



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 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 jrowden@wai.org
or, Return required documents and payment to:***

Jessi Litz-Rowden
Manager of Chapter Relations
1864 Dayton Germantown Pike, Unit 4
Germantown, OH 45327-1100 USA



**Women in Aviation
INTERNATIONAL
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 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.

<p>Provisional Chapter Women in Aviation International, _____ Chapter</p> <p>President’s Name: _____</p> <p>President’s Signature: _____</p> <p>Date: _____</p>
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<p>Women in Aviation International WAI Manager of Chapter Relations Jessi Litz-Rowden Signature: _____ Date: _____</p>



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:

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: _____



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. _____ WAI # _____
(Name - please type or print)

Phone: _____

2. _____ WAI # _____
(Name - please type or print)

Phone: _____

3. _____ WAI # _____
(Name - please type or print)

Phone: _____

4. _____ WAI # _____
(Name - please type or print)

Phone: _____

5. _____ WAI # _____
(Name - please type or print)

Phone: _____

6. _____ WAI # _____
(Name - please type or print)

Phone: _____

7. _____ WAI # _____
(Name - please type or print)

Phone: _____

8. _____ WAI # _____
(Name - please type or print)

Phone: _____

9. _____ WAI # _____
(Name - please type or print)

Phone: _____

10. _____ WAI # _____
(Name - please type or print)

Phone: _____



- 11. _____ WAI # _____
(Name - please type or print)
Phone: _____
- 12. _____ WAI # _____
(Name - please type or print)
Phone: _____
- 13. _____ WAI # _____
(Name - please type or print)
Phone: _____
- 14. _____ WAI # _____
(Name - please type or print)
Phone: _____
- 15. _____ WAI # _____
(Name - please type or print)
Phone: _____
- 16. _____ WAI # _____
(Name - please type or print)
Phone: _____
- 17. _____ WAI # _____
(Name - please type or print)
Phone: _____
- 18. _____ WAI # _____
(Name - please type or print)
Phone: _____
- 19. _____ WAI # _____
(Name - please type or print)
Phone: _____
- 20. _____ WAI # _____
(Name - please type or print)
Phone: _____