

# INTERNATIONAL ASSOCIATION of CIVIL AVIATION CHAPLAINS



## Membership Application Process

### What to do:

#### **1. Complete the Application for Membership Form.**

in accordance with paragraph 6.6 of the Constitution which states:

*All applications for membership shall be supported by evidence of appointment by a competent authority. Normally, the Church Leader of the person's denomination shall give accreditation formally in writing. However, at the discretion of the Executive Board, accreditation may be given by the Chairperson of the Chaplaincy Management Body, or by the Senior Chaplain in post at the time of the appointment.*

*The applicant must clarify the necessary process before the application is submitted.*

**2. Fill in any new information on the Directory Form**, and add any other information you would like to include, using a separate sheet if necessary

**3. Send \_\_\_\_\_ The Application / The Letter of Authorisation / Accreditation / The Directory Form / The Affiliation Fee - in cash \$US50.00**

Treasurer IACAC: Mrs Beverly McNeely,  
2571 Oak Drive, CLAYTON, IN 46118, USA,  
Telephone: +1 (0) 317 491 5089, FAX: +1 (0) 317 244 9362  
E-mail: [bevmc4555@bcglobal.net](mailto:bevmc4555@bcglobal.net)

#### **1. ELECTRONIC BANK TRANSFER**

Account Name: International Association of Civil Aviation Chaplains  
Swift Code chasus33 Iban #19800495  
Account Number: 7503652  
Routing Number: 074908138  
Bank Address: State Bank of Lizton  
206 N. State Street, Lizton. IN 46149 USA

#### **2. BANK DRAFT**

Bank draft made payable to: -  
International Association of Civil Aviation Chaplains  
Mail to the IACAC Treasurer: Mrs Beverly McNeely  
2571 Oak Drive  
Clayton, IN 46118 USA  
Tel +1[0]317 491 5089 Fax +1[0]317 244 9362  
Email: [bevmc4555@bcglobal.net](mailto:bevmc4555@bcglobal.net)

#### **3. CASH PAYMENT AT ANNUAL CONFERENCE**

#### **4. If you have any questions about this, contact the Secretary:**

Miss Mary Holloway, 55 French Road, GREENVALE, VIC, 3059, AUSTRALIA  
Telephone: +61 (0) 3 9333 1214 FAX +61 (0) 3 9333 1536  
Mobile +6140755891 E-mail : [meh@iinet.net.au](mailto:meh@iinet.net.au)

**INTERNATIONAL ASSOCIATION OF CIVIL AVIATION CHAPLAINS  
MEMBERSHIP APPLICATION FORM**

I hereby apply for Membership of the INTERNATIONAL ASSOCIATION OF CIVIL AVIATION CHAPLAINS.

I pledge my support to the Objects of the Association as set out in the Constitution.  
(The Objects, and the categories of membership for which you may apply, as set out in the Constitution, & reproduced below.

**I include my Affiliation Fee - in Cash - of US\$50.00**

**I include a revised sheet for the IACAC Directory giving details of my appointment and the Airport at which I serve.**

Signature

.....  
First Name

.....  
Family Name

.....  
Title

.....  
***This Application is supported b:-***

Name

.....  
Authority

.....  
Signature

.....  
*A letter of accreditation is included*

*Extracts from the Constitution*

**4 Objects**

- 4.1 To provide for and promote fellowship under God for those engaged in ministry in the unique environment of civil aviation.
- 4.2 To provide a continuing exchange of experience and insights to enhance the fulfilment of the task.
- 4.3 To develop understanding of how civil aviation functions, its effect upon people engaged in it and using it, and its influence in shaping the world.
- 4.4 To engage in mutual theological and sociological study, and reflection relevant to the task.
- 4.5 To affirm and communicate our experience of God's one world which is given to us through the nature of civil aviation and our involvement in it.
- 4.6 To nurture ecumenical, spiritual and inter-faith relationships in the world which God has created.

**6 Membership of the Association**

6.1 Membership of the Association shall be open to any person engaged in Chaplaincy in Civil Aviation who is interested in furthering the Objects **and who has paid the Annual Subscription [dues]** as laid down from time to time by the Executive Board.

