provisions under all the sections of the Haryana Registration and Regulation of Societies Act 2012

25. ESSENTIAL CERTIFICATE

Certified that this is the correct copy Memorandum of Association of the Society and the bye laws hereunder.

BY LAWS AND RULES OF THE PROFESSIONAL PILOTS SOCIETY (PPS)

RULE 3.0 STRUCTURE OF PPS

The structure of the society will be:

- 1) The Governing Body
- 2) The National Executive Body (NEB)
- 3) General Body of Members: The General Body will be the Supreme Body of The Society

3.1 CONFIDENTIALITY The register of all members containing their name address and company will be kept confidential and remain in the custody of the President. Such a list is required under the rules the association is registered. Each Member, Full or Associate will be issued with a membership card with only a QR code and a digital Membership number. No member will be allowed access to the Confidential Register of Members. The membership card is mandatory for attendance to all conferences meeting etc.

3.2 RIGHT TO ACCEPT OR REJECT MEMBERSHIP

NEB reserves the right to accept or reject any application for membership. In case an application is rejected the joining fee will be refunded. The candidate has a right to appeal the rejection of his membership. His/Her appeal will be considered by the NEB and their decision will be final.

3.3 MEMBERSHIP CARD

Each Member will be issued with a membership card with only a QR code and a 15-digit Membership number. No member will be allowed access to the Confidential Register of Members. The membership card is mandatory for attendance to the Annual General Body Conference (AGBC) or the Emergency Body Meeting (EBM) President and Advisors nominated by the Presidents who are not eligible for full time membership will form the Governing Council.

3.4 TERMS OF PRESIDENT & VICE PRESIDENT

As per the revised constitution The designated President's term will be for life or until he is not capable of carrying out his duties. This rule hereunder provides for the post of a Vice President to be nominate by the President the designated Vice President will assist the President and officiate for him if he is not available. An order to this effect will be signed by the President. The term of office of the Vice President will be 5 yrs extendable by the President in the interest of the Society. President will also nominate the initial members of the NEB of not more than 11 members including General Secretary, Treasurer or other office bearers of the NEB for a period of three years. Thereafter member to the NEB will be elected as per the Memorandum of Association and Bye-Laws and Rules herein.

RULE 4 CONTRIBUTIONS AND BENEFITS OF MEMBERSHIP

CONTRIBUTIONS

4.1 RATES OF CONTRIBUTION, All members, shall pay an ANNUAL subscription. The subscription remittance date will be 1st of April each year.

4.2 SUBSCRIPTION

Lifetime Members INR 1,50,000

CAPTAINS : per annum INR 7,500 (per annum)

FIRST OFFICER: INR 5,000 (per annum)

RETIRED/UNEMPLOYED PILOT : 3,000 (per annum)

Members who join the Association on or after 31" December of a particular year will need to remit their next subscription after on 1st April of the succeeding year.

4.3 METHODS OF PAYMENT

4.3.1 The NEB may amend the rate of contribution by a 2/3rds majority vote of the NEB after approval of the president.

4.3.2 Except in the case of deduction from salary, all subscriptions shall be payable in advance.

4.3.3 The Member shall be responsible for the correct payment.

4.4 ARREARS

4.4.1 Any member whose contributions are in arrears or more than | month from the remittance day can be suspended by the NEB. Any such person who is suspended from membership shall not be entitled to receive any benefit of membership, vote in any election or otherwise. stand as a candidate in any election under these Rules.

4.5 Any member who has been suspended under Rule 4.4.1 shall have their membership automatically restored upon payment of all arrears, including those incurred during the suspension

4.6 Any member who has been suspended under Rule 4.4.2 shall have their membership automatically terminated without further action on the part of the NEB if full payment of their subscription arrears is not received within 3 months of their suspension.

4.7 The NEB shall have discretion to waive the application of 4.4.1 in case the member is not paid his salary due his Company filing for Insolvency or Bankruptcy.

RULE 5 LEGAL PROCEEDING, ASSISTANCE AND ADVISE

5.1 The Society may sue or be sued in the name of the President as per provision laid down under in the Society Registration Act. 1860 as applicable.

5.1.1 A member may apply for legal advice and/or representation in respect of matters arising from the member's employment, including matters relating to their professional duties which qualified them as a member under the Rules and/or matters arising from an authorised trade dispute, by writing to the General Secretary

5.1.2 For the purposes of this Rule industrial advice and representation (as distinct from Legal Assistance as defined by shall be sought from, and provided by PPS

5.1.4 All members are eligible to seek industrial advice and representation, although the extent of the same is at the discretion of the NEB. In the event of disagreement, a member may escalate the matter to the General Secretary in writing.

5.2 Legal Assistance:

5.2.1 The provision of any form of Legal Assistance is determined by NEB under advisement of the Advisor Legal Affairs. The provision of any form of Legal Assistance will be

determined by the NEB as on which date PPS will have no liability in respect of the costs incurred by any other party to a case and the member to provide such indemnity to PPS.

5.2.2 The member shall, in any event, be obliged, upon the written request of PPS to repay to PPS all legal costs expended in indemnifying them in respect of both their own costs and disbursements and in respect of a damages/ liability to pay the costs and disbursements of any other party in proceedings in which the member is a party whether such costs arose before or after the withdrawal of the Legal Assistance or the breach of conditions referred to above.

5.2.3 In all cases the NEB has absolute discretion not to provide Legal Assistance regardless of the underlying merits of the case (for example including but not limited to situations where the provision of the same may carry significant adverse political, legal, or other risks to PPS its members, or the airline industry, or whether this may conflict with any industrial objectives pursued by PPS. Nothing in this Rule prevents the NEB from providing Legal Assistance where it considers appropriate to do so.

RULE 6 VICTIMISATION PAY

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RULE 7 DISCIPLINE AND OBLIGATIONS OF MEMBERSHIP

7.1 It shall be the duty of each member to notify the General Secretary in writing:

7.1.1 of their postal address for written communications and any change of address, and upgrade from First Officer to Captain.

7.1.2 of any circumstances affecting their eligibility for membership or of any circumstances affecting the status of their membership.

7.2 The ethics and standards expected of elected or appointed representatives, which mirrors those required of staff and consultants employed or engaged by PPS is at APPENDIX 2 of this rule book and as set out in the PPS Ethics Guide. The Guide may be amended from time to time, as recommended by the NEB and approved by the General Body.

7.3 Members and elected or appointed representatives are required to:

7.3.1 comply with these Rule.

7.3.2 comply with any instruction issued by the NEB.

7.3.3 act in the best interests of PPS and its members.

7.3.4 avoid conflicts of interest.

7.3.5 cooperate with PPS

7.3.6 Not engage in behaviour which does or could put FBB into disrepute or otherwise damage its standing or reputation.

7.4 The NEB shall have the power to require an elected or appointed representative to cease to hold office pending investigation into any alleged breach of the rule book or Ethics Guide and, if it considers appropriate, until the conclusion of the disciplinary process.

7.5 The NEB may admonish or reprimand any member and/or impose a disciplinary penalty which may include:

7.5.1 such fine as it may deem fit, and/or

7.5.2 suspension or expulsion from membership or associate membership, and/or

7.5.3 debarment from holding office in FBB for such period as the NEB shall think fit, and/or

7.5.4 any other disciplinary penalty up to and including expulsion.

