

Constitution of VATSIM Scandinavia

Version 3.0

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1. Objective

VATSIM Scandinavia aims to deliver consistent, top-tier air traffic control services across the Nordic region on the VATSIM Network. The organization endeavors to lead in enhancing the realism of flight simulation while ensuring pilots and controllers enjoy themselves and gain valuable insights into aviation and air traffic control.

2. Definitions

2.1. vACC Director

The vACC Director is the head of VATSIM Scandinavia and holds overall responsibility for its management, staff, and operations.

2.2. Board

The Board consists of the vACC Director, Training Director, Tech Director, FIR Directors, and any appointed Deputy FIR Directors.

2.3. Staff

Staff are members appointed to support the management and operation of VATSIM Scandinavia under the supervision of the vACC Director. Staff roles are organized into the following categories:

2.3.1. Board Members

Members appointed to the Board.
Voting rights are role-dependent and explicitly defined in Section 7.

2.3.2. Leads

Members responsible for specific functional or operational domains. Leads do not hold voting rights.

2.3.3. Team Members

Members appointed to support Leads in their assigned areas.
Team Members do not hold voting rights

3.Relations, Responsibility, and Ownership

VATSIM Scandinavia, as part of VATSIM, oversees the following Flight Information Regions (FIRs):

- Bodø Oceanic FIR (ENOB)
- Copenhagen FIR (EKDK)
- Helsinki FIR (EFIN)
- Nuuk FIR (BGGL).
- Polaris FIR (ENOR)
- Reykjavik CTA (BIRD/BICC)
- Sweden FIR (ESAA)

VATSIM Scandinavia is currently organized within the VATEUD Division.

VATSIM Scandinavia operates as a non-profit organization without financial revenue. Membership is free of charge. Ownership of VATSIM Scandinavia is collectively held by its active ATC members.

All materials (documents, images, and programs) created specifically for VATSIM Scandinavia are owned by the organization, unless otherwise stipulated when the material is made available. Contributors must promptly notify VATSIM Scandinavia of any potential copyright issues upon submission or discovery.

4. Membership

4.1. Eligibility and Application

Any person who agrees with the objectives and regulations of VATSIM Scandinavia and its parent organizations is eligible to seek membership.

Membership is automatically granted upon registration in the VATSIM membership database under "Europe – Europe (except UK) – Scandinavia vACC/vARTCC," provided the applicant holds:

- A valid VATSIM ID; and
- A functioning email address.

4.2. General Principle

Membership in VATSIM Scandinavia is considered a privilege, not a right. The Board retains the authority to decline applicants if their behavior outside VATSIM Scandinavia is deemed incompatible with the values of the organization.

4.3. Types of Membership

4.3.1. Permanent ATC Membership

Permanent ATC members of VATSIM Scandinavia are categorized into two groups:

Active ATC Members

Active ATC members are those who have conducted more than ten (10) hours of active ATC within the previous twelve (12) months, as verified by VATSIM statistics. Only active ATC members have voting rights on matters concerning VATSIM Scandinavia.

VATSIM Scandinavia maintains an up-to-date ATC roster on the official VATEUD website.

Inactive ATC Members

Members who do not meet the activity criterion are classified as inactive ATC members. Inactive ATC members are not permitted to occupy active ATC positions and must coordinate with the Training Department before resuming active status.

Exclusivity Requirement

Permanent ATC members of VATSIM Scandinavia are prohibited from holding permanent ATC memberships in any other vACC.

4.3.2. Visiting ATC Membership

Members who hold permanent membership in another vACC but wish to temporarily transfer to VATSIM Scandinavia are categorized as Visiting ATC members.

Requirements:

- Be in compliance with VATSIM Scandinavia's transfer and visiting policy.

Activity Requirements

If a visiting controller does not meet the minimum active ATC hours required by this Constitution, they will be notified by the Training Director or a Board representative that their visiting ATC member status has been revoked.

Voting Rights

Visiting ATC members do not have voting rights on issues concerning VATSIM Scandinavia.

4.3.3. Affiliated Membership

Members who are not ATC (Air Traffic Control) qualified are classified as affiliated members. Affiliated members do not possess voting rights on matters concerning VATSIM Scandinavia.

