



**PROVISIONAL TO  
OFFICIAL WAI CHAPTER  
US CHAPTERS ONLY  
MODULE**



To obtain Official Chapter Status for your Women in Aviation (WAI) Chapter, follow these steps within one year of forming the Provisional Chapter.

Achieving Official Chapter Status with Women in Aviation (WAI) offers several valuable benefits for your Chapter, including:

1. **Increased Visibility:**
  - Your Chapter will be listed on the WAI website and featured in *Aviation for Women* magazine, giving you exposure to a broader audience of aviation professionals and enthusiasts.
2. **Access to WAI Resources:**
  - Gain access to a variety of WAI resources such as educational materials, event planning support, and promotional tools for community outreach and membership growth.
  - Use earned Chapter Rebate money to sponsor Conference attendance, apply to the Annual Administration Fee, purchase items from the WAI Chapter Store, and more.
  - Earn a Complimentary Conference Registration for the next year when 9+ Chapter members attend Conference. Must be an active Official Chapter or within (1) year of a Provisional Chapter to earn a Complimentary Conference Registration for the next conference.
3. **Networking Opportunities:**
  - Official Chapters can connect with other WAI Chapters, members, and industry professionals, enhancing collaboration and expanding networking opportunities within the aviation community.

## Steps to Achieve Official Status:

1. **[Incorporate Your Chapter:](#)**
  - Ensure your Chapter is officially incorporated according to the legal requirements of your state, province, or country. Consult tax accountants and legal professionals to comply with local laws. Sample Articles of Incorporation can be found [HERE](#).
2. **[Prepare Chapter Bylaws:](#)**
  - Draft bylaws including the required sections for “Purpose,” “Dissolution,” “Fiscal Year”, and “Membership” as specified by WAI’s guidance. Sample Bylaws can be found [HERE](#).
3. **[Obtain an EIN](#) (Employer Identification Number):**
  - U.S. Chapters must apply for a Federal EIN from the IRS.
4. **Elect a Board of Directors:**
  - The Board will be responsible for electing Chapter officers (President, Vice President, Secretary, Treasurer, Membership Director, and Outreach Director).
  - All chapter officers must be current members of Women in Aviation International. Expired members will be removed from chapter officer role once expired beyond 60 days.
5. **Obtain Tax-Exempt Status:**
  - Apply for tax-exempt status through [WAI’s Group Ruling](#) or your institution’s (for collegiate Chapters) tax-exempt status.
6. **Plan and Execute Outreach and Recruitment Events:**
  - Organize an educational or mentoring community outreach event.
  - Host a membership drive event to attract new members.



## Submission of Official Chapter Application:

Submit the following to the WAI Manager of Chapter Relations:

### 1. Official Chapter Application:

- Permanent Chapter address.
- Names, addresses, emails, and phone numbers of officers (President, Vice President, Secretary, Treasurer)
- Contact details of the Chapter advisor (for student Chapters).
- List of at least 10 current members (6 for Collegiate Chapters), including WAI membership numbers.

### 2. **Articles of Incorporation and Bylaws:**

- Ensure the “Purpose,” “Dissolution,” and “Membership” sections match WAI’s requirements.

### 3. EIN Documentation:

- Submit a copy of your EIN confirmation from the IRS (U.S. Chapters only).

### 4. **Tax-Exempt Status Documents:**

- Provide proof of tax-exempt status either under the WAI Group Ruling or through your school/institution.

### 5. **Event Descriptions:**

- Describe the community outreach and membership recruitment event goals.

### 6. **Application Fee:**

- Include a **\$150 official Chapter application fee**.

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## Review and Approval Process:

- The WAI Manager of Chapter Relations will review your submission, verify membership and officer details, and confirm fee payments.
- Upon approval, the Chapter president will be notified of the official status and assigned a Chapter number.

## Public Announcement:

- Your Chapter’s official status will be announced on the WAI website, in the *Aviation for Women* magazine, on social media, and through an email broadcast to other Chapters, WAI board members, and staff. Published information will include Chapter name, Chapter email address, and a complete list of officers.

## Extensions:

- If you’re experiencing delays in completing the official Chapter application, maintain communication with the Manager of Chapter Relations. They can assist with extensions and help resolve any challenges.

This timeline ensures your WAI Chapter stays on track to achieve official status!



**A Note for Chapter Operations:**

As we continue to clean up rosters to ensure that you and your team have the most current and up-to-date information for Chapter operations, we ask that you regularly remind your members of two important things.

1. **Chapter members must also have a membership to the Women in Aviation International organization.** Without this, your members will not receive the benefits of the parent organization.
2. **Chapter members can add Chapter Affiliation to their own member profiles** either upon creation of their account, or by:
  - Accessing their Member Compass
  - Clicking on Profile from the left side of the menu
  - Scroll down to Chapters
  - Select the name of the Chapter from the drop-down menu

The screenshot shows the 'Member Compass' dashboard. At the top left is a navigation menu with options: Dashboard, Pay Balance, Account History, My Events, My Orders, Profile (highlighted with a red arrow), Login & Password, Payment Methods, and WAI Reports. Below the menu is a red 'Logout' button. The main content area features a welcome message: 'Hey WAI Admin! Welcome to your Member Compass™'. Below this is a list of actions: Update Personal Information, View and Print Membership Card, AFW Digital Magazine, Connect Newsletters, Organization Information, Member Discounts, Member Benefits, and Jobs Connect. On the right side, there are two callouts: 'Dues Renewed Until July 7, 2025' and a circular badge indicating 'Member Since 2022'.



