



## OFFICIAL CHAPTER FORMATION CHECKLIST

### ***What your proposed Official Chapter must do:***

- \_\_\_\_\_ Complete the Official Chapter Application (See Section 5, Application), to include:
  - \_\_\_\_\_ Names, addresses, telephone numbers and e-mail addresses of officers, membership chairperson and outreach chairperson
  - \_\_\_\_\_ Contact information for chapter advisor, if a student chapter
  - \_\_\_\_\_ List of at least 10 current chapter members for US Chapters, 6 for International Chapters, or 6 for Collegiate Chapters, including WAI member numbers, if known
- \_\_\_\_\_ Complete WAI Official Chapter Agreement (See Section 5, Agreement).
- \_\_\_\_\_ Provide a copy of chapter's Articles of Incorporation (See Section 8, Articles of Incorporation).
- \_\_\_\_\_ Provide a copy of chapter bylaws (See Section 8, Bylaws).
- \_\_\_\_\_ Provide evidence of a Federal Employer Identification Number assigned to Chapter by the IRS (See Section 8, EIN).
- \_\_\_\_\_ Provide evidence of chapter's tax-exempt status or statement authorizing inclusion in the group exemption ruling (See separate checklist and authorization form). (See Section 8, Tax-Exempt Status.)
- \_\_\_\_\_ Provide description of planned community educational or mentoring outreach event (See Section 3, Chapter Events, and Section 8, Bylaws).
- \_\_\_\_\_ Provide description of planned membership recruitment event (See Section 3, Chapter Events, and Section 8, Bylaws).
- \_\_\_\_\_ Enclose \$150 for the WAI official chapter application fee.

### ***What WAI will do:***

- \_\_\_\_\_ Review documents.
- \_\_\_\_\_ Issue an official WAI chapter number.
- \_\_\_\_\_ Notify the chapter president of the chapter's official status and its official chapter number.
- \_\_\_\_\_ Add chapter to the WAI web site, announce in *Aviation for Women* and in to WAI board members and staff.
- \_\_\_\_\_ Add chapter to WAI's group tax exemption list, if applicable.

### ***Return required documents and payment to:***

Molly Martin, Outreach Director  
Women in Aviation, 3647 State Route 503 South  
West Alexandria, OH 45381  
[mmartin@wai.org](mailto:mmartin@wai.org)



**OFFICIAL CHAPTER APPLICATION**

CHAPTER NAME: Women in Aviation, \_\_\_\_\_ Chapter

PERMANENT CHAPTER STREET ADDRESS (if participating in the WAI Group Tax Exemption):  
\_\_\_\_\_

CHAPTER MEETING LOCATION: \_\_\_\_\_

DAY OF MONTH: \_\_\_\_\_ TIME: \_\_\_\_\_ AVERAGE ATTENDANCE: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

WEB SITE ADDRESS (if any): \_\_\_\_\_

CHAPTER ADVISOR (if a student chapter): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL EMPLOYER TAX IDENTIFICATION NUMBER: \_\_\_\_\_

DATE OF INCORPORATION: \_\_\_\_\_ RENEWAL DATE \_\_\_\_\_

TYPE OF TAX EXEMPTION: \_\_\_\_\_ WAI Group Ruling \_\_\_\_\_ College or University Exemption

DATE CHAPTER BYLAWS RATIFIED: \_\_\_\_\_



DESCRIPTION OF ANNUAL MEMBERSHIP DRIVE GOAL:

DESCRIPTION OF EDUCATIONAL OR MENTORING OUTREACH EVENT GOAL:



**OFFICERS**

**PRESIDENT:** \_\_\_\_\_ **WAI#:** \_\_\_\_\_

Street Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**VICE PRESIDENT:** \_\_\_\_\_ **WAI#:** \_\_\_\_\_

Street Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_ **WAI#:** \_\_\_\_\_

Street Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**TREASURER:** \_\_\_\_\_ **WAI#:** \_\_\_\_\_

Street Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_



**MEMBERSHIP CHAIR:** \_\_\_\_\_ WAI#: \_\_\_\_\_

Street Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**OUTREACH CHAIR:** \_\_\_\_\_ WAI#: \_\_\_\_\_

Street Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**SIGNATURE OF CHAPTER PRESIDENT:**

\_\_\_\_\_

**DATE:** \_\_\_\_\_

**A LISTING OF ALL CHAPTER MEMBERS (MINIMUM OF 10, OR 6 MEMBERS FOR INTERNATIONAL OR COLLEGIATE CHAPTERS), INCLUDING WAI MEMBER NUMBERS, MUST BE ATTACHED TO THIS APPLICATION.**



**Official Chapter Agreement**

This agreement is entered into between Women in Aviation International (“WAI”) and the Chapter (“Chapter”).

Chapter agrees to maintain its tax-exempt status with its state or other governmental authority if not included in WAI’s group ruling.

Chapter agrees to keep its incorporation current with its state, province or other governmental authority.

Chapter agrees to annually provide a current copy of its amendments to its articles of incorporation and/or bylaws to the WAI chapter relations manager.

Chapter agrees to maintain a Federal Employer Identification Number.

Chapter agrees to maintain a minimum of 10 chapter members for U.S. Chapters and 6 chapter members for International and Collegiate Chapters, and to ensure that all members of Chapter are current WAI members. Chapter members are defined as persons who pay chapter dues, vote, and/or are allowed to hold office in Chapter.

Chapter agrees to not engage in flying events or host flying events in the name of WAI or Chapter.

Chapter agrees to use all WAI trademarks in accordance with the WAI Trademark Usage Policy, as modified or amended from time to time.

Chapter agrees to maintain its Chapter web site, if established, in accordance with the WAI Web Site Policy, as modified or amended from time to time. This includes keeping the information on the site current and up-to-date.

Chapter agrees to support the mission, vision, goals and objectives of WAI.

Chapter agrees to sponsor annually: (i) at least one educational or mentoring community outreach event, and (ii) at least one membership recruitment event. Chapter agrees to provide plans and reports about events to the WAI chapter relations manager.

Chapter and its members agree to assign any copyrights or other intellectual property related to Chapter activities to WAI.

WAI reserves the right to terminate Chapter’s official status at any time if Chapter does not adhere to the above terms. If Chapter status terminates, Chapter agrees that it will no longer hold itself out as being affiliated with WAI and that it will discontinue the use of WAI’s name and trademark.

This agreement shall not create a partnership, joint venture or agency relationship between WAI and Chapter, and neither WAI nor Chapter shall have the authority to enter into any agreement that would create a binding obligation on the other party.

By signing this agreement, the Chapter and WAI agree to adhere to all of the above terms. A signed copy will be returned to the Chapter president.

**Official WAI Chapter**

**Women in Aviation International**

Official Chapter Name

WAI Outreach Director,

\_\_\_\_\_

Molly Martin

President’s Name

Outreach Director’s Signature

\_\_\_\_\_

\_\_\_\_\_

President’s Signature

Date \_\_\_\_\_

Date \_\_\_\_\_