



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. **Establish Required Committees:**
 - Include provisions for a **standing Outreach Committee**, led by an Outreach Director.
 - Include provisions for a **standing Membership Committee**, led by a Membership Director.
4. **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.
5. **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.

Canadian Chapters:

- If your Chapter is located in Canada, contact **Industry Canada** for guidance on creating non-profit corporation bylaws under the Canada Corporations Act.

WAI strongly advises consulting with a local attorney to ensure that your Chapter's bylaws meet all legal requirements in your jurisdiction.