## 2026 OFFICIAL CHAPTER FORMATION CHECKLIST

### What your proposed Official Chapter must do:

- Complete the Official Chapter Application, to include:
  - Names, addresses, telephone numbers and e-mail addresses of President, Vice President, Secretary, Treasurer
  - Contact information for Chapter advisor (who must also be a WAI member), if a student Chapter
  - List of at least 10 current Chapter members for US Chapters or 6 for Student Chapters, including WAI member numbers (if known)
- Agree to WAI's Official Chapter Agreement.
- Provide a copy of Chapter's Articles of Incorporation & a copy of the Chapter Bylaws
  - Purpose section reads exactly as guidance material requires
  - Membership section reads exactly as guidance material requires
  - Dissolution section reads exactly as guidance material requires
- Provide evidence of a Federal Employer Identification Number assigned to Chapter by the IRS
- Provide evidence of Chapter's tax-exempt status or statement authorizing inclusion in the group exemption ruling
  
- Pay the \$150 application fee online [HERE](#).

Please visit the WAI Chapter Resources page for more information and guidance material on all of the above process steps, and for tools to help you manage your Chapter in the future! ([www.wai.org/Chapter-resources](http://www.wai.org/Chapter-resources))

### 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.



## 2026 CHAPTER AGREEMENT

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

- Chapter agrees that it operates with no remuneration to officers, directors, or members. Reimbursement for expenses paid for the operation of the Chapter will be the exception.
- Chapter agrees to maintain a minimum of 10 Chapter members (or 6 chapter members for students) and to ensure that all members of Chapter are current WAI members, who pay Chapter dues, vote, and /or are allowed to hold office in Chapter.
- Chapter agrees to maintain a Federal Employer Identification Number.
- Chapter acknowledges that it will file its 990N or other applicable tax documentation annually.
- 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 not engage in flying events or host flying events in the name of WAI or Chapter.
- Chapter agrees to use all WAI trademarks and logos in accordance with the WAI Brand Guide ([https://assets.noviams.com/novi-file-uploads/wai/Chapter\\_Resources/WAIBrandGuide\\_2025\\_Chapters.pdf](https://assets.noviams.com/novi-file-uploads/wai/Chapter_Resources/WAIBrandGuide_2025_Chapters.pdf)), as modified or amended from time to time.
- Chapter agrees to maintain its Chapter web site and/or social media sites. This includes keeping the information on WAI.org current and up-to-date.
- Chapter agrees to support the mission, vision, goals, and objectives of WAI.
- Chapter agrees to sponsor annually at least one educational or mentoring community outreach event, and at least one membership recruitment event.
- 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.



## ARTICLES OF INCORPORATION

To properly incorporate your WAI Chapter, you must adhere to specific guidelines, especially regarding the **Articles of Incorporation**. Here's a breakdown of the key steps and requirements for Chapters in the U.S. and Canada:

### U.S. Chapters

#### 1. **Chapter Name:**

- Your Chapter must incorporate using the name format: "Women in Aviation, [Your Chapter Name] Chapter, Inc."
- Clearly state that your Chapter is part of Women in Aviation International based in Germantown, Ohio.

#### 2. **Mandatory Clauses:**

- **Purpose:** Consistent with such limitations, the purposes of Chapter shall be to function as a Chapter of Women in Aviation International, Germantown, Ohio. In that regard, the Chapter shall:
  - Foster, promote and engage in aviation education, particularly as it relates to women in aviation.
  - Cultivate, foster, and promote interest and understanding among the public in the accomplishments and contributions of women to the aviation industry.
  - Promote, encourage and facilitate membership in WAI and Chapter.
  - Support and promote the mission, vision, goals and objectives of WAI..
- **Eligibility for Membership:** Chapter membership is open to anyone interested in aviation and who is a member of WAI.
- **Fiscal Year:** Set the fiscal year to run from October 1 to September 30, in alignment with WAI's fiscal year.
- **Dissolution:** The Chapter may be dissolved upon the affirmative vote of at least two thirds of those Members who are present either in person or by proxy. If the Chapter is dissolved, the Board is responsible for ensuring that all Chapter debts and obligations are paid, and that the remaining assets of Chapter are distributed as provided in the Articles of Incorporation. All Chapter records shall be sent to the Manager of Chapter Relations, Women in Aviation International, 1864 Dayton Germantown Pike, Unit 4, Germantown, OH 45327-1100, USA.

#### 3. **State-Specific Requirements:**

- Contact your state's Secretary of State for detailed requirements and consider consulting a local attorney or tax accountant for guidance on incorporation.

#### 4. **Additional Notes:**

- Some states may require periodic renewal or annual reporting to maintain the corporation in good standing.

## **SAMPLE ARTICLES OF INCORPORATION**

(\*indicates mandatory language for all Chapter Articles)

### **ARTICLES OF INCORPORATION**

Women in Aviation, [Chapter Name], [Inc.]

#### **Article I. Name**

The name of the corporation is Women in Aviation, [Chapter Name], [Inc.] (“Corporation”).

