



ARTICLES OF INCORPORATION

Your chapter is required to incorporate within your state, province or country within one year after obtaining provisional chapter status, in pursuit of your Official Chapter status. **WAI strongly recommend that you consult a local attorney or tax accountant to assist you in determining the requirements of your governmental authority and in properly filing these documents.** In the U.S., you should also be able to get information about how to incorporate by visiting the website for the Secretary of State for your state.

Very important! Your chapter must incorporate with the name, “Women in Aviation, _____ Chapter, [Inc]” and must specify in its articles that it is a chapter of Women in Aviation International, West Alexandria, Ohio, USA.

For U.S. Chapters:

Sample Articles of Incorporation are included in this section that can serve as a guide to the possible requirements for filing. Some states require periodic renewal of your incorporation or the filing of annual reports to allow the corporation to continue in good standing. Your attorney or accountant can advise you about the requirements of your state.

Very important! Because WAI is a 501(c)(3) corporation, all chapters must include the following in their articles of incorporation:

1. The “purposes” provisions as shown in Article II of the sample Articles of Incorporation.
2. The “dissolution” provisions as shown in Article VII of the sample Articles of Incorporation.

For Canadian Chapters:

Contact Industry Canada to receive its *Information Kit on the Creation of Non-Profit Corporations*.

You will need (specifics may vary from year to year):

- Application for Letters of Patent (see Annex 4 of Kit).
- Affidavit sworn before a commissioner for taking oaths, stating that the contents of the application are true. Most barristers are notary public. Cost \$25 plus tax.
- \$200 filing fee to the Receiver General for Canada



- NUANS name search report not more than 90 days old. The search is required to prove that the name is not the same as or similar to that of any other company, society, association or firm in Canada or that, if the name is the same as or similar to that of another entity, that particular entity has consented to the use of the name. You may have to request a letter from WAI, stating that you have consent to use the name Women in Aviation, International. Industry Canada will do a NUANS search for you if you include \$30 and a note with your filing fee, stating your intent. There are also several companies that specialize in name searches across Canada, and their rates vary between \$70 and \$150.
- Copy of the proposed bylaws of the corporation (see Annex 3 of the Kit).
- Cover letter specifying the street address of the Head Office of the corporation (see Annex 6 of the Kit).

Send your package to Industry Canada, Ottawa. Once your file has been processed, you will be sent your Letters of Patent from Industry Canada under the Canada Corporations Act and your file number. The entire filing process takes approximately seven weeks.