4.4. Member Rights and Responsibilities

4.4.1. Member Obligations

Members are required to adhere to VATSIM Scandinavia's guidelines on the VATSIM network, official VATSIM Scandinavia media, and when representing themselves as part of VATSIM Scandinavia within the flight simulation community.

All members must:

- Comply with the regulations of VATSIM Scandinavia's parent organizations;
- Treat fellow members with mutual respect; threatening, harassing, or belittling others is unacceptable;
- Avoid blaming or pointing fingers;
- Submit any complaints to the Board rather than discussing them publicly;
- Be open to advice from more experienced peers;
- Respect and adhere to decisions made in good faith to further the organization's objectives;
- Follow instructions regarding manning ATC positions within VATSIM Scandinavia airspace; and
- Stay informed by participating in discussions and reviewing information shared on official VATSIM Scandinavia platforms.

4.4.2. Member Rights

Members are entitled to:

- Provide ATC service within VATSIM Scandinavia airspace following approval by a VATSIM Scandinavia examiner;
- Receive fair and equitable treatment;
- Seek advice and request training in ATC procedures;
- Be recommended for advancement to higher roles as soon as deemed competent;
- Submit formal proposals for changes to the Director or another Board member for consideration; and
- Participate in discussions on VATSIM Scandinavia's forum, Discord server, and other official platforms.

4.5. Temporary Suspension

The Board reserves the right to suspend a member, pending further notice, for violating VATSIM Scandinavia's rules or staff instructions. The Board must promptly inform the member of the reasons for and duration of the suspension.

While suspended, the member is prohibited from:

- Occupying active controller positions within VATSIM Scandinavia airspace;
- Voting on matters concerning VATSIM Scandinavia; and
- Participating in discussions on official VATSIM Scandinavia platforms, as access to all web services is suspended.

4.6. Termination of Membership

4.6.1. Effects of Termination

Upon termination of vACC membership, the member will be promptly removed from the membership roster and will immediately forfeit all privileges and rights within VATSIM Scandinavia.

Following termination, VATSIM Scandinavia is obligated to handle the member's data in accordance with VATSIM requirements. The rights of the member as a data subject are detailed in the vACC's Data Protection Policy.

4.6.2. Termination by Member

Any member may terminate their membership at any time by submitting written notice to the Board or the designated person responsible for handling such requests.

4.6.3. Termination by the Board

The Board reserves the right to terminate the membership of any VATSIM Scandinavia member who, after at least one temporary suspension, persists in violating the organization's rules or staff instructions. The Board must notify the member of the reasons for this action as soon as reasonably practicable.

5. Management and Organization

5.1. General Principles

5.1.1. Framework

The day-to-day operations of VATSIM Scandinavia are managed by the staff within the framework of this Constitution. The staff is responsible for serving the members of VATSIM Scandinavia and advocating for their interests.

5.1.2. General Staff Responsibilities

All staff members are responsible for:

- Ensuring compliance with all provisions of this Constitution;
- Listening to members of VATSIM Scandinavia and addressing their suggestions and inquiries;
- Organizing and supervising activities within VATSIM Scandinavia;
- Maintaining organized records of external communications, agreements, and documents for smooth transition to a successor;
- Responding to external communications and member inquiries within their area of responsibility within seven (7) days;
- Temporarily delegating responsibilities during vacation periods to another staff member;
- Transferring external communications, agreements, and documents to the successor or the Director upon leaving the staff position;
- Resigning with at least one (1) month's notice by submitting a letter to the nearest senior staff member; and

- Committing to fulfilling their duties consistently and effectively.

5.2. Board Composition and Requirements

5.2.1. Mandatory Positions

The Board must always consist of the following positions:

- vACC Director
- Training Director
- Tech Director
- Director of Copenhagen FIR
- Director of Helsinki FIR
- Director of Polaris FIR
- Director of Reykjavik CTA
- Director of Sweden FIR

Any Director may appoint Deputies to assist in their duties, subject to approval by the Board. All Deputy appointments are contingent upon the Director who appointed them. Deputies do not hold voting rights unless explicitly delegated by a voting Board member in accordance with Section 7.1.2. & 7.1.3.