#### **Article II. Purpose**

The Corporation is organized exclusively for charitable, scientific, and educational purposes under Section 501(c)(3) of the Internal Revenue Code, including:

\*Consistent with such limitations, the purposes of Chapter shall be to function as a Chapter of Women in Aviation International, Germantown, Ohio. In that regard, the Corporation shall:

- a) \*Foster, promote and engage in aviation education, particularly as it relates to women in aviation.
- b) \*Cultivate, foster, and promote interest and understanding among the public in the accomplishments and contributions of women to the aviation industry.
- c) \*Promote, encourage, and facilitate membership in Women in Aviation International and this Chapter.
- d) \*Support and promote the mission, vision, goals, and objectives of Women in Aviation International.

The Corporation will not engage in activities prohibited under Section 501(c)(3) or Code Section 170(c).

#### **Article III. Powers**

The Corporation has all powers granted to non-stock, nonprofit corporations under state law but will adhere to these limitations:

1. No involvement in political campaigns or substantial legislative lobbying unless in compliance with Code Section 501(h).
2. No distribution of earnings to members, officers, or directors.
3. If classified as a private foundation, compliance with Sections 4941–4945 of the Code is required.

#### **Article IV. Membership**

The Corporation shall have members as defined in the Bylaws.

#### **Article V. Bylaws**

The Board of Directors will adopt and enforce Bylaws consistent with these Articles.

#### **Article VI. Board of Directors**

The Corporation’s affairs are managed by a Board of Directors as defined in the Bylaws. The number of directors will not be fewer than the state’s legal requirement.

#### **Article VII. Dissolution**



\*The Chapter may be dissolved upon the affirmative vote of at least two-thirds of those

Members who are present either in person or by proxy. If the Chapter is dissolved, the Board is responsible for ensuring that all Chapter debts and obligations are paid, and that the remaining assets of Chapter are distributed as provided in the Articles of Incorporation. All Chapter records shall be sent to the Manager of Chapter Relations, Women in Aviation International, 1864 Dayton Germantown Pike, Unit 4, Germantown, OH 45327-1100, USA.

#### **Article VIII. Amendments**

These Articles may be amended by a majority vote of the Board of Directors, unless state law or the Bylaws require member approval.

#### **Article IX. Registered Agent**

The name and address of the initial registered agent are: **[Insert Name and Address]**.

#### **Article X. Principal Office**

The mailing address of the principal office is: **[Insert Address]**.

#### **Article XI. Incorporator**

The name and address of the incorporator are: **[Insert Name and Address]**.

#### **Incorporator's Acknowledgment**

Signed at **[Location]** this **[Date]**.

**[Signature of Incorporator]**



## **CHAPTER BYLAWS**

When drafting **Chapter Bylaws** to achieve **Official Chapter Status** with Women in Aviation International (WAI), your bylaws must:

1. **Comply with Local Laws and Articles of Incorporation:**
  - Ensure that your bylaws adhere to the legal requirements of your state, province, or country, and align with your Chapter’s Articles of Incorporation.
2. **Fill all officer/director positions:**
  - Chapter must have a President, Vice President, Secretary, and a Treasurer.
  - Persons may hold more than one officer/director position, however a President/Treasurer combination will not be permitted to ensure financial transparency.
3. **Mandatory Sections for Compliance with WAI’s 501(c)(3) Status:**
  - **Purpose:** The Chapter’s purpose should align with WAI’s mission, emphasizing aviation education for women, promoting public understanding of women’s contributions to aviation, encouraging WAI membership, and supporting WAI’s goals.
  - **Eligibility for Membership:** Membership must be open to anyone with an interest in aviation and who is a member of WAI.
  - **Fiscal Year:** All Chapters must report on an October-September fiscal year.
  - **Dissolution:** In the event of Chapter dissolution, the bylaws must specify that remaining assets, after debts are settled, will be sent to WAI’s headquarters. A two-thirds vote from members is required to approve dissolution.
4. **Approval Process:**
  - Submit your bylaws to the WAI Manager of Chapter Relations for review and approval. If any amendments are made later, they must also be submitted for approval.

## **SAMPLE CHAPTER BYLAWS**

(\*indicates mandatory language for all Chapter Bylaws)

### **Section I. Name and Location**

- The organization's name is Women in Aviation, [Chapter Name], [Inc.] (the "Chapter").
- The Chapter's primary office is located at [Office Location].

### **Section II. Organization and Purpose**

1. **Organization:** Chapter is organized and shall operate exclusively for charitable, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue law) (the "Code").
2. **Purposes:** \*Consistent with such limitations, the purposes of Chapter shall be to function as a chapter of Women in Aviation International, Germantown, Ohio. In that regard, the Chapter shall:
  - a. \*Foster, promote and engage in aviation education, particularly as it relates to women in aviation.
  - b. \*Cultivate, foster, and promote interest and understanding among the public in the accomplishments and contributions of women to the aviation industry.
  - c. \*Promote, encourage, and facilitate membership in WAI and Chapter.
  - d. \*Support and promote the mission, vision, goals and objectives of WAI.

### **Section III. Membership**

1. \***Eligibility:** Open to anyone interested in aviation and who is a member of Women in Aviation International.
2. **Voting Rights:** Each member gets one vote. Proxy votes must be submitted in writing before meetings.
3. **Dues:** Annual dues, if applicable, are determined by the Board and due on [Date].
4. **Termination:** Membership ends if dues are unpaid 60 days after the due date.

### **Section IV. Meetings**

1. **Annual Meeting:** Held yearly for elections and Chapter business.
2. **Special Meetings:** May be called by the President, Board/Officers, or [Number] members.
3. **Notice:** Written notice must be provided [Timeframe] before meetings via [Method]
4. **Quorum:** A quorum requires [Percentage] of total votes. Proxy votes count toward quorum.

