

# NATCA CENTER REPRESENTATIVE GROUP CHARTER

## 1. Purpose

The NATCA Center Representative Group, hereafter referred to as the “Center Rep Group” or “CRG”, represents the unique interests of the membership in Air Route Traffic Control Centers.

## 2. Background

The CRG was formed to allow a clear channel of communication among member FACREPs and VPs to compare, discuss, and evaluate items specific to our similar type facilities. The CRG shall also allow for a united position to present to NATCA leadership on issues affecting each facility’s NATCA members.

## 3. Membership

The CRG shall consist of FACREPs and VPs from all ARTCCs, San Juan CERAP (ZSU), Guam CERAP (ZUA), Honolulu Control Facility (HCF), and the Command Center (DCC).

## 4. Teams Channel

A Teams Channel shall be maintained for the purpose of member communications. Only FACREPs and VPs from member facilities, the designated NEB liaison(s), any member of the National Executive Board, and other NATCA members or NATCA employees, as deemed appropriate by the CRG, shall have access to the Teams Channel. Forwarding any internal CRG communication from the Teams Channel shall require the authorization of the author(s) of the communication.

## 5. Chairperson

The CRG shall elect a Chairperson for a two-year term beginning June 1, 2024. All subsequent terms shall be for two years, and there shall be no limit on the number of terms held. To be eligible to serve as Chairperson, the individual must be a member of the CRG as defined in Section 3. In the event that the Chairperson no longer meets the eligibility requirements or a vacancy occurs, the local host will serve as the interim Chairperson until the next regularly scheduled in-person meeting, where an election will be held to fill the remainder of the term. The responsibilities of the Chairperson shall be to address any issues, as determined by the group, with senior NATCA leadership.

## 6. Meetings

Meetings will be scheduled by the group as needed and a vote will be taken to select meeting locations and a local host. A quorum shall consist of the group members present. Any invited guests, excluding speakers, shall be approved in advance by a majority vote. Agenda items for future meetings shall be discussed on the Teams Channel. The Chairperson will designate a member of the CRG to take minutes. The local host will be responsible for making all arrangements ~~for the next meeting~~ and will serve as an ambassador for their respective meeting. Minutes will be sent to the CRG Teams Channel for amendments/adoption as soon as practicable.

## 7. Voting

Any issue requiring a vote of the group members shall require a majority of the votes cast.

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## 8. Finances

The local host responsible for organizing a meeting/event shall be responsible for keeping records of all financial transactions associated with the meeting/event. At the conclusion of each meeting/event, a record of the associated expenses will be distributed to the CRG Teams Channel. The meeting/event records will include the starting and the ending financial balance of the CRG account. The local host will be responsible for advising the CRG attending members of the costs per local/person for the meeting/event. Locals are expected to make timely payment prior to the meeting/event. Checks are to be made payable to “NATCA National” and mailed to the local host who is organizing the meeting/event. The local host will forward all funds to the NATCA National Office, to the attention of the “NATCA Comptroller”, with a note to deposit said funds into the CRG account (Budget 80). The local host will also be responsible to issue receipts to each Local that sends funds for the meeting/event. Upon request of the subsequent local host, the previous local host will assist with the processing of any expenses associated with the next meeting/event.

All member Locals of the CRG except ZAN, ZSU, ZUA, HCF, and DCC will equally contribute funds to support the CRG’s financial needs to hold meetings/events. ZAN, ZSU, ZUA, HCF, and DCC will each contribute 20% of the meeting cost of one facility.

The NATCA National Office will be responsible for all accounting and reporting requirements for all funds associated with the CRG account.

As adopted *October 9, 2024*