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WAI

2024

Women in Aviation International®

CHAPTER

H A N D B O O K





2024 CHAPTER HANDBOOK

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***Please note that this handbook and its contents are subject to change at any time and may be updated. Chapter leaders must review this handbook to ensure compliance with any necessary amendments. ***



Women in Aviation International Diversity Statement The Force that Connects Us

Airplanes have served and enhanced the lives of people worldwide. At WAI, we strive to encourage, empower, and educate all those whose interests, lives, and work involve aviation and aerospace without regard to race, ethnicity, gender identity, age, sexual orientation, physical or mental abilities, or point of view. We know with certainty that our shared passion for aviation transcends any differences among us.



OUR MISSION

Women in Aviation International is the largest organization in the world dedicated to increasing the number of women involved in all areas of aviation and aerospace.

OUR GOALS

Our goals are to ...

1. Invest in our current and future global workforce.
2. Build a diverse, inclusive, and sustainable aviation and aerospace industry around the world.
3. Inspire women and girls to pursue careers in aviation and aerospace.

MEMBERSHIP STATS

- More than 17,000 members
- 170 chapters
- 100 countries around the world
- 4,000+ Junior Members ages 18 years old and younger
- 86% women; 9% men; 5% other/prefer not to say
- 450 corporate members - global aviation and aerospace companies
- 40% have earned a 4-year college degree
- 36 – average age of a WAI member

STRATEGIC POSITIONING

Women in Aviation International is proactively working to address the challenges the aviation and aerospace industry is facing today. Even though there are shortages in careers throughout the aviation and aerospace industry, for the last 60 years, the introduction of women into the industry has been stagnant. The aviation industry needs more women to pursue many careers in order to access the breadth of talent needed to meet our current—and growing—workforce challenges. Attracting, retaining, and advancing women in aviation is critical to the entire aviation industry's safety, sustainability, profitability, and ability to innovate.

HISTORY

Women in Aviation International began with a small meeting of women at Embry-Riddle Aeronautical University's Prescott, Ariz., campus in 1989 organized by Dr. Peggy Chabrian as way for them to share their experiences with one another. The meetings continued annually until it was decided to start a



nonprofit organization in 1994. Today's WAI annual conference now attracts 5,000 attendees and is seen as the premier event for women involved in all areas of aviation and aerospace.

PROGRAMS FOR A LIFETIME IN AVIATION AND AEROSPACE

The overall strategy of Women in Aviation International is to provide services and support to our members at every stage of their journeys in aviation and aerospace. The stages below represent how WAI's programs evolve to meet our members' changing needs throughout their lives.

Aviation for Girls, Ages 8 to 18

WAI's Aviation for Girls STEM education program aims to spark an interest in aviation and aerospace when girls are young. This program has five elements:

- Free Junior membership for girls 18 and under
- *Aviation for Girls* magazine
- Aviation for Girls STEM education app
- Girls in Aviation Day events around the world
- Monthly virtual youth programming on YouTube and social media platforms

Students/Post-secondary

Collegiate Chapters encourage students to network and support each other as they enter this male-dominated industry. We currently have over 3,000 student members.

International University Scholarships: We provide tuition scholarships for WAI-member international universities that award advanced degrees in aviation and aerospace.

Jobs Connect is a members-only resource for those seeking employment or internships in the aviation and aerospace field.

Workforce Entry

Mentor Connect matches our early-career members with our more experienced members who provide coaching and advice to help them navigate our industry's challenges.

WAI Worldwide Chapters provide opportunities to network and make important career connections. With members in 170 chapters worldwide, there is a robust web dedicated to increasing the number of women involved in all aspects of aviation and aerospace.

The WAI Annual Conference attracts 5,000 attendees every year with many events geared toward our new members.

Advanced Education and Training



Scholarships provide financial support for skills training, such as flight training, engineering, and aircraft mechanic and technician training. Our scholarship program helps to break down the cost barriers so often cited as a reason more women do not pursue training opportunities in aviation and aerospace. Our supporters have awarded over \$15 million to WAI members since the program began 25 years ago.

Webinars and Podcasts are offered to address hot topics in our industry.

Mid-Career

WAI/Harvard University Emerging Leaders program teaches solid, research-based skills to WAI members who one day will become leaders in aviation and aerospace. This highly selective program has been developed in partnership with Harvard to specifically address the unique challenges women face while moving up in their careers.

ERGs – WAI’s worldwide partnerships with corporate Employee Resource Groups demonstrates our commitment to helping companies reach gender balance.

Executive

WAI/Harvard Executive Women in Leadership course is being developed for late 2024 for WAI members currently holding senior positions in aviation and aerospace. The course will tackle advanced challenges in women’s leadership.

Most Experienced

Mentor Connect utilizes the vast experience of our members who have years in the industry by matching them with mentees just entering the same fields.

WAI Pioneer Hall of Fame: At every conference, women who have made significant contributions as record setters, pioneers, or innovators are inducted into the Women in Aviation International Pioneer Hall of Fame.

Looking forward ...

Our goal is to build Communities of Support in 2024 and beyond.

The following programs are being designed to advocate for and support equity and gender balance in aviation and aerospace globally.

- Affinity Group membership category for industry nonprofits and aligned DEI organizations
- Virtual Resource Center for teachers
- Corporate ERG partnership program
- Expansion of International Corporate and Individual members



- Involvement in top women-focused initiative, such as ICAO's Gender Summit and IATA's 25 *by 2025* programs

For more information about any of WAI's strategic programs, contact Stephanie Kenyon, Chief Growth Officer at skenyon@wai.org.

Enjoy the perks of Women in Aviation International membership

NETWORK

Join the conversations among our more than 18,000 members around the world



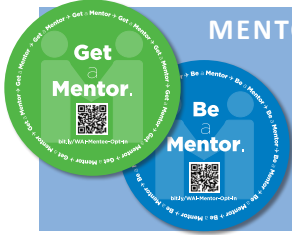
COMMUNICATIONS

Members section on **WAI.org**
Aviation for Women
and *Aviation for Girls*
magazines, and monthly
WAI Connect eNewsletters



MENTOR CONNECT

Available on the members only section of **WAI.org**.
Be a mentor.
Get a mentor.



SOCIAL MEDIA

Share content, trends, and updates through various platforms and channels



JOBS CONNECT

Access **WAI Jobs Connect** and search for jobs and internships in a variety of aviation careers



GIRLS IN AVIATION DAY

**SATURDAY
SEPTEMBER 23, 2023**

Dedicated global outreach every year for girls ages 8–18 organized by the expanding **WAI chapter network**



SCHOLARSHIPS

Hundreds of opportunities, hundreds of thousands of dollars awarded annually

PROFESSIONAL DEVELOPMENT



Learn about training and career advancement opportunities

GATHERINGS

Annual Conference
March 21–23, 2024
Orlando World Center Resort & Convention Center
Orlando, Florida

March 27–29, 2025
Gaylord Rockies Resort & Convention Center
Denver, Colorado



MEMBERSHIP DISCOUNTS

- Avemco** 5% discount on insurance policy
- Aviation Medicine Advisory Service** 5% discount on standard case fees
- Enterprise and National car rental** special discount rates with WAI code
- General Aviation News** free 6 issues and 50% off annual subscription
- King Schools** free package of 5 King courses focused on Risk Management and 20% discount on all King Schools courses
- Medjet Assist** reduced annual and multi-year rates for air medical transport
- SmithAmundsen** free 30-minute consultation and 10% discount for legal representation
- Travelpro** 20% discount on all products

CHAPTERS

Join a local group of WAI members

160+
chapters around the world



CONNECT | ENGAGE | INSPIRE

Learn about Women in Aviation International

Annual Conference and Connect Events

- Speakers that motivate, encourage, and engage
- Onsite mentoring and networking
- Job interviews
- Volunteer opportunities
- Tours of local aviation-related facilities
- Expand your knowledge through education sessions and workshops
- Training and professional development

WAI Pioneer Hall of Fame

- Highlights the accomplishments and contributions of women in aviation and aerospace throughout history. Each year, WAI selects additional pioneers to be inducted into the Hall of Fame.

Education and Career Resources

- A growing online library of information, activities created by WAI, as well as references provided by industry partners with useful materials for local groups of all ages.

WAI Logo Gear

- Shop at the official WAI merchandise store for unique and high-quality apparel, drinkware, bags, gifts, and accessories for your home and office at WAI-Store.org.



Join WAI and show your membership pride with the #IamWAI button.

Membership Options

WAI membership is open to women and men from all segments of the aviation industry and in all stages of their career.

Annual membership in numerous categories

- **Individual—\$49**
Aviation professional or enthusiast
- **Student—\$29**
Full-time student (high school, undergraduate or student graduate at a college university or vocational program including full-time enrollment in Part 141 flight schools)
- **Junior—\$0**
18 years and younger
- **Family—\$20**
Any family member sharing a common address as the Individual or Student (AFW magazine not included)
- **Lifetime—\$1,500**
- **Lifetime Spouse—\$300**
(at the same mailing address)
- **Corporate—\$500**
Organizations/corporations (includes member benefits for five representatives)

Never miss a WAI renewal again—
activate auto-pay!

Join Today!



Connect with WAI on social media

Facebook: Women in Aviation International

Twitter: @WomeninAviation

Instagram: @WomeninAviation

LinkedIn: Women in Aviation International (group)

YouTube: WomeninAviationIntl



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WAI BOARD OF DIRECTORS

The board of directors of Women in Aviation International consists of a group of dedicated volunteers elected to represent a cross section of the aviation industry and aerospace industry. They bring diverse backgrounds and a wide variety of professional skills to WAI. They devote their time and effort to strengthen and grow the international organization. And they are committed to increasing the number of women involved in all areas of aviation and aerospace.

For a current list of board members, check the Board of Directors page of the WAI web site:
<https://www.wai.org/board-of-directors>



WAI STAFF

The WAI staff is located across the United States. Our staff members work remotely from Washington D.C., Texas, Virginia, New Mexico, Wisconsin, California, Ohio, New Jersey and Florida. The staff is here to be a resource for WAI members and chapter leaders.

The main staff members that you as chapter leaders will receive communications from are:

Jessi Rowden
Manager of Chapter Relations
jrowden@wai.org
202-909-9767

Rorie Ainbinder
Chapter Relations and Member Specialist
rainbinder@wai.org
202-909-6407

Olivia Stancil
Member Relations Coordinator
ostancil@wai.org or waihq@wai.org
202-909-6493

Molly Martin
Director of Member Engagement
mmartin@wai.org
202-909-6488

Please don't hesitate to reach out to any of the WAI Staff for questions or assistance!

For general inquiries, you can reach Headquarters at <https://www.wai.org/wai-staff>. Our main number is (973) 839-4647.



CHAPTER RESOURCES

Many of the items found in this handbook can be found on the WAI website at <https://www.wai.org/chapter-resources>. This section of the website is a great one to become familiar with as we have developed tools and resources for chapters to use that are continually updated and can be downloaded simply and easily from the website.

BY-LAWS OF WOMEN IN AVIATION INTERNATIONAL

Section I. Name

The name of the corporation shall be Women in Aviation International. The corporation may use the assumed corporate names of "WAI" and "Women in Aviation Int'l".

Section II. Location of Office

The corporation shall maintain a registered agent in the State of Illinois and may have offices within or without the state.

Section III. Organization and Purposes

Section 3.01 – Organization. The corporation is organized and shall operate exclusively for charitable, educational, religious, or 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).

Section 3.02 – Purposes. Consistent with such limitations of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States revenue law), the purposes of the corporation shall be dedicated to the encouragement and advancement of women in all aviation and aerospace career fields and interests, including as follows:

- (a) To foster, promote, and engage in aviation and aerospace education and activities, particularly as they relate to women and to girls in the aviation and aerospace industry.
- (b) To cultivate, foster, and promote interest and understanding among the public in the accomplishments and contributions of women to the aviation and aerospace industry.
- (c) To establish and maintain a program to recognize women in the aviation and aerospace industry who have made significant contributions as record setters, pioneers, or innovators and who have helped other women be successful or opened doors of opportunity for other women in the aviation and aerospace industry.
- (d) To receive, accept, use, hold, manage, and dispose of donations and contributions to the corporation for the aforesaid purposes and for the purposes incidental thereto or connected therewith.

Section 3.03 – Limitations. The corporation is not formed for pecuniary profit or financial gain; no part of the net earnings of the corporation shall inure to the benefit of any private individual and no substantial part of its activities shall be on the carrying-on of propaganda, or otherwise attempting, to influence legislation, and it shall not participate or intervene (including the publishing or distributing of statements) in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these By-laws, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States revenue law).

Section IV. Members

Section 4.01 – Membership. Membership in all categories shall be according to a process set out by the corporation as approved by the Board of Directors. Membership shall be effective upon receipt and

approval of application for membership, execution of the written instrument accepting membership, and payment of the membership fees specified to be due at the time.

Section 4.02 – Membership Categories. Membership categories and their associated dues shall be proposed by the Chief Executive Officer, in coordination with the Membership Committee as may be appropriate, and approved by the Board of Directors. All changes or additions to membership categories shall be approved by the Board of Directors.

Section 4.03 – Voting. Each member, other than affiliated members, shall be entitled to one vote on each matter submitted to a vote of the members. Proxies are to be in written or electronic form and shall be recognized as submitted by the Secretary prior to the beginning of the meeting at which they are to be exercised. At the appropriate time, the Secretary shall identify the proxy votes which are cast. For purposes of constituting a quorum, a proxy will be considered as a member present.

Section 4.04 – Dues. The Board of Directors approves the amount of initiation fees, if any, and the amounts of annual dues payable to the corporation by members and may vote to increase, decrease, or waive any amounts owed after consideration of a proposal to do so from the Chief Executive Officer and, as may be appropriate, the Membership Committee.

Section 4.05 – Default and Termination of Membership. When any member shall be in default in the payment of any fees or dues for a period of 60 days from the date that such dues become payable, that membership may be terminated, unless at the discretion of the Executive Committee the member may continue as a member based on existing extenuating circumstances that may warrant an exception.

Section 4.06 – Disqualification and Termination of Membership. Any member may be disqualified and denied membership or a member's membership may be terminated for a reason other than those contained herein, if the Board of Directors determines by majority vote that the member has brought discredit to the corporation, has engaged in conduct in a way that is contrary to the purposes of the corporation or that may cause or causes harm to the corporation, or has failed to comply with membership requirements.

Section V. Meeting of Members

Section 5.01 – Annual Meeting. An annual meeting of the members of the corporation shall be held each year at the Annual Women in Aviation International Conference for the purpose of electing Directors and for the transaction of other business as may come before the meeting. Directors elected during the annual meeting will take office immediately after the conclusion of the Annual Women in Aviation International Conference.

Section 5.02 – Special Meetings. Special meetings of the members of the corporation may be called either by the Chair of the Board of Directors, or not less than one-tenth of the members having voting rights.

Section 5.03 – Notice of Meetings. Written notice stating the place, date, and hour of any meeting of members shall be delivered to each member entitled to vote at such meeting not less than 5 nor more than 60 days before the date of such meeting. In the case of a special meeting or when required by statute or by the corporation's By-laws, the purpose for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed delivered when deposited in the United

States mail addressed to the member at the member's address as it appears on the records of the corporation, with postage thereon prepaid. If sent via electronic transmission, it shall be deemed delivered when transmitted to the member at the member's email address as it appears in the current records of the corporation.

Section 5.04 – Quorum. Members holding one-tenth of the total number of members eligible to vote which may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of those present may adjourn the meeting without notice. The Secretary will announce whether a quorum is present at the meeting.