### **Section V. Board of Directors**

1. **Role:** The Board oversees Chapter business and operations.
2. **Composition:** Minimum of [State Requirement] directors, serving as the elected Chapter officers.
3. **Elections:** Directors are elected annually by members from a slate proposed by the Nominating Committee.
4. **Meetings:** Held annually and as needed. Quorum requires two-thirds of directors. Decisions need a majority vote.



## Section VI. Officers

1. **Positions:** President, Vice President, Secretary, and Treasurer.
2. **Terms:** Officers serve one-year terms. Vacancies are filled until the next annual meeting.
3. **Duties:**
  - **\*President:** Leads meetings, oversees operations, and co-signs contracts.
  - **\*Vice President:** Acts in the President's absence and supports Chapter functions.
  - **\*Secretary:** Keeps meeting records, sends notices, and co-signs contracts.
  - **\*Treasurer:** Manages funds, prepares financial reports, and co-signs checks.

## Section VII. Committees

1. **Nominating Committee:** Recruits and recommends Board/Officer candidates.
2. **Outreach Committee:** Chairperson required. Plans educational and mentoring events.
3. **Membership Committee:** Chairperson required. Organizes recruitment and maintains membership records.
4. **Other Committees:** Established as needed by the Board.

## Section VIII. Financials and Reporting

1. **Fiscal Year:** \*October 1 – September 30.
2. **Reports:** The Treasurer provides quarterly and annual financial reports.
3. **Annual Report:** Submitted to WAI with fees and membership listings by February 15.

## Section IX. Amendments and Dissolution

1. **Amendments:** Approved by [Board/Membership Vote Requirements] and WAI.
2. **Dissolution:** \*The Chapter may be dissolved upon the affirmative vote of at least two-thirds of those Members who are present either in person or by proxy. If the Chapter is dissolved, the Board is responsible for ensuring that all Chapter debts and obligations are paid, and that the remaining assets of Chapter are distributed as provided in the Articles of Incorporation. All Chapter records shall be sent to the Chapter Relations Manager, Women in Aviation International, 1864 Dayton Germantown Pike, Unit 4, Germantown, OH 45327-1100, USA.

## Section X. Indemnification

The Chapter indemnifies its directors, officers, and volunteers to the fullest extent allowed by law.



## ADDITIONAL TAX INFORMATION FOR U.S. CHAPTERS

U.S. Chapters must file and/or maintain:

1. **Employer Identification Number** (EIN):

- All U.S. Chapters must obtain and maintain an EIN, which notifies the IRS of the legal existence of the chapter and is required for tax filing and opening bank accounts.
- It is recommended to secure a stable mailing address (e.g., PO Box) to ensure accessibility even as leadership changes.
- Apply for an EIN using **IRS Form SS-4** online, by phone, fax, or mail. Apply as a **501(c)(3)** nonprofit/exempt organization.

2. **Form 990-N (Electronic Notice e-Postcard)**:

- Chapters with gross receipts under \$50,000 must file a Form **990-N (e-Postcard)** electronically by February 15. WAI Chapters follow a fiscal year from **October 1 to September 30**.
- Chapters will be reminded in October and must send a copy of the e-Postcard to the Manager of Chapter Relations.

3. **Group Exemption**:

- WAI Chapters are covered under the WAI Group Exemption (Group Exemption Number: **4259**). This number should be included in all 990 or 990-T filings.
- Chapters must keep WAI updated on changes in their name or address by submitting an **Annual Report** by February 15. Articles of Incorporation and Bylaws amendments should also be submitted for WAI approval.

4. **Form 990/990-EZ**:

- Chapters with annual gross receipts over \$25,000 must file Form **990** or **990-EZ**. These forms must be filed by the 15th day of the fifth month after the end of the accounting period.
- Late filings incur a penalty of \$20 per day, with a maximum penalty of \$10,000 or 5% of the chapter's gross receipts, whichever is less.

5. **Social Security Taxes**:

- Chapters must pay social security taxes on compensation of \$100 or more paid to any chapter employees during a calendar year under the Federal Insurance Contributions Act. Chapters do not pay Federal Unemployment Taxes but may owe state unemployment taxes.
- Note: Chapters operate as volunteer organizations, and officers, directors, or members are not compensated except for reimbursement of expenses.

6. **Local Taxes**:

- Chapters are responsible for understanding and complying with state and local tax filing requirements, which may include filings with state revenue or charitable organization authorities.



## CHECKLIST FOR US CHAPTERS THAT WISH TO ORGANIZE UNDER THE GROUP EXEMPTION OF WOMEN IN AVIATION INTERNATIONAL (“PARENT ORGANIZATION”)

Note: This checklist does not apply to student/collegiate Chapters or international Chapters. U.S. student Chapters fall under their school’s tax-exempt status, and international Chapters should seek local tax and legal advice.

