

## Regualtions

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## Scope of this document

This document is intended to explain the operational structure of Aviation Sim UK.

## Current organisational structure

**Head Director of  
Aviation Sim UK**

Nathaniel Laurence

**Director of Marketing**

Ben Carpenter

**Director of Video  
Creation**

Piers Austin-Foss

**Director of Web and  
Graphics**

Vacant

**Director of Complaints  
and Queries**

Matthew Loughlin

## Membership

### Requirements

Aviation Sim UK services (Discord and the Aviation Sim UK website) are open for use by members aged 13 years and older. Use of Aviation Sim UK services is available to all individuals regardless of race, creed, colour or nationality. The primary language used within Aviation Sim UK is English, however, other languages may be used by members.

### Fees

Aviation Sim UK is a not-for-profit organisation, that has both free and paid features for members within the organisation and as such some areas may be unavailable for free members including early bird access and certain blogs. Money raised from this membership is not to profit any member of the group, and any profits will be reintroduced into the group. For a complete list of what benefits come with memberships visit: [www.patreon.com/aviationsimuk](http://www.patreon.com/aviationsimuk). The benefits of each membership tier may change, and when they change, members with said memberships will be notified of the change at least one month in advance of the changes.

### Application to become a member

Applications to become a member of Aviation Sim UK are done by creating an account on the Aviation Sim UK website and/or joining the Aviation Sim UK Discord server.

### Terms of usage

By logging on to the Aviation Sim UK website or joining the Aviation Sim UK Discord server, a member agrees to be bound and abide by the "Aviation Sim UK Policy document" as shown on the welcome page of the Aviation Sim UK Discord server and in the members area of the Aviation Sim UK website. Violations of the "Aviation Sim UK Policy Document" may result in suspension of login privileges with the website, suspension of their Discord account on the Aviation Sim UK Discord server and/or expulsion from Aviation Sim UK

### Creation of directors

The founders, by adoption of this Code of Regulations, hereby adopt a board of directors. The board of directors shall consist of 5 members, all in good standing of Aviation Sim UK. The initial board of directors shall be appointed by the founders of Aviation Sim UK and may include any or all of the founders. After expiration of their term, the seat held by a member of the board of directors shall be open to election by qualified members of Aviation Sim UK and pursuant to the rules set forth in the "Staff" section of this document, the "Aviation Sim UK Policy Document" as well as the position duties dictated in the relevant documentation held in the Aviation Sim UK Google Drive.

### Creation of web site

The board of directors of Aviation Sim UK are required to create and maintain an internet web site for the purposes of providing information to the general public regarding Aviation Sim UK and to make the videos required by these regulations.

## Creation of videos

It is hoped that the directors of Aviation Sim UK will aim to release one video per week on YouTube, as well as attempt to release relevant marketing and streams as and when required.

## Staff

### Founders

The original Aviation Sim UK was founded by three members, of which we are indebted and eternally grateful for their help in starting Aviation Sim UK. The three founding members were Thomas Nelson, John Murray and Nathaniel Laurence. Other members that were pertinent to the creation of Aviation Sim UK may be recognised as founders as well.

### Head director

The head director is voted in by the Aviation Sim UK board of directors. The head director shall be elected by a majority vote of the Board of Directors, and upon his or her election, will serve a term of two years. The head director shall publicly represent the board of directors and shall speak on behalf of Aviation Sim UK. The head director shall also be vested with the authority to enter into agreements with individuals and entities on behalf of Aviation Sim UK after receiving the express permission of the board of directors. However, the head director will have no veto power over any other director level in Aviation Sim UK.

Upon his or her election by the board of directors, the president shall be deemed to have vacated any other staff position in the board. The vacated position will remain unfilled until the head director can assign a new director, with the approval of the rest of the board.

### Directors

The remaining four directors of the Aviation Sim UK board of directors shall hold one of the following positions

- Director of Marketing
- Director of Complaints and Queries
- Director of Video Creation
- Director of Web and Graphics

In addition to the job descriptions detailed below, the scope and duties of these director positions will be made public on the Aviation Sim UK website. All director positions, including head director have a maximum term of 2 years.

