



MEMBERSHIP GUIDE

Aerospace Federation

PEOPLE
MEMBERSHIP
PARTNERSHIP
A STRONGER
TOMORROW

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Audience. Prospective and current members, organizational representatives, professional and associate participants and the Membership Secretariat.

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Source transparency. Constitutional rules and compatible corporate controls are identified by their AF codes and clauses. Practical methods and synthetic examples are explanatory. A missing fee, local rule, appointment, signature or effective date is not supplied as a presumed fact.

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Numbered sections explain the working process; annexes contain practical tools and source references.

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1. Welcome, purpose and use

1.1 A Federation for the entire ecosystem

Aerospace Federation (AF) brings together organizations and people engaged in aviation, space, the full defense-industrial ecosystem and connected advanced industries. Participation may include manufacturers, operators, all supplier tiers, service providers, subcontractors, professionals, researchers, educators, investors, insurers, associations, public institutions and relevant user or public-interest communities.

The remit covers research, design, materials, software, manufacture, integration, test, distribution, logistics, operations, maintenance, life extension, recovery and responsible end of life. Heavy industry and automotive or mobile systems developed for defense, aerospace or space purposes are included where materially connected with that remit. AF membership is therefore not restricted to certification bodies or established aircraft manufacturers.

1.2 What this guide provides

This guide explains categories, electoral colleges, application evidence, participation, governance rights, continuing responsibilities, fees, changes, exit and independent remedies. It is intended for prospective members, existing members, organizational representatives and the Membership Secretariat. Its annexes provide usable checklists and model communications rather than merely restating a list of services.

The source is AF-CON-001, First Edition, Revision 00, read with AF-PR-005, AF-HB-008 and the compatible corporate quality documents. The Constitution takes effect only through the actual adoption and commencement recorded under its Article 31. This guide does not establish incorporation, legal commencement, membership admission or live program status by itself.

1.3 How to read the instructions

Constitution rule means a rule already stated in the supplied AF Constitution. **Operating method** gives practical administration consistent with that rule. **Illustrative example or template** is not a real application, decision or agreement. **Published parameter required** identifies an amount, criterion, date or channel that AF must actually approve and communicate before using it.

No numerical membership fee, universal membership term, automatic technical-recognition deadline or minimum professional qualification has been invented in this guide. Where the sources require published criteria but do not supply them, the appropriate schedule remains a release prerequisite.

Source basis: AF-CON-001, Articles 1-5 and Annex A; AF-HB-008 sections 1-4.

2. Who can apply

2.1 Organizational participation

Corporate applicants may include commercial enterprises and professional service organizations of different sizes and maturity. Institutional applicants may include universities, research bodies, associations, professional organizations, other eligible institutions and public bodies acting within their mandate. A small business or start-up is not excluded merely because it has limited turnover or no independent technical certificate.

Applicants should explain their material connection to AF's remit. A short description of actual activities and intended contribution is more useful than an unsupported claim of global leadership. AF may request proportionate evidence to understand eligibility and authority, but ordinary membership does not require disclosure of controlled designs or a full technical conformity dossier.

2.2 Individual participation

Eligible professionals may join within the Individual category regardless of whether their employer is a member. Students and early-career participants may use an associate route. Academic, scientific, engineering, operational, technical and supporting professional interests can all be relevant.

The supplied documents contemplate Student, Associate, Professional, Senior and Fellow development pathways where separately adopted. They do not provide a complete qualification scheme for each grade. No grade should be represented as automatically available, and none is a statutory professional license.

2.3 Public and international institutions

A public institution participates only within its own lawful mandate and may choose observer status. Its presence at an AF event, in a working group or in the member directory does not mean government endorsement, regulatory delegation or official adoption of an AF publication. A representative's institutional mandate and the Federation's own authority are separate records.

2.4 Fair access with specific restrictions

Criteria are applied consistently across countries, technologies and enterprise sizes, subject to actual applicable restrictions and proportionate verification. Accessibility or language support should help participation without changing essential eligibility. A restriction on a particular technical disclosure does not automatically exclude an otherwise eligible person from all ordinary Federation activities.

Source basis: AF-CON-001, clauses 2.2-2.4, 4.1-4.5, 5.4 and 21.5; AF-PR-005.

3. Categories, colleges, grades and recognition

3.1 Three membership categories

Category	Intended participants	Key administration distinction
Corporate	Enterprises and commercial or professional service organizations, including manufacturers, operators, suppliers, start-ups and supporting businesses.	The member is the admitted legal entity, acting through an authorized representative.
Institutional	Academic and research bodies, associations, other eligible organizations and public institutions within their mandate.	Institutional authority and any observer limitation must be recorded.
Individual	Eligible professionals, with associate or student routes for appropriate participants.	Personal eligibility and voting status are recorded separately from employer membership.

These categories are retained from AF's corporate documentation. They are not a ranking of value, technical capability or institutional influence.

3.2 Six electoral colleges

Corporate and Institutional voting members are assigned to one of five organizational colleges according to principal activity. Eligible Professional members within the Individual category form the sixth college. A college organizes participation in elections; it is not another membership fee tier or an independent corporation.