Section 5.05 – Proxies. At any meeting of members, a member entitled to vote may vote by proxy executed in writing by the member, by proxy declared through an electronic submission by the member, or by their duly authorized attorney in fact. No proxy shall be valid after expiration of membership or after twelve months from its date of execution, whichever is sooner.

Section VI. Directors

Section 6.01 – General. The powers, business, and property of the corporation shall be exercised, conducted, and controlled by a Board of Directors of not less than nine nor more than eighteen Directors. Each Director's membership will consist of a three-year term with approximately one-third of the Board of Director positions open each year. Directors need not be residents of Illinois but must be members of the corporation. Directors are expected to be, and must be, available to actively participate on the Board and attend the Board's duly called meetings, including in-person attendance at the Annual Meeting and Fall Meeting of the Board of Directors. Each Director must execute a Conflict of Interest Statement and a Non-Disclosure Agreement when first elected to the Board, then execute a Conflict of Interest Statement annually for each succeeding year that the Director serves on the Board, all of which will be kept in the corporation's records by the Secretary. The Board of Directors will appoint a Chair and a Vice Chair for the conduct of Board meetings. The Vice Chair will act as the Chair in the absence of the Chair, and the Secretary will act as the Chair in the absence of both the Chair and Vice Chair. Directors will also act to promote the corporation and may represent the corporation at public events at the discretion of the Chair of the Board of Directors or Chief Executive Officer.

Section 6.02 – Meetings. At least two regular meetings (the "Annual Meeting" held in conjunction with the Annual Women in Aviation International conference and the "Fall Meeting" held approximately 6 months after the Annual Meeting) of the Board of Directors shall be held annually at a time and place to be determined either by call of the Chair of the Board of Directors or by the Chair's designee. In addition, special meetings of the Board of Directors may be held from time to time, at a time and place to be determined either by call of the Chair of the Board of Directors or by call of any four Directors. Notices of all meetings shall be sent in writing or by electronic transmission by the person or persons calling such, which notice shall be delivered to each Director not later than ten days prior to the regular meeting or five days prior to any special meeting.

If all Directors are present at the meeting, and none object in writing to the absence of adequate notice, such absence shall not invalidate the conduct of the meeting. The presence of two-thirds or more of the Directors then serving in office shall be deemed to constitute a quorum sufficient to convene a meeting

of the Board. Prior to the start of any meeting, the Secretary will announce whether a quorum is present.

Except as otherwise provided in the governance documents of the corporation or by law, the affirmative vote of more than half of the Directors present at a meeting shall be required for any action, resolution, or election. Any action which may be taken by the Directors at a duly called meeting may also be taken through electronic communication provided a quorum of votes is received within a reasonable and specified timeframe. For electronic votes in lieu of meeting, requirements for affirmative votes are applied as for meetings.

The Board of Directors shall cause to be kept a complete record of all its acts and proceedings, including the name of the Directors making and seconding a motion prior to a vote. For all votes, the number in favor and against shall be recorded as part of the meeting minutes.

Section 6.03 – Indemnification of Officers, Directors, and Staff. Every director, officer, or staff person of the corporation shall be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such director, officer or staff person in connection with any proceeding to which such director, officer or staff person may be made a party, or in which such director, officer, or staff person may become involved, by reason of such director, officer, or staff person being or having been a director, officer, or staff person of the corporation or any settlement thereof, whether or not such director, officer, or staff person at the time such expenses are incurred, except in such cases wherein the director, officer, or employee is determined to be guilty of willful misfeasance or malfeasance in the performance of the duties of the office or position. In the event of a settlement, however, the indemnification herein shall apply only when the Board of Directors approves such settlement and reimbursement as being in the best interest of the corporation.

The corporation must maintain a current, effective, and applicable Directors and Officers (D&O) policy for the purpose of this term. Limits will be set as directed and voted on by the Board of Directors and reviewed at intervals agreed upon by the Board.

Section 6.04 – Compensation and Financial Obligation. Directors shall not receive any stated salaries for their service on the Board, but by resolution of the Board of Directors, a fixed sum and expenses of attendance that is personally incurred, if any, may be allowed for each regular or special meeting of the Board of Directors, provided that nothing herein contained shall be construed to preclude any Director from serving the corporation in any other capacity and receiving reasonable compensation therefor. Directors are obligated to make a cash contribution, at a personally significant level of their choosing, to the Organization every year during their term(s) toward a particular program if they so choose to designate one (e.g., Annual Fund, Endowment Fund, or other), which shall be reported to and recorded by the Governance Committee at the conclusion of each calendar year.

Section 6.05 – Term Limits. Directors will be permitted to serve, pending nomination and re-election, no more than three consecutive or non-consecutive three-year terms.

Section 6.06 – Emeritus Directors. All members of the founding Board of Directors of Women In Aviation International are granted the status of Emeritus Director and thereby entitled to be recognized

as such at the Annual Women In Aviation International Conference. Emeritus Directors may serve as full members of both standing and task force committees. Emeritus Directors cannot chair a committee.

Section 6.07 – Honorary Board Member. To be eligible to be an Honorary Board Member, the Board of Directors may recognize an individual who must have given enormous service to the Board and/or membership of Women in Aviation International to be granted this honorary title and to serve on the Board of Directors. A two-thirds vote of the Board of Directors is required. Honorary Board Members may attend and participate in Board meetings but shall not have voting privileges. Honorary Board Members may serve on standing and task force committees but cannot chair a committee.

Section 6.08 – Resignation and Termination of Board Position. Any Director may submit a resignation from the Board, during their term on the Board, for any reason with as much notice as may be reasonably available or appropriate. A Director may be terminated from a Board position by a majority vote of the Board of Directors for criminal conduct, conduct deemed contrary to the duties, obligations, and responsibilities of a Director for the corporation, conduct that adversely impacts the reputation or image of the corporation or causes harm to the corporation, or conduct that significantly impairs the ability of the Board of Directors to function.

Section VII. Officers

Section 7.01 – General. The principal officers of the corporation and serving on the Board of Directors shall consist as a Chair, Vice Chair, Secretary, and Treasurer elected by the Board of Directors from its Directors, as proposed by the Governance Committee, following the Annual Women in Aviation International Conference and other such officers as the Board of Directors consider may be helpful to the corporation. The Officers of the corporation shall be bonded at the expense of the corporation.

Section 7.02 – Term of Officers and Vacancies. Each Board Officer of the corporation shall be elected for a two-year term at or immediately following its Annual Meeting of the Board of Directors, excluding those Directors whose term is expiring at the Annual Meeting but including those persons elected to the Board at the annual meeting of the members of the corporation. The term of each Officer shall expire at the second succeeding Annual Meeting, at which time a successor to the Officer whose term expires thereat shall be elected in the same manner, to serve for a similar two-year term. A Board Officer may serve as many consecutive two-year terms as their tenure on the Board allows. If a Board Officer will come to the end of their term as a Director prior to the completion of a two-year term, they may be re-elected for a one-year term to continue in their role under their time as a Director ends. In the case of a vacancy in any office, by resignation or for any other reason, within six months of the next Annual Meeting of the Board, the Directors may, but need not, fill such vacancy. If more than six months remain until the next Annual Meeting of the Board of Directors, the Executive Committee will nominate an existing Director to complete the Board Officer's term of office. Nominations made by the Board Officers must be approved by the Board of Directors. Any person so elected shall serve in office until the next Annual Meeting.

Section 7.03 – Chief Executive Officer. The corporation will have a Chief Executive Officer who is and remains a member in good standing of the corporation and who will be compensated by the corporation for serving in the position of Chief Executive Officer. The Chief Executive Officer shall be responsible for the oversight and execution of day-to-day activities in the conduct of the business of the corporation. The Chief Executive Officer shall also be responsible for the public relations of the corporation and, in that capacity and where practicable, shall represent the corporation at all public functions or assign an

appropriate staff person or Director to do so. The Chief Executive Officer shall sign and/or countersign all bank checks (or may delegate the signing of checks not to exceed a value approved by the Board of Directors to a person under the Chief Executive Officer's direction and control), contracts and documents that bind the corporation, and other important papers concerning the business of the corporation, as approved by the Board of Directors, and shall perform all business and duties customarily pertaining to the office of the Chief Executive Officer and as may be directed to perform by the Board of Directors. The Chief Executive Officer shall attend and participate in Board meetings and to fully advise the Board of Directors on the business of the corporation, but the Chief Executive Officer will not be a Director and will not have voting privileges at any meeting of the Board of Directors.

Section 7.04 – Chair of the Board. The Chair of the Board, or the Chair's designee, shall exercise all powers, authorities, and duties of the Chief Executive Officer during the absence or disability of the Chief Executive Officer and shall perform all business and duties customarily pertaining to the office of the Chair and as the Chair may otherwise be directed to perform by the Board of Directors, and the Chair shall perform all such duties subject to the control of the Board of Directors.

Section 7.05 – Vice Chair of the Board. The Vice Chair of the Board shall exercise all powers, authority, and duties of the Chair of the Board during the absence or disability of the Chair and shall perform all business and duties customarily pertaining to the office of the Vice Chair in addition to those that the Vice Chair may be directed to perform by the Board of Directors, and the Vice Chair shall perform all such duties subject to the control of the Board of Directors.

Section 7.06 – Secretary. The Secretary shall keep the minutes of all proceedings of the Board of Directors and be responsible for maintaining such corporate records. The Secretary shall attend to the giving and serving of notices of all meetings of the Board of Directors to Directors, Emeritus Directors, and Honorary Board Members, as appropriate, and notices of all meetings of the members to the members. The Secretary will work with other Officers of the corporation to compile an agenda for each meeting of the Board of Directors. In preparation for said meetings, the Secretary will solicit and compile reports from the Committee Chairs. The committee reports will be distributed with the agenda to the Directors at least two weeks prior to the Board meeting. The Secretary will provide a draft of any unapproved minutes from any previous meetings to the Director at least two weeks prior to the Board meeting. The Secretary shall keep such other books and papers as the Board of Directors may direct. The Secretary shall also perform all other duties as provided herein and incident to said office subject to the control of the Board of Directors.

Section 7.07 – Treasurer. The Treasurer and the Chief Executive Officer (or designee) shall execute in the name of the corporation all checks for the expenditures authorized or ratified by the Board of Directors. The Treasurer shall oversee the receipt and deposit of all funds of the corporation in the bank or banks selected by the Board of Directors. The Treasurer will work with the Chief Executive Officer to compile financial reports for the Treasurer's review and to forward completed reports to the other Directors at least two weeks prior to each Board meeting; if due to fiscal calendar constraints, it is not possible to distribute reports more than two weeks prior to a Board meeting, the Treasurer will distribute such reports with as much notice as is feasible. The Treasurer shall also perform such other

duties connected with the operation of the corporation as directed by the Board of Directors. The Treasurer shall perform all duties incident to said office subject to the control of the Board of Directors.

Section VIII. Elections

Section 8.01 – Election of Officers. The officers of the corporation shall be elected annually by the Board of Directors as provided herein.

Section 8.02 – Election of Directors. The Directors shall be elected by the membership at large each year at the Annual Women in Aviation International Conference from a slate of candidates proposed by the Governance Committee and approved by the Board of Directors prior to the annual meeting of the members. The Governance Committee shall solicit input from the membership, in addition to input from any Directors, and propose candidates for vacant Director positions. The Secretary will be responsible for counting the votes and presenting the results to the Board of Directors for validation during the annual meeting of the members. The Chair of the Governance Committee shall notify all candidates of the election results after the annual meeting of the members.

Section IX. Committees

Section 9.01 – Standing Committees. The corporation shall have standing Management and Operations Committees. These committees shall be (1) Governance Committee, (2) Finance Committee, (3) Development Committee, (4) Executive Committee, (5) Membership Committee, (6) Education Committee, and (7) Awards and Scholarships Committee. All committees shall conduct their duties in accordance with these By-laws and shall recognize the international nature of the corporation and the policies supporting diversity, inclusion, and equity in their operations, scope, and activities. The Board of Directors may assign to any standing committee responsibilities in addition to those specifically listed herein.

The Chair of each standing committee shall be a Director. The Chair of each committee shall serve as Chair for no less than two-year terms. The Chair of each committee is responsible for recruiting and maintaining an adequate number of active members of their committee who must also be current members of the corporation and providing the Secretary with a complete and current list of all committee members. Committee membership may be proposed by the Chief Executive Officer or any Director. The Chief Executive Officer shall be an ex-officio member of all standing committees.

Each committee shall keep appropriate minutes of its meetings and report same to the Board of Directors. The Chair of the committee shall make recommendations on an annual basis to the Chief Executive Officer and Board of Directors on behalf of their committee. Action by any committee requires Board of Directors approval.

Section 9.02 – Executive Committee. The Executive Committee shall be comprised of the Chair, Vice Chair, Treasurer, and, as may be decided by the Chair, the Secretary. Upon invitation by the committee and in order to accomplish the business of the committee, the Chief Executive Officer may attend and participate in committee meetings. The Executive Committee will meet at regularly scheduled intervals to review the business of the corporation and direct action to be accomplished by the Chief Executive Officer as appropriate. The Executive Committee is also responsible for conducting an annual performance review with the Chief Executive Officer and for setting annual “CEO Performance Goals” for any bonus that may be approved by the majority vote of the Board of Directors to be given to the

Chief Executive Officer upon achieving certain levels of success in a given year according to those set goals. In lieu of a regularly convening Executive Committee, the Officers of the corporation will meet as needed with each other, and, as appropriate, with the Chief Executive Officer, in order to support the corporation and the Directors.

Section 9.03 – Governance Committee. The Governance Committee shall carry out its duties as described herein. With regard to filling any necessary Board of Directors vacancies, a list of candidates for a vacant position on the Board of Directors may be presented to the Board of Directors for approval at its Fall meeting and for presentation at the annual meeting of members thereafter. The Chair of the Governance Committee is responsible to notify all candidates of the election results after the annual meeting of members held in conjunction with the Annual Women in Aviation International Conference. The Chair of the Governance Committee is also responsible for nominating the slate of Officers for the Corporation to the Board of Directors for approval as provided herein. The Chair of the Governance Committee may not be the Secretary of the corporation due to the time-intensive nature of each role. No staff liaison may be a committee member or be included in conduct of business of the Governance Committee.

Section 9.04 – Finance and Audit Committee. The Finance and Audit Committee shall consist of the Chief Executive Officer, Treasurer, and at least two other Directors. The Board of Directors may allow and direct the outgoing Treasurer to remain on the committee for an appropriate period to aid in the transition to the new Treasurer. The Finance and Audit Committee shall have financial planning responsibilities to include the preparation and submission of an annual budget, budget oversight, and establishing policies and procedures for Women in Aviation International's financial management and records. The Finance and Audit Committee is responsible for selecting a qualified third-party firm to provide annual financial reviews and/or audits for the corporation, which must be conducted at least every three fiscal years.

Section 9.05 – Development Committee. The Development Committee shall work with the Chief Executive Officer and the Chief Growth Officer for the corporation to provide recommendations to the Board of Directors for approval for projects and programs to use donations to further the Women in Aviation International corporation's purposes, including donations to the Endowment Fund. This shall include policies and procedures for the use of donated funds, investment determinations, fundraising efforts, setting fundraising goals, maintaining donor relations, ensuring complete recordkeeping, and implementation of additional programs. This shall also include assisting the corporation in drafting job descriptions for staff responsible for development and growth and hiring persons for such positions, tracking progress in fundraising strategies and goals, and enlisting each Director to participate in fundraising efforts, as appropriate.

