Sample Chapter Bylaws

(\*indicates mandatory language for all Chapter Bylaws)

**Section I. Name and Location**

* The organization’s name is *Women in Aviation, [Chapter Name], [Inc.]* (the “Chapter”).
* The Chapter’s primary office is located at [Office Location].

**Section II. Organization and Purpose**

## **Organization**: Chapter is organized and shall operate exclusively for charitable, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue law) (the “Code”).

## **Purposes:**  \*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.

**Section III. Membership**

1. **\*Eligibility**: Open to anyone interested in aviation and who is a member of Women in Aviation International.
2. **Voting Rights**: Each member gets one vote. Proxy votes must be submitted in writing before meetings.
3. **Dues**: Annual dues, if applicable, are determined by the Board and due on [Date].
4. **Termination**: Membership ends if dues are unpaid 60 days after the due date.

**Section IV. Meetings**

1. **Annual Meeting**: Held yearly for elections and Chapter business.
2. **Special Meetings**: May be called by the President, Board/Officers, or [Number] members.
3. **Notice**: Written notice must be provided [Timeframe] before meetings via [Method].
4. **Quorum**: A quorum requires [Percentage] of total votes. Proxy votes count toward quorum.

**Section V. Board of Directors**

1. **Role**: The Board oversees Chapter business and operations.
2. **Composition**: Minimum of [State Requirement] directors, serving as the elected Chapter officers.
3. **Elections**: Directors are elected annually by members from a slate proposed by the Nominating Committee.
4. **Meetings**: Held annually and as needed. Quorum requires two-thirds of directors. Decisions need a majority vote.

**Section VI. Officers**

1. **Positions**: President, Vice President, Secretary, and Treasurer.
2. **Terms**: Officers serve one-year terms. Vacancies are filled until the next annual meeting.
3. **Duties**:
	* **\*President**: Leads meetings, oversees operations, and co-signs contracts.
	* **\*Vice President**: Acts in the President’s absence and supports Chapter functions.
	* **\*Secretary**: Keeps meeting records, sends notices, and co-signs contracts.
	* **\*Treasurer**: Manages funds, prepares financial reports, and co-signs checks.

**Section VII. Committees**

1. **Nominating Committee**: Recruits and recommends Board/Officer candidates.
2. **\*Outreach Committee**: Chairperson required. Plans educational and mentoring events.
3. **\*Membership Committee**: Chairperson required. Organizes recruitment and maintains membership records.
4. **Other Committees**: Established as needed by the Board.

**Section VIII. Financials and Reporting**

1. **Fiscal Year**: \*October 1 – September 30.
2. **Reports**: The Treasurer provides quarterly and annual financial reports.
3. **Annual Report**: Submitted to WAI with fees and membership listings by February 15.

**Section IX. Amendments and Dissolution**

1. **Amendments**: Approved by [Board/Membership Vote Requirements] and WAI.
2. **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 Chapter Relations Manager, Women in Aviation International, 1864 Dayton Germantown Pike, Unit 4, Germantown, OH 45327-1100, USA.

**Section X. Indemnification**

The Chapter indemnifies its directors, officers, and volunteers to the fullest extent allowed by law.