### Director job descriptions

All directors are full voting members of the board of directors. These directors are charged with the duties specified below as well as on the Aviation Sim UK website according to the position held. Each director is interacted to interact with other directors, staff and members not only for their individual duties, but also the collective duties of Aviation Sim UK.

## Head Director

Calls and conducts all board of director meetings, with a minimum of one meeting per calendar quarter, and directs the board of directors and its members in the performance of their duties. If required the head director is required to cover any vacant director positions, with the attempts to fill said vacant positions, and to assist other directors in completing their collective duties.

## Director of complaints and queries

Handles complaints made by members of Aviation Sim UK services, and is responsible for leading the moderation team. He or she will answer any queries, and if this is not possible then he or she will direct the query to someone who can answer the query. He or she will work with the head director when a ban is required and to ensure that the moderation logs and ban logs are kept up to date. He or she will also indirectly be the members point of contact and will relay any concerns or suggestions with the other directors in the quarterly meetings.

## Director of marketing

He or she will be responsible for regularly updating the Aviation Sim UK Facebook, Instagram and Twitter pages, with the attempt of strategically growing Aviation Sim UK for the benefit of the members.

## Director of web and graphics

He or she is responsible for the creation and maintenance of the Aviation Sim UK services, mainly the Aviation Sim UK website and the Aviation Sim UK Discord Server. He or she is also responsible for the creation of graphics as required by other departments, for example, but not limited to, the creation of YouTube thumbnails, Facebook banners etc.

## Director of video creation

He or she is responsible for the creation, editing and publishing of YouTube videos and should aim to release one video every week. The videos created should be informative, creative and innovative in providing accurate information to Aviation Sim UK members. He or she will publish video analytics and general comments in the quarterly meetings as well as aims for the next quarter.

## Staff

Staff members are selected by department directors, and is signed off by the head director. Staff members are members of Aviation Sim UK that are in good standing. On appointment, their credentials on the Aviation Sim UK website are updated to a support manager role as well as being given admin access to select features to allow for effective moderation on the blogs section of the website. For a list of current staff member see the Aviation Sim UK Discord

## Staff, Moderators and Directors on Discord

All staff by definition are given moderation powers on the discord server. However, dedicated moderators exist and are given the staff role as well as the moderator role. Directors are given the role of director, followed by the department that they are a director for easy identification. Directors may also be given generic staff roles if they work in other departments. Staff are given staff roles based on the department or departments that they work in to allow for easy identification of the departments that they are responsible for.

## Director powers

The board of directors as a whole is vested with the following exclusive powers-

- The power to negotiate and enter into agreements on behalf of Aviation Sim UK as a whole
- The power to negotiate and enter into agreements with the owners of computer equipment or servers which desire to become part of Aviation Sim UK
- The power of appointment and removal of all general staff members
- The power to appoint an interim director on the board of directors to fill a vacancy created by the resignation or removal of a director
- The power to have access to complete membership details as held on the Aviation Sim UK website
- The power to approve any appeals to any disciplinary action
- Any other powers that the board of directors as a whole, with prior approval from the founders, deems necessary or advisable in conducting activities and affairs of Aviation Sim UK

## Director meetings

### Quarterly meetings

The board of directors shall hold meetings at least once every 3 months. The date and time of these quarterly meetings shall be made public on both the staff area of the Aviation Sim UK Discord Server, as well as on the Aviation Sim UK website, through the form of a ticket at least 14 days prior to the scheduled meeting time. It shall be the duty and responsibility of the head director to notify all directors and the founders through the Aviation Sim UK website ticketing system with the date and time of the quarterly meeting. The location of said meeting shall be in the management area of the Aviation Sim UK Discord Server.

The head director shall preside over all board of director quarterly meetings.