Section 9.06 – Membership Committee. The Membership Committee shall consider and provide recommendations to the Board of Directors on membership issues, including the definition of various categories of membership and recruitment of members. This shall also include assisting the corporation in drafting job descriptions for staff responsible for membership retention and growth and in hiring persons for such positions. The Membership Committee shall propose strategies to assist in membership growth. The Membership Committee shall formulate, implement, and conduct membership drives as approved by the Executive Committee. The Membership Committee shall review the membership categories, number of members, and fees annually. The Membership Committee shall

review proposed changes to the categories or fees and make any appropriate recommendations to the Board of Directors for approval.

Section 9.07 – Education Committee. The Education Committee shall provide recommendations to the Board of Directors for sponsorship opportunities, projects, and programs to further and support the corporation’s purpose of education in and about the aviation and aerospace industry. Educational projects may include certified professional courses, conference sessions, and outreach to elementary and secondary school students and educators as well as undergraduate and graduate students and educators. The Education Committee members shall include Women in Aviation International staff and industry leaders dedicated to reviewing and improving existing efforts and assisting in creating new offerings for educating the various communities. The Education Committee will maintain a Girls In Aviation Day subcommittee who shall work with the Chief Executive Officer and Education Committee Chair to provide assistance and guidance on the planning of the annual Girls In Aviation Day activities as promoted and sponsored by the corporation.

Section 9.08 – Awards and Scholarship Committee. The Awards and Scholarship Committee shall be responsible for the oversight of appropriate policies and procedures that apply to the nomination and selection of candidates for scholarships and awards given through the Women in Aviation International Scholarship Program. The Awards and Scholarship Committee may also make recommendations for creating new or additional scholarships and awards. The Awards and Scholarship Committee is separately responsible for overseeing the Pioneer Hall of Fame, either directly or through a subcommittee, including the solicitation, nomination, and selection of inductees and the planning and presentation of the Pioneer Hall of Fame annual celebration program and ensuring that the corporation preserves the stories and the accomplishments of the Pioneer Hall of Fame members for historical and honorary purposes.

Section 9.09 – Additional Committees. At the discretion of the Board of Directors, as proposed by the Chief Executive Officer or any Director, additional committees necessary for the Directors to fulfill their responsibilities may be created by resolution and adopted by a majority vote of the Board of Directors. Each committee shall consist of one or more of the Directors of the corporation, shall have such name or names as may be determined by the Board of Directors, and shall have such duties as set out in writing by the Board of Directors. At meetings of such committees, the act of a majority of the Directors or their alternates composing such committees at any meeting at which there is a quorum shall be the act of the committee.

Section 9.10 – Task Forces. Activities that are outside the scope of the committees and are of a more limited nature may be handled by a Task Force comprised of and led by at least one Director and Women in Aviation International staff and members, as appropriate. Task Forces will serve at the discretion of the Board of Directors and will be treated as a committee for reporting purposes while they are active. Task Forces will be both created and disbanded by a vote of the Board of Directors.

Section X. Fiscal Year

The fiscal year of the corporation shall be October 1st to September 30th or as may be fixed by resolution of the Board of Directors.

Section XI. Seal

The corporate seal shall have inscribed thereon the name of the corporation and the words "Corporate Seal, Illinois."

Section XII. Waiver of Notice

Whenever any notice is required to be given under the provisions of the General Not for Profit Corporation Act of Illinois or under the provisions of the articles of incorporation or the By-laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section XIII. Amendments

These By-laws may be repealed or amended or new by-laws adopted at any meeting of the Board of Directors by the affirmative vote of a majority of the Directors.

Section XIV. Dissolution Clause

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, education, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ADOPTED BY UNANIMOUS VOTE OF THE TEN (10) MEMBERS OF THE WAI BOARD OF DIRECTORS at the Fall Board Meeting, Long Beach, California, November 15, 2022



GETTING A CHAPTER STARTED

Before Your First Organizational Meeting

- Determine the date, time, place, and details for your organizational meetings.
- Contact Jessi Rowden, Manager of Chapter Relations at jrowden@wai.org to notify her of your intent to form a provisional WAI chapter. WAI will provide information for your initial presentation about WAI, including brochures, and other materials for distribution at your meeting. Let us know how many people 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 information to you. You can request an Outreach Kit [HERE](#).
- If you would like us 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 and she will send out an email to current and recent members in your area. Also, please provide 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 meeting in your local media and social media channels.
- Prepare an agenda for the meeting.

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. Chapter must have a President, Vice President, Secretary, Treasurer, Outreach Chairperson, and Membership Chairperson
- 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 or applications. *
- Formation of committees such as outreach, membership, program, budget, and bylaws. The chapter must have an Outreach Committee and Membership Committee.
- Determination of regular meeting time during chapter formation stage.
- Determination of local chapter dues (if applicable).



- Confirmation of fiscal year (WAI fiscal year – October 1 through September 30).
- Collection of WAI membership applications and dues. **Chapter members must also be current members of WAI.** Membership can be obtained at: <https://www.wai.org/membership-information>
- 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. (**All officers must be members of WAI.**)
 - Required chapter officers are: President, Vice President, Secretary, Treasurer, Outreach Chairperson, Membership Chairperson.
 - Contact information for your faculty advisor if your chapter is affiliated with an educational institution. All student chapters **must** have a faculty/staff advisor and that advisor must be a current member of the Women in Aviation International organization.
 - List and signatures of at least 10 active WAI members (6 members for international chapters and Student chapters) and their WAI member numbers (Note: chapter 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 if submitted through the mail. Members can easily join at <https://www.wai.org/membership-information>).
- 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, confirm that members, officers, and advisors are current members of WAI, and confirm payment of fees. When approved, the Manager of Chapter Relations will notify the president of approval 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, and to the WAI 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.
- If chapter is located in the United States, obtain a Federal Employer Identification Number (EIN) from the IRS.
- Elect a Board of Directors who will serve as chapter 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, confirm that all members and officers are current WAI members, and payment of fees. 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, and WAI staff.



2024 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).
- _____ Enclose WAI membership applications and membership dues for new members.
- _____ 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



2024 Provisional Chapter Agreement

This agreement is entered into between Women in Aviation International (“WAI”) and the proposed provisional chapter (“Chapter”).

Chapter agrees to obtain tax-exempt status from its state or other governmental authority, or as a participant in the WAI group ruling, or by participating in its educational institution’s tax exemption.

Chapter agrees to incorporate in its state, province or country.

Chapter agrees to establish chapter bylaws in accordance with guidelines provided by WAI.

Chapter agrees, if it is a U.S. chapter, to obtain a Federal Employer Identification Number.

Chapter agrees to maintain a minimum of 10 members for U.S Chapters or 6 members for International and Student Chapters, and to ensure that all Chapter Members are current WAI members. Chapter Members are defined as persons who pay Chapter dues, vote, 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 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 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 provisional status at any time if Chapter does not adhere to above agreements. 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 the Chapter, and neither WAI nor the Chapter shall have the authority to enter into any agreement that would create a binding obligation on the other party.

By signing this agreement, the Chapter and WAI agree to adhere to all of the above terms. A signed copy will be returned to the Chapter president.

PROVISIONAL CHAPTER

Chapter Name _____

President’s Name _____

President’s Signature _____

Date _____

WOMEN IN AVIATION INTERNATIONAL

WAI Manager of Chapter Relations,

Jessi Litz-Rowden

WAI Manager of Chapter Relations Signature:

Signature _____

Date _____



2024 PROVISIONAL CHAPTER APPLICATION

CHAPTER NAME: Women in Aviation, _____ Chapter

CHAPTER MEETING LOCATION: _____

MEETING DAY OF MONTH: _____ MEETING TIME: _____

PRIMARY CONTACT (FOR WEBSITE): _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

CHAPTER ADVISOR (if a student chapter): _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

WEBSITE, SOCIAL MEDIA ADDRESSES: _____

OFFICERS

PRESIDENT: _____ **WAI#:** _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

VICE PRESIDENT: _____ **WAI#:** _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____



SECRETARY: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

TREASURER: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

MEMBERSHIP CHAIR: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

OUTREACH CHAIR: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

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: _____



OBTAINING OFFICIAL STATUS

Your official status must be obtained within one year of formation of a provisional chapter.

Note: 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 the 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 President, Vice President, Secretary, Treasurer, Membership Director and Outreach Director.
 - 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 & a copy of bylaws:
 - Please be sure the “Purpose” section reads exactly as specified in the guidance material.
 - Please be sure the “Dissolution” section reads exactly as specified in the guidance material.
 - Please be sure the “Membership” section reads exactly as specified in the guidance material.
 - 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 fee 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.

Does it look like it's going to take longer than one year to complete your Official Chapter Application? Stay in contact with the Manager of Chapter Relations and she can likely work through deadlines and obstacles with you!



2024 OFFICIAL CHAPTER FORMATION CHECKLIST

What your proposed Official Chapter must do:

- _____ Complete the Official Chapter Application, to include:
 - _____ Names, addresses, telephone numbers and e-mail addresses of President, Vice President, Secretary, Treasurer, Membership Director, and Outreach Director
 - _____ Contact information for chapter advisor (who must also be a WAI member), if a student chapter
 - _____ List of at least 10 current chapter members for US Chapters, 6 for International Chapters, or 6 for Student Chapters, including WAI member numbers (if known)
- _____ Complete signed WAI Official Chapter Agreement.
- _____ Provide a copy of chapter's Articles of Incorporation & a copy of the chapter Bylaws
 - _____ Purpose section reads exactly as guidance material requires
 - _____ Membership section reads exactly as guidance material requires
 - _____ Dissolution section reads exactly as guidance material requires
- _____ Provide evidence of a Federal Employer Identification Number assigned to Chapter by the IRS
- _____ Provide evidence of chapter's tax-exempt status or statement authorizing inclusion in the group exemption ruling
- _____ Provide description of planned community educational or mentoring outreach event
- _____ Provide description of planned membership recruitment event
- _____ Enclose or pre-pay the US\$150 Official Chapter Application Fee. You can pay by check (make check payable to Women in Aviation International and send to 1864 Dayton Germantown Pike, Unit 4, Germantown OH 45327). Or you can also pay via credit card at <https://www.wai.org/products/official-chapter-application-fee>

Please visit the WAI Chapter Resources page for more information and guidance material on all of the above process steps, and for tools to help you manage your chapter in the future!
(www.wai.org/chapter-resources)

What WAI will do:

- _____ Review documents.
- _____ Issue an official WAI chapter number.
- _____ Notify the chapter president of the chapter's official status and its official chapter number.
- _____ Add chapter to the WAI web site, announce in *Aviation for Women* and in to WAI board members and staff.
- _____ Add chapter to WAI's group tax exemption list, if applicable.

***Please email complete application and paperwork to jrowden@wai.org
or, Return required documents and payment to:***

Jessi Rowden, Manager of Chapter Relations
Women in Aviation International, 1864 Dayton
Germantown Pike, Unit 4 Germantown, OH
45327-1100 USA



2024 Official Chapter Agreement

This agreement is entered into between Women in Aviation International (“WAI”) and the Chapter (“Chapter”).

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 to maintain a minimum of 10 chapter members for U.S. Chapters and 6 chapter members for International and Student Chapters, and to ensure that all members of Chapter are current WAI members. Chapter members are defined as persons 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 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 (ii) at least one membership recruitment event. Chapter agrees to provide plans and reports about events to the WAI chapter relations manager.

Chapter and its members agree to assign any copyrights or other intellectual property related to Chapter activities to WAI.

Chapter agrees that it operates as a volunteer organization with no remuneration to officers, directors, or members. Reimbursement for expenses paid for the operation of the chapter will be the exception.

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.

By signing this agreement, the Chapter and WAI agree to adhere to all of the above terms. A signed copy will be returned to the Chapter president.

Official WAI Chapter

Official Chapter Name

President’s Name

President’s Signature

Date _____

Women in Aviation International

WAI Manager of Chapter Relations,

Jessi Litz-Rowden

Manager of Chapter Relations Signature

Date _____



2024 OFFICIAL CHAPTER APPLICATION

CHAPTER NAME: Women in Aviation, _____ Chapter

PERMANENT CHAPTER STREET ADDRESS (if participating in the WAI Group Tax Exemption):

CHAPTER MEETING LOCATION: _____ MEETING DAY OF THE

MONTH: _____ MEETING TIME: _____ AVERAGE ATTENDANCE: _____

PRIMARY CONTACT (FOR WAI WEBSITE): _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

WEB SITE ADDRESS (if any): _____

CHAPTER ADVISOR (if a student chapter): _____ PHONE

NUMBER: _____ E-MAIL ADDRESS: _____

FEDERAL EMPLOYER TAX IDENTIFICATION NUMBER: _____ DATE OF

INCORPORATION: _____ RENEWAL DATE _____

TYPE OF TAX EXEMPTION: _____ WAI Group Ruling _____ College or University Exemption

DATE CHAPTER BYLAWS RATIFIED: _____



DESCRIPTION OF ANNUAL MEMBERSHIP DRIVE GOAL:

DESCRIPTION OF EDUCATIONAL OR MENTORING OUTREACH EVENT GOAL:



OFFICERS

PRESIDENT: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

VICE PRESIDENT: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

SECRETARY: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

TREASURER: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____



MEMBERSHIP CHAIR _____ **WAI#:** _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

OUTREACH CHAIR: _____ **WAI#:** _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

SUMMARY OF 2023 ACTIVITIES & 2024 PLANS

MEMBERSHIP RECRUITMENT EVENTS HELD IN 2023:

MEMBERSHIP RECRUITMENT EVENTS PLANNED FOR 2024:



EDUCATIONAL OR MENTORING OUTREACH EVENTS HELD IN 2023:

EDUCATIONAL OR MENTORING OUTREACH EVENTS PLANNED FOR 2024



SCHOLARSHIPS AWARDED IN 2023:

SCHOLARSHIPS PLANNED FOR 2024:

**IS YOUR CHAPTER PLANNING TO HOLD
A GIRLS IN AVIATION DAY IN 2024?**

YES

NO

PRESIDENT'S SIGNATURE _____ **Date** _____
01/2024



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.

SAMPLE

BYLAWS OF

WOMEN IN AVIATION, _____ CHAPTER, [INC.]

(*indicates mandatory language for all Chapter Bylaws)

Section I. Name

The name of the organization shall be Women in Aviation, _____ Chapter, [Inc.] ("Chapter").

Section II. Location of Office

Chapter's primary office shall be located in _____.

Section III. Organization and Purposes

Section 3.01. 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").

Section 3.02. 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:

- a. *Foster, promote and engage in aviation education, particularly as it relates to women in aviation.
- b. *Cultivate, foster, and promote interest and understanding among the public in the accomplishments and contributions of women to the aviation industry.
- c. *Promote, encourage, and facilitate membership in WAI and Chapter.
- d. *Support and promote the mission, vision, goals and objectives of WAI.

Section 3.03. Limitations. Chapter is not formed for pecuniary profit or financial gain; no part of the net earnings of the organization shall inure to the benefit of any private shareholder or individual and no substantial part of its activities shall be on the carrying-on of propaganda, or otherwise attempting to influence legislation, and it shall not participate or intervene (including the publishing or distributing of statements) in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Bylaws, the organization shall not engage in any activities not permitted for a corporation exempt from federal income tax under Section 501(c)(3) of the Code.

Section IV. Chapter Membership

Section 4.01. 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.

Section 4.02. Voting. Each member shall be entitled to one vote on each matter submitted to a vote of the members. Proxies are to be in written form and shall be in the hands of the Secretary prior to the beginning of the meeting at which they are to be exercised. At the appropriate time the Secretary shall identify the proxy votes that are to be cast. For purposes of constituting a quorum, a proxy will be considered as a member present.