All Board members must:

- Hold an S3 rating or higher; and
- Have been members for at least one (1) month.

Exception:

The vACC Director and Training Director must:

- Hold a C1 rating or higher; and
- Have been a member for at least one (1) year.

5.3. Staff Positions

5.3.1. Leads

Additional staff positions are referred to as Leads.

Appointment

Leads may be appointed through an application process or be directly appointed by a director. The candidate must possess an S2 rating or higher to be considered.

Mandatory Position

The only mandatory Lead position is the Training Lead.

Additional Positions

Staff positions not listed in this Constitution may be appointed by a FIR Director with prior approval from the Board, each with a defined job description.

5.3.2. Team Members

Team members may be appointed by the department lead with approval of the appropriate Director(s), each assigned specific tasks or roles with a designated job description.

Requirements

Team members must have an S2 rating or higher to be considered.

5.4. Position Descriptions

5.4.1. vACC Director

The vACC Director oversees the operations of VATSIM Scandinavia and serves as the organization's representative to its parent organization and other entities.

Responsibilities:

- Holds ultimate responsibility for all subordinate areas;
- Primarily oversees areas not assigned to other staff positions; and
- Ensures all appropriate staff positions are filled.

5.4.2. Training Director

Responsibilities:

- Assumes overall responsibility for the Training Department and has final authority in training matters;
- Reports pertinent Training Department matters to the VATSIM Scandinavia Board;
- Works closely with FIR Directors to uphold training standards and procedures;
- Oversees documentation and procedures for ATC training;
- Supervises and manages training in each FIR by communicating with Training Leads; and
- Oversees recruitment and dismissal of mentors by Training Leads.
- Understands, follows and adapts the VATEUD Division Training Policy to VATSIM Scandinavia's needs

5.4.3. FIR Director

Responsibilities:

- Collaborates closely with other FIR Directors and reports directly to the vACC Director;
- Participates actively in Board discussions;
- Develops and enforces rules and regulations to enhance the online experience specific to each FIR;
- Continuously monitors and updates ATC operational procedures to enhance the virtual online environment for each respective FIR;
- Coordinates closely with the Training Director to establish and monitor training standards for both new and existing VATSIM Scandinavia members;
- Performs and delegates tasks within the FIR to staff and other members as deemed necessary;
- Performs conflict resolution within their respective FIR and escalates to the Board if necessary;
- Supports the vACC Director and provides assistance as needed in their responsibilities;
- If the vACC Director is on leave, continues their work until the Director returns; and
- If the vACC Director is removed, resigns, or becomes unexpectedly and permanently absent, forms a temporary Board until a new Director has been elected.

5.4.4. Tech Director

The Tech Director is responsible for the strategic and operational oversight of VATSIM Scandinavia's technical domain, under the authority of the vACC Director.

Responsibilities:

- Owns operational decision-making within the technical domain, with major changes and strategic decisions made in consultation with the Board;
- Manages and maintains VATSIM Scandinavia's services and server infrastructure;
- Ensures system stability, security, and compliance with applicable IT security and privacy regulations;
- Acts as the primary point of contact for VATSIM technical integrations and standard procedures; and
- Nominates Technical Department staff for appointment by the vACC Director.

5.4.5. Training Lead

The Training Lead manages FIR-level training operations under the authority of the FIR Director and Training Director.

Responsibilities:

- Manages local training-related matters within the FIR under supervision of FIR Director and Training Director;
- Communicates training-related issues to the Training Director;
- Works closely with the FIR Director in managing appropriate training standards;
- Manages local training materials under supervision of Training Director;
- Handles any case regarding under-performing students and/or currency/competency in collaboration with the Training Director and/or FIR Director; and
- Nominates mentors and examiners for appointment by the Training Director.

5.4.6. Event Lead

Responsibilities:

- Coordinates events across borders, serving as the central point of contact within VATSIM Scandinavia and liaising with external vACC event staff;
- Manages the events calendar and coordinates event planning across all FIRs, ensuring alignment with the vACC event strategy; and

5.4.7. Data Protection Officer

The Data Protection Officer is appointed as an independent auxiliary department by the vACC Director of VATSIM Scandinavia.