### Emergency meetings

The board of directors may, from time to time, hold emergency meetings which take place in between the standard quarterly meetings. Emergency meetings may be called by any director or at least two staff members. Emergency meetings are reserved for matters that require an immediate response and cannot be held until the next quarterly meeting. Emergency meetings are exempt from the 14 day notice period, and the head director will still be responsible for creating tickets letting other staff and directors know about the date and time of the emergency meeting. The head director shall preside over all emergency meetings.

### Intra/interdepartmental meetings

These meetings shall be run by the director or staff member that called the meeting. The arrangement of time and date of the meeting can take place through either private messages or through the Aviation Sim UK website ticketing system. If required then the head director may be

requested to sit on said meeting, and can be arranged through either private messaging or the Aviation Sim UK ticketing system. No agenda for such a meeting is required and no notes are required to be taken.

## Agenda

For quarterly and emergency meetings, the head director will set the agenda. The agenda will be made public for all said meetings on the Aviation Sim UK website and the Aviation Sim UK Discord server, by linking a google drive document from the Aviation Sim UK Google Drive. The head director will supply the agenda to all members of the meetings through the Aviation Sim UK website ticketing system at least 3 days prior to the meeting taking place. The period of time between 14 days prior and 3 days prior is the chance for other members, not just limited to those of the meeting, to request in writing for additional items to be added to the agenda.

## Annual general meeting (AGM)

The head director shall attempt to hold one AGM per year to allow all members, both staff and non-staff, to raise any issues they may have with the group. This is to follow the same structure to quarterly meetings with regards to timings.

## Minutes

Minutes are to be recorded by a member, present in the meeting, allocated by the head director. As soon as possible, and no greater than 14 days after the meeting, the minutes of said meeting shall be publicly released both on the Aviation Sim UK website and the Aviation Sim UK Discord Server for all members to be able to see. The minutes should also be sent to all members that were present in the meeting through the Aviation Sim UK ticketing system.

## Voting power

Each director that forms the board of directors, including the head director, shall have one vote for any single matter that is brought before the board for vote. In the event of a tie, then founding members will have the final say in the vote.

## Voting by proxy

If a member of the board of directors is unable to make a meeting, or unable to stay in the meeting, then they may vote by proxy on any or all of the items stated in the agenda. This must be made in writing through the Aviation Sim UK website ticketing system so that a record may be kept of the written intention to vote by proxy

## Staff resignation and hiring of new staff

All staff resignations should be made to their respective directors, who will then notify the head director of Aviation Sim UK. The resignation will be made public on both the Aviation Sim UK website, and the Aviation Sim UK Discord Server in a polite manner. If a director intends to hire new staff for their department, then they shall inform the head director, and then create a job profile that will be publicly shown on both the Aviation Sim UK website as well as the Aviation Sim UK Discord Server, and the time for applying for the role shall be open up to all Aviation Sim UK



members and shall last for no less than one week. Applications sent via e-mail and through the Aviation Sim UK website ticketing system will be accepted. Interviews will be run by the director in charge of the department and will be overseen by the head director. The successful member will have to be endorsed by the head director before he can receive the staff role. This will then be broadcast publicly on both the Aviation Sim UK Discord and the Aviation Sim UK website as well as any other marketing tools deemed necessary.

## Director resignation and filling of vacancies

All resignations of directors shall be submitted by ticket to the head director. Announcement of resignation should be made in as far advancement as possible in order to minimise any disruption of service to Aviation Sim UK. The head director may appoint an interim director until a permanent director can be appointed, and this will be confirmed in an emergency meeting.

Upon resignation of a director, the head director is vested with authority to fill the position on the board created through the resignation. If the head director resigns then it is up to the founders to appoint an interim head director, which is to be agreed in an emergency meeting through a vote with the other board members. It will then be up to the founders to recruit and appoint a new head director. Both the resignation and appointment of directors shall be publicly announced on the Aviation Sim UK website and the Aviation Sim UK discord server.