Section 4.03. Dues. The Chapter Board will determine appropriate dues and assessments. Dues are paid annually and are due _____ of each year.

Section 4.04. Default and Termination of Membership. When any member is in default in the payment of chapter or WAI dues for a period of 60 days from the beginning of the fiscal year or period in which such dues become payable, such member's membership shall be terminated.

Section V. Meetings of Members

Section 5.01. Annual Meeting. An annual meeting of the members shall be held each year for the purpose of electing directors and for the transaction of other business as may come before the meeting. ***[Specify month; coordinating with fiscal year-end is recommended]***.

Section 5.02. Special Meetings. The President, the Board of Directors or not less than _____ of the members may call special meetings of the members.

Section 5.03. Place of Meetings. The officers may designate any place as the place of any meetings.

Section 5.04. Notice of Meetings. Written notice stating the place, date and hour of any meeting shall be given before such meeting. ***[Suggestion: Specify period of time before the meeting the notice should be provided and the method of communication]***.

Section 5.05. Quorum. Members holding _____ of the total votes that may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of those present may adjourn the meeting.

Section VI. Directors

Section 6.01. General. The powers, business and property of the Chapter shall be exercised, conducted, and controlled by a Board of Directors (Board) of not less than ***[the number according to your state's requirements]***. The Board of Directors shall serve as elected officers of the chapter.

Section 6.02. Election of Directors. The Directors shall be elected by the membership at large each year at its annual meeting from a slate of candidates proposed by the Nominating Committee and approved by the Board. The Nominating Committee shall solicit input from the membership and propose candidates for each vacant position. The Secretary will be responsible for counting the votes and presenting the results to the Board for validation during the annual member meeting. The Board shall notify all candidates of the election results after the annual member meeting. Directors elected during the annual membership meeting will take office at the close of the membership meeting.

Section 6.03. Meetings. The Board shall hold an annual meeting, immediately following the annual membership meeting for the purpose of electing officers and appointing committees. In addition, the Board shall hold regular meetings at a time and place determined by call of the president or by any **[number]** Directors. The person or persons calling such meeting shall send, in writing, notices of all meetings.

Section 6.04. Quorum. The presence of two-thirds of the Directors then in office shall constitute a quorum. The affirmative vote of 50 percent or more of Directors who are present at a meeting shall be required for any action, resolution, or election.

Section VII. Chapter Officers

Section 7.01. Officers. Chapter officers shall consist of a President, Vice President, Secretary and Treasurer.

Section 7.02. Term of Office. Each officer shall be elected for a one-year term commencing as of the close of the annual meeting of the Board. In the case of a vacancy, by resignation or for any other reason, a new person may be elected to fill the vacancy until the next annual meeting.

Section 7.03. President. The President shall serve as chairman for all meetings of members and all meetings of the Board. The President shall have general charge of Chapter business. The President shall jointly execute with the Chapter Secretary all contracts and instruments which have first been approved by the Board.

Section 7.04. Vice President. The Vice President shall exercise all the powers, authority and duties of the President during the absence or disability of the President and shall perform all business and duties customarily pertaining to the office of the Vice President, subject to the direction and control of the Board.

Section 7.05. Secretary. The Secretary shall keep the minutes of all proceedings of the Board. The Secretary shall provide notices of all meetings of the Board and otherwise. The Secretary shall jointly execute, along with the President, all contracts and instruments that have first been approved by the Board. The Secretary shall perform all duties incident to the office and connected with the operation of the organization, subject to the direction and control of the Board.

Section 7.06. Treasurer. The Treasurer and the President and/or Vice President shall jointly execute all checks authorized by the Board. The Treasurer shall receive and deposit all funds of the organization in the bank or banks selected by the Board. The Treasurer shall perform all duties incident to the office and connected to the organization, subject to the direction and control of the Board.

Section VIII. Committees

Section 8.01. Nominating Committee. The Board shall appoint a Nominating Committee, which shall consist of three to five members. The purpose of the committee is to conduct the annual process of recruiting nominees for the Board and to provide recommendations to the Board.

Section 8.02. Outreach Committee. The Board shall appoint an Outreach Committee, which shall provide recommendations to the Board for at least one annual educational or mentoring outreach project. The chairperson for this committee shall be nominated by the Nominating Committee, elected by a majority vote of the membership, and is a required chapter leadership position.

Section 8.03. Membership Committee. The Board shall appoint a Membership Committee, which shall provide recommendations to the Board for at least one annual membership recruitment event. The Membership Committee also shall maintain accurate membership records, and shall ensure that all Chapter members are WAI members. The chairperson for this committee shall be nominated by the Nominating Committee, elected by a majority vote of the membership, and is a required chapter leadership position.

Section 8.04. Other Committees. The Board may establish other committees as it deems necessary or appropriate.

Section IX. Fiscal Year

The fiscal year of the Chapter shall October 1- September 30.

Section X. Reports

Section 10.1. Financial Reports. The Chapter Treasurer shall prepare quarterly ***[assumes board meetings at least quarterly]*** and annual reports for the Board. A copy of the written annual report shall be provided to Chapter membership ***[or to the board?]***.

Section 10.2. Annual Report to WAI. The President, or another officer appointed by the President, shall ensure that the Chapter's Annual Report to WAI, Annual Chapter Agreement, Chapter fees and a listing of current Chapter members shall be completed and delivered by the published date to the

Chapter Relations Manager, Women in Aviation International, 1864 Dayton Germantown Pike, Unit 4, Germantown, OH 45327-1100, USA.

Section XI. Amendments

The Chapter Bylaws may be amended, or new Bylaws adopted by _____. ***[Note: check with your governmental authority to see if Bylaws may be amended by the board or if a certain percentage of members are required to approve bylaws.]*** Any and all amendments or new Bylaws must also be approved by WAI in order to take effect.

Section XII. 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 Outreach Director, Women in Aviation International, 1864 Dayton Germantown Pike, Unit 4, Germantown, OH 45327-1100, USA.

Section XIII. Indemnification of Officers, Directors and Others

Section 13.1. Mandatory Indemnification. The Chapter shall to the maximum extent permitted under the statutes of the State of _____ for non-stock, not-for-profit corporations, as amended, indemnify against liability and allow reasonable expenses of any person who was or is a party or threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a director, officer, employee or agent of or volunteered services to the Chapter; or is or was serving at the request of the Chapter as a director, officer, employee or agent of any committee or of any other corporation or enterprise. Such right of indemnification shall inure to the benefit of the heirs, executors, administrators, and personal representatives of such a person.

Section 13.2. Supplementary Benefits. The Chapter may supplement the right of indemnification under Section 13.1 by the purchase of insurance, indemnification agreements, and advances for related expenses of any person indemnified.



ARTICLES OF INCORPORATION

Your chapter is required to incorporate within your state, province or country within one year after obtaining provisional chapter status, in pursuit of your Official Chapter status. **WAI strongly recommends that you consult a local attorney or tax accountant to assist you in determining the requirements of your governmental authority and in properly filing these documents.** In the U.S., you should also be able to get information about how to incorporate by visiting the website for the Secretary of State for your state.

Very important! Your chapter must incorporate with the name, “Women in Aviation, _____ Chapter, [Inc]” and must specify in its articles that it is a chapter of Women in Aviation International, Germantown, Ohio, USA.

For U.S. Chapters:

Sample Articles of Incorporation are included in this section that can serve as a guide to the possible requirements for filing. Some states require periodic renewal of your incorporation or the filing of annual reports to allow the corporation to continue in good standing. Your attorney or accountant can advise you about the requirements of your state.

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

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:

Contact Industry Canada to receive its *Information Kit on the Creation of Non-Profit Corporations*.

You will need (specifics may vary from year to year):

- Application for Letters of Patent (see Annex 4 of Kit).
- Affidavit sworn before a commissioner for taking oaths, stating that the contents of the application are true. Most barristers are notary public. Cost \$25 plus tax.
- \$200 filing fee to the Receiver General for Canada
- NUANS name search report not more than 90 days old. The search is required to prove that the name is not the same as or similar to that of any other company, society, association or firm in Canada or that, if the name is the same as or similar to that of another entity, that particular entity has consented to the use of the name. You may have to request a letter from WAI, stating that you have consent to use the name Women in Aviation, International. Industry Canada will do a NUANS search for you if you include \$30 and a note with your filing fee, stating your intent. There are also several companies that specialize in name searches across Canada, and their rates vary between \$70 and \$150.
- Copy of the proposed bylaws of the corporation (see Annex 3 of the Kit).
- Cover letter specifying the street address of the Head Office of the corporation (see Annex 6 of the Kit).

Send your package to Industry Canada, Ottawa. Once your file has been processed, you will be sent your Letters of Patent from Industry Canada under the Canada Corporations Act and your file number. The entire filing process takes approximately seven weeks.

**ARTICLES OF INCORPORATION
OF
WOMEN IN AVIATION, _____ CHAPTER, [INC.]**
*(*indicates mandatory language for all Chapter Articles)*

Executed by the undersigned for the purpose of forming a non-stock, not-for-profit corporation under _____ of the _____ Statutes *[adjust to include appropriate statutory reference under state law]*.

**ARTICLE I
Name**

The name of the corporation shall be Women in Aviation, _____ Chapter, *[Inc.]* (the "Corporation").

**ARTICLE II
Purposes**

*The Corporation is organized and shall be operated exclusively for charitable, scientific, and educational purposes within the meaning of Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended (or the corresponding provisions of any future United States Internal Revenue Law) (hereinafter, the "Code").

*Notwithstanding any other provisions of these Articles of Incorporation, the Corporation shall not conduct, carry on or engage in any activities not permitted to be conducted, carried on or engaged in by (a) an organization exempt from federal income taxation under Code Section 501(c)(3), or by (b) an organization contribution to which are deductible under Code Section 170(c).

*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 Corporation shall:

- a. **Foster, promote and engage in aviation education, particularly as it relates to women in aviation.*
- b. **Cultivate, foster, and promote interest and understanding among the public in the accomplishments and contributions of women to the aviation industry.*
- c. **Promote, encourage, and facilitate membership in Women in Aviation International and this Chapter.*
- d. **Support and promote the mission, vision, goals, and objectives of Women in Aviation International.*

**ARTICLE III
Powers**

The Corporation shall have all powers conferred upon non-stock, non-profit corporations organized under _____ of the _____ Statutes, but shall exercise such powers only in fulfillment of its above-stated purposes.

In the conduct of its activities and the fulfillment of the purposes set forth above, the Corporation shall be subject to the following limitations:

(1) The Corporation shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

(2) No substantial part of the activities of the Corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation; provided, however, that this provision shall not apply to the extent the Corporation has made an election pursuant to and remains in compliance with the provisions of Code Section 501(h).

(3) No dividends shall be paid and no part of the net earnings of the Corporation shall inure to the benefit of or be distributable to any member, officer or director of the Corporation or any private individual, within the meaning of Code Section 501(c)(3).

(4) At any time that the Corporation is or becomes a private foundation as described in Code Section 509(a), the Corporation:

- a. Shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed in Code Section 4942.
- b. Shall not engage in any act of self-dealing as defined in Code Section 4941(d).
- c. Shall not retain any excess business holdings as defined in Code Section 4943(c).
- d. Shall not make any investments in a manner as to subject the Corporation to tax under Code Section 4944; and
- e. Shall not make any taxable expenditures as defined in Code Section 4945(d).

**ARTICLE IV
Members**

The Corporation shall have members, the rights and authority of which shall be as set forth in the Bylaws.

**ARTICLE V
Bylaws**

The Board of Directors of the Corporation shall adopt Bylaws consistent with these Articles of Incorporation.

**ARTICLE VI
Board of Directors**

The affairs of the Corporation shall be managed by a Board of Directors. The number of directors constituting the Board of Directors of the Corporation shall be fixed in the Bylaws but shall not be less than _____ (*the number according to your state's requirements*). The qualifications of directors, their powers and duties, tenure, manner of election, and all other matters pertaining to the directors shall be provided in the Bylaws. The names and addresses of the initial directors of the Corporation are:

**ARTICLE VII
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.

**ARTICLE VIII
Amendment**

These Articles of Incorporation may be amended from time to time upon the affirmative vote of a majority of Directors then in office. **[Note: check with your state to determine whether Articles must be amended by Directors or member votes.]**

**ARTICLE IX
Registered Agent**

The name and address of the initial registered agent of the Corporation are

_____.

**ARTICLE X
Principal Office**

The mailing address of the principal office of the Corporation is

_____.

**ARTICLE XI
Incorporator**

The name and address of the incorporator are _____.

IN WITNESS WHEREOF, I have hereunto set my hand at _____ this ____ day of
, _____.

_____, Incorporator

STATE OF _____)

) ss.

COUNTY OF _____)

Personally, came before me this _____ day of _____, _____, the aforementioned
to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, State of _____.

My commission expires: _____

This document was drafted by, and after recording should be returned to,

_____.



CHAPTER ORGANIZATION AND ADMINISTRATION

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 in Aviation International (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 outside the 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 her with a central zip code and she will send out an email to current and recent members in your area. Also, please provide her with the name of a contact and an email and phone number. 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 Student chapters)
- Election of provisional officers
- Selection of chapter name: Women in Aviation, _____Chapter
- 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 & 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 the 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 Student 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.

ONGOING OFFICIAL CHAPTER MANAGEMENT

Annual Reporting for Official Chapters

By April 30 of each year, each chapter must submit the following to WAI:

- [Signed annual report](#), including:
 - Changes in permanent chapter address
 - Name, address, telephone number, and e-mail address of faculty advisor if your chapter is affiliated with an educational institution
 - Names, addresses, telephone numbers, and e-mail addresses of current officers
 - Names and WAI member numbers of all current chapter members (minimum of 10)



- Summary of year's activities, including results of outreach and membership recruitment events
- Educational or mentoring outreach goal for the following year
- Membership recruitment goal for the following year
- Updates of incorporation and tax-exempt status, if necessary
- Copies of articles of incorporation/bylaws amendments
- [Signed Annual Chapter Agreement form](#)
- [Annual administrative fee of \\$135](#)

Official chapters that complete satisfactory reports by April 30 each year will receive confirmation of their official status for the following year. If a chapter does not report by the reporting date or if the chapter has not fulfilled its agreement with WAI, chapter status and the chapter listing for that Chapter will be officially terminated. Chapters that lose their status for not reporting or for noncompliance may petition for reinstatement.

Signed [Annual Chapter Agreements](#) should be submitted to rainbinder@wai.org (Rorie) and/or jrowden@wai.org (Jessi).



CHAPTER REQUIRED AND SUGGESTED COMMITTEES

WAI Chapters are welcome to create their committees (or “teams”) as they see fit for their chapter. Use these descriptions as a template. Some chapters will need fewer committees, and some find that they need to add several more to fit their particular needs. There are some committees that are required by WAI for our non-profit status. (*** Indicates WAI Required committees.**)

***Membership Committee**

Ensures all members listed on the roster are dues-paying both locally and to international. Updates roster with headquarters at least quarterly. Assists the membership chair with membership-related duties.

***Outreach Committee**

Plans at least one community service or outreach (school/education) related event. Assists the outreach chair with any duties relating to community service or outreach events.

Girls in Aviation Day Committee

Plans/organizes Girls in Aviation Day. Works with the fundraising committee to raise funds for GIAD events. Recruit volunteers for event-day and provide volunteers with event-day information. (See Girls in Aviation Day section).

Scholarship Committee

Creates scholarship requirements and disseminates scholarship information to members. The committee must have at least four dues-paying members plus the chairperson in order to judge scholarship applications.

Election Committee

Manages nominations and ballots related to the annual election. Disseminates election-related information to membership.