6.2 (New) Members will be:

1 Active: that is those engaged in regular full-time or part-time duties as a Chaplain either individually or as part of a Team. Accreditation for the appointment shall accord with the requirements of paragraph 6.6 (see previous page).

Note: The other categories of membership, Honorary and Retired, are not relevant to this application.

**INTERNATIONAL ASSOCIATION OF CIVIL AVIATION CHAPLAINS  
DETAILS FOR CHAPLAINCY DIRECTORY ENTRY**

***PLEASE NOTE* If this information changes anything in the current Directory Page, please attach a copy of your current page clearly indicating the changes to be made. It is best to download the latest version from the Internet. [www.iacac.ws](http://www.iacac.ws)**

**Name in Full**

Mailing Address in full

Which Church or Religious Body

Appointed you?

Are you ordained?

If a lay person, describe any special work you do.

Country City

Airport Name IATA Airport 3 Letter Code

Name of the Chaplaincy

Is the Chaplaincy **Full Time** or **Part Time** for .....**hours per week**

[Please Circle one & insert time]

Chaplaincy Personnel - please show faith/denomination & if full or part time for each chaplain

(Use a separate sheet if necessary)

Chaplaincy Postal Address

Office Location

Office days and hours

Telephone Numbers

Showing both International & Local

Codes

Chapel

+.....

Office

+.....

Home

+.....

Mobile

+.....

FAX Numbers

Showing both International & Local

Codes

+

E-mail Address

Chaplaincy Website Address

Airport Authority Website Address

Chapel Location

Chapel opening hours

Is the Chapel used Ecumenically? **YES / NO** By other faiths **YES / NO**

Worship Services-Days- Times -

Denominations - Faiths.

(Use separate sheet if necessary)

***For Treasurer's use only***

Application Received .....

Affiliation Fee Received ..... |

Original sent to Secretary .....

Copy sent to Directory Officer .....

Copy sent to Membership Secretary. ....

*Updated March 2010*

# INTERNATIONAL ASSOCIATION of CIVIL AVIATION CHAPLAINS



## Annual Membership Subscription / Dues

Extract from the Constitution of the Association

### Subscription

- 6.11 An Annual Subscription (dues) shall be levied. The subscription (dues) year shall accord with the financial year and run from 1 July to 30 June the following year.  
The subscription (dues) shall cover administration costs of the Association, the maintaining of an up-to-date Directory, and a contribution towards the Subsidy Fund (see Clause 12.7)
- 6.12 The introduction of a formally levied Annual Subscription (dues) from all members (rather than, prior to 1999, only those who attended the Annual Conference) is an attempt to encourage a more active and representative membership. Those who were Members prior to 1999 but who rarely attend Conference will remain members even if their subscription (dues) remains unpaid. However, it is hoped that in seeking to fulfil the Objects of the Association (Section 4 above) they will fulfil their responsibilities to their fellow members as well as those members who may seek to benefit from the Subsidy Fund.
- 6.13 The level of subscription (dues) shall be set at the preceding Annual Business Meeting on the advice of the Executive Board.
- 6.14 Notice of renewal of subscription (dues) shall be sent by the Secretary together with all papers relevant to the convening of the Annual Business Meeting. The subscription (dues) shall be indicated separately from other costs related to the Annual Conference.
- 6.15 Subscriptions (dues) may be paid when requested or at the Annual Conference of the relevant year. Members not attending the Annual Conference should pay their subscription prior to the Meeting.
- 6.16 The Executive Board may by majority vote and for good reason terminate the membership of any individual, provided that the member concerned shall have the right to be heard by the Executive Board, accompanied by a friend, before a final decision is made.
- 6.17 Membership shall be deemed to have ceased when
1. the person resigns from the Association
  2. the person fails to pay their Annual Subscription (dues), following adequate reminders, and subject to consideration of Clause 6.9
  3. the person is no longer engaged in the work of Civil Aviation Chaplaincy unless he/she has been formally accepted as an Honorary Member, or wishes to remain as a Retired Member;
  4. the person loses the accreditation of their accrediting body for airport ministry;
  5. the person loses the accreditation of the Association following a two-thirds vote of Active Members attending the Annual Business Meeting.

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Current Subscription as from 1st July 2009 US\$ 50.00 to be paid ANNUALLY.