



# STARTING A WAI CHAPTER

## MODULE



To form a provisional Women in Aviation (WAI) chapter, follow these steps:

1. **Set Date, Time, and Venue for Organizational Meetings:** Organize at least two to three meetings to cover all the necessary agenda items.
2. **Notify WAI and Request Materials:**
  - Contact Summer Cole, Manager of Chapter Relations, at [scole@wai.org](mailto:scole@wai.org).
  - Provide details like the number of attendees, and the location where you'd like the materials sent. Ensure you give at least two weeks for delivery.
  - You can request an Outreach Kit as part of the materials.
3. **Outreach to Local WAI Members:**
  - Provide a list of the central city and surrounding zip codes to Summer Cole, along with a contact name, email, and phone number. This will help notify WAI members about the new chapter.
4. **Prepare and Send Invitations:**
  - Distribute invitations for the organizational meeting. Include Summer Cole on the email to keep WAI informed.
5. **Publicize the Meeting:**
  - Utilize local media and social media to promote your organizational meeting to reach a wider audience.
6. **Prepare a Meeting Agenda:**
  - Topics to cover include:
    - Presentation on WAI history and its role
    - Determining interest from at least 10 active WAI members
    - Election of provisional officers (President, VP, Secretary, Treasurer, Outreach Chair, Membership Chair)
    - Selection of a unique chapter name
    - Formation of Outreach and Membership Committees
    - Decide meeting times and local chapter dues
    - Collect WAI membership applications and dues
7. **Submit the [Provisional Chapter Application](#):**
  - Submit the signed provisional chapter application to Summer Cole, including:
    - Officer details
    - List and signatures of 10 active WAI members (or 6 for international or student chapters)
    - Signed Provisional Chapter Agreement
    - [Pay the \\$100 Provisional Application Fee](#)
    - WAI membership applications (if applicable)



Once approved, you'll receive notification of provisional chapter status, and your chapter will be announced on the WAI website and in *Aviation for Women* magazine. Published information will include: Chapter name, Chapter email address, and a complete list of officers.

**Provisional Chapters must achieve Official Chapter Status** within one year, to ensure fiduciary reporting compliance, maintain insurance coverage, and ensure non-profit organization status.

For additional information, please visit the Chapter Resources page at [WAI.org/chapter-resources](https://www.wai.org/chapter-resources).



## **2025 PROVISIONAL CHAPTER FORMATION CHECKLIST**

### **What your proposed chapter must do:**

- Complete Provisional Chapter Application (See Section 4, Application), including:
- List of officers, membership chairperson and outreach chairperson
- Contact information for chapter advisor, if a student chapter
- List of charter members, including WAI member numbers if available
- Complete WAI Provisional Chapter Agreement (See Section 4, Agreement).
- Ensure WAI membership for all new chapter members and officers
- Pay the \$100 chapter application fee via check (payable to WAI), or via Credit Card.

Please visit [www.wai.org/products/provisional-chapter-application-fee](http://www.wai.org/products/provisional-chapter-application-fee) to pay the application fee via Credit Card.

### **List payments enclosed or paid:**

\$\_\_\_\_\_ \$100 WAI provisional chapter application fee

\$\_\_\_\_\_ WAI membership dues

\$\_\_\_\_\_ Total (Non Refundable)

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

- Review documents.
- Issue a provisional WAI chapter number.
- Notify the chapter president of the provisional chapter number.
- Add chapter information to WAI web site and announce chapter formation in *Aviation for Women* magazine and to WAI board members and staff.

*Please email complete application to [scole@wai.org](mailto:scole@wai.org) or, return required documents and payment to:*

Summer Cole  
Manager of Chapter Relations  
1864 Dayton Germantown Pike, Unit 4  
Germantown, OH 45327-1100 USA



## 2025 CHAPTER AGREEMENT

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

- Chapter acknowledges that it has filed its annual 990N or other applicable tax documentation has been filed for fiscal year October 2023-September 2024.
- 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 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 for U.S. Chapters, or 6 Chapter members for international or student Chapters, 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 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 Trademark Usage Policy, 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](http://WAI.org) 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 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.