7.6 NEB may admonish or reprimand any elected or appointed representative and/or impose a disciplinary penalty which may include:

7.6.1 such fine as it may deem fit, and/or

7.6.2 suspension from holding office, and/or

7.6.3 debarment from holding office in FBB for such period as the NEB shall think fit, and/or

7.6.4 any other disciplinary penalty as it considers appropriate, and/or

7.6.5 any other disciplinary penalty up to and including expulsion.

7.7 Such disciplinary penalty shall be imposed by the NEB upon such terms and for such periods it may deem fit on any member who, in its opinion:

7.7.1 has broken, ignored or failed to abide by any Rule, regulation, instruction or directive of PPS, or

7.7.2 has acted to the prejudice of PPS objects or policy, or

7.7.3 has brought PPS into disrepute, or

7.7.4 has acted in breach of Rule 7 or is a member of staff or an elected or appointed representative who has acted in breach of the Ethics Guide in Appendix 2.

Alternatively, the NEB may in exercising its authority under Rule 7 and censure any such member without imposing a disciplinary penalty and, if it does so, the provisions in Appendix 3 shall not apply.

7.7.5 The applicable disciplinary process is set out in Annexure 3

RULE 8.0: NATIONAL LEVEL GOVERNANCE OF PPS

8.1 STRUCTURES RESPONSIBLE FOR GOVERNANCE: PPS system of governance comprises of the following structure:

8.1.1 The Annual General Body of the Association.

8.1.2 Emergency Meeting of The General Body (EGBM)

8.2 The National Executive Body (NEB) is the principal executive committee of PPS responsible for the general administration of PPS and governance of PPS between annual AGBMs which has exclusive authority to instruct the General Secretary on urgent matters effecting a majority of the membership.

RULE 9 GENERAL POLICY

9.1 The general policy of PPS will be as determined by the decisions of the Annual General Body Meeting, a Emergency Body Meeting or a Special General Body Meeting (SGBM). In absence of any specific provision of the NEB is vested with authority to determine the appropriate policy which shall be submitted for approval at the next Annual General Body Meeting

9.2 MEETINGS

The governance of PPS all be vested in the General Body representing the membership of PPS in meetings that shall be either the Annual meeting which shall met at such place and time as the 'NEB may decide appropriate before the end of the financial year by giving 60-day notice. The Emergency Meeting shall be held at such place and time as the NEB may decide appropriate by giving 7 days advance notice. Except these two Meetings or he Special General Body Meeting which may be held at such place and time as the NEB may decide appropriate by giving 15 days advance notice.

RULE 10 ANNUAL GENERAL BODY- CONSTITUTION

The Annual General Body Meeting (AGBM) (shall be constituted as follows:

10.1 NEB Delegates

10.1.1 The members of the NEB shall be delegates.

10.1.2 General Body consisting of all members.

10.1.3 The quorum for the meetings shall be 60% of its membership.

10.1.4 For a motion to be carried at least 75% present of voting members should support the motion.

10.1.5 Only members entitled to vote shall vote. On a show of hands each delegate shall have one vote, save that if a member is unable to attend then another member

may be nominated to hold and cast a proxy vote. This proxy must be submitted to the convener of the conference before the vote is called.

10.2 Right to attend and participation:

10.2.1 The General Secretary, President and Vice-President of PPS, The Advisors to the Governing Body may be members of the Annual General Body Meeting. They shall be entitled to receive notice of, attend and speak at all meetings, but shall not be entitled to move and second motions, nor to vote, nor to propose or second nominations for elections. In case the Vice President is also a full-time member he/she will have a right to vote and move and second motions.

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10.2.3 A proposer or seconder of a member's motion will be permitted to speak once only in support of the motion before withdrawing to the observers' area and shall not take part in any further debate or discussion on the motion except where the President expressly invites them to do so. The proposer (or in their absence, the seconder) shall have the right of reply but shall not have a vote.

10.2.4 The President of PPS shall chair the AGBM. In his absence, these duties will be performed by The Vice President or in his absence General Secretary, or in their absence the General Body shall appoint a member to perform this function from the elected members of the NEB

RULE 11 BUSINESS AT THE ANNUAL GENERAL BODY MEETING

11.1 Notice of each AGBM shall be circulated to each member of PPS not less than 60 days before the AGBM.

11.1.2 Motions for the agenda may be submitted and moved by the NEB or an individual member may submit a motion as a proposer if there is a seconder and it is supported by not less than 20 members. Motions must be received by the General Secretary not less than 90 days before the AGBM. The General Secretary will invite amendments to be made to existing motions not less than 30 days before the AGBM.

11.1.3 Emergency motions (supported by not less than 20 members) may also be moved by the NEB and delegates in accordance with Standing Orders.

11.1.4 Business at the AGBM will be conducted in accordance with Standing Orders and will include the following items:

- Appointment of Appeals Panel
- Report of the NEB to the end of the preceding year
- Presentation of the annual accounts and balance sheet and Auditors report,
- Presentation of the budget and move Motions.

RULE 12 POWERS OF THE ANNUAL GENERAL BODY MEETING

12.1 Subject to the provisions of any Standing Orders of the AGBM for the time being in force, and provided that such resolution is in accordance with these Rules the AGBM shall have power to pass any resolution for any of the following purposes.

12.1.1 To determine the policy of PPS on all matters relating to the objectives of PPS

12.1.2 To recommend alterations to or variation of these Rules, or to make new rules.

12.1.3 To recommend to the NEB that the NEB should put into operation any of the powers and authorities vested in the NEB.

12.1.4 To appoint members of the Appeal Panel.

12.1.5 To recommend to the NEB that the NEB should put into operation any recommendation.

12.1.6 To accept, reject or remit for further consideration any recommendation of the NEB and to give such directions as may be deemed appropriate

12.1.7 To approve the accounts.

12.1.8 To approve the budget proposed by the NEB for the following year.

12.1.9 To do all such other things, as may be necessary or desirable in the interests of PPS or its members, or otherwise in pursuit of PPS objectives.

RULE 13.0 EMERGENCY GENERAL BODY MEETING

13.1 An Emergency General Body Meeting (EGBM) of the whole of the membership of PPS can be convened in accordance with this Rule. Unless these Rules expressly or by implication provide otherwise, the supreme government of PPS shall be vested in a Special General Meeting of the whole of the membership of PPS convened in the manner provided in this Rule.

13.1.1 The NEB may call for an EGBM, or An an EGBM will be convened where not less than 10% of the PPS, membership submit a resolution to the General Secretary calling for an EGBM to seek the cancellation, revision to, or amendment of any decision or direction of the NEB.

13.2 An EGBM may not be convened if the NEB decides to cancel, revise, or amend its earlier decision or direction which forms the subject of the resolution.

13.3 The NEB will convene an EGBM at such place and date as it determines, no later than 7 days from the date of the receipt of the resolution by the General Secretary. An EBM called by members pursuant to this Rule shall have all the powers of an AGBM.

13.4 The General Secretary shall forward a notice of the meeting and proposed agenda of the business to be transacted to every member of PPS not less than 7 days before the date fixed for the meeting.

13.5 The quorum for any EGBM shall be 50% of the combined membership of PPS and 50% of the membership who are physically present in person OR VIRTUALLY and entitled to vote. If within 30 minutes from the time appointed for the start of the meeting the EGBM if the quorum is not present, the meeting shall be dissolved, and the proposed resolution shall be deemed not to have been passed.

13.6 A resolution can only be passed at an EGBM provided that: -

13.6.1 The number of votes cast in favour of the resolution exceeds two-thirds the number of members present at the meeting and voting.

