

Organizational Regulations

Swiss Aviation Services Providers Association ("SASPA") – Local Section Geneva ("LS GVA")

1 Preamble

- 1.1 Under the name of "Swiss Aviation Services Providers Association" ("SASPA"), an Association ("Association") has been established in accordance with Art. 60 et seq. of the Swiss Civil Code. The official abbreviated name of Association is "SASPA".
- 1.2 Based on Art. 5.2.4g of SASPA's Articles of Association, a local section "LS GVA" is created in Geneva/GVA and respective regulations are defined in these Organizational Regulations.
- 1.3 Unless not expressly stipulated and/or exempted hereinafter, SASPA's Articles of Association (as amended) are applicable and prevail in full for all members, delegates, officers and third-party representatives pertaining to the LS GVA. This expressly pertains, but it is not limited to, Art. 8 ("Code of Conduct") of SASPA's Articles of Association

2 Membership to LS GVA

- 2.1 Membership to LS GVA can be awarded according to the following eligibility criteria
 - a) Existing SASPA members engaged at the seat of the Association (considered to be "national members" will automatically become member of the LS GVA, provided they have a presence and operation at Geneva/GVA international airport in accordance with Art. 4.1b) of SASPA's Articles of Association
 - b) Local membership in SASPA is open to companies registered in Switzerland which fulfil both of the following criteria:
 - i. A headcount of min. 50 workers in Geneva (including agency staff). The reference date is the last day of the calendar month three months prior to the start of SASPA's financial year. The NEC has the authority to grant exceptions from this criteria in borderline cases for existing SASPA members to the limit that the minimum headcount does not fall more than 10% below 50 workers; and
 - ii. and, where required, is authorized to perform by the designated authorities, ground handling services in accordance with the Swiss Regulation on the Infrastructure of Air Traffic referring to the Council Directive 96/67/EC of 15 October 1996, as amended from time to time, at an international airport in Switzerland to provide services for its members.
 - c) Local members fulfilling the criteria of SASPA's national membership may be granted national membership at their request in accordance with regulations set forth in SASPA's Articles of Association

A handwritten signature in blue ink, appearing to be a stylized set of initials or a name.

3 LS GVA Organizational Structure

- 3.1 LS GVA shall, in accordance with the provisions set by the NEC (which comprise, but are not restricted to the coordination LSB GVA annual planning cycle including LSB elections in accordance with SASPA's national yearly planning), establish and operate a local section board ("LSB") according to the following principles:
- 3.1.1 The LSB is the executive body of the Local Section and is led by the Chairperson.
- 3.1.2 The LSB consists of all members of the local section (including the Chairperson). The Chairperson shall be elected by the Local Section and confirmed by the NEC for a period of one year. Re-election is permitted.
- 3.1.3 The LSB may elect a Directeur Générale for the local section. The tasks of the Directeur Générale is to conduct the daily business of SASPA GVA, lead and administer meetings and gatherings as well as represent SASPA GVA externally. The duties shall be remunerated as per time involved and per budget available.
- 3.1.4 The LSB shall have the following major tasks and responsibilities:
- a) to plan, decide on and execute any activities on a local level in relation to the purpose and objectives of SASPA or as tasked by NEC, and keep the Section's members and the NEC regularly informed of such activities.
 - b) to plan and organize Local Section's annual report.
- 3.1.5 Where LSB activities in accordance with SASPA's goals and missions require funding by SASPA, such expenses need to be approved by the NEC prior to the LSB committing to any spend. The Local Section operates with an independent budget, which has to be approved by the NEC. Financial transactions shall be carried out via the cashier of SASPA Switzerland.
- 3.1.6 The LSB shall abide to the following organizational structure and procedures:
- a) With exception of the Chairperson, the LSB shall constitute itself freely. It shall appoint a Vice Chairperson amongst its members.
 - a) Meet at least 4 times a year on request of the Chairperson. If at least 3 members of the LSB request a LSB meeting by stating a reason, the Chairperson is required to set a meeting date within 8 days, whereupon the meeting shall take place not later than 30 days after the request has been filed;
 - b) The LSB has the quorum when two third of its members are present. Decisions are taken by simple majority with the Chairperson having the casting vote;
 - c) The LSB may take decisions by circular resolutions (email);
 - d) The Chairperson shall represent the LSB towards external parties and stakeholders. She/he chairs the LSB meetings and supervises the proper implementation of decisions taken by the NEC, the LSB or the Local Section Assembly. The NEC will define the communication framework and interaction framework with the LSB, but the Chairperson shall have all information available concerning NEC activities required to fulfil the respective LSB duties. In case of the Chairperson being incapacitated, these obligations and rights shall be transferred to the Vice Chairperson;
 - e) To fulfil its responsibilities, the LSB can establish and dissolve sub-committees, expert, working and similar groups. The LSB appoints the Lead and the organizational guidelines of such committees and groups. The Lead and other members are not required to be LSB members or SASPA delegates, they however have the obligation to report to the LSB on their work and abide to all SASPA and LSB regulations and guidelines.



3.1.7 The members of the LSB shall not receive any remuneration for their work. Unless otherwise agreed and approved by the NEC, personal expenses incurred by an LSB member in connection with SASPA duties shall be borne by the company the LSB member is a delegate of.

4 Entry into force

4.1 These Organizational Regulations shall come into force after

- a. an assembly to constitute the LSB as Art. 3.1 held by members fulfilling the membership criteria as defined in Art. 2
- b. Approval and validation of the minutes and all other required associated documents of such constituting assembly by the NEC

As per SASPA's Articles of Association, the NEC shall have the authority to amend / suspend these Organizational Regulations at any time.

Geneva, 03.12 2024

Signed:

SASPA President


Lukas Gyger

LSB GVA Chairperson


Jennifer Mazet