### Provisional Chapter

Women in Aviation International,

\_\_\_\_\_ Chapter

President’s Name \_\_\_\_\_

President’s Signature \_\_\_\_\_

Date \_\_\_\_\_

### Women in Aviation International

WAI Manager of Chapter Relations

Summer Cole

Signature \_\_\_\_\_

Date \_\_\_\_\_



Chapter Name, Women in Aviation International, \_\_\_\_\_ Chapter

Chapter Number: \_\_\_\_\_

Permanent Street Address (address used on most recent tax filing OR permanent mailing address if student Chapter):

\_\_\_\_\_

**For [www.wai.org](http://www.wai.org):**

Chapter Meeting Location: \_\_\_\_\_

Meeting Day of the Month: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Primary Contact (PC): \_\_\_\_\_

PC Email: \_\_\_\_\_ PC Phone: \_\_\_\_\_

Chapter Email Address: \_\_\_\_\_

Chapter Phone: \_\_\_\_\_ Chapter Web Address: \_\_\_\_\_

Chapter Advisor (all student Chapters): \_\_\_\_\_ WAI# \_\_\_\_\_

Advisor Phone: \_\_\_\_\_ Advisor Email: \_\_\_\_\_

Federal Employer Tax Identification Number (EIN): \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_ Renewal Date: \_\_\_\_\_

Type of Tax Exemption:  WAI Group Ruling  College or University Exemption

Date of most recently ratified Chapter Bylaws: \_\_\_\_\_

**Mandatory Officers for All WAI Chapters**

President: \_\_\_\_\_ WAI# \_\_\_\_\_

Contact Email: \_\_\_\_\_



## CHAPTER OFFICERS

Vice President \_\_\_\_\_ WAI# \_\_\_\_\_

Contact Email \_\_\_\_\_

Secretary \_\_\_\_\_ WAI# \_\_\_\_\_

Contact Email \_\_\_\_\_

Treasurer \_\_\_\_\_ WAI# \_\_\_\_\_

Contact Email \_\_\_\_\_

Outreach Chairperson \_\_\_\_\_ WAI# \_\_\_\_\_

Contact Email \_\_\_\_\_

Membership Chairperson \_\_\_\_\_ WAI# \_\_\_\_\_

Contact Email \_\_\_\_\_

### **Additional Chapter Officers (if applicable)**

Please insert position title, if you do not see your officers listed.

\_\_\_\_\_ Chairperson \_\_\_\_\_ WAI# \_\_\_\_\_

Contact Email \_\_\_\_\_

\_\_\_\_\_ Chairperson \_\_\_\_\_ WAI# \_\_\_\_\_

Contact Email \_\_\_\_\_

\_\_\_\_\_ Chairperson \_\_\_\_\_ WAI# \_\_\_\_\_

Contact Email \_\_\_\_\_

\_\_\_\_\_ Chairperson \_\_\_\_\_ WAI# \_\_\_\_\_

Contact Email \_\_\_\_\_



DATE OF FIRST MEETING \_\_\_\_\_

SIGNATURE OF PRESIDENT \_\_\_\_\_

THE CHARTER MEMBERS (minimum of 10 in US/6 Int'l/6 Student) OF OUR CHAPTER ARE:

1. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

2. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

3. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

4. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

5. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

6. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

7. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

8. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

9. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

10. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_





11. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

12. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

13. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

14. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

15. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

16. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

17. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

18. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

19. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_

20. Name (please type or print) \_\_\_\_\_ WAI# \_\_\_\_\_

Phone \_\_\_\_\_



To obtain **Official Chapter Status** for your Women in Aviation (WAI) Chapter, follow these steps within **one year** of forming the Provisional Chapter. For detailed information and instructions on becoming an official chapter, please click [HERE](#).

**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.

**2. Prepare [Chapter Bylaws](#):**

- Draft bylaws including the required sections for “Purpose,” “Dissolution,” “Fiscal Year”, and “Membership” as specified by WAI’s guidance.

**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:**

- 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.
- The Board will be responsible for electing Chapter officers (President, Vice President, Secretary, Treasurer, Membership Director, and Outreach Director).

**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, Membership Director, and Outreach Director).
- Contact details of the Chapter advisor (for student Chapters).
- List of at least 10 current members (6 for International or 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](#).

## 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.

- 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.
- 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