### Instructions for U.S. Chapters

- 1. Obtain an EIN:**
  - Refer to the instructions in Section 8: EIN for obtaining your Employer Identification Number (EIN).
- 2. Review IRS Publication 557:**
  - [Review IRS Publication 557](#): “Tax-Exempt Status for Your Organization.”
  - Pay special attention to the section on page 8 regarding “Information required for subordinate organizations.”
- 3. Incorporate Your Chapter:**
  - Ensure your Chapter is legally incorporated. Use the Articles of Incorporation
  - Guidelines and sample documents provided by WAI to complete this process.
- 4. Complete the Authorization Form for Inclusion in WAI’s Group Tax Exemption:**
  - Every Chapter, whether new or existing, that wants to obtain its tax-exempt status under the WAI group ruling must complete the form titled: [“Information and Authorization for Inclusion in WAI’s Group Tax Exemption.”](#)
- 5. Submit the Authorization Form Within 15 Months of Incorporation:**
  - New Chapters that wish to be included in WAI’s group tax exemption must submit their completed form to the Outreach Director within 15 months of the Chapter’s incorporation date.
  - WAI submits these exemption requests to the IRS each year. Forms must be received and processed by February 15 for inclusion in that year’s submission.
  - Ensure that the form is submitted within 15 months of incorporation to ensure that tax-exempt status is retroactive to the date of incorporation

### Guidelines for Student/Collegiate Chapters of Women in Aviation International (WAI)

#### Overview

Student/Collegiate Chapters are Women in Aviation Chapters formed by students at educational institutions like universities, colleges, aviation schools, technical schools, or high schools. These Chapters operate under the student activities requirements of their respective schools.

#### Tax-Exempt Status

- **School’s Tax Exemption:** If your school is a **501(c)(3) tax-exempt organization** or a **public/governmen-**



**tal body not subject to federal income taxation**, the student Chapter should fall under the school's tax-free status.

- Contact your **director of student affairs** or **student activities** to confirm the
- specific rules for student organizations and whether your Chapter qualifies for
- the school's tax exemption.
- **School Does Not Provide Tax Exemption:** If the school does **not** allow the Chapter to use its **Tax ID number**, or if the school is not tax-exempt:
  - Your Chapter must be **separately incorporated**.
  - You will need to comply with the requirements for inclusion in WAI's **group exemption ruling** (refer to the **U.S. Official Chapter checklist** for details).
- **Steps if the School Recognizes Your Chapter Under Its Tax Exemption**
  - Send WAI a letter on the school's letterhead signed by a school official, verifying the Chapter's tax-exempt status under the school.
  - This letter should include all necessary information about the Chapter's affiliation with the school and its inclusion in the school's tax exemption.

#### **Incorporation Option**

- Student Chapters **do not need to incorporate** if they fall under the school's tax exemption, but they may choose to incorporate.
  - If incorporation is chosen, follow the guidelines provided for U.S. Official Chapters, including filing required documents.



## SAMPLE LETTER

(On school letterhead)

Date

Women in Aviation International  
Attn: Manager of Chapter Relations  
1864 Dayton Germantown Pike, Unit 4,  
Germantown, OH 45327-1100, USA  
Or via email to: Chapters@WAI.org

Women in Aviation, \_\_\_\_\_ Chapter is an approved student organization at (Name of school) and falls under (Name of school)'s tax-exempt status, Tax ID # \_\_\_\_\_. (Name of school) is a 501(c) (3) tax-exempt organization or is a public or governmental body not subject to federal income taxation.

Sincerely,

(Name of school official)



## A NOTE TO STUDENT CHAPTERS

Thank you for your commitment to being a student leader while juggling school responsibilities! Your efforts to uphold the mission of Women in Aviation International (WAI) and support your peers are truly valued. Here are some key tips and tricks that will help you manage your student Chapter successfully:

### 1. Faculty/Staff Advisor: A Vital Resource

- **Advisor Role:** Every student Chapter must have a faculty or staff advisor. This person plays an essential role in maintaining stability within the Chapter, especially as leadership changes with each academic year.
- **Continuous Support:** An advisor ensures continuity when board members graduate or leave, helping maintain long-term projects and goals.
- **Keep Them Involved:** Maintain strong communication with your advisor. Regularly update them on Chapter activities, challenges, and goals. An engaged and enthusiastic advisor is a key factor in your Chapter's success.

### 2. IRS Group Ruling: Know Your Tax Status

- **WAI vs. School Group Ruling:** Your Chapter may fall under either your school's non-profit group ruling or WAI's non-profit group ruling.
  - **School Group Ruling:** If you fall under the school's group ruling, ensure that you secure a letter each year from the school confirming this status. A sample letter is available for your use.
  - **WAI Group Ruling:** If your Chapter does not fall under the school's group ruling, you can opt to use WAI's group tax exemption. To do so, you must complete the "[Authorization for Inclusion in Group Tax Exemption](#)" form when applying for official Chapter status.

### 3. Tracking Information Semester to Semester: Use a [Continuity Tool](#)

- **Organize Chapter Resources:** To ensure the smooth transition of leadership each semester, use a continuity tool to store critical information like passwords, login details, banking info, tax forms, and annual reports.
- **Shared Document Storage:** Keep these documents in a shared online location like Google Drive or Dropbox, accessible to incoming leaders. While this tool is for your internal use, avoid sending it to WAI directly.

### 4. Succession Planning: Prepare for Leadership Transitions

- **Passing the Torch:** With leadership potentially changing every year, ensure that the next set of Chapter leaders is equipped with all the necessary tools and knowledge to continue your hard work.
  - **Training Future Leaders:** Share important resources, contacts, and successful event templates with your successors. This prevents them from starting from scratch and ensures the Chapter continues to thrive.
  - **Holding Elections Early:** Some Chapters opt to hold elections at the end of the Fall semester for the upcoming Spring and Fall semesters. This approach allows new leaders to shadow the outgoing board and learn their roles before fully taking on responsibilities.