Electoral college	Typical principal activity
Industry and Operations	Manufacturing, operations, supply, heavy industry, defense- or space-purpose mobility, infrastructure, energy, digital technology, distribution, maintenance, finance and supporting business.
Assurance and Technical Services	Engineering, laboratories, metrology, testing, inspection, validation, verification, certification and accreditation services.
Associations and Public Interest	Industry or professional representation, relevant associations and public-interest communities.
Academia and Research	Universities, research institutes and appropriate education or scientific bodies.
Public Institutions	Eligible public organizations acting within their mandates.
Professional	Eligible voting professionals within Individual membership.

A mixed-activity organization states its principal activity and proposed college, with reasons. The Secretariat records the assignment and explains a different conclusion. A disputed assignment may be appealed. An organization may contribute to many relevant work programs even though its voting record has only one primary college.

3.3 Grades and technical statuses are different

Professional grades, technical recognition, accreditation, certification, an award, a training outcome and membership are separate facts. A technical recognition result gives no additional votes, Council seat or automatic committee office. Associate, student, honorary and observer participation carries no ordinary constitutional vote under the supplied Constitution.

The guide does not make Corporate Recognised a fourth membership category, require conversion to recognition within a fixed period, or impose a general accreditation prerequisite. Those conditions are not in the supplied AF constitutional membership model.

Source basis: AF-CON-001, Article 4 and clause 19.28; AF-PR-005; AF-HB-008.

4. Participation and member services

4.1 Opportunities within the approved portfolio

Members may contribute expertise, propose work, comment on proposed publications, attend the General Assembly, participate in relevant networks and apply for activities under their published conditions. Voting members in good standing may nominate and elect committee members and committee chairs through the constitutional election process.

Availability depends on actual program status, capacity, competence, access and any separately published charges. A constitutional power to develop an initiative is not a statement that the initiative is currently operating. AF should state whether an opportunity is planned, under development, a pilot, active, suspended or closed.

Service family	How members may participate	Separate conditions that remain
Committees and standards	Submit proposals, expertise and comments; seek eligible elected offices.	Charter, competence, elections, conflicts and technical publication rules.
Industrial and supplier cooperation	Join technical exchanges, capability work and buyer-supplier dialogue.	Independent procurement and commerce; no guaranteed contract.
Research and innovation	Develop partnerships, research proposals, mentoring or demonstrators.	Ethics, rights, permissions, resources and project selection.
Education and workforce	Apply for courses, learning partnerships, mentoring and career activities.	Entry criteria, fees where applicable and the exact learning outcome.
Conferences and exhibitions	Attend, speak, exhibit, co-organize or sponsor under published terms.	Capacity, technical access, safety, conduct, costs and organizer permission.
Awards, competitions and grants	Enter eligible calls or contribute as a qualified independent expert.	Published merit criteria, impartial selection and no guarantee of success.
Investment collaboration	Participate in reviewed introductions or investment-readiness work.	No automatic financial advice, custody, intermediation or return guarantee.
Data, publications and registries	Use permitted knowledge resources and approve suitable public profile fields.	Licensing, privacy, evidence, access and current-status controls.
Recognition and assurance	Apply separately to an appropriate technical program.	Defined scope, evidence, competent evaluation and independent decision.
Dispute services	Request consensual mediation, expert determination or arbitration.	Actual party agreement and approved rules; membership alone is not arbitration consent.

4.2 Public benefit and inclusive contribution

AF's wider purposes include knowledge, safety, quality, responsible innovation, skills and evidenced public benefit. Members may propose accessible learning, young-professional support, smaller-enterprise development, science communication, heritage or lawful disaster-technology cooperation. A proposal should identify intended beneficiaries, resources, responsibilities and evidence of usefulness.

Source basis: AF-CON-001, Articles 2, 6, 17-21 and 24; AF-HB-001 to AF-HB-008.

5. Governance rights before joining

5.1 The governance disclosure

Aerospace Federation has a Presidential Council serving as its corporate Board of Directors. The President leads the Federation and chairs that Council. Ordinary membership elections are for permanent committee members and committee chairs. Ordinary membership does not elect, recall or replace the President or Council directors; those offices follow Articles 10-13 of the Constitution.

The General Assembly is the annual member forum for reports, questions, sector needs and recommendations. It does not ordinarily approve the corporate budget, amend the Constitution or direct an individual technical result. Any power or approval right preserved by mandatory requirements or the controlling formation instrument remains available. The guide does not waive such rights or provide a jurisdiction-specific legal conclusion about them.

5.2 Information, proposals and remedies

Members may receive the current constitutional text, ask questions, request information, propose work or amendments, provide comments and use independent complaint and appeal routes. A documented recommendation supported by an elected committee or at least ten percent of voting members receives a reasoned Council response within 60 days under Article 14.7.

An annual Assembly requires at least 30 days' notice. Members may submit agenda items until 15 days before the meeting. A request from at least ten percent of voting members on a matter within the Assembly's remit is addressed through an extraordinary meeting within 60 days, subject to more protective controlling requirements. Ordinary consultation is advisory and has no voting-quorum requirement; actual elections use Article 15.

5.3 Acknowledgment, not a waiver

Provide the Constitution and the Annex F member-facing governance disclosure before admission. Record the version supplied, actual delivery date and the member's authentic acceptance. A checked box records receipt or consent only within its stated meaning; it does not eliminate non-excludable rights or substitute for an authorized organizational decision.

Source basis: AF-CON-001, Articles 6, 8 and 14; Annex F.3-F.4.

