



## CHAPTER BYLAWS

Your chapter is required to prepare and adopt bylaws within one year after obtaining provisional chapter status in pursuit of your Official Chapter Status. Your bylaws must be submitted to the WAI Manager of Chapter Relations for approval. Amendments to bylaws also must be submitted to the WAI Manager of Chapter Relations for approval.

This section includes suggested bylaws for your chapter that should be revised according to your state or other governmental authority's requirements. WAI strongly recommends that you consult a local attorney to assist you in determining the requirements of your governmental authority.

While the format and content of bylaws may vary, the Chapter's bylaws must:

- comply with your local and applicable laws,
- comply with the Chapter's Articles of Incorporation,
- establish a standing Outreach Committee, with an Outreach Director, and
- establish a standing Membership Committee, with a Membership Director.

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

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 Chapter Membership: Eligibility for membership in Chapter is open to any person who has an interest in aviation and who is also a member of WAI.



**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.

**FOR CANADIAN CHAPTERS:**

Please contact Industry Canada to receive an *Information Kit on the Creation of Non-Profit Corporations*. The kit will guide you through all the steps and information required in your bylaws under the Canada Corporations Act.