13.6.2 The resolution is confirmed by a ballot taken under Annexure 1.

13.7 Every member attending the meeting shall produce their membership card. Failure to produce it may, at the discretion of the Chairman presiding, cause them to forfeit their right to vote.

13.8 Every member physically present at the EGBM shall have one vote. Voting shall be by a show of hands and a count shall be taken if considered appropriate by the Chairman of the EBM. Proxy voting will not be allowed. All Resolutions submitted for the consideration of the EGBM shall reach the General Secretary at least 15 days before the date fixed for the meeting.

13.9 The President of PPS shall chair the EGBM. In the President's absence (or lack of eligibility), these duties will be performed The General Secretary or in their absence the EBM shall elect a NEB member to perform this function. Provided that the chair is eligible to vote they shall on an equality of votes on any question have a second or casting vote in addition to the vote to which they may otherwise be entitled.

RULE 14.0 NATIONAL EXECUTIVE BOARD (NEB)

14.1 The National Executive Boaed is responsible for the general administration of PPS business and the governance of PPS, in the periods between AGBMs. The NEB shall consist of minimum 7 members and Maximum 11 elected members including the General Secretary and Treasurer.

14.2 The general policy of PPS, will be as determined by the decisions of AGBM and the EGBM, The NEB shall have sole responsibility for interpreting policy laid down by any AGBM or EGBM for determining policy if no such policy exists which it shall submit for approval at the next AGBM. The NEB shall also be responsible for the interpretation of these Rules.

RULE 15.0 COMPOSITION OF THE NEB

15.1.1 Members and Elections

15.1.2 Voting Members:

15.3 The NEB shall consist of not more than 11 voting members elected from across the membership: In the First meeting of the NEB they will elect a General Secretary and a Treasurer.

15.4 CANDIDATES:

Unless a member is barred from holding office, members shall be eligible to be candidates if they are employed as at the first working day.

15.5 TERM OF OFFICE

15.5.1 The term of office of a member of the NEB shall be 3 years, however for the association to commence business immediately, . The President will nominate the initial 11 members for a period of TWO year. After that the members of the NEB will be elected by the AGBM for a Three-year term. **15.5.2** Members elected to fill a casual vacancy shall retire at the close of the AGBM following their election.

15.6 ELECTIONS

15.6.1 Elections to the NEB shall take place every 3 years as follows:

15.6.2 Constituency.

Elections will be held by ballot for member position occupied by a member to casual vacancies plus the number of members whose term of office is due to expire at the AGBM in the election year.

15.6.3 PPS Full time members in GOOD STANDING (one with no subscription arrears or disciplinary action) will be allowed to vote. The candidate with a simple majority will be deemed elected.

RULE 16.0 GENERAL POVISIONS

16.1 The NEB will meet at least once in 6 monthly for the dispatch of its business and will conduct such business in a manner it considers appropriate

16.1.1 A meeting may be called at any time by the General Secretary, President or any three NEB members to resolve any urgent and important issue(s)

16.2 The General Secretary will give Notice of not less than three days for a NEB meeting called under 16.1.1 except where urgent business arises where the General Secretary will give as much notice as is practicable.

16.2 No business shall be concluded at a meeting of the NEB unless a quorum of 2/3rd of its members are present physically or virtually or by proxy.

16.3 Only voting members of the NEB may vote any of its meetings. This provision shall also apply to casting votes.

16.4 The NEB at its absolute discretion may from time to time afford The President, or any other person the opportunity to address it to provide factual information and/or technical or professional advice as appropriate.

16.4 The meeting of the NEB can be in person or virtual or a mix of both. **16.5** Any meeting called rule 16.1 or 16.1.1 will mention the agenda of the meeting and The General Secretary is responsible to ensure that accurate minutes of the meeting are recorded and distributed among the NEB members by seven days after the meeting. A record of all Minutes of meetings and resolutions passed will be maintain for inspection by members.

RULE 17.0 POWERS OF THE NEB

17.1 The NEB shall be the principal executive committee of PPS Unless these Rules expressly or by implication provide otherwise, it shall have control and administration of the affairs and property of FBB. The NEB shall have the power and authority to:

17.2 Expend monies for any purpose which in its opinion is expedient in the interests of PPS or its members.

17.3 Summon any member(s) to attend any meeting at which any matter affecting such member(s) will be discussed.

17.4 Issue instructions to member(s) for regulating the relations between member(s) or between member(s) and employer(s) or between member(s) and any competent authority.

17.5 Designate those persons who shall have authority on behalf of PPS to sign and execute all agreements or other legal documents.

17.6 Determine the powers and duties of each of the officers and officials of PPS which shall be communicated in writing to each officer and official by the General Secretary.

17.7 Permit the attendance at its meetings of members and non-members of PPS for financial, legal or other advice or assistance.

17.8 Allocate any dividends and interest earned to the funds of PPS in such a manner as the NEB shall determine after approval of the President.

17.9 Raise or borrow money on any of the properties or securities of PPS of mortgage or otherwise as it considers appropriate after approval of the President.

17.10 Delegate any of its powers (other than the power to fine, suspend, bar from office or expel) to such committee(s), sub-committee(s) or groups as the NEB shall determine. Any such committee(s), sub-committee(s) or group(s) shall hold office and shall be dissolved at the will of the NEB. The Chairman of any such committee(s), sub-committee(s) or group(s) shall be appointed and removed by the NEB

17.11 Construe the Rules and to determine all questions on which the Rules are silent. Such determination shall be binding and in operation until the next AGBM or EBM to which the issue will be referred.

17.12 Formulate policy in the absence of any policy laid down by an AGBM or a EDC, or otherwise to interpret such policy as laid down. Any such decision by the NEB shall have effect until the decision of the next EGBM or EBM to which the issue will be referred.

17.13 Subject to the overriding control of, FBB and its affairs by the AGBM or EGBM the NEB shall have power generally to further the objectives and to carry on the business of PPS as it considers appropriate in respect of any matter, whether or not these powers, duties and responsibilities are expressly mentioned in these Rules.

17.14 Call for an Emergency NEB Body Meeting.

17.15 Convene Strategic Forum Meetings at its discretion.

17.16 Negotiate on any matters concerning the interests of any members, or of those engaged in aviation generally, and to conclude agreements with persons and associations not members of FBB and to issue instructions accordingly.

17.17 Sanction the payment of monies.

17.18 Institute or defend proceedings or authorise the President and/or General Secretary to institute or defend legal proceedings.

17.19 Send delegates or deputations to represent FBB for any purpose and may revoke the authority of any delegate or member of a deputation at any time.

17.20 Appoint or suspend any PPS committee for such reasons and on such terms as it deems expedient, and its decision shall be final and conclusive unless reversed by the decision of an EGBM or EBM.

17.21 Exercise any of its powers in respect of discipline under or pursuant to Rule 23

17.21.1 Issue instructions for the conduct of any election.

17.21.2 All instructions of the NEB howsoever issued shall be binding upon every FBB member and committees of (as the case may be). Failure to comply may result in prompt disciplinary action under Rule 23.

RULE 18 CASUAL VACANCIES

18.1 In the event of a vacancy in the office in the NEB, the NEB may, in its discretion, either leave such office vacant until the next AGBM; or convene a EGMB to elect a member in accordance with the provisions of RULE 15. At any time when the office of the General Secretary is vacant. The President will nominate a member of the NEB as General Secretary until the next AGBM or convene an EGBM as per his discretion.

18.2 A vacancy for NEB shall be filled by an appointment by the General Secretary after a majority vote of the NEB from the full-time members in good standing. The person appointed shall hold office until the next AGBM.