Fundraising Team

Raises money for the operating costs of the chapter and costs of specific events. Works with the fundraising chair to produce a case-for-support and letter of intent for sponsors (See Fundraising section).

Program/Event Team

Assists the program chair in planning events and executing chapter events.



Merchandise Team:

Designs and buys merchandise for chapter fundraising efforts and fulfills merchandise orders. Brings merchandise to all chapter events.

Social Media Team:

Assists the social media chair in posting on social media, adding people to members-only groups, and replying to social media inquiries.



CHAPTER CONTINUITY TOOL

The chapter continuity tool was developed for each chapter to keep vital information for their chapter in one place. Things such as usernames, passwords, EIN and tax information are all kept in this one document. When a new chapter leader joins your board, this is a great tool to update and pass on to them.

When you first attempt to fill out this form, it is quite lengthy and can be overwhelming. We suggest you take one page at a time and try to fill out the form in its entirety over a few weeks.

Please DO NOT send your completed continuity tool to WAI. This is a tool for your internal use amongst your board only. With account information and passwords contained in this document, we also suggest that you take steps to keep this information secure.

WAI _____ CHAPTER DIGITAL RECORDS

What tool does your chapter use? Dropbox? Google Drive? Trello or Cheddar Up? Identify it here: _____

Login: _____

Password: _____

Suggested items to be included in your digital file sharing:

- Chapter Articles of Incorporation
- Chapter Bylaws
- Treasurer Reports (past 5 years)
- Bank Statements
- Annual Reports (past 5 years)
- Confirmation of 990N e-Postcard Filing (past 7 years)
- Current Roster
- Chapter logo
 - High resolution
 - Vector format
- Meeting Minutes (past 2 years)
- Pictures to use for Outreach
- Outreach documents (flyers, banners...)
- Sponsorship documents
- Press Releases
- Girls in Aviation Day documents
- Important contacts (Girls in Aviation Day contacts, local Girl Scout chapters, local museum coordinators, T-shirt companies).
- Scholarship qualification/application documents & scholarship submissions
- Committee documents
- Anything else you wish to preserve for your chapter.

WAI _____ CHAPTER BANKING INFORMATION

Bank name: _____

Bank address: _____

Bank account number: _____

Bank routing number: _____

Contact at the bank: Name: _____

Phone: _____

Email: _____

Members on the bank account, list any/all that are authorized:

- _____
- _____
- _____
- _____

Debit Card pin: _____

Online banking:

Website: _____

Login: _____

Password: _____

Security Questions & Answers:

- _____
- _____
- _____

Credit Card payment tool (i.e., Paypal or other): _____

Login: _____

Password: _____

WAI _____ CHAPTER CORPORATE AND TAX INFORMATION

IRS Employee Identification Number (EIN): _____

State Tax Information: _____

Date of Incorporation: _____

Official Address: _____

Username for Filing IRS 990N: _____

Password For Filing IRS 990N: _____

WAI _____ CHAPTER SOCIAL MEDIA LOGIN INFORMATION

Email:

Username: _____

Password: _____

Recovery Email: _____

Recovery phone: _____

EventBrite:

Username: _____

Password: _____

Mail Chimp:

Username: _____

Password: _____

Facebook:

Current Admins:

LinkedIn:

Current Admins:

Instagram:

Username: _____

Password: _____

Snapchat:

Username: _____

Password: _____

Twitter/X:

Username: _____

Password: _____

Website:

Website Address: _____

Username: _____

Password: _____

WAI _____ CHAPTER EXPECTATIONS OF BOARD MEMBERS & LEADERS

Each chapter runs their executive board just a little bit differently. Here is a great place to list the name and contact information for each board position. While still complying with the requirements outlined in your chapter bylaws for your executive board, you might identify important tasks each officer takes on for your local chapter.

WAI REQUIRED POSITIONS

President:

- _____
- _____
- _____

Vice President:

- _____
- _____
- _____

Treasurer:

- _____
- _____
- _____

Secretary:

- _____
- _____
- _____

Membership Chair:

- _____
- _____
- _____

Outreach Chair:

- _____
- _____
- _____

WAI _____ CHAPTER COMMITTEES

NOT REQUIRED, BUT COMMON LEADERSHIP POSITIONS

Fundraising Chair:

- _____
- _____
- _____
- _____

Program & Planning Chair:

- _____
- _____
- _____
- _____

Communications Chair:

- _____
- _____
- _____
- _____

Advisor:

- _____
- _____
- _____
- _____

Any other positions, roles your chapter finds useful:

WAI _____ CHAPTER COMMITTEES

List out each committee you have, the chair & member of each committee and the role the committee serves. Include any important documents the committee compiles in a folder in your digital files.

MEMBERSHIP COMMITTEE (REQUIRED BY WAI)

Chair:

Members:

- _____
- _____
- _____

Committee Purpose:

OUTREACH COMMITTEE (REQUIRED BY WAI)

Chair:

Members:

- _____
- _____
- _____

Committee Purpose:

OTHER COMMITTEES

Chair:

Members:

- _____
- _____
- _____

Committee Purpose:

WAI _____ CHAPTER COMMITTEES

PROJECT AND EVENT LOG

The purpose of this section is to keep track of different projects and events that you do as a chapter. Evaluating your performance and giving advice for the future board members can be incredibly valuable towards the continuity of your organization.

Project Name	Purpose	Description & Recommendations

WAI _____ CHAPTER COMMITTEES

OTHER IMPORTANT THINGS TO PASS ON

- **Fundraising Ideas and Sponsors**

List the fundraising activities your chapter has done in the past that have been successful. List any contacts you have for sponsors including point of contact, what they have sponsored in the past, and if they've pledged to sponsor the chapter in the future. Any pledge forms or corporate sponsor guides should be included with this section of the packet and in your digital files.

- **Chapter Contacts**

Identify the people outside the organization that have been essential for helping your chapter succeed. Examples include contacts at event locations, people that have agreed to host events, companies with resources (copies, event space, swag), and leaders of sister organizations that you've worked with in the past. Take it a step further and introduce your predecessor to the important contacts!

- **Scholarship Information**

Write up a description of your chapter's scholarship fund including why it was founded, what the scholarship(s) is(are) to be used for, requirements of applicants and the selection process for the scholarship committee. If there is a specific process for fundraising for the scholarship, also list it for your new board. Information on how to run the scholarship committee should also be outlined in the committee section of this document.

WAI _____ CHAPTER COMMITTEES

OTHER THINGS TO KNOW ABOUT

Please also refer to our annual Chapter Handbook for other helpful guidance on successfully running a WAI chapter. It is a wealth of important information that many chapter leaders don't know about! Note the handbook is updated annually to reflect WAI's current procedures. Information on the following topics can be found in the Chapter Handbook:

- Chapter News
- Girls in Aviation Day Kit
- How to maintain tax-exempt status and file your 990N
- WAI Annual Conference
- Explanation of rebate program and how to use your rebates
- Merchandise discounts
- Chapter logo guidelines
- Taxes
- Annual report checklists and agreements
- WAI vision & mission, fact sheet and history (*good for recruitment*)
- Information on the annual WAI conference
- Trademark usage policy

Wai.org/chapters/resources



HOW TO BUILD YOUR CALENDAR OF EVENTS AND PROGRAMS

One of the biggest things that make each chapter unique is the vast array of activities each chapter hosts! Each chapter will need to judge the wants/needs of their members to determine just how many activities and events to host each year. As with your personal calendar, only you as a chapter leader can determine which activities are suited to your members.

We suggest the board sits down at the beginning of each year (or every six months if that's a more manageable task) and set their calendar. Remember that your members attend your events in their free time, so you don't want to overwhelm them with too many events, and you also want to give them plenty of notice of events.

Some initial guidelines to remember are:

- **Keep it simple:** Don't overcomplicate your plans or they will not come to fruition.
- **Don't over plan:** New or young chapters shouldn't try to plan an event every few weeks or even every month. Start with one event every quarter and build your program from there.
- **Manage expectations:** Don't expect 100% participation at every event...but if your events are well planned and interesting to your members, you'll likely see 12-25 people at each event. Also, they may be different people...which is great!
- **Follow through:** If you have a meeting or event on your calendar, be sure to actually hold the meeting or event. Repeated cancellations or reschedules will cause your membership to question involvement in the group.
- **Communicate:** Be sure to share your calendar regularly with your chapter members and people who are interested in the chapter. And use multiple communication channels...send emails, texts, post on social media, and include an updated calendar of events on your website! Consider *personally* inviting several of your members (text/call) – especially if you haven't seen them in a while. Not everyone opens their emails and not everyone is on Facebook.
- **Post your calendar of events early!** People are busy, and sometimes we fall far down on the list of priorities – but if you give them enough notice, people can make time!
- **Vary your event days, times, geographic locations.** Not everyone works Monday-Friday and not everyone lives in the same spot. For those chapters occupying a large geographic area, it is very important to move around to reach all your members.
- **Members like to come to the fun stuff** – so do a lot of it! Once they come and have a great time and get to know the other members, they're more likely to want to come to the working meetings!



1. Start with an empty calendar, then plug in the known, calendar-driven events:
 - a. WAI requires at least 1 general membership meeting annually. Take a look at your bylaws and see what your bylaws require. Some chapters do membership meetings more often – perhaps once a quarter or once a month. Set *at least* what is required by your bylaws. We don't recommend having an all-membership business meeting every month, however – keep it simple and have some fun!
 - b. Will your chapter participate in Girls in Aviation Day? Conference? Plug those events into your calendar and any prep meetings you require.
 - c. Most chapter members are interested in scholarships...why not hold a Scholarship Application Party – virtually or in person! Gather others who have applied for scholarships before, people who are willing to proofread essays, provide letters of recommendation, sort through the offerings to help determine which scholarships fit best, etc. And make sure this is well before application deadlines.
 - d. Is there a local tradeshow or airshow your chapter participates or attends annually? Plug that in too!
2. Go virtual! Do your meetings *have* to be in person? Consider hosting your meetings either online and in person or just online. This will help busy members or members that travel often stay in the loop. Zoom is a great resource and is free for up to 45 minutes of video chats!
3. What are some educational things you'd like to do? Tower tours, tours of aviation companies in your area, seminars, guest speakers, guest authors, and more! Remember that you must have at least one annual membership drive and one educational program to maintain your tax-exempt status and good standing with WAI. If these aren't covered with your anchor events, plan them here.
4. What are some fun things you'd like to do? These can be networking and team building activities as well. Think paint & sip, team building camps, happy hours, holiday parties, pool parties, networking events.
5. Still don't have much on the calendar? Survey your membership to get ideas! When your membership has some grit in the game, they're more likely to want to attend these great events that you put on! At your next activity, ask each person who attends what they'd like to see on the calendar for next year. Facebook and social media are also options to quickly survey your membership and show them that you're interested in what they want to do!



ONGOING CHAPTER MANAGEMENT

Annual Reporting for Official Chapters

All [Annual Report](#) components can be found on the Chapter Resources page of [WAI.org](#).

By April 30 each year, each chapter must submit an Annual Report which includes the following to the WAI Outreach Director:

- Signed [annual report](#), including:
 - Changes in permanent chapter address.
 - Name, address, telephone number, and e-mail address of faculty advisor if your chapter is affiliated with an educational institution.
 - Names, addresses, telephone numbers, and e-mail addresses of current officers.
 - Names and WAI member numbers of all current chapter members (minimum of 10).
 - Summary of year's activities, including results of outreach and membership recruitment events.
 - Educational or mentoring outreach goal for the following year.
 - Membership recruitment goal for the following year.
 - Updates of incorporation and tax-exempt status, if necessary.
- Copies of articles of incorporation/bylaws amendments.
- Signed [Annual Chapter Agreement](#) form.
- Annual administrative fee of \$135. You can pay this fee using your chapter rebate balance, by credit card at <https://wai.org/chapterpay>

Signed [Annual Chapter Agreements](#) should be submitted to rainbinder@wai.org (Rorie) and/or jrowden@wai.org (Jessi).

Official chapters that complete satisfactory reports by April 30 each year will receive confirmation of their official status for the following year. If a chapter does not report by the reporting date or if the chapter has not fulfilled its agreement with WAI, chapter status and the chapter listing for that Chapter will be officially terminated. Chapters that lose their status for not reporting or for noncompliance may petition for reinstatement.

WAI Manager of Chapter Relations

Jessi Rowden
1864 Dayton Germantown Pike
Germantown, OH 45327
719-235-6170



jrowden@wai.org

Filing your 990N

If your chapter is filing under the WAI Group Ruling, be sure to indicate that your fiscal year is October 1 – September 30. This will put all chapters on the same schedule to file their 990-N each year in October. If the chapter's gross receipts are less than \$50,000 an e-Postcard, Form 990-N, is required to be filed electronically by the 15th day of the fifth month after the end of the organization's annual accounting period (which is February 15th).

The Manager of Chapter Relations will remind Chapter Presidents to file each year beginning in October. The chapter is expected to file as soon as possible and must send a copy of the Electronic Notice (e-Postcard) to the Manager of Chapter Relations.

Required Meetings/Events:

WAI requires the following events each year to maintain good standing & meet IRS requirements for non-profit status:

- One (1) membership meeting.
- One (1) mentor or education outreach event/program (holding a Girls in Aviation Day event will satisfy your chapter's requirement to hold an Education Outreach event).
- One (1) membership drive.

On the Chapter Resources page of WAI.org, you'll also find a list of Outreach and Membership Drive events that have been held by other chapters. You're welcome to use this list to stimulate ideas and creativity as you build your Chapter's calendar.



EMPLOYER IDENTIFICATION NUMBER (EIN) - U.S.

All U.S. organizations are required to obtain and maintain an employer identification number (“EIN”). The EIN notifies the IRS of the legal existence of an entity, and this number is used when tax forms are filed, as well as in opening bank accounts on behalf of the organization.

Pro-tip: consider the address you provide to use as your official chapter address – you may want to secure a PO Box or other accessible mailbox so it will be available as the leadership of your Chapter changes.

You can apply for an EIN online, by telephone, by fax, or by mail; depending on how soon you need to use the EIN. Use only one method so you do not receive more than one EIN for your chapter. Please be sure to apply as a non-profit/exempt organization (501(c)3 under section 501(a) of the Internal Revenue Code).

To apply for an EIN, use IRS Form SS-4, Application for Employer Identification Number, at:

<http://www.irs.gov/pub/irs-pdf/fss4.pdf>

or apply online at [http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

Form 990-N, Electronic Notice (e-Postcard)

If your chapter is filing under the WAI Group Ruling, *be sure to indicate that your fiscal year is October 1 – September 30*. This will put all chapters on the same schedule to file their 990-N each year in October. If the chapter’s gross receipts are less than \$50,000 an e-Postcard, Form 990-N, is required to be filed electronically by the 15th day of the fifth month after the end of the organization’s annual accounting period (which is February 15th).

The Manager of Chapter Relations will remind Chapter Presidents to file each year in October. The chapter is expected to file as soon as possible and must send a copy of the Electronic Notice (e-Postcard) to the Manager of Chapter Relations.

BUSINESS NUMBER (BN) - CANADA

The BN should be sent automatically in the mail to you within a few weeks after you have received official incorporation papers from Industry Canada. Even as a nonprofit organization you will be required to pay taxes every year. Information is available in a pamphlet entitled, *The Business Number and your Canada Customs and Revenue Agency Account*.

<http://www.cra-arc.gc.ca/E/pub/tg/rc2/rc2-05e.pdf>



MAINTAINING TAX-EXEMPT STATUS

I. CHAPTERS COVERED BY GROUP RULING

A. WAI Group Exemption Number

The WAI Group Exemption Number is **4259**. You are required to include this number on each Form 990, Return of Organization Exempt From Income Tax, and Form 990-T, Exempt Organization Business Income Tax Return, that you file.