## 5. Utilize Available Resources

- **Chapter Handbook:** Your WAI Chapter Handbook offers valuable resources on fundraising, hosting meetings, creating an effective calendar, and tips on being a successful president. Leverage these tools to navigate your leadership responsibilities.
- **WAI Staff Support:** The WAI staff is always ready to assist. If you have any questions or need help beyond what's available in the handbook, don't hesitate to reach out to Jessi Litz-Rowden, Manager of Chapter Relations, at [jrowden@wai.org](mailto:jrowden@wai.org). She will either help you directly or connect you with the right person.

By following these tips, you can ensure that your Chapter remains successful and continues to foster engagement and growth, even as leadership evolves over time. Remember, your work as a student leader leaves a lasting impact, and through careful planning and collaboration, you can set your Chapter up for continued success!



## STANDARD FORM FOR INFORMATION AND AUTHORIZATION FOR INCLUSION IN WAI'S GROUP TAX EXEMPTION

Chapters seeking to be included in the Group Exemption Ruling of Women in Aviation International ("WAI") must complete the following form, and then return to WAI before the 15th month following the Chapter's incorporation.

### 1. Information Regarding Chapter:

|                        |  |
|------------------------|--|
| Chapter Name           |  |
| Address                |  |
| City, State & ZIP      |  |
| Telephone Number       |  |
| EIN                    |  |
| Purposes & Activities* |  |

\* Include a detailed description of the purposes and activities of the Chapter including sources of receipts and nature of expenditures.

### 2. Corporate Status:

|                         |  |
|-------------------------|--|
| State of Incorporation* |  |
|-------------------------|--|

\* Attach copy of Chapter's articles of incorporation, as filed with your State, and Chapter's bylaws.

### 3. Current Tax Status:

|   |  |
|---|--|
| Date and nature of any past IRS exemption determinations received by chapter* |  |
|---|--|

\* If none, state "none." If you do not know whether your chapter has ever received such a determination, state "unknown."

### 4. Individual to Be Contacted by WAI on Tax Matters:

|                    |  |
|--------------------|--|
| Name of Individual |  |
| Address            |  |
| City, State & ZIP  |  |
| Telephone Number   |  |



5. **Authorization** (to be completed by a chapter officer):

TO: WOMEN IN AVIATION INTERNATIONAL (“WAI”)

FROM: \_\_\_\_\_ (“Chapter”)

(Name of Chapter)

The undersigned hereby states as follows:

1. Chapter is affiliated with WAI.
2. Chapter agrees to be subject to the general supervision or control of WAI.
3. Chapter is eligible to qualify for exemption under Code §501(c)(3).
4. Chapter is not a private foundation.
5. To the best of the undersigned’s knowledge, the purposes and activities of the Chapter are as stated in the attached Articles of Incorporation and Purposes & Activities Statement.
6. Chapter hereby authorizes and directs WAI to include this Chapter in its group exemption ruling, and to report the same to the IRS.

Signature of Officer \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



## REQUIRED AND SUGGESTED BOARD POSITIONS

WAI Chapters can tailor board positions to fit their needs, using the following descriptions as templates. Some positions are required by WAI for non-profit compliance (\*Indicates Required Positions). Compare this list to your bylaws for alignment.

### Required Positions

#### **President\***

Oversees chapter operations and ensures board members fulfill duties. Communicates key updates to members. Sets the annual meeting calendar and delegates tasks.

Serves as second chair on the Girls in Aviation Day (GIAD) Committee.

#### **Vice President\***

Assumes presidential duties when needed.

Chairs the GIAD Committee and serves on the Outreach Committee.

#### **Treasurer\***

Maintains financial records, files taxes, and collects dues. Works with Membership Chair on the chapter roster.

Oversees GIAD budget and serves on the Membership Committee.

#### **Secretary\***

Keeps and distributes meeting minutes within 48 hours. Uploads records to shared accounts and delegates tasks to Assistant Secretary as needed.

### Optional Positions

#### **Assistant Secretary**

Supports the Secretary and serves as Chair of the Scholarship Committee.

#### **Program Chair**

Plans bimonthly aviation-related activities and sends proposals to the board. Coordinates event logistics and communications, including reminders.

**Fundraising Chair**

Develops sponsorship initiatives and oversees fundraising goals.

Updates members quarterly on progress and serves on the GIAD Committee.

**Webmaster**

Maintains the chapter's website with updates on events, initiatives, and member resources.

**Social Media Chair**

Manages chapter communications on platforms (e.g., Facebook, Instagram). Coordinates with Membership and Program Chairs to promote events.

**Girls in Aviation Day Chair (GIAD)**

Leads GIAD event planning, including fundraising and promotions. Role may be filled by the Vice President in some chapters.

**Membership Chair**

Maintains membership roster and dues records. Sends membership renewal reminders and meeting notifications. Updates the chapter roster quarterly and coordinates with Social Media Chair and Webmaster.

**Outreach Chair**

Organizes at least one annual community service project. Manages communications for outreach initiatives and GIAD. Chairs the Outreach Committee and acts as second chair for GIAD.