18.3 A vacant NEB seat occurring through death, resignation or expulsion as a member of PPS shall be filled by the member who at the immediately preceding election received the next highest number of votes; provided that on a vacancy being created by the suspension of a person from membership, the vacancy shall not be filled for the period of suspension. Any

such casual appointment shall remain in force until the announcement of the result of the next election of the next AGBM.

RULE 19 FULL TIME OFFICIALS AND OFFICE HOLDERS

19.0 GOVERNING BODY

19.1 Governing Body shall consist of prominent Industry experts appointed by The President of PPS as Advisors. Their main duties are to provide guidance and advice to the President on matters that are in their area of expertise.

19.2 The President's principal role is to provide leadership to the NEB members of PPS. The President is accountable to the NEB and AGBM

19.4 The President and or The General Secretary along with if necessary, with Industry Expert shall represent PPS at international meetings. All costs will be met from PPS funds

19.5 POWERS OF THE PRESIDENT

Are laid down in the Memorandum of Association above.

19.6 Advisors

The advisors appointed by the President are expected to Advise the President on matters that are in their areas of expertise which are likely to affect the association or its members and provide Guidance on issues that the President may seek and to provide an extra and different perspective to PPS debates and contribute to strategic planning and structured decision-making.

RULE 20 THE GENERAL SECRETARY

20.1 The elected member of the NEB by a majority vote of the committee will elect the General Secretary.

20.2 The duties of the General Secretary shall include the following powers and duties: to carry out the instructions of the NEB; to attend regularly at the office of PPS; to keep records of all correspondence connected with the affairs of PPS to issue all notices as may be

required to be given by statute or otherwise; to keep minutes of the proceedings of any conferences or NEB meetings, and to circulate the agenda for such conferences and meetings; and to bring up for the consideration of the NEB any matters that should be considered and dealt with by it, and as shall be prescribed by the NEB; and to discharge any other function as prescribed by these Rules. In conjunction with the Treasurer, they will keep an accurate record and account of all monies received and disbursements made; and of any other fund from time to time authorised by the NEB; and they will be responsible for the books, documents, monies and such property of PPS as may be in their charge.

20.3 The General Secretary as a member of the NEB shall be entitled to a vote.

20.4 The General Secretary on behalf of the President shall maintain a confidential electronic register of the names and addresses of members and associates of PPS and shall ensure, so far as is reasonably practicable, that the entries in such register are accurate and are kept up to date.

RULE 21 THE TREASURER

21.1 Treasurer will be a member of the NEP and be appointed after a majority vote of the committee.

21.2 Duties and Responsibilities of the Treasurer.

21.2.1 To receive subscriptions.

21.2.2 To keep a proper account of all monies received and to pay such monies to the bank as and when appropriate.

21.1.3 To join in signing cheques and other documents as directed by the NEB.

21.1.4 To keep current books, records and documents as directed by the NEB or the PPS auditors.

21.1.5 The Treasurer shall arrange for payment of sums authorised by the NEB out of PPS funds.

RULE 22 PPS FUNDS, ACCOUNTS AND AUDITORS

22.0 FUNDS

22.1 The NEB shall cause to be opened an account or accounts at such bank or banks as it may determine, into which PPS funds will be paid. All withdrawals from the bank shall be made as directed by the NEB.

22.1.2 PPS funds which are not required for immediate use or to meet accruing liabilities may, with the sanction of the NEB, be invested in the purchase of mutual funds, shares or like securities, fixed deposits or such other property (including freehold or leasehold land or property) as the NEB shall think fit.

22.1. PPS's income and property of PPS shall be applied solely towards the promotion of the objects of the Association and in the administration of PPS. No portion thereof shall be paid directly or indirectly by way of profit to the members, provided that nothing shall prevent the payment in good faith of remuneration or reimbursement of reasonable expenses incurred on PPS behalf to any officer, official or member in accordance with expenses claim guidelines which are issued for time to time by the NEB.

22.2 MAINTENANCE OF ACCOUNTS

22.2.1 The NEB shall ensure that true accounts are kept of all monies received and expenditure incurred by PPS, the matters in respect of which such receipts and expenditure take place, and of the assets, credits and liabilities of PPS. The accounts shall be kept at place or as the NEB may deem fit and convenient for smooth functioning of NEB

22.3 AUDITORS

22.3.1 The accounts of PPS shall be made up to March 31st and audited internally and externally each year by a qualified auditor or auditors who shall be members of the Institute of Chartered Accountants of India. The General Secretary and Treasurer shall produce all books and papers necessary for the complete examination of PPS accounts.

22.4 INSPECTION OF BOOKS

member shall be entitled to a copy of the annual balance sheet of PPS and any member may inspect, at any reasonable time and with the prior approval of the NEB, the accounting records of PPS.. The PPS is not obligated to provide copies of any of internal records, vouchers, bank statements to the members

RULE 23 DISCIPLINE AND OBLIGATIONS OF MEMBERSHIP

23.1 It shall be the duty of each member to notify the General Secretary in writing:

23.1.1 of their postal address for written communications and any change of address, and

23.1.2 of any circumstances affecting their eligibility for membership or associate membership or any category thereof, and of any circumstances affecting the rate or amount of their contributions due under the subscription Rules

23.2 The ethics and standards expected of elected or appointed representatives, which mirrors those required of staff and consultants employed or engaged by PPS is at APPENDIX 2 of this rule book and as set out in the 'PPS Ethics Guide'. The Guide may be amended from time to time, as recommended by the NEB and approved by the AGBM

23.3 Members and elected or appointed representatives are required to:

23.3.1 comply with these Rule.

23.3.2 comply with any instruction issued by the NEB;

23.3.3 act in the best interests of PPS and its members;

23.3.4 avoid conflicts of interest.

23.3.5 cooperate with PPS.

23.3.6 Not engage in behaviour which does or could put PPS into disrepute or otherwise damage its standing or reputation.

23.4 The NEB shall have the power to require an elected or appointed representative to cease to hold office pending investigation into any alleged breach of the rule book or Ethics Guide and, if it considers appropriate, until the conclusion of the disciplinary process.

23.5 The NEB may admonish or reprimand any member and/or impose a disciplinary penalty which may include:

23.5.1 such fine as it may deem fit, and/or

23.5.2 suspension or expulsion from membership or associate membership, and/or

23.5.3 debarment from holding office in PPS for such period as the NEB shall think fit, and/or

23.5.4 any other disciplinary penalty up to and including expulsion

23.6 The NEB may admonish or reprimand any elected or appointed representative and/or impose a disciplinary penalty which may include:

23.6.1 such fine as it may deem fit, and/or

23.6.2 suspension from holding office, and/or

23.6.3 debarment from holding office in PPS for such period as the NEB shall think fit, and/or

23.6.4 any other disciplinary penalty as it considers appropriate, and/or

23.6.5 any other disciplinary penalty up to and including expulsion.

23.7 Such disciplinary penalty shall be imposed by the NEB upon such terms and for such periods it may deem fit on any member who in its opinion:

23.7.1 has broken, ignored or failed to abide by any Rule, regulation, instruction or directive of of PPS. or

23.7.2 has acted to the prejudice of the PPS objects or policy, or

23.7.3 has brought PPS into disrepute, or

23.7.4 has acted in breach of Rule 30, or

23.7.5 is a member of staff or an elected or appointed representative who has acted in breach of the Ethics Guide in Appendix 2. Alternatively the NEB may in exercising its authorities may censure any such member without imposing a disciplinary penalty and, if it does so, the Provisions of Appendix 3 shall not apply.