6. Preparing an organizational application

6.1 Establish identity and relevant activity

Use AF-FR-007. Supply the legal name, relevant registration or formation evidence, appropriate contact details, principal activities, proposed category and college, and affiliation information. A short organizational profile should describe actual products, services, research or institutional contribution. Separate the legal entity from its trading names, brands, branches and commonly controlled affiliates.

Verification should be proportionate to the application. If a formation document contains unnecessary personal or commercially sensitive information, agree a suitable extract or restricted review while retaining enough evidence of the required fact. A corporate website alone does not establish that the signatory may bind the entity.

6.2 Provide two distinct authority facts

Representative authority: identify the person authorized to communicate, submit the application and act for the applicant, with the relevant scope and evidence. **Organizational intention:** provide an authorized resolution or equivalent evidence that the entity intends to join AF and accept the applicable membership terms.

These facts may appear in one properly authorized instrument or in separate documents, but neither should be inferred from the other without evidence. The appropriate approving organ depends on the organization's own arrangements. The guide does not require every applicant to use a General Assembly resolution when a valid board, executive or equivalent decision is the proper instrument.

6.3 Representative, alternate and public information

Name the main representative and, for a voting organizational member, an alternate. Record role, business contact, limits and effective period. The alternate uses the credential only when the principal does not. A representative change is authenticated and recorded; it is not treated as a new member entity unless the legal identity actually changes.

A short profile and logo may be supplied for an optional directory entry under separate permission. Administrative contact information necessary for membership does not automatically become public. The applicant should be able to distinguish required membership data from optional publicity consent.

Source basis: AF-CON-001, clauses 4.5-4.6, 5.1 and 5.6; AF-PR-005 steps 1-3; AF-FR-007.

7. Preparing an individual application

An individual identifies their relevant professional, academic, research, technical or student connection and the membership route sought. Supply sufficient identity and activity evidence to apply the published criteria. Employer membership is not required for eligible Professional membership, and an individual's application does not enroll the employer automatically.

Where a Professional grade is sought, the actual approved grade criteria must be available before the applicant commits. The supplied sources do not set a universal degree, number of years, examination or continuous-development minimum for that grade. AF should not create such a threshold informally during an individual review. Use a reasoned query or defer the grade decision until the applicable criteria and authority are established.

For student or early-career participation, use the appropriate associate route and explain its ordinary non-voting status. Programs involving minors require appropriate safeguarding, consent and supervision without collecting unnecessary sensitive information. The guide does not invent a universal minimum age; use the approved program and applicable requirements.

An individual who later acts as an organizational voting representative must disclose the overlap so that the same ballot does not receive both a personal and organizational vote from that person. Membership participation in other activities remains subject to their separate eligibility and access rules.

Source basis: AF-CON-001, clauses 4.1, 4.4, 4.6 and 22.9; AF-PR-005; AF-HB-008 section 2.

8. Fees, terms and financial clarity

8.1 Information required before commitment

AF must disclose the applicable fee, currency, basis, membership period, payment arrangements, taxes where relevant and cancellation or refund conditions before commitment. The Council approves fee principles and delegations. Published arrangements may take account of enterprise size, activity, academic or start-up status and economic circumstances; waivers or payment arrangements require actual authorization.

This guide contains no fee schedule because none was supplied as an approved AF membership tariff. It also does not promise a discount, refund, lifetime membership or automatic annual renewal. The current approved admission terms must state those matters explicitly where applicable.

8.2 Keep membership charges separate

An event ticket, a course fee, sponsorship, an award entry, a grant application or a technical assessment uses its own terms. Ordinary membership is not conditional on buying them. A fee payment purchases only the service or membership identified in the agreement; it cannot buy votes, office, recognition, an award or a favorable decision.

8.3 Payment problems and verification

Keep an auditable link between the membership case, applicable fee version, invoice or waiver, payment record and membership decision. Authenticate changed payment instructions through the financial-control procedure. A disputed administrative error affecting dues must be reviewed promptly before it removes electoral eligibility.

Material non-payment is addressed through notice and the applicable disciplinary process. The sources do not provide a universal grace period or automatic cancellation day for every membership account. Publish the governing terms and respect the constitutional response and review safeguards rather than invent an undisclosed deadline.

Source basis: AF-CON-001, clauses 5.4-5.5, 6.2 and 7.3; Article 25; AF-PR-013.

9. Application review and admission

9.1 The review route

Stage	Responsible function	Action and evidence
Information	Membership Secretariat	Supply the Constitution, governance disclosure, guide, actual terms, fee basis, privacy information and complaint route.
Receipt	Membership Secretariat	Record application ID, actual receipt, applicant, requested route, attachments and safe contact. Receipt is not approval.
Completeness	Membership reviewer	Check identity, sector relevance, authority, intention, category, college, affiliations, acceptance and applicable payment or waiver.
Clarification	Reviewer and applicant	Request only missing relevant evidence, explain why it is needed and record the response route and any extension.
Decision	Validly authorized decision-maker	Admit, refuse or defer with reasons within the recorded mandate; do not change constitutional rights through the letter.
Activation	Secretariat and Finance	Record the actual decision and effective membership particulars, create the member record and issue a controlled welcome statement.
Public entry	Authorized communications/registry function	Publish only permitted accurate fields, keeping membership separate from technical approval.

