



## **GETTING A CHAPTER STARTED**

### ***Before Your First Organizational Meeting***

- Determine the date, time, place, and details for your organizational meetings.
- Contact the Manager of Chapter Relations (WAI) to provide notification of your intent to form a provisional WAI chapter. WAI will provide information for your initial presentation about WAI, brochures, and other materials for distribution at the organizational meeting – just let us know how many you are expecting, where you want the materials sent, and be sure to give us at least 2 weeks (more for chapters located outside of the continental U.S) to get the package of goodies to you.
- If you would like the Manager of Chapter Relations to contact WAI members in your area and let them know about a chapter starting in the area, provide the Manager of Chapter Relations with a list of your central city and surrounding cities/townships that they will send out an email to current and recent members in your area. Also, please provide them with the name of a contact and an email and phone number for your chapter. It is helpful if you compose a short message to encourage interested members to contact you directly.
- Prepare and distribute invitations to the organizational meeting to prospective members and other interested parties. Send a copy of the invitation to the WAI Manager of Chapter Relations.
- 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 (6 active WAI members for International and Collegiate chapters).
- Election of provisional officers.
- Selection of chapter name: Women in Aviation, \_\_\_\_\_ Chapter. \*Choose a name unique to your chapter. Do not choose the name of a state, country, or large geographic area. WAI must approve of your chapter name before it is published or utilized in official documents/applications.\*
- Formation of committees such as outreach, membership, program, budget, and bylaws.
- Determination of regular meeting time.
- Determination of local chapter dues.
- Confirmation of fiscal year (WAI fiscal year – October 1 through September 30).
- Collection of WAI membership applications and dues.
- Preparation of provisional chapter application.



### ***Getting Provisional Status***

To apply for Provisional Chapter Status, please submit the following items to the WAI Manager of Chapter Relations:

- 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 (6 members for International chapters and Student chapters) 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 Manager of Chapter Relations will review documents and fees payment. When approved, the Manager of Chapter Relations 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, through social media, and in a broadcast e-mail to other chapters, WAI board members and staff.

### ***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 to achieve Official Chapter Status:

- 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, chapters must accomplish all the items to become an Official WAI Chapter. This includes submission of the following to the WAI Manager of Chapter Relations:

- 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 (6 members for International and Collegiate chapters).
  - 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 Manager of Chapter Relations will review the documents and fees payments. After the review, the Manager of Chapter Relations 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, through social media outlets and in a broadcast e-mail to other chapters, WAI board members and staff.