B. Requirements for Continued Group Exemption Participation

Chapter activities and purposes must continue to be consistent with those of WAI as a 501(c)(3) tax exempt organization. Any changes in your chapter name or mailing address must be provided to WAI, along with your Annual Report, by April 30 each year.

Any changes regarding inclusion or exclusion of the Chapter in WAI's group ruling should be communicated to WAI as soon as possible. WAI updates the list of Chapters included under its group ruling by filing a statement with the IRS annually (based upon information submitted by the Chapters to WAI on or before February 15th of each year). Amendments to Articles of Incorporation and Bylaws must be submitted to WAI for approval.

II. ALL CHAPTERS

A. Form 990/990-EZ

If your annual gross receipts are more than \$25,000, you are required to file Form 990 or Form 990-EZ, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period.

The law imposes a penalty of \$20 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty imposed cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if your return is not complete, so be sure your return, if filed, is complete before filing.



If you receive a Form 990 package in the mail, you should file the return even if your gross receipts do not exceed the \$25,000 minimum. If not required to file, simply attach the label provided, check the box in the heading to indicate that your chapter's annual gross receipts are normally \$25,000 or less, and sign the return. This will allow the IRS to update its records and delete your chapter from the list of organizations that will receive Form 990 packages in future years.

If your chapter files a Form 990 or 990-EZ, you are required to make your annual information return available for public inspection for three years after the later of the due date of the return or the date the return is filed.

B. Social Security Taxes

Your chapter is liable for social security taxes under the Federal Insurance Contributions act on compensation of \$100 or more you pay to any chapter employees during a calendar year. You are not liable for the tax imposed under Federal Unemployment Tax Act but may still be liable for state unemployment. *Please note:* Provisional and Official chapter agreements specifically state: "Chapter agrees that it operates as a volunteer organization with no remuneration to officers, directors, or members. Reimbursement for expenses paid for the operation of the chapter will be the exception."

C. Local Taxes

Your chapter is responsible for researching, understanding and following local tax filing requirements. You may want to consult with other chapters, tax consultants or an attorney in your State to understand what is required of you each year. Examples include filings with your state's revenue or taxing authorities, as well as filings with your state official charged with overseeing charitable organizations. Penalties for missing State tax filings add up and can be complicated to resolve if your chapter misses a year or more, so get in front of this and understand what is required of you early!



MAINTAINING TAX-EXEMPT STATUS

Commented [GU2R1]: I would say not.

Commented [GU3R1]: From Rorie

I. CHAPTERS COVERED BY GROUP RULING

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II. ALL U.S. OFFICIAL CHAPTERS OVER ONE YEAR **(ONLY)**

A. Form 990/990-EZ

If your annual gross receipts are more than \$25,000, you are required to file Form 990 or Form 990-EZ, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period.

The law imposes a penalty of \$20 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty imposed cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if your return is not complete, so be sure your return, if filed, is complete before filing.



If you receive a Form 990 package in the mail, you should file the return even if your gross receipts do not exceed the \$25,000 minimum. If not required to file, simply attach the label provided, check the box in the heading to indicate that your chapter's annual gross receipts are normally \$25,000 or less, and sign the return. This will allow the IRS to update its records and delete your chapter from the list of organizations that will receive Form 990 packages in future years.

If your chapter files a Form 990 or 990-EZ, you are required to make your annual information return available for public inspection for three years after the later of the due date of the return or the date the return is filed.

B. Social Security Taxes

Your chapter is liable for social security taxes under the Federal Insurance Contributions Act on compensation of \$100 or more you pay to any chapter employees during a calendar year. You are not liable for the tax imposed under Federal Unemployment Tax Act, but may still be liable for state unemployment.

C. Local Taxes

Your chapter is responsible for researching, understanding and following local tax filing requirements. You may want to consult with other chapters, tax consultants or an attorney in your State to understand what is required of you each year. Examples include filings with your state's revenue or taxing authorities, as well as filings with your state official charged with overseeing charitable organizations. Penalties for missing State tax filings add up and can be complicated to resolve if your chapter misses a year or more, so get in front of this and understand what is required of you early!



CHECKLIST FOR USA CHAPTERS THAT WISH TO ORGANIZE UNDER THE GROUP EXEMPTION OF WOMEN IN AVIATION INTERNATIONAL ("PARENT ORGANIZATION")

Note to Student Chapters: This checklist does not apply to student/collegiate chapters that are recognized student organizations and are considered to fall under their school's tax-exempt status. See separate checklist for student chapters.

Note to International Chapters: This checklist does not apply to international or foreign chapters. At this time, WAI is unable to provide the expertise required to advise on foreign charitable tax exemptions (if any) that may apply to foreign chapters. Please contact the appropriate tax and legal advisors who are informed of your nation's requirements.

Instructions for U.S. Chapters

1. Obtain EIN. See instructions in Section 8, EIN.
2. Review [IRS Publication 557](#) "Tax-Exempt Status for Your Organization" and refer to requirements on [Page 7](#) for "Information required for subordinate organizations."
3. Incorporate your Chapter. See Articles of Incorporation Guidelines and Sample Articles of Incorporation.
4. Each existing or new chapter that wishes to obtain its tax exemption under the WAI IRS group ruling must complete the form entitled: "[Information and Authorization for Inclusion in WAI's Group Tax Exemption.](#)"
5. A new chapter that wants to be included in the group exemption ruling must submit its Form to the Outreach Director before the 15th month following the Chapter's incorporation. The parent organization provides annual submissions to the IRS of these requests for exemption by new chapters based upon Forms that have been submitted and processed by February 15th of each year. **Please note that the authorization must be submitted before the end of the 15th month following the Chapter's incorporation for tax-exempt status to relate back to the date of incorporation.**



**Standard Form for Information and Authorization for
Inclusion in WAI's Group Tax Exemption**

Chapters seeking to be included in the Group Exemption Ruling of Women in Aviation International ("WAI") must complete the following form, and then **return to WAI before the 15th month following the Chapter's incorporation.**

1. Information Regarding Chapter:

Chapter Name	
Address	
City, State & ZIP	
Telephone Number	
EIN	
Purposes & Activities*	

* Include a detailed description of the purposes and activities of the Chapter including sources of receipts and nature of expenditures.

2. Corporate Status:

State of Incorporation*	
-------------------------	--

* Attach copy of Chapter's articles of incorporation, as filed with your State, and Chapter's bylaws.

3. Current Tax Status:

Date and nature of any past IRS exemption determinations received by chapter*	
---	--

* If none, state "none." If you do not know whether your chapter has ever received such a determination, state "unknown."



STUDENT OR COLLEGIATE CHAPTERS TAX EXEMPTION

Student/Collegiate chapters consist of those Women in Aviation chapters that are formed by students at a university, college, aviation school, technical school and/or high school, and are organized under the student activities requirements of their schools. If the school is a 501(c)(3) tax-exempt organization or is a public or governmental body not subject to federal income taxation, the school's tax-free status should apply to the student chapter. Please contact the director of student affairs or student activities at your school to determine the rules that apply to student organizations.

If your school does not permit student organizations to use the school's Tax ID number or fall within the school's tax exemption or if your school is not a tax-exempt organization, your chapter must be separately incorporated and comply with the requirements to be included in WAI's group ruling (See US Official Chapter checklist).

If your school recognizes your chapter as a student organization and it falls under the school's tax exemption, send WAI the following letter on school letterhead, signed by a school official, with the appropriate information. Please note that if your organization is recognized under your school's tax exemption, you are not required to incorporate (but may do so if desired). If you choose to incorporate, please see instructions and sample documents provided for US Official Chapters.

All Student Chapters are also required to complete the [Provisional](#), [Official](#) and [Annual Chapter Agreements](#).

SAMPLE LETTER

(On school letterhead)

Date

Women in Aviation International
Attn: Manager of Chapter Relations
1864 Dayton Germantown Pike, Unit 4,
Germantown, OH 45327-1100, USA

Or via email to: Chapters@WAI.org

Women in Aviation, _____ Chapter is an approved student organization at
(Name of school) and falls under (Name of school)'s tax-exempt status, Tax ID
_____. (Name of school) is a 501(c)(3) tax-exempt organization or is a public
or governmental body not subject to federal income taxation.

Sincerely,

(Name of school official)

Things to do and stuff to know:

2024 WAI Conference March 21-23, 2024

Chapter Events:

Chapter Connect Reception:

March 20, 6:30pm-7:30pm

Chapter Leadership Workshop:

March 21, 8:00am-11:00am

Finding Sponsors to Support your WAI Chapter:

March 21, 2:30pm-4:30pm

Plan and Host an Outstanding GIAD Event:

March 22, 1:45pm-3:15pm

Start a WAI Chapter:

March 22, 3:30pm-5:00pm

Student and Collegiate Chapter Workshop:

March 23, 10:45am-11:45am

Sun 'n Fun :

April 9-April 14

EAA AirVenture Oshkosh:

July 22-July 28

Annual Chapter Report &
Administrative Fee Due:

April 30

Girls in Aviation Day 2024:

September 21

Honor the WASP:

Memorial Day

Start Filing 990N ePostcards: October 1



Women in Aviation[®]
INTERNATIONAL

2024





2024 ANNUAL REPORTING CHECKLIST

***Find a digital version of this report [HERE](#)**

What your Chapter must do:

- Review your chapter listing at WAI.org and note any required changes or adjustments
- Complete WAI Annual Chapter Agreement.
- Complete the Annual Chapter Report, to include:
 - Current permanent chapter address (If part of the WAI Group Ruling - the address the IRS has)
 - Current contact information for faculty advisor, if a student chapter.
 - Evidence of chapter's incorporation currency. (See Section 8, Articles of Incorporation)
 - Evidence of tax-exempt status currency, if not participating in group ruling.
 - Provide a copy of articles of incorporation/bylaws amendments, if any, for the previous year.
 - Current list of officers, with addresses, telephone numbers, and email addresses
 - Report of the current year's membership drive event.
 - Report of the current year's educational or mentoring outreach event.
 - Description of the membership drive goal for the coming year.
 - Description of educational or mentoring outreach goal for the coming year.
- Current roster of all chapter members, including WAI member numbers, if known.
- Pay \$135.00 for the annual administrative fee.
- If reporting after April 30, 2024, enclose an additional \$25.00 reinstatement fee.**

All payments may be made via check (payable to WAI), chapter rebate or credit card at <https://wai.org/chapterpay>.

What WAI will do:

- Review documents for completeness and compliance.
- Update chapter information in chapter listings.
- Confirm chapter's official status for the following WAI Fiscal Year.

By April 30, 2024, return required documents and payment to:

Jessi Rowden
jrowden@wai.org
1864 Dayton Germantown Pike, Unit 4, Germantown, OH 45327-1100 USA

Additional reinstatement fee after April 30, 2024: \$25.00



2024 Annual Chapter Agreement

This agreement is entered into between Women in Aviation International (“WAI”) and the Chapter (“Chapter”).

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 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 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 agrees to provide plans and reports about events the to the WAI chapter relations manager.

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.

By signing this agreement, Chapter and WAI agree to adhere to all of the above terms. A signed copy will be returned to the Chapter president.

Official Chapter

Women in Aviation, _____ Chapter

President’s Name _____

President’s Signature _____

Date _____

Women in Aviation International

WAI Manager of Chapter Relations, Jessi Rowden

Manager of Chapter Relations Signature _____

Date _____



**ANNUAL REPORT
FOR YEAR ENDING MARCH 31, 2024**

CHAPTER NAME: Women in Aviation, _____ Chapter

CURRENT PERMANENT CHAPTER STREET ADDRESS (if participating in the WAI Group Tax Exemption the address given to the IRS):

CHAPTER MEETING LOCATION: _____

DAY OF MONTH: _____ TIME: _____ AVERAGE ATTENDANCE: _____

CHAPTER CONTACT TO BE LISTED ON WAI WEBSITE: _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

WEB ADDRESS (or any social media): _____
Is it current? _____

CHAPTER ADVISOR (if a student chapter): _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

FEDERAL EMPLOYER TAX IDENTIFICATION NUMBER: _____

DATE OF INCORPORATION: _____ CURRENT? _____

TYPE OF TAX EXEMPTION: _____ WAI Group Ruling _____ College or University Exemption
_____ Separate 501(c)(3) Organization (Current? _____) This is only if you are an independent 501(c)3.

HAVE ARTICLES OF INCORPORATION AND/OR BYLAWS BEEN AMENDED DURING THE PAST YEAR (If so, attach copies)? _____

A LISTING OF ALL CHAPTER MEMBERS (MINIMUM OF 10, OR 6 FOR INTERNATIONAL OR STUDENT CHAPTERS), INCLUDING WAI MEMBER NUMBERS, IF KNOWN, MUST BE ATTACHED TO THIS REPORT.



OFFICERS

PRESIDENT: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

VICE PRESIDENT: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

SECRETARY: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

TREASURER: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____



MEMBERSHIP CHAIR _____ **WAI#:** _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

OUTREACH CHAIR: _____ **WAI#:** _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

SUMMARY OF 2023 ACTIVITIES & 2024 PLANS

MEMBERSHIP RECRUITMENT EVENTS HELD IN 2023:

MEMBERSHIP RECRUITMENT EVENTS PLANNED FOR 2024:



EDUCATIONAL OR MENTORING EVENTS HELD IN 2023:

EDUCATIONAL OR MENTORING OUTREACH EVENTS PLANNED FOR 2024:



SCHOLARSHIPS AWARDED IN 2023:

SCHOLARSHIPS PLANNED FOR 2024:

IS YOUR CHAPTER PLANNING TO HOLD A GIRLS IN AVIATION DAY IN 2024? **YES** **NO**

WHAT DOES YOUR CHAPTER MAKEUP LOOK LIKE, IN TERMS OF PROFESSIONS AND ENTHUSIASMS OF YOUR MEMBERSHIP (PLEASE INDICATE PERCENTAGE OF MEMBERSHIP BELOW):

- | | |
|---|---|
| <input type="checkbox"/> Air Traffic Controllers | <input type="checkbox"/> Airline Pilots |
| <input type="checkbox"/> Business Owners, Exec/Professionals | <input type="checkbox"/> Military Pilots |
| <input type="checkbox"/> Engineers | <input type="checkbox"/> Other Military |
| <input type="checkbox"/> Flight Attendants | <input type="checkbox"/> Journalists |
| <input type="checkbox"/> GA Pilots | <input type="checkbox"/> Teachers |
| <input type="checkbox"/> Aviation Insurance | <input type="checkbox"/> Aviation Finance |
| <input type="checkbox"/> Astronaut/Space | <input type="checkbox"/> Drone/UAV |
| <input type="checkbox"/> Aviation Enthusiast (not employed in Aviation) | <input type="checkbox"/> Maintenance/Avionics Technicians |

PRESIDENT'S SIGNATURE _____ **Date** _____

01/2024



BECOMING A SUCCESSFUL PRESIDENT

Congratulations and thank you for taking on the important role of chapter president! We are so happy to count you among our leadership network at over 170 chapters. All of us at WAI are eager to see you succeed, and we are all rooting for you. Other chapter presidents will generously share their tips and expertise with you, so consider them excellent resources along with the WAI staff.

While serving as your chapter's president, you will assume many different roles. Your role as president is not to assist in every area of operation of your organization, nor to work endless hours while the general membership reaps the rewards of your hard work and endless efforts. Your job is to LEAD ... delegation and coordination is the name of the game!