9.2 Timing and incomplete files

A complete application should receive a reasoned decision within 30 calendar days. This is the constitutional decision target, not an automatic-acceptance rule and not a reason to discard an application after 30 days. Record the receipt and completeness dates separately, missing-evidence requests, actual responses and justified extensions.

A request for information must not create an undisclosed technical accreditation requirement. Where published professional-grade criteria or authority are missing, explain the unresolved issue; do not manufacture a favorable credential to meet an administrative target. Preserve the original file and all material additions.

9.3 Decision content and independent review

An admission states the legal or individual member, category, primary college, grade or participation route where validly established, representative, actual membership period, conditions, fees or arrangement, voting eligibility and the decision's authority. A refusal or disputed college assignment gives reasons and the Article 24 appeal route. A deferral identifies the unresolved issue and next action without advertising the applicant as a member.

Source basis: AF-CON-001, Article 5; AF-PR-005; AF-FR-007 and AF-FR-008.

10. Onboarding and the membership record

After actual admission, supply a welcome pack containing the membership statement, current Constitution and disclosure, guide, applicable terms, representative details, program-access information, conduct expectations, permitted brand use, privacy information and contact routes. Give practical instructions for proposing work and locating real opportunities rather than imply that every listed program is active.

The membership record connects the member ID to identity, category, college, relevant grade, representative and alternate, affiliation review, governance acceptance, decision authority, actual dates, status and voting eligibility. Record optional public permissions separately. A member directory or paid invoice is not the underlying admission authority.

Access to a portal or technical repository is granted according to the actual role. General membership access does not authorize restricted technical information, case files, officer functions or public release. An onboarding demonstration or test account must not be counted as a live member record.

An optional early engagement plan may identify useful committees, consultations, courses and networks, with responsible contacts and participation conditions. This is service guidance, not a contractual guarantee of an elected seat, funded project or business result.

Source basis: AF-CON-001, clauses 5.6, 6.4-6.5 and 26.2; AF-PR-005; AF-PR-014; AF-RG-001.

11. Good standing and participation in elections

11.1 Check the relevant right, not only the directory label

Good standing means active membership, dues current or subject to an approved arrangement, and no effective disciplinary decision suspending the relevant right. An administrative error receives prompt review before it removes eligibility. Being listed publicly does not by itself prove the right to vote in a particular contest.

An eligible member belongs to one primary electoral college. The charter states whether a committee election uses relevant colleges or all voting members. Technical recognition or a higher financial contribution gives no extra credential. An associate, student, honorary or observer does not receive an ordinary constitutional vote merely because they attended a meeting.

11.2 Avoid duplicate votes

Commonly controlled entities exercise one consolidated credential in the same ballot. The principal organizational representative and alternate do not both vote. A Professional member who votes as an organizational representative cannot cast a second personal vote in that ballot.

Illustrative example: a parent company and two subsidiaries are admitted members but share common control. Their three directory entries do not create three independent ballot credentials. If the authorized representative is also an eligible Professional member, that person does not add a personal vote to the group credential in the same ballot. The administrator records the affiliation determination before voting and provides an independent challenge route.

11.3 Candidacy is not automatic office

Permanent committee members and chairs are elected in separate contests. Published competence, balance and independence criteria apply. An applicant's membership, fee payment or technical certificate does not guarantee candidacy or election. The current Constitution does not impose a universal technically-recognized-only condition for chairs; any legitimate task-specific criterion must be in the prospective charter.

The Committees Guide, AF-GD-001, explains the 60-day charter notice, 42-day nomination period, 14-day ballot, turnout gates, runoff and term rules. The election notice supplies the real calendar and platform. Election-result challenges normally use the 15-day submission and 30-day determination timetable, distinct from ordinary membership appeals.

Source basis: AF-CON-001, Articles 4, 6 and 15; AF-GD-001.

12. Member contributions and program boundaries

12.1 Standards, research and knowledge

Members and relevant external stakeholders may propose work. Standards participation involves the applicable technical process, contribution rights and evidence controls. Membership alone does not require implementing every AF standard. A member may comment without purchasing a technical recognition service.

Research collaboration, grant applications and innovation challenges require their own scope, selection, funding and rights terms. A promising proposal is not an approved grant or investment. Record deliverables and actual outcomes honestly, including limitations or unsuccessful experiments.

12.2 Training, events and awards

A course may result in attendance confirmation, assessed learning or another specifically defined outcome. None is automatically an independent personnel certificate or legal license. Conference attendance, exhibition and sponsorship do not establish technical endorsement. An award relates to its exact category and period; it is not a conformity certificate.

12.3 Authorization MoUs and ordinary membership

An authorization MoU is required for an organization seeking the particular delegated AF accreditation, certification, conformity-assessment, corporate-recognition or conformity-mark authority described in Article 18. It is not required merely to join AF, attend training, exhibit, sponsor, enter an award, participate in research or cooperate generally.

Those activities may still require appropriate terms, contracts or representation mandates. A general partnership memorandum does not grant technical operating authority, and AF membership does not force an organization to obtain AF permission for independent services outside the AF framework.

Source basis: AF-CON-001, Articles 17-19, especially clauses 18.11-18.16.

13. Names, logos and public statements

13.1 State the relationship accurately

An authorized membership statement may describe the named entity or person as an AF member for the actual recorded period. It must not imply that AF has approved every product, employee, service or management system. A group membership statement must not extend to affiliates that are not covered by the actual admission record.