Eligibility Restrictions

Cannot be the current vACC Director, Training Director, or any member of the Tech Department.

Independence

Expected to work and make decisions autonomously without external influence.

Responsibilities:

- Oversees the processing of data;
- Provides recommendations to enhance data management practices;
- Advises and provides approval for Data Handling Policies;
- Manages member inquiries and concerns regarding Data Protection and Handling; and
- Addresses any additional tasks mandated by law.

5.4.8. Team Members

Responsibilities:

- Team members with tasks within the relevant department as assigned by their supervising Lead or Director.

6. Elections and Appointments

6.1. vACC Director

6.1.1. Term of Office

The vACC Director shall serve a term of two (2) years, comprising two consecutive one-year periods.

6.1.2. Mid-Term Declaration

No later than January 31st of the second year of the term, the incumbent vACC Director must publicly announce on the official VATSIM Scandinavia forum their intention to either:

- Continue serving for the remainder of the term; or
- Resign from the position.

Should the vACC Director elect to resign, a regular election shall be conducted in accordance with Section 6.1.4.

Such mid-term transition shall not affect the composition or tenure of other staff members unless otherwise specified.

6.1.3. End of Term Elections

At the conclusion of each two-year term, a new election shall be conducted to allow:

- New candidates to declare their candidacy; and
- The incumbent vACC Director to seek re-election.

6.1.4. Election Schedule and Procedure

Timing

Ordinary vACC Director elections shall be held between February 1st and March 31st, with the voting period lasting one (1) week. The Board shall determine the precise dates for each election.

Notice Requirements

Notice of election must be communicated to all VATSIM Scandinavia members via email no less than seven (7) days prior to the commencement of voting. Such notice shall include:

- The dates of the voting period;
- The names and qualifications of all eligible candidates; and
- Any other relevant election information.

Assumption of Office

The newly elected vACC Director shall assume office on the date that is exactly thirty (30) days following the conclusion of the voting period.

6.1.5. Voter Eligibility and Voting Procedures

Eligible Voters

Only active permanent ATC members of VATSIM Scandinavia shall be eligible to vote in vACC Director elections.

Voting Rights

Each eligible member shall be entitled to cast one (1) vote. Proxy voting is expressly prohibited.

6.1.6. Election Committee

There is no official election committee. Every member has the right to nominate candidates for the election. Candidate suggestions should be submitted to the Board. If the candidate meets the requirements, they will be included in the email announcing the election.

6.1.7. Extraordinary Elections

If the vACC Director vacates the position prematurely for any reason, an extraordinary election shall be conducted within one (1) month, following the same procedure as outlined in Section 6.1.4.

The newly elected vACC Director assumes office immediately and serves until the next regular election is held.

6.2. Training Director

6.2.1. Term of Office

The Training Director shall serve a term of two (2) years, comprising two consecutive one-year periods.

6.2.2. Mid-Term Declaration

No later than January 31st of the second year of the term, the incumbent Training Director must notify the vACC Director in writing of their intention to either:

- Continue serving for the remainder of the term; or
- Resign from the position.

Should the Training Director elect to resign, the vACC Director shall:

- Publicly announce the vacancy on the official VATSIM Scandinavia forum; and
- In conjunction with the Board, commence the process of appointing a new Training Director in accordance with Section 6.2.4.

6.2.3. End of Term Appointment Process

At the conclusion of each two-year term, a new appointment process shall be conducted to allow:

- New candidates to declare their candidacy; and
- The incumbent Training Director to seek reappointment.

6.2.4. Appointment Procedure

Authority: The Training Director shall be appointed by the Board following consultation with the vACC Director.

Candidate Evaluation

The Board shall evaluate all qualified candidates and select the appointee based on:

- Relevant experience and qualifications;
- Fulfill any requirements set forth in the VATEUD Division Policy section 4.1
- Demonstrated commitment to VATSIM Scandinavia; and
- Such other criteria as the Board deems appropriate.