23.7.6 The applicable disciplinary process is set out in Appendix 2.

RULE 25 INTERPRETATION OF RULES

25.1 In the event of any question arising as to the interpretation of these Rules, or where the Rules are silent or make no provision in respect of any issue or matter the question shall be referred to the National Executive BOARD ('NEB) whose decisions shall be conclusive and binding (and not subject to further right of appeal). Any determination by the NEB may be considered at the next Annual General Body Meeting (AGBM)

RULE 26 AMENDMENT OF RULES

26.1 Except in the 1st year of incorporation when the President has the powers to amend, rescind the Rules and memorandum of the Association, thereafter, amendment in the Memorandum of Association (MoA) or Rules and Regulations will be carried out in accordance with the procedure laid down in the Societies Registration Act of 1860 as applicable.

26.2 New Rules may be made, or any current Rule may be amended or rescinded, under rule 26.1 but only in accordance with a resolution passed at the the AGBM of delegates of the association by 2/3rd majority by a BALLOT.

26.3 All statutory requirements shall be complied with all new Rules, amendments and resolutions none of which shall take effect unless and until such requirements have been complied with and the necessary steps have been initiated to seek approval from the Registrar.

RULE 27 NOTICES AND DISSOLUTION

27.1 GENERAL PROVISIONS AS

RESOLUTIONS AND MINUTES

27.1.1 Except as expressly provided in these Rules, any notice required to be given under these Rules shall be deemed to have been properly given if notice is set out in the official journal of PPS (its Log), or by email, or in such other manner as the NEB may decide.

27.1.2 Any Rule which requires a ballot list, ballot paper, circular or notice to be sent to a member shall be deemed to have been complied with if that is sent either by pre-paid letter in

the ordinary post, addressed to the latest postal address registered with PPS, or otherwise by email to the last known email address provided by the member

TO NOTICES, VOTING,

27.1.3 Except for postal ballots required by statute, the NEB may use e-voting to determine any matter or question, including an election or ballot required under these Rules. Where the NEB determines to undertake e-voting, this Rule overrides the requirements for the conduct of ballots set out elsewhere in the Rules and under APPENDIX 1. The arrangements for e-voting will be as determined by the NEB from time to time.

27.1.4 In the event of accidental omission, the NEB shall decide if any ballot, proceedings or resolutions are thereby invalidated.

27.1.5 The declaration made by the Chairman of any conference as to the result of any ballot, vote or resolution shall be conclusive.

27.1.6 Minutes shall be kept for meetings in such form as may be decided by the NEB, but for the avoidance of doubt this Rule does not confer any right upon a member to inspect any minute

RULE 28 DISSOLUTION

28.1 PPS may at any time be dissolved by the consent of three-quarters of its members. Such consent shall be obtained by ballot taken in accordance with Rule and Appendix 1. Its assets shall thereupon be realised, and all the debts and liabilities satisfied. The remaining assets shall then be divided among the members existing at the date of the resolution for dissolution in proportion to the amount of the subscriptions paid by them respectively during their respective periods of membership.

APPENDIX 1: REGULATIONS FOR THE CONDUCT OF BALLOTS

1 ISSUE OF BALLOT PAPERS

1.1 The NEB shall appoint an independent scrutiner to act as Returning Officer for the ballot in elections for the office of General Secretary, President, or positions on the NEB. The Returning Officer shall conduct the election within the terms of this Appendix and shall carry out the following functions in relation to the election:

1.1.1 To supervise the production and distribution of all the voting papers and to receive the voting papers which are returned, and

1.1.2 To take such steps as appear to be appropriate for the purpose of enabling them to make any report as required by legislation, and

1.1.3 As soon as reasonably practicable after the last date for the return of voting papers to make the report required under paragraph 1.1.2 to the NEB, and

1.1.4 To retain custody of all voting papers returned for the purposes of the election until the period on one year beginning with the announcement by the NEB of the election result. 4

1.2 The independent scrutiner will be qualified in accordance with the requirements laid down by the Secretary of State under Trade Union and Labour Relations (Consolidation) Act 1929.

1.3 In the case of any election or ballot not falling within Regulation 1.1 the NEB shall appoint an officer of PPS to act as Returning Officer for the ballot who shall conduct the election or ballot in accordance with the provisions of this Appendix.

1.4 In the case of an election the Returning Officer shall supervise the nomination process in accordance with the timetable prescribed by the NEB. The Returning Officer shall have power to determine any question concerning the validity of any nomination and the decision of the Returning Officer on any such question shall be final. The Returning officer shall issue

to each member entitled to vote in the ballot and post to each such member, at their postal address, (unless Regulation 1.7 applies) by the date determined under Rules.

1.4.1 A ballot paper validated in accordance with the rules; and an envelope (hereinafter called a “ballot envelopeTM), as referred to in Rules, provided that where more than one ballot is conducted at the same time, the member need only be sent one ballot envelope.

1.5 A list of those members to whom the ballot is sent shall be prepared and retained by the Returning Officer.

1.6 The period between the dates fixed by the NEB under the Rules shall be long enough to afford members entitled to vote in the ballot a reasonable opportunity of doing so. In the case of a ballot conducted for the purposes of Rule 19.1, such period shall not be less than three weeks.

1.7 When (in the circumstances relating to any member entitled to vote in the ballot) it is not or it is no longer reasonably practicable for them to be sent a ballot paper and ballot envelope by the date determined under Rules, then a ballot paper and ballot envelope shall be sent to them as soon as is reasonably practicable after

that date, to give them a convenient opportunity to vote by post.

1.8 For the issue of ballot papers, a member’s postal address shall be the address registered under Rules or such other address as the member may have notified to the General Secretary in writing.

2 CONTENTS OF BALLOT PAPERS

2.1 In the case of a ballot conducted for any purpose and any other election, the ballot paper shall contain where appropriate:

2.1.1 A list of the candidates in alphabetical order of surname and, against each candidate’s name, a box in which a voting mark may be written, and

2.1.2 A clear statement as to the Constituency in which each candidate is standing and a clear statement of the number of candidates to be elected to each Constituency, or a statement of the number of candidates to be elected, and

2.1.3 Next to or immediately above the list of candidates' names and voting boxes, there shall appear the words:

“Mark “X against each of the candidates of your choice, up to a maximum of [the number of vacancies to be filled in the election] candidates. Do not vote more than once for the same candidate’.

Members entitled to vote in the ballot shall cast their votes by writing “X” in the voting box next to the name of each candidate for which they wish to vote, up to a maximum of the number of vacancies to be filled in the election.

3 STATEMENTS CIRCULATED WITH BALLOT PAPERS.

3.1 In the case of a ballot conducted for any purpose or any election, the NEB will make provision to permit each candidate in the election to submit a statement in support of their candidacy. In the case of elections for the General Secretary a statement shall be no longer than 1000 words. In the case of all other elections such a statement shall be no longer than 500 words. Statements submitted in writing will only be accepted on the understanding that PPS will not be responsible for any errors of interpretation when they are reproduced for circulation. Statements shall be sent to each member entitled to vote in the ballot together with the ballot paper.

3.2 In the case of an election for the position of the General Secretary or member of the NEB, the NEB will ensure that none of the candidates is required to bear any of the expense of producing copies of the election statement. The NEB will also ensure that no modification is made to the content of any election statement unless at the request or with the consent of the candidate, or where the modification is necessarily incidental to the method adopted for producing that copy.