The institutional AF logo, any membership mark, partnership title, event mark, award and technical program mark have distinct meanings. Use only the artwork and wording covered by the relevant permission. A logo license is not a signature delegation, technical authorization or government endorsement.

Appropriate statement when supported	Misleading substitution to avoid
"A member of Aerospace Federation" for the named admitted member and actual status.	"All our products are AF approved" solely because the company is a member.
"Participant in the stated AF event" under the event terms.	"Accredited by AF" because an exhibitor badge was issued.
"Recipient of the named award in the stated year."	"Certified safe in all applications" based on an award.
"Authorized representative for the stated task" under a valid mandate.	"Official AF authority for an entire country" without that express mandate.

13.2 Directory and profile permissions

A public profile uses only the fields and logo for which the necessary permission exists. A member may request correction of inaccurate public details. Withdrawal of optional publicity permission is handled separately from necessary membership administration and legitimate historical records.

On resignation, expiry, suspension or withdrawal, the member follows the actual status decision and brand terms. Historical participation can be described accurately but must not be presented as a current authorization. Material misuse is addressed proportionately, with evidence and the relevant review route.

Source basis: AF-CON-001, clauses 5.6, 7.5, 26.1 and Article 27; AF-BR-001; AF-PR-020.

14. Conduct, confidentiality and responsible access

Members act honestly, maintain relevant information, respect accepted conduct rules, disclose conflicts and affiliations, protect confidential information and pay agreed dues. Participation does not authorize coordination of prices, bids, market allocation, wages or other prohibited commercial behavior under AF's rules. Each participant retains independent business and professional judgment.

A member must not disclose a third party's confidential, personal or controlled technical information merely because a committee requests a contribution. Confirm the right and authority to share it and use the approved secure route. Membership, a speaker invitation, a course enrollment or a laboratory visit does not confer access to controlled or classified material.

Use proportionate identity and access verification. Protect personal data and sensitive case evidence, including when working with outside platforms or AI assistance. An external tool does not replace a person's accountability for the truth and permission basis of a submitted text.

AF's conduct and safeguarding arrangements apply across voluntary participation, employment, education and events. Good-faith criticism, technical disagreement, lawful candidacy, a protected report or an appeal is not itself misconduct. Concerns must be assessed fairly: an allegation is not a proven finding, and confidentiality terms do not obstruct required reporting or protected remedies.

Source basis: AF-CON-001, Article 7 and Article 22; AF-PL-002 to AF-PL-006; AF-PL-008 and AF-PL-012.

15. Changes, renewal and accurate status

15.1 Notify material changes

Tell the Membership Secretariat when the legal name, principal activity, contact, representative, alternate, affiliation, eligibility or relevant conflict changes. A merger, acquisition or reorganization may affect the member identity or consolidated ballot credential and should be assessed on its actual facts. Do not assume membership automatically transfers to a new legal person.

Authenticate representative changes and revoke outdated access. Preserve the former authority record and its actual period. If a change affects an election roll, apply the published record date, evidenced-error correction and independent review process rather than editing the live roll without explanation.

15.2 Renew under actual terms

The membership decision and admission terms establish the period and renewal conditions. The sources do not prescribe a universal annual cycle. Before a new commitment, disclose the applicable terms and fees, review relevant identity and authority, update consent and record a new decision where required.

Good standing, membership term and technical credential validity are distinct. An expired credential does not automatically end membership, and current membership does not extend a technical result. A fee dispute does not silently become a technical sanction.

15.3 Use the existing administrative status dictionary

The corporate register uses Applied, Awaiting information, Active, Suspended, Expired, Resigned, Refused and Closed. These are record values, not independent powers. Each transition links to an actual authorized action and explains its effect on participation, voting, dues, access, public entries and marks. A deferral may remain Awaiting information or another appropriate recorded case state without being shown as Active.

Source basis: AF-CON-001, clauses 4.6-4.7, 5.6, 6.2 and 7.5; AF-PR-005; AF-RG-001 section 4.

16. Resignation, discipline and protective restrictions

16.1 Voluntary resignation

A member may resign by written notice. Record the request, identity and authority, actual effective time under the terms, outstanding obligations, continuing services, directory changes and access withdrawal. Valid accrued obligations are addressed under the actual agreement and applicable requirements. The guide does not invent a universal exit penalty or automatic refund.

Resignation alone neither cancels nor validates an independent technical result. That result follows its own scheme. The member ceases misleading current membership claims while accurately retained history remains available with appropriate protections.

16.2 Fair disciplinary process

Grounds include material non-payment after notice, loss of eligibility, serious misconduct and a substantiated material breach of binding rules. Give specific grounds, relevant evidence, at least 21 calendar days to respond, an impartial reasoned decision and access to appeal. The decision-maker must not be an implicated complainant or materially conflicted person.

The decision explains exactly which rights or services are affected. Good-faith criticism, disagreement, lawful candidacy or use of a remedy is not a disciplinary ground. A notice should distinguish established facts from allegations and provide a workable way to respond while protecting legitimate confidentiality.

16.3 Urgent interim protection

A duly authorized officer may impose a narrowly limited interim restriction for up to 30 days when needed to contain a documented serious risk. Necessity, proportionality and any extension receive prompt independent review. This is not a final determination or a means to manipulate an election.

Record the risk, authority, scope, duration, review date, safeguards and communication. Maintain the original evidence and explain the effect on membership, voting, outstanding services, directory entries and marks.

