

WOMEN IN AVIATION, INTERNATIONAL

Chapter Organization and Administration

Before Organizational Meeting

Determine the date, time, place and details for your organizational meetings.

Contact the chapter relations manager of Women in Aviation, International (WAI) to provide notification of your intent to form a provisional WAI chapter. WAI will provide information for the initial presentation about WAI, brochures and other materials for distribution at the organizational meeting.

Request an e-mail listing of WAI members in your immediate chapter area. When requesting the listing, provide the cities and states or the zip codes in which you would like to recruit members.

Prepare and distribute invitations to the organizational meeting to prospective members and other interested parties. Send a copy of the invitation to the WAI relations manager.

Publicize your organizational event in your local media.

Prepare an agenda for the meetings.

Organizational Meetings

The following is a list of suggested agenda items for your organizational meetings. Most chapters have two or three organizational meetings to cover all items.

- Presentation about the history of WAI, its current activities and its relationship to local chapters
- Determination of interest of at least 10 active WAI members in forming a chapter
- Election of provisional officers
- Selection of chapter name: Women in Aviation, _____ Chapter
- Formation of committees such as outreach, membership, program, budget and bylaws
- Determination of regular meeting time
- Determination of local chapter dues
- Determination of fiscal year
- Collection of WAI membership applications and dues
- Preparation of provisional chapter application

Getting Provisional Status

Submit the following items to the WAI chapter relations manager:

- Signed provisional chapter application, including:
 - Names, addresses, telephone numbers and e-mail addresses of officers, membership chairperson and outreach chairperson

- Contact information for your faculty advisor, if your chapter is affiliated with an educational institution
- List and signatures of at least 10 active WAI members and their WAI member numbers (Note: charter members may include new members who complete applications at the organizational meeting. In that case, membership applications and dues should accompany the provisional chapter application.)
- Signed Provisional Chapter Agreement
- Provisional application fee of \$100
- Individual WAI membership applications and dues, if any

The WAI chapter relations manager will review documents and fees payment. When approved, the chapter relations manager will notify the president of the chapter's provisional status and its provisional chapter number.

Your chapter formation will be announced on the WAI web site, in *Aviation for Women* magazine and in a broadcast e-mail to other chapters.

Getting Official Status

Your official status must be obtained within one year of formation of a provisional chapter.

Note: WAI provides suggestions about certain legal and tax requirements. Please be sure to consult with your local tax accountants and attorneys to ensure you are meeting the legal requirements of your state, province or country.

Complete the following items:

- Incorporate your chapter in your state, province or country.
- Prepare chapter bylaws.
- Obtain a Federal Employer Identification Number (EIN) from the IRS.
- Elect a Board of Directors. The Board of Directors will be responsible for election of officers.
- Obtain tax-exempt status: WAI Group Ruling approval or college or university tax-exempt status.
- Plan an educational or mentoring community outreach event.
- Plan a membership drive event.

Within one year of obtaining provisional chapter status, submit the following to the WAI chapter relations manager:

- Signed official chapter application to include:
 - Permanent chapter address
 - Names, addresses, telephone numbers and e-mail addresses of officers, membership chairperson and outreach chairperson
 - Contact information for your chapter advisor, if a student chapter
 - List of at least 10 current chapter members, including WAI member numbers
 - Articles of incorporation
 - Copy of bylaws
 - Copy of the document evidencing EIN.
 - Tax-exempt status documents

- Description of educational or mentoring community outreach event goal
- Description of membership recruitment event goal
- Official chapter application fee of \$150

The WAI chapter relations manager will review the documents and fees payments. After the review, the chapter relations manager will notify the president of the chapter's official status and its official chapter number.

Your chapter's official status will be announced on the WAI website, in *Aviation for Women* magazine and in a broadcast e-mail to other chapters.

Annual Reporting for Official Chapters

By December 31 each year, submit the following to the WAI chapter relations manager:

- Signed annual report, including:
 - Changes in permanent chapter address
 - Name, address, telephone number, and e-mail address of faculty advisor if your chapter is affiliated with an educational institution
 - Names, addresses, telephone numbers, and e-mail addresses of current officers
 - Names and WAI member numbers of all current chapter members (minimum of 10)
 - Summary of year's activities, including results of outreach and membership recruitment events
 - Educational or mentoring outreach goal for the following year
 - Membership recruitment goal for the following year
 - Updates of incorporation and tax-exempt status, if necessary
- Copies of articles of incorporation/bylaws amendments
- Signed Annual Chapter Agreement form
- Annual administrative fee of \$125

Official chapters that complete satisfactory reports by December 31 each year will receive confirmation of their official status for the following year. If a chapter does not report by the reporting date or if the chapter has not fulfilled its agreement with WAI, chapter status and the chapter listing for that Chapter will be officially terminated. Chapters that lose their status for not reporting or for noncompliance may petition for reinstatement.

WAI CHAPTER RELATIONS MANAGER

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