3.3 The NEB will ensure so far as is reasonably practicable, that the same facilities and restrictions with respect to the preparation, submission, length of modification of an election statement and with respect of the incorporation of any such statement, photograph, or of any other matter not in words, are provided or applied equally to each of the candidates.

3.4 In the case of a ballot conducted for any purposes or any other ballot, the NEB may make such provision (if any) as it may determine for an explanatory statement of the issues touched

upon by the ballot and of its recommendations (if any) to be sent to each member entitled to vote in the ballot, together with the ballot paper.

4 METHOD OF VOTING

4.1 The method of voting in any ballot shall be by the marking of the ballot paper by the member voting in person.

4.2 Each member entitled to vote in the ballot shall be allowed to vote without interference from or constraint imposed by PPS or any of its members, officials or employees; and for this purpose, the NEB may issue directions as it considers appropriate.

4.3 Every member who is entitled to vote in the ballot and wishes to do so must return their ballot paper by post, duly marked and in the ballot, envelope provided under Regulation (3)(ii) above, to arrive at the place determined under Rule 32.3.2 by the closing date.

5 BALLOT ENVELOPES AND RETURN OF BALLOT PAPERS

5.1 The NEB may, and in the case of any ballot conducted for any purpose under the rules, shall make such arrangements as necessary to ensure that each member entitled to vote in the ballot can do so far as is reasonably practicable without incurring any personal cost (including costs of postage).

5.2 The ballot envelope referred to in Regulation 1.4.1 shall be capable of being sealed and shall be addressed to the Returning Officer at the place determined under the rule. It shall bear, in bold letters, such words as may be necessary to identify the ballot or ballots in respect of which it has been issued.

5.3 In any case where the NEB is required by Regulation 5.1 (or so determines) to make arrangements for the costs of postage to be met in the first instance by PPS the ballot envelope shall bear a postage stamp or other stamp or mark showing that the envelope may be returned by post without direct cost to the voter.

5.4 The Returning Officer shall secure that tific ballot envelopes returned under the rules are placed unopened in a secure place when received and so retained (save only for the purpose of scrutiny until the time fixed for the counting of votes).

6 TELLERS

6.1 In the case of any election or ballot not covered by the provisions of Regulation 1.1, the NEB may appoint two or more persons who are not members of the NEB to act as Tellers for scrutinising and counting the votes cast in any ballot. The Tellers and such persons as they may appoint under Regulation 9.1 shall keep secret any information which they may acquire as to the way any given member or group of members has voted.

7 VALIDATION OF BALLOT PAPERS

7.1 Each ballot paper shall be stamped with the stamp or seal of PPS or with some other mark capable of authenticating that ballot paper. No ballot paper shall be used for voting which is not so stamped or marked.

7.2 If in relation to any ballot and subject to the relevant ruling of the Returning Officer so determines, each ballot envelope shall bear a mark or number unique to the member to whom such an envelope is sent. Such mark or number shall be recorded against such member's name on the list or other record of members referred to in Regulation 1.5.

7.3 In addition to any other conditions of validity under these Regulations, a ballot paper shall only be regarded as valid if:

7.3.1 It is contained in the ballot envelope provided under Regulation 1.4.1 and such envelope is sealed, and

7.3.2 The ballot envelope and the ballot paper have been returned by post at the address on the envelope, by the date and time specified on the ballot paper for that purpose, and **7.3.3** The ballot paper bears the stamp or mark required by Regulation 7.1, and

7.3.4 No mark is made on any part of the ballot paper or the envelope, or anywhere else which might in any way identify the voter, provided this condition shall not apply to any mark or number placed on the ballot envelope pursuant to a determination by the Returning Officer under Regulation 7.2.

8 CONDUCT OF THE COUNT

8.1 In any ballot, where pursuant to Regulation 7.2, the ballot envelopes have been uniquely marked or numbered, the Returning Officer shall scrutinise the marks or numbers on the

ballot envelopes returned under Regulation 4.3 and check them off against the list or other record of members handed to them under Regulation 1.5 above.

8.2 At the place, date and time determined for the counting of ballot papers, and after completion of any scrutiny required by Regulation 8.1, the Returning Officer shall, in the following order:

8.2.1 Open the ballot envelopes which have been returned under Regulation 4.3, and

8.2.2 Clear away such ballot envelopes, and

8.2.3 Count the votes.

8.3 Any member shall be entitled to attend the counting of the ballot papers, but shall comply with such directions as the Returning Officer may give for securing that:

8.3.1 The count is conducted in an orderly manner, and

8.3.2 No person (other than any Tellers and persons appointed by them under Regulation 8.6) can discover how any given member or group of members has / voted

8.4 The Returning Officer shall decide whether any ballot paper is to be ruled invalid under the Rules and shall forthwith separate any such paper and mark it 'Invalid'. The Returning Officer shall rule as invalid any ballot paper which:

8.4.1 Does not indicate any vote, or

8.4.2 Indicates in a given voting box more than one vote, or

8.4.3 Contains more votes than the number of vacancies to be filled in the election, or

8.4.4 Does not comply with the conditions of validity set out in the rules.

8.5 At the conclusion of the count, the Returning Officer shall place the ballot papers which have been counted and those which have been ruled invalid in separate sealed parcels and shall then retain them and the list referred to in Regulation 1.5 in a secure place for at least 90 days after the closing date for the ballot and shall then hand them to the General Secretary who shall destroy them. In the case of an election under the provisions of Rule of the Rules above the Returning Officer shall retain the ballot papers in a secure place for a period of 12 months.

8.6 Any Tellers appointed under Regulation may wholly or partly delegate the performance of their duties under Regulations 8.1 and 8.2 to such persons as they may determine (not being persons who, by reason of Regulations 6.1 and/or 7.3 would not be eligible to be Tellers), provided that the performance of such duties

is always supervised by the Tellers.

9 THE RESULT

9.1 The Returning Officer shall record the result of the ballot, including:

9.1.1 In the case of an election, the number of ballot papers declared invalid, and the number of votes cast for each candidate. Subject to any other provision of these Rules whereby a candidate's eligibility for election is defined or limited, the candidates (up to the number of vacancies to be filled in the election) receiving the largest number of votes shall be declared elected.

9.1.2 In the case of any other ballot, the number of votes cast in the ballot, the number of members voting 'Yes', the number of members voting 'No', and the number of individual ballot papers. They shall declare the result of the ballot to be whichever of the answers receives the largest number of votes.

9.2 The Returning Officer shall declare such results in a written return signed by them and deliver the same to the General Secretary for transmission to the NEB. **9.3** Without prejudice to any powers in relation to any other ballot, the General Secretary shall:

9.3.1 In the case of a ballot conducted for any purpose, take, as soon as is reasonably practicable such steps as are reasonably necessary after the holding of the ballot, to ensure that all members who were entitled to vote in the ballot (other than those who were outside throughout the period during which votes might be cast), are informed of the result of the ballot, as specified in Regulation 9.1.2, and

9.3.2 In the case of an election inform the candidates in the election of the result thereof, as specified in Regulation 9.1.1.

9.4 VIRTUAL MEETINGS AND VOTING

The NEB can conduct its meeting virtually minutes of which are to be maintained and decisions recorded: NEB with concurrence of the President in extraordinary circumstances

call for a virtual meeting/conference of PPS membership and provide for a system of remote voting.