## CHAPTER ORGANIZATION AND ADMINISTRATION

### Before Your First Meeting

1. Set Meeting Details: Choose a date, time, and venue for your organizational meetings.
2. Notify WAI: Contact the WAI Manager of Chapter Relations, informing them of your intent to form a Chapter. [Request outreach materials](#) for your presentation (allow 2 weeks for delivery).
3. Local Member Outreach: If desired, ask the Manager of Chapter Relations to email current and recent WAI members in your area. Provide a list of zip codes, a contact person's details, and a brief message to potential members.
4. Invite Prospective Members: Send out invitations and a copy to the WAI Manager of Chapter Relations.
5. Advertise the Meeting: Use social media and local media outlets to promote the event.
6. Prepare an Agenda: Organize your meeting's schedule in advance. Your audience will expect and appreciate an organized approach to the inaugural meeting.

### Organizational Meetings (suggested agenda items)

- WAI Introduction: Present the history and mission of WAI.
- Gauge Interest: Ensure at least 10 active WAI members (6 for student chapters) are interested in forming a Chapter.
- Election of Provisional Officers.
- Choose a Chapter Name: Women in Aviation, Chapter.
- Form Committees: For outreach, membership, programs, budgeting, and bylaws.
- Set Regular Meeting Time and Chapter Dues (if you choose to have them in your Chapter).
- Confirm Fiscal Year (WAI's fiscal year: October 1 – September 30).
- Ensure all members are aware that they need to have a current membership to Women in Aviation International.
- Submit Provisional Chapter Application.

### Getting Provisional Status

Submit these to the WAI Manager of Chapter Relations:

- Signed Provisional Chapter application, including:
  - Officer details and chairpersons' contact information.
  - List of at least 10 active members (6 for student chapters) and their WAI member numbers.
- Signed Provisional Chapter Agreement.
- \$100 provisional application fee.



Once reviewed and approved, the Chapter will receive its provisional status, a Chapter number, and an announcement on WAI's website and social media.

### **Getting Official Status (within 1 year)**

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.

- Incorporate Your Chapter in your jurisdiction.
- Prepare Bylaws and obtain a Federal EIN.
- Elect a Board of Directors (Chapter Officers).
- Obtain Tax-Exempt Status.
- Plan Outreach and Recruitment Events.

### **Submit the following to WAI:**

- Signed official Chapter application, including:
  - Permanent Chapter address and officers' contact details.
  - Articles of incorporation and bylaws.
  - EIN and tax-exempt status documents.
  - Descriptions of outreach and recruitment goals.
  - \$150 official application fee.

Once approved, the Chapter will receive official status and public recognition from WAI.

### **Ongoing Chapter Management**

- Submit a Annual Report by February 15 each year, including updated officer and membership details, activity summaries, and outreach/recruitment goals. Pay the \$135 administrative fee.
- Annual Reports must include:
  - Changes in permanent Chapter address.
  - Name, WAI member number, and email address of faculty advisor if your Chapter is affiliated with an educational institution.
  - Name, WAI member number, and email address of current officers.
  - Names and WAI member numbers of all current Chapter members by submitting an updated roster.
  - Updates of incorporation and tax-exempt status, if needed.
  - Copies of amendments to articles of incorporation or bylaws.
  - Acknowledgment that the Chapter has completed all mandatory filings and hosted one membership and one outreach event.

Failure to submit the annual report may lead to Chapter termination, but reinstatement is possible through petition.



## CHAPTER REQUIRED AND SUGGESTED COMMITTEES

WAI Chapters have flexibility in setting up their committees, but some are mandatory for maintaining the non-profit status. Here is an overview of recommended committees, with required ones marked by an asterisk (\*).

### **Membership Committee\***

- Ensures all Chapter members are paying dues both locally and to WAI International.
- Updates the roster quarterly with WAI headquarters.
- Supports the membership chair in handling membership tasks.

### **Outreach Committee\***

- Organizes at least one community service or educational outreach event per year.
- Assists the outreach chair with planning and executing these events.

### **Girls in Aviation Day (GIAD) Committee**

- Organizes the Chapter's Girls in Aviation Day.
- Collaborates with the fundraising committee to secure funds.
- Recruits and informs volunteers for the event.

### **Scholarship Committee**

- Establishes criteria for Chapter scholarships and shares this information with members.
- Requires at least four dues-paying members, in addition to the chair, to evaluate scholarship applications.

### **Election Committee**

- Handles nominations, ballots, and other tasks related to the Chapter's annual election.
- Communicates election-related information to the members.

### **Fundraising Team**

- Raises funds for Chapter operations and specific events.
- Works with the fundraising chair to create proposals for sponsors.

### **Program/Event Team**

- Supports the program chair in organizing and managing Chapter events.

### **Merchandise Team**

- Designs, purchases, and manages merchandise sales for fundraising.
- Ensures merchandise is available at all Chapter events. Social Media Team
- Assists the social media chair in managing posts, responding to inquiries, and adding members to private groups.