Review a separate technical credential only through its own applicable program.

Source basis: AF-CON-001, Article 7; AF-PR-005; AF-FR-008 and AF-FR-017.

17. Complaints, appeals and privacy requests

17.1 Find the correct route

A question asks for information. A complaint expresses dissatisfaction or concern about a service or conduct. An appeal challenges a notified decision. An election challenge uses Article 15.10. A privacy or information request uses the applicable access process. Commercial arbitration needs actual party agreement; accepting membership does not create that agreement.

The Secretariat should record the actual receipt and route a mixed submission into linked cases where necessary. No one is required to buy another service or become a paying member to raise a legitimate concern. Use the official contact or secure submission route stated in AF's current controlled communication record; this guide does not invent an operating email channel.

17.2 Corporate timelines and independence

A corporate complaint is acknowledged within five calendar days, receives an initial substantive response within 30 days and is normally determined within 60 days of receipt. Justified extensions include reasons, a revised date and progress at least every 30 days. Urgent protective action is not postponed to meet an ordinary service target.

An affected party may appeal within 30 calendar days of a notified decision, subject to more protective controlling requirements. A three-person independent panel reviews relevant evidence, hears the parties fairly and normally determines within 60 days of receipt. Implicated officials do not select the panel or control its evidence. A submission does not automatically suspend every decision or extend a credential.

17.3 Personal data and record access

AF records the purpose, necessary information, access, public permissions and retention basis for membership data. Requests for correction, access, restriction or deletion are assessed through the actual applicable process; the guide does not prescribe a universal legal response period. A lawful evidence hold and unnecessary publicity data are treated separately.

Necessary membership and decision evidence normally follows the AF R03 default of seven years after membership ends, subject to actual obligations and minimization. Optional publicity and contact copies are removed when no longer justified. Independent oversight and applicable inspection rights remain available without unrestricted publication of private records.

Source basis: AF-CON-001, Articles 24 and 26; AF-PR-014; AF-PR-019; AF-SC-001, R03.

18. Implementation, contacts and guide control

AF-GD-002 is a separate expanded membership guide. It does not silently replace AF-HB-008, amend the Constitution or change earlier admission contracts. The Constitution's Annex E identifies the necessary controlled alignment of AF-PR-005, AF-HB-008, AF-FR-007 and AF-FR-008 for categories, electoral colleges, representation, good standing and discipline.

Before live use, the Membership Manager verifies actual approval, governing status, admission delegation, current terms, fee schedule, membership period, professional-grade criteria where offered, public contact routes, privacy notices and the roster of independent review functions. A website service catalogue must distinguish actual operating status from intended scope.

Record changes through AF-FR-001 and actual member decisions through AF-FR-008. Keep the previous versions and the facts applicable at the time of admission. The three new guide codes are explanatory additions to the document family; publishing them does not mark every earlier governance-alignment task complete.

Source basis: AF-CON-001, Articles 28 and 31; Annex E.2; AF-PR-001.

Annex A. Eligibility and college examples

Illustrative applications of the supplied categories. The actual principal activity and evidence determine college assignment; these examples do not pre-decide a live application.

Applicant profile	Likely category / college to examine	Important distinction
Aircraft or engine manufacturer	Corporate / Industry and Operations	Membership does not approve an aircraft, engine or production system.
Airline, airport or ground-support enterprise	Corporate / Industry and Operations	Operational licenses and duties remain separate.
Satellite producer or space-services operator	Corporate / Industry and Operations	No launch, spectrum or mission permission follows from membership.
Military-vehicle or naval-platform supplier	Corporate / Industry and Operations	Defense covers all industrial domains; technical transfers remain separately controlled.
Heavy-machinery or launch-site equipment provider	Corporate / Industry and Operations	Show the material connection to AF's remit.
Lunar-rover or space-ground mobility developer	Corporate / Industry and Operations	Research maturity and actual operating authority are different.
Software, AI, cyber or digital-engineering enterprise	Corporate / Industry and Operations or Assurance and Technical Services	Principal service, rather than a marketing label, governs the reasoned assignment.
Independent laboratory, inspection or metrology provider	Corporate or Institutional as appropriate / Assurance and Technical Services	A member directory entry is not accreditation.
University or research institute	Institutional / Academia and Research	Delegated representative and institutional intention still require evidence.
Sector association or relevant public-interest organization	Institutional / Associations and Public Interest	No automatic government or whole-sector representation.
Public body or agency	Institutional / Public Institutions, or observer arrangement	Participation stays within its own mandate and may be non-voting.
Investor, insurer or business-support firm	Corporate / Industry and Operations where principal activity fits	Membership does not authorize financial intermediation or guarantee returns.
Eligible independent professional	Individual / Professional	Employer membership is not required; grade and competence criteria must be published.
Student or early-career associate	Individual / associate participation route	No ordinary constitutional vote unless later admitted to an eligible Professional route.
Honorary participant or observer	Applicable participation arrangement	No ordinary constitutional vote merely by honorary title or attendance.

A mixed-activity organization should supply its principal-activity rationale, affiliations and desired contributions. The Secretariat records the reasoned classification and explains the independent challenge route. An election may use a subset of colleges according to its charter; membership in a broad sector does not create a second voting college.

Source basis: AF-CON-001, Articles 2 and 4; Annex A.