APPENDIX 2: CODE OF CONDUCT FOR ELECTED AND APPOINTED REPRESENTATIVE, STAFF AND CONSULTANTS

1 PURPOSE OF THE CODE

1.1 The purpose of this Code of Conduct is to assist Representatives, staff and consultants in the discharge of their obligations to PPS and their constituents by:

1.1.1 Providing guidance on the standards of conduct expected in discharging their PPS duties, and in so doing.

1.1.2 Providing the openness and accountability necessary to reinforce member's confidence in the way in which they perform those duties.

2 SCOPE OF THE CODE

2.1 The Code applies to elected or appointed representatives, staff and consultants in all aspects of their Association life. It does not seek to regulate what ~ representatives, staff and consultants do in their purely private and personal lives

3 PUBLIC DUTIES OF ELECTED OR APPOINTED REPRESENTATIVES, STAFF AND CONSULTANTS

3.1 Representatives, staff and consultants have a duty to uphold the law, including the general law against discrimination, and to act on all occasions in accordance with the trust placed in them.

3.2 Representatives, staff and consultants have a general duty to act in the interests of the membership as a whole and a special duty to their constituents.

4 GENERAL PRINCIPLES OF CONDUCT

4.1 In carrying out their PPS duties, representatives, staff and consultants will be expected to observe the following general principles. These principles will be taken into consideration when any complaint is received of breaches of the provisions in other sections of the Code. Representatives, staff and consultants should take decisions solely in terms of the members'

interest. They should not do so to gain financial or other material benefits for themselves, their family, or their friends.

5 SELFLESSNESS

The quality of caring more about what other people need and want than about what you want or need yourself.

6 INTEGRITY

Representatives, staff and consultants should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official PPS duties.

7 OBJECTIVITY

In carrying out PPS business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, representatives, staff and consultants should make choices on merit.

8 ACCOUNTABILITY

Representatives, staff and consultants are accountable for their decisions and actions to the membership and must submit themselves to whatever scrutiny is appropriate to their office.

9 OPENNESS

Representatives, staff and consultants should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider members' interest clearly demands.

10 DECLARATION

Representatives, staff and consultants have a duty to declare any private interests relating to their PPS duties and to take steps to resolve any conflicts arising in a way that protects the members' interest.

11 LEADERSHIP

Representatives, staff and consultants should promote and support these principles by leadership and example.

12 RULES OF CONDUCT

12.1 Representatives, staff and consultants are expected to observe the following:

12.2 At all times they shall base their conduct on a consideration of the members' interest, avoid conflict between personal interest and the members' interest and immediately resolve any conflict between the two in a transparent manner, and in favour of the members' interest.

12.3 No member shall act as a paid advocate for an outside agency in any of the proceedings or business within PPS

12.4 Acceptance of any bribe or other benefit which may be offered or given to influence their conduct, (including any fee, compensation or reward) in connection with the promotion of, or opposition to, any Motion contract or other matter submitted, or intended to be submitted to, PPS, or to any Committee, group or council of PPS, will be subject to the deliberation of the NEB under Rule 10 and for staff and consultants disciplinary or breach of contract proceedings may result.

12.5 In any activities with, or on behalf of, an organisation with which a representative, member of staff or consultant has a financial relationship, including activities which may not be a matter of public record such as informal meetings and functions, they must always bear in mind the need to be open and frank with the NEB, other Representatives and staff in providing disclosure of such relationship without prompting.

12.6 Information which they receive in confidence in the course of their PPS duties should be used only in connection with those duties, and that such information must never be used for financial or other personal gain.

12.7 They shall always ensure that their use of expenses, allowances, facilities and services provided by PPS is strictly in accordance with the Rule and Policy laid down on these matters, and that they observe any limits placed by PPS on the abuse of such expenses, allowances, facilities and services.

12.8 They shall always conduct themselves in a manner which will tend to maintain and strengthen the members' trust and confidence in the integrity of PPS and never undertake any action which would or could bring PPS, or its Representatives, staff and consultants generally into disrepute.

13 REGISTRATION AND DECLARATION OF INTERESTS

13.1 Representatives, staff and consultants shall fulfil conscientiously the requirements of PPS in respect of the registration of interests in the Register of Representatives, staff and consultants' interests and shall always draw attention to any relevant interest in any proceeding of PPS or its Committees groups or councils, or in any internal or external communications.

14 DUTIES WHEN THE NATIONAL EXECUTIVE COUNCIL (NEB) IS ACTING IN ACCORDANCE WITH RULES.

14.1 Representatives, staff and consultants shall cooperate, at all stages, with any investigation into their conduct by or under the authority of the NEB.

14.2 No Rep or member of staff shall lobby a member of the NEB in a manner calculated or intended to influence their consideration of a complaint of a breach of this Code.

15 DUTIES IN RESPECT OF THE NEB

15.1 The success of the NEB in delivering for their members rests on trust between NEB, and its members. The encouragement of differences combined with a high degree of team work. At all times NEB members will maintain high professional and ethical standards towards each other.

15.2 Much information received by the NEB is of a sensitive or confidential nature and should be treated in confidence unless otherwise agreed.

15.3 The NEB should welcome debate and discussion and the expression of all points of view, whether they are a majority view or a minority. But once a decision has been made collective cabinet responsibility will apply with decisions accepted and supported by all. Minority views may be explained but not advocated.

15.4 No sub-committee appointed by the NEB should include a majority of the total NEB and collective responsibility to apply to any report to the parent committee.

15.5 Attendance at NEB meetings and on the business of PPS members within the respective business is important and needs to be treated with the honour it deserves. NEB members are expected to attend all meetings and, where this is not possible, absences should be explained

to the relevant President/General Secretary in advance. Absences should be rare and for unavoidable reasons.

15.6 In recognition of the importance of these principles any member who fails to live up to these standards would be expected to resign their post.

16 LEAVING OFFICE

16.1 Elected and appointed representatives will normally be expected to leave a ‘decency’ gap between serving as a representative and taking any remunerated office in an aviation relation or other business or organisation or setting up business on their own or with others.

APPENDIX 3 DISCIPLINE AND OBLIGATIONS OF MEMBERSHIP: DISCIPLINARY PROCEDURE AND REMISSIONS

1.0 GENERAL

Matters of discipline in respect of any member, associate member, or office holder will be considered in accordance with this procedure. For the avoidance of doubt, any timescales are indicative and may be unilaterally varied by the NEB or any person acting on its behalf.

1.1 Where there appear to be reasonable grounds to consider that a member might be guilty of a disciplinary offence, the NEB at its discretion may decide to appoint one or more person(s) (who need not be a member of (PPS)) to investigate whether there is a case to answer. It shall be open to the NEB to delegate all or part of the investigation to such person(s) as it decides appropriate.

1.2 If the NEB receives a complaint signed by a member about the conduct of any member or associate member, it shall inform the complainant(s) accordingly and make enquiries as appropriate. If it does not find reason to proceed, it shall direct the General Secretary to notify the complainant(s) accordingly. If the NEB does consider that there may be a case to answer at a disciplinary hearing, it shall direct the General Secretary to write to the member or associate member who is subject of the complaint giving notice of the complaint and details of the grounds.

1.3 The, President of PPS shall have the power to suspend a member from office if the member faces disciplinary investigation under these Regulations where this is considered appropriate in the interests of the member PPS generally, or to enable the matter to be investigated expeditiously. Unless determined otherwise, suspension will continue until the conclusion of both the investigation process and any resulting disciplinary process.

1.4 NEB may require the member concerned not to meet specified person(s) while the investigation is proceeding until any consequent Disciplinary Hearing or Appeal Hearing is concluded; or otherwise impose any other condition or restriction on the member concerned

as it considers appropriate having regard to the interests of PPS, the complainant, the need to maintain confidentiality, or otherwise.