Notice of Vacancy

When a Training Director position becomes vacant, notice shall be communicated to all VATSIM Scandinavia members via the official forum, including:

- The deadline for submitting candidacy declarations;
- Qualification requirements for the position; and
- The expected timeline for the appointment process.

Assumption of Office

The newly appointed Training Director shall assume office on a date determined by the vACC Director in consultation with the Board, taking into account transition requirements.

6.3. FIR Directors

6.3.1. Term of Office

FIR Directors shall serve without a fixed term and may remain in office indefinitely, subject to maintaining the confidence of the membership and fulfilling the requirements set forth in this Constitution.

6.3.2. Annual Confirmation

No later than January 31st of each year, each incumbent FIR Director must notify the vACC Director in writing of their intention to either:

- Continue serving in the position; or
- Resign from the position.

Should a FIR Director elect to resign, the vACC Director shall:

- Publicly announce the vacancy on the official VATSIM Scandinavia forum; and
- In conjunction with the Board, commence the process of appointing a new FIR Director in accordance with Section 6.3.3.

6.3.3. Appointment Procedure

Authority

FIR Directors shall be appointed by the Board.

Candidate Evaluation

The Board shall evaluate all qualified candidates and select the appointee based on:

- Knowledge of and experience with the relevant FIR;
- Relevant administrative and leadership experience;
- Demonstrated commitment to VATSIM Scandinavia; and
- Such other criteria as the Board deems appropriate.

Notice of Vacancy

When a FIR Director position becomes vacant, notice shall be communicated to all VATSIM Scandinavia members via the official forum, including:

- The specific FIR for which the position is vacant;
- The deadline for submitting candidacy declarations;
- Qualification requirements for the position; and
- The expected timeline for the appointment process.

Assumption of Office

The newly appointed FIR Director shall assume office on a date determined by the vACC Director in consultation with the Board, taking into account transition requirements.

6.3.4 Vote of No Confidence

Members belonging to a specific FIR may, at any time, propose a vote of no confidence in the FIR Director responsible for that FIR.

Requirements for Valid Motion:

A valid motion of no confidence must:

- Be supported by at least one-third ($\frac{1}{3}$) of active members with an S2 rating or higher belonging to that FIR, or ten (10) such members, whichever is lower; and
- Be submitted via email to the vACC Director.

Procedure

The motion of no confidence shall be discussed by the remaining members of the Board, excluding the FIR Director in question, and shall subsequently lead to a vote.

If a majority of the voting Board members votes in favor of dismissal, the FIR Director shall be considered removed from office, and the vACC Director shall initiate the process for appointing a new FIR Director in accordance with Section 6.3.3.

7.Meetings and Voting

7.1. Board Meetings

7.1.1.Convening Meetings

Board meetings are convened by the vACC Director or upon request by at least half of the voting members of the Board.

Meetings must be announced to all Board members no less than one (1) week in advance.

7.1.2.Voting Rights

Voting rights within the Board are held exclusively by the following roles:

- vACC Director
- Training Director
- FIR Directors

All other Board members attend without voting rights.

7.1.3.Proxy Voting

A voting Board member may designate another Board member to exercise their voting rights on their behalf. Such designation may be granted to a Deputy or to another Director and must be explicitly communicated prior to the vote.

7.1.4.Decision-Making

Decisions of the Board are made by a simple majority of valid votes cast by eligible voting members.

In the event of a tie, the vACC Director casts the deciding vote.

7.2. Interim Leadership

7.2.1. Appointment of Interim vACC Director

In the event that the vACC Director is temporarily unavailable, the Board shall select one Interim vACC Director from among the voting Board members.

7.2.2. Interim vACC Director

The Interim vACC Director serves in a caretaker capacity only, limited to maintaining ongoing operations and ensuring continuity.

During interim leadership, no structural, organizational, or constitutional changes may be enacted, except where required to comply with VATSIM regulations or applicable law.

8. Resignation, Dismissal, and Removal

8.1. Resignation

8.1.1. vACC Director Resignation

Rules pertaining to the premature resignation of the vACC Director are detailed in Section 6.1.

8.1.2. Staff Member Resignation

Staff members have the right to resign by notifying the vACC Director in advance. It is customary to remain in office until a successor is appointed.