Annex B. Application evidence and completeness checklist

Working attachment to AF-FR-007. Use proportional evidence and separate public permissions from confidential administration. “Not applicable” requires a reason; a blank does not mean that verification was completed.

Item	Organizational application	Individual application
Applicant identity	Legal name, appropriate formation/registration evidence, trading names and relevant address.	Name and proportionate identity verification.
Sector connection	Actual activities, short profile and intended contribution.	Relevant professional, academic, technical or student connection.
Requested route	Corporate or Institutional; proposed principal electoral college.	Individual route; grade sought under actual published criteria.
Affiliations	Parent, subsidiaries or other common control relevant to consolidation.	Employer and other relationships relevant to conflicts or duplicate representation.
Representative	Named representative, business contact and authenticated authority.	Self; identify any authorized support or representative where relevant.
Alternate	One alternate for a voting organizational member, with limits.	Not an automatic transfer of a personal vote.
Intention to join	Authorized resolution or equivalent entity decision.	Authentic personal acceptance.
Governance disclosure	Constitution version, disclosure delivery and authorized acceptance.	Constitution version, disclosure delivery and personal acceptance.
Conduct and conflicts	Acceptance and relevant disclosures.	Acceptance and relevant disclosures.
Dues or arrangement	Applicable approved amount and terms, payment/waiver evidence when required.	Same principle, according to the relevant published route.
Public profile	Optional approved wording and logo permission.	Optional public information, kept proportionate.
Privacy and contact	Required notices and safe contact; public permission recorded separately.	Same distinction.
Reviewer	Identity, role, authority, completeness date and evidence references.	Same distinction.
Outcome	Actual admission, refusal or deferral; reasons and notice.	Same distinction.

B.1 Completion decision fields

Record case ID; receipt date; current terms and guide versions supplied; missing items and reasons; request date; applicant response; completeness date; assigned reviewer; conflicts; decision-maker authority; actual decision and membership start; category; college; representative; grade or observer limitation; membership period; payment arrangement; public permissions; voting eligibility; appeal information; and controlled evidence location.

This is an expanded completion aid, not a replacement for AF-FR-007 or a new legal eligibility schedule. An applicant is not admitted by completing the checklist alone.

Annex C. Authority and intention model wording

C.1 Representative authority

Model text to adapt to the applicant's actual authority; not an executed instrument.

“The organization identified below authorizes the named representative to submit and administer its application for Aerospace Federation membership, receive communications and act within the limits stated in this instrument. Any authority to accept terms, incur charges or exercise an organizational voting credential is specified separately below. This authority does not authorize the representative to bind Aerospace Federation.”

Field	Entry to complete
Organization	Exact legal name and identifying particulars.
Authorizing person or organ	Name/capacity and actual source of authority.
Main representative	Name, role and business contact.
Alternate	Name, role and conditions for acting.
Permitted acts	Application, communication, term acceptance and voting functions actually authorized.
Limits	Financial, substantive, geographic or other limits; no unstated AF signature power.
Effective period	Actual start, expiry or revocation condition.
Authentication	Actual signature or authenticated approval, date and supporting authority reference.

C.2 Organization's intention to join

Model resolution or equivalent statement; use the organization's proper decision process.

“The duly authorized decision-maker of the organization identified below resolves or confirms its intention to apply for membership of Aerospace Federation in the stated category. The organization has been provided with the identified Constitution, governance disclosure and membership terms. It authorizes acceptance and payment only within the scope recorded below and designates its representative as stated. Admission remains subject to AF's separate decision under its applicable rules.”

Field	Entry to complete
Applicant and requested category	Legal entity and Corporate or Institutional route.
Decision-maker and authority	Actual organ or person, quorum or approval basis where relevant.
Texts considered	Constitution version, disclosure, guide, terms and fee schedule.
Authorized commitment	Membership period and financial commitment or permitted limit.
Representative relationship	Link to C.1 or equivalent authority evidence.
Decision evidence	Actual resolution/reference, date and authenticated approval.

A single valid document can evidence both facts if its wording and authority support them. No universal notarial, board or General Assembly format is imposed by this guide. AF verifies the fact and authority required by the source rather than demand an inappropriate corporate form.

Annex D. Member communications and lifecycle records

D.1 Receipt acknowledgment

“Your Aerospace Federation membership application has been received under reference [case ID] on [actual date]. Receipt does not constitute admission. We will review the supplied information against the applicable published criteria and contact you about any relevant missing evidence. The reasoned-decision target for a complete application is 30 calendar days; any justified extension will be explained.”

D.2 Admission and welcome notice

“Your application has been admitted by [authorized function / decision reference]. The member is [exact entity or individual], category [category], primary electoral college [college], with [recorded participation or grade] and the membership period stated below. Your representative and alternate, where applicable, are [details]. Membership supports participation in AF; it does not constitute technical approval or authority to bind AF. The current Constitution, governance disclosure, terms, permissions and review routes accompany this notice.”

Include actual decision and effective dates; fee or approved arrangement; conditions; voting eligibility; public-profile choice; contact route; separate program boundaries; and the applicable appeal route. Do not fill these with invented approvals or a standard default period.

D.3 Refusal or deferral notice

Identify the application, exact decision, published criterion or missing evidence, factual basis and authorized decision-maker. Explain whether further information can resolve the matter and how to submit it. A refusal or college disagreement includes the relevant independent appeal route and deadline. A deferral is not an adverse technical finding about every product or service of the applicant.