1.5 Depending upon the nature and complexity of the complaint, the investigation will normally be completed within 60 days of the appointment of the investigation officer(s). In the event that the investigation officer(s) believe(s) that more time is needed to conclude the investigation, it shall inform the NEB of this fact, the reasons why the investigation has not finished, and the expected timescale within which it is expected to be concluded.

1.6 Where there appear to be reasonable grounds to believe that a member or any other person can give relevant evidence, the investigation officer shall request an interview with that member or person. The member or person will be invited to produce any evidence including but not limited to any document, printed material, recording or photographic image that they or the investigating officer considers might be relevant with a view to assisting the investigation.

1.7 A request to a member to give evidence to the investigating officer may, if the NEB so determines, be treated as an instruction issued on powers delegated to the investigating officer by the NEB in accordance with this regulation. In the event of a member unreasonably refusing to cooperate, it shall be open to the NEB to commence action under the rules.

1.8 All aspects of the investigation will be treated as confidential. The member subject of the investigation and all persons invited to attend interview are to maintain confidentiality. In the most exceptional of circumstances, it may be necessary for the NEB or investigator appointed to disclose evidence to another person(s).

1.9 The Investigating Officer shall prepare a report for the NEB, setting out each allegation, summarising the evidence, and their conclusion that either that there is a case to answer before a disciplinary hearing, or that there are no reasonable grounds to believe that the member is guilty of the conduct complained of. However, where the evidence is inconclusive, the investigating officer may nevertheless recommend that the matter should proceed to a disciplinary hearing where the evidence can be scrutinised and tested.

1.10 For the avoidance of doubt, the NEB is not required to accept the conclusions of the Investigating Officer and may direct that the matter should proceed to a disciplinary hearing, or where the Investigating Officer has concluded that there is a case to answer before a disciplinary hearing the NEB may decide to take no action or deal with the matter informally.

The NEB shall retain authority to require the investigating officer to re-investigate any issue. The NEB has the power to appoint a different investigating officer to consider the matter afresh.

2.0 DISCIPLINARY HEARING

2.1 In the event that it is decided that the matter should proceed to a disciplinary hearing, a member or associate member shall be given not less than 10 days notice in writing of the grounds of complaint against them. For the avoidance of doubt the grounds of complaint may not be limited to the terms of reference given to the investigation officer. The NEB reserves the right to reformulate the grounds of complaint or otherwise add new matters at its discretion. The member shall be given an opportunity to be heard either by the NEB or by a disciplinary tribunal appointed by the NEB, which shall report its findings and recommendations to the NEB. The NEB shall prescribe standing orders for the conduct of hearings before the disciplinary tribunal.

2.2 At the same time as being issued with notice of the grounds of complaint, the member shall be sent copies of any material to be considered in relation to the disciplinary allegations, together with the report of the investigation officer, and shall be told the date, time, and place at which the allegations against them is to be heard. The date for the hearing shall be set by the NEB who shall have the power to postpone the hearing if appropriate, or otherwise proceed in the member's absence.

2.3 The member must submit, not later than 3 days prior to the hearing, any material in support of their defence, including any witness statement of any witness that the member wishes to call to give evidence at the hearing. If they intend to be accompanied by a member, they are also required to specify the identity of the member concerned.

2.4 The member shall be entitled to be accompanied at the hearing by another member who is not involved in any way in the investigation or otherwise a witness. The disciplinary tribunal shall have the power to refuse to permit a person to accompany a member at its absolute discretion. The member accompanying may address the tribunal, question witnesses, and sum up the defence or mitigation, but may not answer questions of their behalf.

2.5 The Disciplinary Tribunal will have absolute discretion to adjourn the hearing to allow for further evidence to be produced or for any other reason.

2.6 Tribunal shall consider in private whether any charge is proved to its satisfaction, or not.

2.7 The NEB shall give the member or associate member a written statement of its findings and any penalty imposed. A decision to impose a disciplinary penalty will be effective immediately regardless of whether the member intends to appeal the decision or penalty.

2.8 A member or associate member who is suspended or expelled will cease to be entitled to any of the rights and privileges of membership and shall not be entitled to any refund of their subscription.

2.9 Where a member has custody, possession or control of information, property or any other material (including electronic images, files or data) owned or partly owned by PPS, then they shall surrender such material forthwith at the direction of the NEB. Where a member has custody, possession or control of other property or information under the ownership of PPS but relevant to a legitimate enquiry of the NEB, then the member shall co-operate with any reasonable request of the NEB for disclosure, inspection or publication of the said property or information.

3.0 APPEALS

3.1 A member disciplined under these Rules shall have a right of appeal which shall be heard by an Appeals Tribunal drawn from an Appeals Panel constituted under these Rules. Normally appeals are determined by way of a review as opposed to a rehearing.

3.2 The number of the members of Appeals Panel shall be 6. No person who holds an office in PPS may be appointed to the Appeals Panel. No person may be appointed to the Appeals Panel unless they have at some time 10 years continuous membership of PPS

3.3 The Appeals Panel will be elected by the Annual Delegates Conference (ADC) for a period of 3 years. Panel members shall be eligible for re-election for a second term of office, but no member shall remain on the Panel for a period of more than 6 years. If a Panel member relinquishes their office for any reason, a replacement shall be elected at the following ADC. Until then the position will remain vacant.

3.4 An Appeals Tribunal shall consist of 3 members appointed by the NEB from the current members of the Appeals Panel.

3.5 A member must give notice in writing to the General Secretary within 14 days of the date upon which the disputed decision was communicated. Such notice shall state the grounds and all matters on which the proposed appeal is based. Normally new evidence is not permitted but this is at the discretion of the Appeals Tribunal. Upon receipt of such notice, the General Secretary shall convene an Appeals Tribunal for a date not later than 45 days after the date they received the notice of appeal and shall give the appellant not less than 20 days' notice in writing. The Appeals Tribunal shall appoint a Chairman from amongst its number /

3.6 The NEB shall appoint a member of the Secretariat of PPS as the clerk to the Appeals Tribunal.

3.7 The Appeals Tribunal shall determine its own procedure with a view to ensuring a fair, honest and unbiased determination of the appeal, provided always that the appellant shall be given a fair opportunity to present their case in person and to answer any case against them.

3.8 The member may be accompanied by a PPS member. The same rules as to being accompanied at a disciplinary tribunal hearing apply to appeal hearings.

3.9 The determination of the Appeals Tribunal shall be announced within 28 days of the hearing being concluded and shall be final. The Appeals Tribunal shall be entitled to vary, quash or uphold the decision against which the appeal is made and substitute any lesser penalty.

4.0 REMISSION OF PENALTIES

Notwithstanding any decision of the Appeals Tribunal, the NEB shall have power to lift any disciplinary penalty (including power to remit or refund any fine). Any penalty imposed will last for a minimum of one year from the date the penalty took effect.

4.1 An application under this Rule must be made in writing. The applicant may make a statement to the NEB in support of their application, either orally or in writing. The NEB will not hear appeals and no cross-examination shall be permitted, although the NEB may ask questions of the applicant.

4.2 In the case of an applicant who has been expelled from membership or associate membership of PPS then NEB may, as a condition of the applicant's readmission, require that the applicant pays all or part of any subscription arrears.

4.3 The decision of the NEB on any application under this Rule shall be final and binding and shall not be subject to a right of appeal.

-signed-

PRESIDENT