The resigning staff member should:

- Assist the successor;
- Provide guidance on the tasks; and
- Transfer all necessary materials for the smooth continuation of duties.

8.2. Dismissal and Removal

8.2.1. Authority

Unless otherwise specified in this Constitution, dismissal is executed by the vACC Director of VATSIM Scandinavia.

8.2.2. Dismissal of Board Members

Members of the Board cannot be dismissed unless they have violated the rules of VATSIM Scandinavia.

Procedure:

- Discussions should be held with the staff member in question;
- Efforts should be made to prevent dismissal;
- The decision to dismiss must be discussed with all members of the Board; and
- The dismissal must be approved by at least two-thirds ($\frac{2}{3}$) of voting Board members before it can be enacted.

8.2.3. Dismissal of Leads

Leads shall not be dismissed unless they have violated the rules of VATSIM Scandinavia.

Discussions should be held with the staff member in question, and efforts should be made to avoid dismissal.

8.2.4. Dismissal of Team members

Team members may be dismissed if:

- Their tasks have been completed; or
- There is no longer a need for their assistance.

Dismissal is carried out by the staff member who appointed the assistant.

8.2.5. Removal of FIR Directors

The procedure for removal of FIR Directors is detailed in Section 6.3.4.

9. Special Situations

9.1. Referendums

9.1.1. Notice Requirements

Referendums concerning changes to VATSIM Scandinavia that require member voting must be announced via email at least two (2) weeks before the referendum date.

9.1.2. Voter Eligibility

Only active permanent ATC members are eligible to vote in referendums.

9.1.3. Acceptance Threshold

A referendum is deemed accepted if sixty-six percent (66%) of the valid votes cast are in favor of the proposed change.

9.1.4. Open vs. Closed Voting

Referendums are generally open, unless ten (10) or more eligible voting members request a closed vote.

In the case of a closed vote, a committee consisting of one (1) Board member and one (1) regular member will oversee the voting process.

9.2. Referendum of Distrust of the vACC Director

9.2.1. Initiation

A "Referendum of Distrust" against the vACC Director can be proposed for discussion at an Extraordinary General Meeting (EGM), which must be requested in writing by ten (10) or more active permanent ATC members of VATSIM Scandinavia.

9.2.2. Convening the EGM

The Board is required to convene the EGM within two (2) weeks of receiving the request.

If the Board fails to do so, the members who initiated the request may organize the meeting themselves.

In either case, all members must be notified via email at least one (1) week before the meeting.

9.2.3. Referendum Procedure

If the members who called for the EGM do not withdraw the request for a "Referendum of Distrust," the referendum must be initiated immediately after the meeting.

Eligible Voters

All active permanent ATC members of VATSIM Scandinavia (including staff but excluding the vACC Director) have one (1) vote each.

Voting Period

The voting period shall be open for one (1) week.

9.2.4. Outcome

If two-thirds ($\frac{2}{3}$) of the valid votes cast express distrust against the vACC Director, the vACC Director immediately loses their position.

A new vACC Director must be elected through an additional election following the standard election rules outlined in Section 6.1.

9.2.5. Frequency Limitation

Only one "Referendum of Distrust" can be initiated against the vACC Director every three (3) months.

9.3. Vacant vACC Director Position

9.3.1. Temporary Appointment

If the vACC Director's position becomes vacant for any reason, all voting Board members shall promptly select one among themselves to assume the position temporarily until formal elections can be arranged as outlined in Section 6.1.7.

10. Amendment of the Constitution

10.1. Proposal and Discussion Period

Proposals to amend this Constitution must be announced by the Board to all members for discussion over a period of fourteen (14) days.

10.2. Acceptance Without Objection

If no objections are received during the discussion period, the Constitution shall be considered amended, when approved by VATEUD.

10.3. Referendum on Objection

If an objection is raised, a referendum on the proposed amendment shall be conducted for fourteen (14) days to decide its acceptance.

10.4. Submission of Objections

Objections must be:

- Submitted via email to the vACC Director within the discussion period mentioned in Section 10.1; and
- Include a reasoned argument regarding the relevant amendment.