D.4 Renewal or change notice

Identify the current member and actual membership period, proposed new terms and fee basis, representative or affiliation changes, required evidence and response route. Distinguish a renewal proposal from an already effective renewal. State the effect of nonresponse only where the current agreement and applicable process actually provide it.

D.5 Exit or status-action notice

State the actual resignation, expiry, restriction or disciplinary outcome; authority and reasons; effective time; effect on participation, voting, dues, directory, marks and access; continuing contractual duties; and review or appeal route. Treat separate technical results under their own scheme. Preserve authenticated historical records.

Annex E. Frequently asked questions

E.1 Must our company already hold AF recognition or accreditation?

No. The constitutional membership model does not require recognition, accreditation, certification or purchase of an assessment. Those services have their own criteria and decisions.

E.2 Must we sign an authorization MoU to join?

Not merely for membership. The Article 18 authorization MoU is for the specified delegated AF technical services. Ordinary membership uses its own acceptance and terms.

E.3 Can a small company, start-up or independent expert participate?

Yes, through the relevant eligibility route. Enterprise size is not by itself a reason for exclusion. Individual Professional membership does not depend on employer membership; actual grade criteria still apply.

E.4 Does membership mean every AF program is available now?

No. The portfolio includes activities that require separate readiness and launch decisions. The current program notice must state operating status, entry conditions, capacity and any separate charges.

E.5 Do members elect the President?

Ordinary membership voting is for permanent committee members and chairs. Presidency and Council appointments follow the Constitution's separate processes, subject to the controlling instruments and any protected higher rights.

E.6 Can we join more than one committee or work program?

Relevant contributions to multiple work programs are possible. Elected office, competence, balance and any charter limits are separate questions. Each voting member has one primary electoral college.

E.7 Do parent and subsidiary companies each get a separate vote?

Commonly controlled entities exercise one consolidated credential in the same ballot. Their individual membership records do not automatically multiply voting power.

E.8 Can a representative cast both the company's vote and a personal vote?

Not in the same ballot. An individual using an organizational credential does not also cast a personal credential. The alternate does not vote alongside the principal.

E.9 Does becoming a member guarantee a committee chair position?

No. Permanent chairs are directly elected under the charter and Constitution. Neither payment nor technical status creates office. The current sources impose no universal recognized-only chair condition.

E.10 Is the company logo required for admission?

Authority and organizational intention are required facts for organizational applications. Public profile and logo permissions are separate optional directory matters under the supplied membership procedure.

E.11 What are the fees and membership duration?

The actual approved terms and fee schedule must state them before commitment. No amount or universal term was supplied for this guide, so none is invented here.

E.12 Can we call our products AF approved because we are a member?

No. Membership, recognition, certification, accreditation and awards have distinct meanings. A product claim requires the appropriate actual technical result and mark permission.

E.13 Can a rejected applicant appeal?

A reasoned refusal or disputed college assignment may be appealed through Article 24. The ordinary submission period is 30 calendar days from the notified decision, subject to more protective controlling requirements.

E.14 Does resigning cancel an independent technical certificate?

Not automatically. Membership ends according to its terms, while a separate technical result continues or changes under its own scheme rules.

E.15 Does membership commit us to commercial arbitration?

No. Arbitration requires a valid agreement covering the dispute. Constitutional acceptance or membership alone is not that agreement.

E.16 Can we criticize a policy or report a safety concern?

Good-faith criticism, technical objections, candidacy and use of independent remedies are protected in the supplied Constitution. Concerns are handled fairly; an allegation is not automatically proof against another person.

Annex F. Source map and release controls

Guide subject	Primary source	Main corporate documents
Inclusive sector scope	AF-CON-001, Articles 1-2 and Annex A	AF-QM-001; AF-SC-005
Categories, colleges and grades	Article 4	AF-PR-005; AF-HB-008
Applications, authority and intention	Article 5	AF-FR-007; AF-FR-008
Member rights and governance disclosure	Articles 6 and 14; Annex F.3	AF-HB-008; AF-FR-007
Committee participation and voting	Article 15	AF-GD-001; AF-FR-009
Conduct, marks and controlled information	Articles 7, 22, 26-27	AF-PL-002 to AF-PL-006; AF-PL-008; AF-BR-001
Program and MoU distinctions	Articles 17-19 and 24	AF-PR-008 to AF-PR-010; AF-HB-001 to AF-HB-007
Dues, renewal, exit and discipline	Articles 5-7 and 25	AF-PR-005; AF-PR-013; AF-FR-008
Complaints, appeals and data rights	Articles 24 and 26	AF-PR-014; AF-PR-019; AF-FR-017; AF-FR-021
Transition and document control	Articles 28 and 31; Annex E	AF-PR-001; AF-SC-006; AF-ML-001; AF-GD-003

F.1 Parameters that require an actual published decision

Before receiving binding commitments, AF supplies the authorized admission function, current Constitution status and disclosure, membership criteria, professional-grade criteria if offered, fees and currency, membership period and renewal terms, cancellation/refund conditions, contact routes, privacy notices, logo permission and actual available services. Electoral notices separately state the roll and contest arrangements.

No fictional membership or executed decision is supplied with this guide. The Constitution's Annex E alignment tasks remain open until the relevant older documents, authority records and live systems are actually updated through controlled approval.

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