## Director suspension and removal

This section sets forth the procedure that must be followed with regards to charges seeking suspension or removal of a member of the board of directors

### Founders hearing on charges

#### Presentation of charges

A member of the Aviation Sim UK board of directors that is suspected of conduct unbecoming that may be in breach of this code of regulations, Aviation Sim UK policy or any type of abusive and/or illegal conduct towards any members or users of Aviation Sim UK services must be charged by at least two other members of the board of directors. The charges must be made in writing through the Aviation Sim UK website ticketing system to the members of the board of directors, the head director and the founders and should provide enough detail as to allow the improper conduct to be easily and readily identifiable

#### Answers to charges by accused member

The accused member shall have 15 days after receipt of said charges to respond in writing. The response is not required to be in great detail, and a general denial of said charges shall suffice. The response shall be served by a response to the ticket and be sent to the other members of the board of directors, the head director and the founders.

#### Founders hearing on the charges

The Aviation Sim UK founders shall then schedule a hearing on the charges. The date and time of this meeting shall not be set prior to the 15 day period that the accused member has to answer the

charges, nor shall the time and date of the meeting be set greater than 30 days from the date of receipt of the charges from the accused member.

### *Founders panel*

The founders as an entity will sit on a panel that will hear the charges. If less than three founders are able to hear the charges, then up to two board of director members will be chosen to sit on the panel, if this is not possible, then the remainder will be made up of staff members. These members selected are not to be related to the charges. This panel shall preside over and shall set forth the rules for the conduct of this meeting. In addition, the panel shall set forth any special procedures that will take place in this specific meeting in addition to any of the procedures listed below.

### *General procedure*

One of the members of the Board of Governors bringing the charges will present the evidence of conduct unbecoming. The evidence presented may be in the form of the testimony of witnesses or documentation. The accused member shall have the right to cross examine any witnesses presented by the members bringing the charges. At the close of the charging members presentation, the accused member shall have the right to present any evidence in his or her own defence. The evidence presented may be in the form of the testimony of witnesses or documentation. The charging members shall have the right to cross-examine any witnesses presented by the accused members. It shall be within the sole discretion of the panel to allow or disallow the admission of any such evidence, to determine the credibility of such evidence and to determine what weight to assign such evidence. However, the burden of proving the charges shall always be upon the members bringing such charges. At the close of the accused member's presentation, each of the parties may make a brief closing argument after which the presentation of testimony to the panel will end.

### *Founders panel deliberation*

After the closing arguments, the panel will enter into a private deliberation and thereafter conduct a private vote on the suspension and/or expulsion of the accused member. No one else will be allowed to enter into deliberation or to cast a vote other than members of the panel

### *Founders panel decision*

In order to suspend and/or expel an accused member, the vote of the panel must be unanimous. In the event of a unanimous decision, the terms of any such suspension or removal shall be in the sole discretion of the panel. In addition, any such unanimous decision shall be final and the parties agree to be bound by the panel's determination. If the panel is unable to reach a unanimous decision, then the charges against the accused member shall be dismissed.

### *Procedure after a determination of suspension or expulsion*

Upon the suspension or removal of a member of the board of directors, the head director shall fill the vacancy created as per the rules set forth in the "Director resignation and filling of vacancies" as stated above.

### *Process for members appeals to disciplinary action*

Any member may appeal any disciplinary action taken against them on Aviation Sim UK services. To appeal disciplinary actions a ticket must be submitted through the Aviation Sim UK ticketing system, clearly providing any evidence to disprove any charges placed against them. The director of

complaints and queries, in conjunction with the head director will contact the staff member or moderator that issued said disciplinary action to gather evidence to prove the charges. A response will then be submitted through the ticketing system with regards to the outcome of the appeal. If it is deemed necessary then a meeting may take place between the accused and the accuser, using the same format as that used for charges against members of the board of directors as detailed above, with the following changes: the panel will be made up of the head director, the director of complaints and queries and one other member of the board of directors, if this is not possible as the head director or the director of complaints and queries was the accuser, then another member of the board of directors shall be chosen that is unrelated to the complaint in question. If this is not possible then a member of staff shall be used to make up the panel.