## CHAPTER CONTINUITY TOOL

| Banking Information                            |  |
|--|--|
| Chapter Name                                   |  |
| Bank Name                                      |  |
| Bank Address                                   |  |
| Bank Routing Number                            |  |
| Bank Account Number                            |  |
| Contact for Bank                               |  |
| Name   |  |
| Phone  |  |
| Email  |  |
| Authorized Signatories for Account             |  |
| a)   |  |
| b)   |  |
| c)   |  |
| d)   |  |
| Debit Card Pin                                 |  |
| Online Banking                                 |  |
| Website  |  |
| Login  |  |
| Password                                       |  |
| Security Questions and Answer                  |  |
| a)   |  |
| b)   |  |
| c)   |  |
| d)   |  |
| Credit Card Payment Tool (Paypal, Venmo, ect.) |  |
| Website  |  |
| Login  |  |
| Password                                       |  |



| Corporate and Tax Information            |  |
|--|--|
| Chapter Name                             |  |
| IRS Employee Identification Number (EIN) |  |
| State Tax Information                    |  |
| Date of Incorporation                    |  |
| Official Address                         |  |
| For Filing IRS 990N                      |  |
| Username                                 |  |
| Password                                 |  |

| Login Information                             |  |
|---|--|
| <b>Chapter Name</b>                           |  |
| <b>Email</b>                                  |  |
| Username                                      |  |
| Password                                      |  |
| Recovery Email                                |  |
| Recovery Phone                                |  |
| <b>Chapter Management Tool</b>                |  |
| Login   |  |
| Password                                      |  |
| <b>Eventbrite/Zeffy/SignupGenius Platform</b> |  |
| Username                                      |  |
| Password                                      |  |
| <b>Mail Chimp</b>                             |  |
| Username                                      |  |
| Password                                      |  |
| <b>Facebook</b>                               |  |
| Page Name                                     |  |
| Current Admins                                |  |
| a)  |  |
| b)  |  |
| c)  |  |
| <b>Linkedin</b>                               |  |
| Current Admins                                |  |
| a)  |  |
| b)  |  |
| c)  |  |
| <b>Snapchat</b>                               |  |
| Username                                      |  |
| Password                                      |  |
| <b>Twitter/X</b>                              |  |
| Username:                                     |  |
| Password:                                     |  |
| <b>Instagram:</b>                             |  |
| Username:                                     |  |
| Password:                                     |  |
| <b>Website:</b>                               |  |
| Website Address:                              |  |
| Website Server:                               |  |
| Username:                                     |  |
| Password                                      |  |







### Executive Board Contact Information

Each chapter runs their executive board just a little bit differently. Here is a great place to list the name and contact information for each board position. While still complying with the requirements outlined in your chapter bylaws for your executive board, you might identify important tasks each officer takes on for your local chapter.

**Chapter Name**

| Position                              | Name | Contact Information |
|---------------------------------------|------|---------------------|
| President: a)                         |      |                     |
| b)                                    |      |                     |
| c)                                    |      |                     |
| d)                                    |      |                     |
| Vice President: a)                    |      |                     |
| b)                                    |      |                     |
| c)                                    |      |                     |
| d)                                    |      |                     |
| Treasurer: a)                         |      |                     |
| b)                                    |      |                     |
| c)                                    |      |                     |
| d)                                    |      |                     |
| Secretary: a)                         |      |                     |
| b)                                    |      |                     |
| c)                                    |      |                     |
| d)                                    |      |                     |
| Membership Chairperson: a)            |      |                     |
| b)                                    |      |                     |
| c)                                    |      |                     |
| d)                                    |      |                     |
| Outreach Chairperson: a)              |      |                     |
| b)                                    |      |                     |
| c)                                    |      |                     |
| d)                                    |      |                     |
| Girls in Aviation Day Chairperson: a) |      |                     |
| b)                                    |      |                     |
| c)                                    |      |                     |
| d)                                    |      |                     |
| Program and Planning Chairperson: a)  |      |                     |
| b)                                    |      |                     |
| c)                                    |      |                     |
| d)                                    |      |                     |
| Communications Chairperson: a)        |      |                     |
| b)                                    |      |                     |
| c)                                    |      |                     |
| d)                                    |      |                     |
| Fundraising Chairperson: a)           |      |                     |
| b)                                    |      |                     |
| c)                                    |      |                     |
| d)                                    |      |                     |
| Advisor: a)                           |      |                     |
| b)                                    |      |                     |
| c)                                    |      |                     |
| d)                                    |      |                     |



**Committee Contact Information**

List out each committee you have, the chair & member of each committee and the role the committee serves. Include any important documents the committee compiles in a folder in your digital files.

**Chapter Name**

| Position                         | Name | Contact Information |
|----------------------------------|------|---------------------|
| Membership Committee (Required): |      |                     |
| Chairperson:                     |      |                     |
| Members:                         |      |                     |
| a)                               |      |                     |
| b)                               |      |                     |
| c)                               |      |                     |
| Committee Purpose:               |      |                     |
| Outreach Committee (Required):   |      |                     |
| Chairperson:                     |      |                     |
| Members:                         |      |                     |
| a)                               |      |                     |
| b)                               |      |                     |
| c)                               |      |                     |
| Committee Purpose:               |      |                     |
| GIAD Committee:                  |      |                     |
| Chairperson:                     |      |                     |
| Members:                         |      |                     |
| a)                               |      |                     |
| b)                               |      |                     |
| c)                               |      |                     |
| Committee Purpose:               |      |                     |
| Other Committee:                 |      |                     |
| Chairperson:                     |      |                     |
| Members:                         |      |                     |
| a)                               |      |                     |
| b)                               |      |                     |
| c)                               |      |                     |
| Committee Purpose:               |      |                     |
| Other Committee:                 |      |                     |
| Chairperson:                     |      |                     |
| Members:                         |      |                     |
| a)                               |      |                     |
| b)                               |      |                     |
| c)                               |      |                     |
| Committee Purpose:               |      |                     |