Your position can be one of the most rewarding in WAI. *You can directly affect WAI's future.* You can be a catalyst for positive change and provide direction for WAI's growth in your community. Through your efforts and active leadership, your chapter can prosper, and you can leave a lasting legacy.

As a chapter president, what is expected of you?

- To support and uphold your chapter's by-laws, and the vision and mission of Women in Aviation International.
- To oversee the chapter's operations and general membership.
- To provide guidance to your board and general membership.
- To build and maintain relationships with people inside and outside your chapter.
- To manage crisis situations.
- To represent WAI on behalf of your chapter during official events.
- To plan for and execute a successful transition with your successor.

The following are a few suggestions that will help you in your efforts to becoming a successful president:

1. **Lead and motivate by example.** While president, always strive to represent the highest ideals of your chapter. You are a visible representative of WAI and your chapter so people will tend to model their behavior after the example you provide. People will also gauge their expectations of the chapter on the impression you make and will decide if they want to be a member of your chapter based upon their experience with you.
2. **Utilize your resources.** Use the WAI chapter network, WAI headquarters staff, and experience from your members to your advantage. You do not need to know everything – just be willing to seek guidance from others to learn everything you can about the position.



3. **Utilize your executive board.** Use your executive board to ensure operations of the chapter are being carried out. Meeting regularly as a board is a great forum to discuss issues and goals of the organization and to delegate tasks among officers.
4. **Stay consistent.** A large responsibility of being a president involves the ability to maintain impartiality and stay consistent. To be successful and impartial, you must stay consistent with decision-making, application of bylaws and judgement.
5. **Be Accessible.** Conflict can often be resolved with immediate intervention. Being easily accessible and showing initiative allows a president to build better relationships with all members of the organization, and in turn, will put you in a better position to help with any internal conflicts.
6. **Learn from your mistakes.** Nobody is perfect, so recognize that not everyone will make the right decisions all the time, including you. Seek guidance from other leaders and welcome input from members and your board.
7. **Be excited to be part of something great.** People are choosing to spend their free time with your chapter. They want to be part of something exciting that is making a difference in the lives of women in aviation. Your excitement about furthering our mission can be contagious!
8. **Take a personal interest in members.** Two of the top reasons people join WAI chapters is for networking and comradery. People want to feel part of something bigger than themselves. Cheer them on. Let them know they have a community of awesome ladies behind them every step of their journey.
9. **Help your board.** Be an active participant in the running of your organization. Assist when people need help, a second opinion, or are in a part of their life inconducive to fulfilling all their board responsibilities.
10. **Delegate responsibilities and tasks, then trust the outcome.** Delegation is the key to success with any organization. The ability to delegate, and accept the subsequent outcome, is essential for successful management and operations. Many of us are perfectionists, but if everything isn't perfect 100% of the time, it is still okay. Further, people may not complete a task exactly the way you might have, or they might not show the same sense of urgency you feel. Maintain a light grip on the yoke. Focus on outcomes, not on the details.
11. **Have fun!** As a chapter volunteer leader, we hope you find your role to be rewarding, and fun. If you're having fun, everyone else will too!

SAMPLE BOARD MEMBER AGREEMENT

We have provided the following Board Member Agreement for your chapter's voluntary use. Use of this agreement is not mandatory, but we find that boards are more successful if everyone knows what is expected of them and affirmatively agrees to the time and resource requirements of sitting on the Board.

You may utilize this agreement alongside your chapter bylaws and outline of board positions/committees to outline the responsibilities of each board member to the chapter. Things such as time commitments, expectations, and duty obligations are outlined for board member's review. You are welcome to adjust this document to best fit your Chapter.

The obligations of both the board to the membership and each individual board member to the rest of the board is outlined here. We recommend that each board member reads the agreement in its entirety and signs, signifying their understanding of the commitment they have made to the chapter. If a board member is not upholding their responsibilities associated with their position, the board may choose to replace them so someone new can fulfil their duties.

<<Insert your chapter logo here>>

**WOMEN IN AVIATION (INSERT YOUR CHAPTER NAME) CHAPTER
BOARD MEMBER AGREEMENT**

Thank you for your commitment to Women in Aviation International (INSERT CHAPTER NAME HERE) Chapter! In a continuous effort to maximize our effectiveness, we have defined a meeting schedule along with minimum obligations required to maintain and support this position. Your participation is needed in order to effectively maximize the impact you have on this organization. You have been nominated and voted into this position as a result of your interest and dedication to our industry and this group. It is our goal to ensure that all board members remain committed to fulfilling their obligations throughout the term; therefore, we have defined minimum obligations and a mutual understanding for all Board Members. If you feel you cannot meet the minimum obligations, please respectfully decline your nomination.

Meeting Outline

The Women in Aviation (YOUR CHAPTER NAME) Chapter Board of Officers (“Board”) meets XX times a year in addition to chapter events and chapter meetings. There may be additional meetings as needed. The board meetings will be held via conference call, internet video chat and/or in-person. A tentative schedule of meeting dates for the board and chapter meetings will be distributed to all Board Members on an annual basis. Although the dates and times may change, the board will make its best effort to hold to the initial schedule. At least one week’s notice will be provided to board members of meeting time and location.

The board meetings will be:

- Held outside of normal business hours:
 - On a bimonthly basis, ahead of the quarterly chapter meeting.
 - Organized along with a detailed agenda that will be provided for all meetings:
- Agenda topics and topic material must be submitted at least three days prior to the meetings.

The chapter meetings will be:

- Held outside normal business hours on a bimonthly basis.
- Will be scheduled at the beginning of each calendar year. A tentative schedule will be distributed to members in January.
- Members will receive reminders of meetings 1.5 weeks and 1 day prior to the meeting

- Organized with a detailed agenda that will be provided for all meetings:
 - Agenda topics and topic material must be submitted to the President at least five days prior to the meeting.
 - Off topic discussions or “Sidebars” will be parked until the next meeting, or until the next specified committee meeting unless they are critical to an agenda topic on the current agenda.

Chapter Events:

- Chapter events will focus on the purposes of the WAI Chapter:
 - 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 Women in Aviation International and your Chapter._
 - Support and promote the mission, vision, goals and objectives of Women in Aviation International._
- Chapter events will be planned at the beginning of each calendar year & a tentative calendar will be distributed to all members in January.
- Members will receive reminders of events 1.5 weeks and 1 day prior to the event.
- Board members are expected to attend and participate unless they notify the Board ahead of time.
 - Emergencies will happen and we understand if one occurs the day of an event, please notify one of the board members if practical.

Girls in Aviation Day (GIAD)

- Held once a year, WAI informs chapters of the date.
- Board members are expected to attend and participate unless they notify the board ahead of time. Board members are not required to be on the GIAD planning committee but if they are, they are expected to maintain all outlined chapter board member duties as well as GIAD outlined duties (see Chapter Continuity tool).

Attendance Obligations

- It is expected that you attend a minimum of 50% of the board meetings. Attendance at all meetings is strongly encouraged.
- Of all chapter events, it is expected that you will attend more than half of the events.
- For Girls in Aviation Day, it is expected that you be present all day.
- Should you fail to meet these minimum obligations, your position on the Board is subject to review by the other Board Members, and you may be required to relinquish your seat on the Board at the discretion of a majority vote from the remaining Board Members.

Duty Obligations

- You are required to perform all duties associated with your position as outlined by the Chapter Bylaws AND Chapter Continuity Tool (see Expectations of Board Members & Leaders section).
- Should you fail to perform these duties, your position on the Board is subject to review by the other Board Members, and you may be required to relinquish your seat on the Board at the discretion of a majority vote from the remaining Board Members.

While these requirements may seem demanding, we feel that with adequate notice and preparation, it should be a very attainable level of participation for us all. We appreciate your desire and dedication to the goals of the WAI (INSERT CHAPTER NAME HERE) and thank you for your participation. With you and your support, WAI (INSERT CHAPTER NAME HERE) will remain a premier chapter in the WAI Chapter Network.

Please review the Chapter Expectations of Board Members in the Chapter Continuity tool – including possible lead positions on various committees – before signing this agreement. Note that this is only an outline of possible required duties of the position, and duties can change at any time, with your consent, to better the chapter.

I have received, and reviewed the (YOUR CHAPTER'S NAME) guidelines and the chapter continuity tool and agree to the obligations set forth herein:

Board Member Name: _____ President's Name: _____

Signature: _____ President's Signature: _____

Date: _____ Date: _____



REQUIRED AND SUGGESTED BOARD POSITIONS

WAI Chapters are welcome to create their board positions as they see fit for their chapter. Use these descriptions as a template and feel free to modify these positions to fit your particular chapter's needs. Some chapters will need fewer board members, and some find that they need to add several to this list. There are some positions that are required by WAI to maintain our non-profit status. (*** Indicates WAI Required Positions**). Be sure to compare this list to the duties outlined in your bylaws.

***President:**

Performs all needed actions to keep the chapter running. Monitors the work of all other board members ("Officers") and ensures each member is fulfilling their outlined duties. Responsible for sending communication to all members of the chapter regarding important chapter business not covered by Membership or Program chairs (covered below). Sets the annual board member meeting calendar. Delegates duties to any of the chapter officers. Serves as second chair on the Girls in Aviation Day Committee.

***Vice President:**

Performs any presidential duties if the president is unable. Serves as the chairperson for the Girls in Aviation Day Committee and serves on the outreach committee.

***Treasurer:**

Is responsible for keeping financial records for the chapter. Must also file federal 990N and state franchise taxes annually. Collects annual dues from each member and coordinates with the membership chair to maintain a current chapter roster. Serves on the Membership Committee. Oversees the budget for the Girls in Aviation Day Committee.

***Secretary:**

Maintains the records for the chapter. Keeps detailed meeting minutes at every executive board AND at membership meetings. Has meeting minutes available to anyone that requests them within 48 hours of meetings. Uploads meeting minutes to the Drive account within 48 hours of meeting end. May delegate any secretarial duties to the Assistant Secretary with appropriate notice (at least 72 hours (about 3 days) notice for meeting minute delegation).



Assistant Secretary:

Assists the secretary in maintaining records for the chapter. Fulfills secretarial duties when the secretary is unable. The secretary must delegate this responsibility to the assistant secretary no less than 72 hours in advance of the meeting. Serves as the Chairperson on the Scholarship Committee.

***Membership Chair:**

Maintains a current membership roster for the chapter. Works with the treasurer to maintain a current dues-paid record. Sends a reminder email to chapter members the month their chapter membership will lapse. Submits a bimonthly roster to the board. Updates chapter roster with headquarters at least quarterly. Sends email meeting reminders to membership 1.5 weeks prior to meetings and 1 day prior to meetings. Coordinates with Social Media Chair to disseminate meeting information and works with the Webmaster to create and maintain an online calendar of membership meetings. Serves as the chairperson for the membership committee.

Program Chair:

Provides chapter with bimonthly activities related to aviation. Coordinates all details regarding tours and activities with appropriate contacts. Submits program proposal (including proposed dates) to board at December board meeting for following year. Sends program proposal to membership no later than January 15th of each year. Sends email event reminders to membership 1.5 weeks prior to events and 1 day prior to events. If there will be an event and meeting on the same date, the Program chair will send out all communications. Coordinates with Social Media Chair to disseminate event information and works with the Webmaster to create and maintain an online calendar of membership meetings.

***Outreach Chair:**

Helps the chapter serve the community with at least one community service project or event each year (excluding Girls in Aviation Day). Emails membership regarding community service project/event AND all Girls in Aviation Day communications. Serves as chairperson on the Outreach Committee and serves as second chair for Girls in Aviation Day committee.

Fundraising Chair:

Compiles annual sponsorship forms to distribute to potential local and national sponsors. Serves as chairperson for fundraising committee. Communicates at least quarterly with membership on current fundraising initiatives. Updates board bimonthly on fundraising goals and milestones met. Serves on the Girls in Aviation Day Committee.



Webmaster:

Produces and maintains the chapter's website. Updates website with important chapter events, fundraising initiatives and pertinent aviation related topics interesting to members.

Communicates with appropriate board members to keep information on the website up to date for members.

Social Media Chair:

Maintains communication with chapter members through all social media platforms the chapter utilizes. Facebook, Twitter, Instagram & LinkedIn should be updated at least biweekly or more if necessary. Works with Membership Chair and Program Chair to deliver important meeting and program information via social media platforms prior to events.

Girls in Aviation Day Chair (GIAD):

Serves as the leader for the Girls in Aviation Day event, coordinates planning, promotions, member involvement, program fundraising and more. In some chapter the Vice President serves as the GIAD Chair.



RUNNING A MEETING

Here is an outline of suggested topics for running a successful meeting.

- **History** - Give members an overview of the history of WAI, its current activities and its relationship to local chapters. Tell them about the history of your chapter and the impact the chapter has made on the community. *You're welcome to use the presentation "[We Are WAI](#)" available on the Chapter Resources page to help tell the story!*
- **Recruitment** – Encourage those in attendance that are not yet members to complete the membership application that day. Encourage members ahead of time to bring their friends that may be interested in joining (“bring a friend day”).
- **Why** - Tell them why *you* got involved with WAI and a few reasons why they also might want to get involved. Make this personal – ask other members why they joined.
- **Member Benefits** – Don't forget to mention all the great member benefits you get for joining WAI – job boards, mentor programs, the WAI conference and more.
- **Agenda** – Allow members and your board to add to the agenda before the meeting. Post the agenda and have it available for all members during the meeting. Stick to the agenda and allow each board member present to discuss pertinent items they're working on. Have a dedicated start and end time for the meeting. Keep the meeting on track to respect member's time and table ideas that need dedicated time at a future meeting. Start and end the meeting on time. Your secretary should take detailed meeting minutes to support your non-profit status and reporting requirements.
- **Start a Conversation** – Listen to your membership! Get them involved! Have them share ideas on upcoming event, activities for the chapter to do, charities to support, member wins, and ideas to propel the chapter forward.
- **Solicit Help** – **Members that are more involved are likely to attend more meetings, support the chapter better, and have a memorable, positive experience with it.** Invite members to join committees or teams, ask them to support your chapter by assisting in various ways. Utilize each member's expertise in propelling your chapter forward.
- **Collect chapter dues and encourage people to sign up to be members at the meeting** - They're more likely to pay dues if it's easy and convenient to do so right then and there. Have both a cash and card option (such as square or PayPal).
- **Prepare for the next meeting** – Set the date, time, and location for the next membership meeting and ask members for topics that they'd like to see covered.
- **Follow up on action items!** Record action items and people responsible for those items and be sure to follow up on each one!

MEMBER ENGAGEMENT AND RETENTION

Member Engagement:

One of the toughest things that you will have to figure out as a chapter leader is gaining and retaining members. We work in a very dynamic, ever-changing industry. You'll notice many of your members work a non-traditional schedule, travel often, and have quite a bit going on! This is one of the best things about our WAI group! Nowhere else will you find such a diverse, interesting, worldly group of people.

You should see member engagement not as a challenge but as an opportunity! You have a vast array of awesome women (and men) to gather input, feedback, and ideas from. These are the people that make your chapter unique chat with them! Make them feel special and a welcome addition to your chapter. You are the ambassador for your chapter. People want to be part of something bigger than they are – so make your members feel part of something!

When you get overwhelmed with member engagement and retention, step back and say, "What have I done for my membership lately? How have I been a good leader? How have I gotten more people involved lately? How have I worked to engage and get to know my membership?" These few questions can spark your imagination to come up with new ideas to reach the membership. Take a few minutes and write out what you've done for your membership lately. Draft a few ideas of what you could do in the future to engage your members.

Being a leader is not always about accomplishing a grand to-do list or leading the best meeting – it's about getting to know your members and giving them a voice in crafting their chapter. You might not have all the answers but maybe someone in your chapter does. Connecting people can be very powerful.

Keep it Simple! Meet & Greet Socials are a terrific way to get members together in an easy and casual way. We're a professional organization so networking, and education should be on the forefront of our minds. However, socials can be a great way for members to get to know one another. Members will come by, learn about the chapter, and get to know people without a several hour commitment. Once you connect with your membership and learn a little bit more about them, you can figure out their skills and what they're excited about! Consider finding them projects that they can help with. Members love to feel useful and enjoy using their gifts for the greater good of the chapter.

When you host chapter events, make sure that the board and current active members mix and mingle with new members! Make the new folks feel welcome and make sure they know you're excited to have them join your chapter!

Member Retention:

Once you have a core group of members, don't forget to keep in touch! Life gets busy and chapter business can get monotonous. Keeping the chapter alive means keeping your members informed and engaged with the chapter.

Communication is key! Email lists, social media, and even texts will be your best friend. Personalized messages can really make a big difference to getting people excited about being involved. If you haven't heard from a previously active member in a while, perhaps you should reach out and make sure everything is okay and let her know the chapter is missing her! This does not fall to just one board member. All board members should be encouraged to keep lines of communication open with all members.

Giving people "skin in the game" is also a great way to keep members involved. Asking active members to be on teams or committees, or to take on a small project can make them feel welcome in the chapter and excited to tell more people about the awesome, rewarding work they're doing. Think about each member in your chapter and what skills she might have. Consider asking someone outside the board to help you design the new chapter t-shirts, or someone that has a special social media page to help you with your social media accounts. Not everyone is in a place in their life to take on more, but it never hurts to ask!

Your members will go through struggles and successes in both their professional and personal lives. The Chapter is a special group of people who share experiences and knowledge. Your chapter can band together and support your members through struggles and obstacles. Bring food and diapers to the member that isn't getting a paycheck. Bring a member dinner and babysit her children when she needs to go to the doctor or the hospital. Show up with wine for the member that goes through a bad break up. Send flowers and bring prepared dinners to the member that has surgery. Send congratulatory messages to the member that receives a new degree, rating or passes a milestone. Be there for one another. In an industry where there are so few of us ladies, sometimes we just need our girlfriends to be there. Chapter members will become lifelong friends. They will forever remember that their tribe was there for them and continue to help us spread the WAI mission throughout her travels.

WAI is not *just* a professional organization; it is a place where you go to meet lifelong friends!



OUTREACH AND MEMBERSHIP DRIVE EVENTS

To provide consistency and common goals for the WAI chapter program and to assist in maintaining your tax-exempt status, your chapter is required to plan and implement at least one annual mentoring or educational outreach event or program and at least one annual membership drive. The types of activities are your choice! (*Note: Please see information on flying events, for which WAI chapters are not covered.)

EDUCATIONAL OR MENTORING OUTREACH

This is an opportunity for your chapter to reach into your community and encourage people to become involved in the exciting world of aviation.

Examples of events you might want to consider are:

- Hosting a Girls in Aviation Day each year, preferably in conjunction with the annual Fall GIAD.
- Presentation about an aviation topic at a local school.
- Providing a WAI Aviation Girl patch program for Scouts.
- Establishing an aviation mentoring program at a local high school or college.
- Establishing an aviation mentoring program for people who are just starting their careers.
- Sponsoring a scholarship.
- Taking a group of students on a tour of an aviation facility.
- Presenting an aviation program to a local business or social organization.
- Talking to a group of students at a local school about careers in aviation.

MEMBERSHIP DRIVE

Your membership drive will help build membership for your chapter and WAI, and the event you choose could also be a fundraiser for your chapter.

Examples of activities you might want to consider are:

- Providing a special speaker event that is open to the community, charging a fee that could be used to bolster your treasury.
- Setting up a booth at a local air show.
- Having a membership drive luncheon or dinner meeting.
- Distributing posters, e-mails, and direct mail.
- Partnering with other community organizations to market your chapter and WAI and attract new members.
- "Bring a friend" to a meeting event.
- Meet & Greet Socials.



A NOTE TO STUDENT CHAPTERS

THANK YOU! For taking on the role of a leader while attending school! Your dedication to the WAI mission and eagerness to help your peers is commendable. Here are a few tips and tricks to help you manage your chapter!

- **Faculty/Staff Advisor:** Student Chapters must have an advisor who is a member of the school's faculty or staff.
 - The advisor helps maintain continuity as the Chapter's Board of Directors turns over through the school years and as membership changes.
 - Having an excited advisor is important to the success of your chapter.
 - Keep your advisor informed of what's going on with your chapter, how he or she can help you and your board hit your goals for the year, and any valuable information exchanged during the board meetings.
- **The IRS Group Ruling...**The WAI Group Ruling or the School's Group Ruling?
 - Many student chapters will also fall under their school's non-profit group ruling. If you do fall under the school's group ruling, you need to supply a letter from the school each year confirming that this is still the case. We have provided a sample letter for you to use in this instance.
 - If you do not fall under your school's group ruling, you can use WAI's non-profit group ruling. To fall under the WAI group ruling, you must complete the "Authorization for Inclusion in Group Tax Exemption" form when you apply for Official Chapter status.
- **Keeping Track Semester to Semester:** It is *highly suggested* student chapters utilize the continuity tool to store items such as passwords, log in information, banking information, tax information, and annual reports from previous years. The continuity tool is for your internal use...please DO NOT send it to WAI. We suggest you store it and related information on a shared Google Drive or Dropbox folder with documents and information that is passed leader to leader.
- **Succession Planning:** Remember that each year the entire board has the potential to change over and all the magnificent work that you've done for your chapter has the potential to disappear if you do not share it with the people coming behind you! It is your job to pass it to the next set of leaders and train them in how to run your organization! Don't make them recreate the wheel every year! The goal is to leave the chapter leaders coming behind you with the tools and resources they need to be successful in their position.



- Be sure to pass along activities that your membership enjoys, information on contacts that have helped your chapter in the past, and words of encouragement as they take over leadership roles.
- Some student chapters choose to hold elections at the end of the Fall semester for the following spring and fall semesters. This allows the new leadership to come in and learn their roles while the previous leadership is still on campus and have not yet graduated.

There are some awesome resources inside this handbook that you should utilize just like any other chapter – fundraising, hosting a meeting, how to build your calendar, becoming a successful president. As always, if you need specific help that you cannot find in the handbook, the WAI staff is here to help! Please feel free to reach out to Jessi Litz-Rowden, Manager of Chapter Relations, for any questions about WAI you might have...if she doesn't have the answer, she'll be sure to direct you to the WAI staff member who might! You can email Jessi at jrowden@wai.org.

FUNDING YOUR CHAPTER ACTIVITIES

Many chapters rely on sponsors to help with funding their operational costs, events, and scholarships. Many local businesses have a budget for marketing and community outreach. We suggest reaching out to companies that your members work for and organizations with which they are involved.

Sample sponsorship letters and flyers will be available on the Chapter Resource page of WAI.org. If you are at WAI's conference, consider attending the free Chapter Sponsorship Workshop held at the Conference each year. Many chapter leaders have found it to be immensely helpful.

You will have the most success with sponsors when you meet with a local business owner face-to-face. Tell them about your event (and be excited), then ask them for their support. Tell them what they will get out of the partnership. If the company is interested, then give them the letter and flyer. If they agree to sponsor your chapter activities, send them a follow-up letter and an invoice as soon as possible. If they say they need time, follow up with an email about two weeks after your meeting.

Make it easy for your sponsors to send their funds. Square and PayPal have an invoice function. Yes, you will pay a fee associated with this; however, the instant delivery function and "follow up" option with digital invoices make it more likely that you will receive the money. Checks are great since there is no fee, but many companies are moving away from physical checks, and it can sometimes take quite a while to receive funds.

Think beyond cash as well. Sometimes a donated event location, meeting space, photocopies, gifts-in-kind, and raffle items can help your chapter, too.

You will see there is a firm deadline on the attached letter and flyer. We have found that having a deadline is essential to the quick delivery of sponsorship funds.

All members of your chapter can help with raising funds. The fundraising committee will be the core people working to raise money, but your members can provide you with contacts, introduce the team to important people within organizations, and be an advocate for your organization.

Thank your sponsors.

Build a relationship with your sponsors so you can continue to count on their support. Send them a handwritten thank-you note and a photo of your event. Having kids from your GIAD (Girls in Aviation Day) or outreach events sign a card, or a group photo is a wonderful way to say, "Thank you." If your budget allows for it, a framed photo for your sponsors to hang in their offices is a terrific way to keep your chapter in the forefront of your sponsors' minds. When you ask for their support again, they will remember your event and how appreciative you were. It will make the next ask even easier.



Pass your fundraising tips on. When you are no longer president/fundraising chair, let your successor know who has supported your chapter in the past, who did not, and what approaches worked best.

YOU MUST SEND A THANK YOU LETTER AND RECEIPT TO ALL SPONSORS for their records. Do this promptly upon receipt of funds.

<INSERT CHAPTER LOGO>

SAMPLE SPONSOR LETTER

One of the wonderful things about our community is the fact that we often come together to create amazing opportunities for our young people. I am reaching out to you in hopes that you'll join with **Women in Aviation International**, _____ **Chapter** and others in our area to encourage young girls to consider exciting careers in aviation and aerospace.

Women in Aviation International is the largest nonprofit organization in the world dedicated to increasing the number of women involved in all areas of aviation and aerospace. Our local chapter hosts outreach events throughout the year all designed to spark an interest in aviation. Our largest event, Girls in Aviation Day (GIAD), has attracted more than ___ local girls in years past. This year, GIAD will be held on <DATE> at <LOCATION> in <City>. This event has attracted more and more young girls and their families each year. We expect that this year's event will be bigger and better than ever. That's why I am asking for your support.

We rely on the support of our local friends, businesses, and community organizations to help make Girls in Aviation Day a success. Our sponsors show their support with funds, services, volunteers, and supplies. In exchange, our sponsors receive recognition outlined on the attached flyer. Sponsorship opportunities beyond the outlined levels are also available.

We'll promote your support through our social media posts and on our website as soon as we receive your commitment along with your high-resolution logo submission. To be included in our printed material, please send your check and logo as soon as possible. Our sponsorship deadline is <DATE>.

Looking forward to counting you among our many community supporters.

Sincerely,

<SIGNATURE>

<YOUR NAME>

Women in Aviation <_____> Chapter

Fundraising Chair

<Your email>

<Your phone number>



Women in Aviation International <____> Chapter 2023 Sponsorship Opportunities

The _____ Chapter of Women in Aviation will be hosting its annual Girls in Aviation Day at the _____ on _____. This is a wonderful event designed to spark an interest in aviation and aerospace in our community's youth.



Your partnership will allow our chapter to continue to provide this free event for local students who may never before had exposure to the exciting world of aviation and aerospace.

WAI _____
Chapter is a
501(c)3
organization.

Gold Sponsor \$1000

- Company Logo to be displayed on:
 - Chapter & Event Signage through 2023
 - Chapter Web & Social Media Posts through 2023
 - Event Press Releases through 2023
- Ability to Provide Materials in Girls in Aviation Backpacks
- Free Table for Exhibition at Girls in Aviation Day 2023

Make Checks Payable
to:
WAI _____
Chapter

ADDRESS 1
ADDRESS 2

PayPal:

Questions?
Email@Here.com

Silver Sponsor \$500

- Company Logo and/or name to be displayed on:
 - Chapter & Event Signage through 2023
 - Chapter Web & Social Media Posts through 2023
 - Chapter & Event Press Releases through 2023
- Ability to Provide Materials in Girls in Aviation Day Backpacks

Sponsor \$250

- Company Logo and/or name to be displayed on:
 - Chapter & Event Signage through 2023
 - Chapter Web and Social Media Posts through 2023

If you'd like to provide materials for Girls in Aviation Day Backpacks, please email us to set up shipment or pickup before September 1st, 2023.

Sponsorship Deadline – September 1st, 2023

<INSERT CHAPTER LOGO>

<Date>

Name

Company

Street

City, State Zip

Dear <insert recipient>,

Thank you for your support of the Women in Aviation International <INSERT CHAPTER NAME> Chapter. The support of our partners enables us to continue our outreach programs as we encourage young people to follow their dreams and interest in aviation and aerospace.

Your sponsorship support of \$XXX, dated XX/XX/XXXX is greatly appreciated and will be used to help us increase the number of women involved in all areas of aviation and aerospace through our WAI <INSERT CHAPTER> Chapter.

By supporting Women in Aviation International, you are a part of ...

- Building an inclusive, diverse, and sustainable global aviation and aerospace industry
- Investing in our current and future workforce
- Inspiring women and girls to pursue careers in aviation and aerospace.

Women in Aviation International is a nonprofit organization that relies on the generosity of our supporters to help us reach our goals. Because of you, the future of aviation is bright.

Sincerely,

Chapter President



WAI Chapter Fundraising

Raising money to support your WAI chapter's efforts and activities can be a rewarding way to involve others from your community in WAI, and it's a key aspect of your chapter's success. It allows you to raise funds for specific projects and initiatives and build relationships with local supporters. If you are responsible for chapter fundraising, here are some tips to help you be successful:

1. **Define your goals:** Before starting any fundraising effort, it's important to define your goals and what the money will be used for. Set a specific dollar amount to raise to support a particular project. Having specific goals in mind will help you plan and execute a more focused and successful fundraising effort.
2. **Engage your community:** Fundraising is all about engaging with people and building relationships. Reach out to your community, including local businesses, and build partnerships to support your WAI chapter. Share your story and explain the impact your organization is making, and why their support is important.
3. **Utilize social media:** Social media is a powerful tool for reaching out to people and promoting your fundraising campaign. Create a fundraising page on a platform like Facebook or GoFundMe, and use it to share updates, stories, and information about your chapter's activities. Share your fundraising page on your chapter's social media accounts and encourage supporters to share it with their networks.
4. **Host events:** Hosting events can be a great way to raise funds and engage with your community. Plan a fun, interactive fundraising event that will appeal to people in your community. This could be a charity walk, a dinner, or a silent auction. Make sure to promote your event through social media and local media outlets, and encourage attendees to bring friends and family.
5. **Utilize email and direct (snail) mail:** Email and direct mail are still effective ways to reach out to people and promote your fundraising campaign. Create a list of potential donors or sponsors – chamber of commerce lists are a great place to start – including past supporters and local businesses, and reach out to them with a personal message about your fundraising campaign. Make sure to follow up with a phone call or in-person meeting to build a relationship and encourage them to support your chapter.
6. **Thank your donors:** It's important to show appreciation to your donors and sponsors, regardless of the amount they give. Thank them promptly and keep them informed about the impact their donation has made. This will help to build a strong relationship and encourage them to support your chapter in the future.

With the right approach and techniques, you can be successful in raising funds and building relationships with your community. Use these tips to plan and execute a successful fundraising campaign, and make a positive impact in your community.

Questions about raising funds for your chapter? Contact Stephanie Kenyon, WAI Chief Growth Officer, skenyon@wai.org



What makes Women in Aviation International different from other aviation nonprofits?

Donors and sponsors will probably ask you about WAI and how the organization uses donations or sponsor money. Following is a brief description you can use to answer those questions:

Women in Aviation International is the largest nonprofit organization in the world dedicated to increasing the number of women who are involved in ALL aspects of aviation and aerospace.

With more than 16,000 members active in nearly 90 countries around the world, we are a diverse membership brought together by our shared passion for aviation.

By donating to Women in Aviation International, you will be a part of ...

- *Building an inclusive, diverse, and sustainable global aviation and aerospace industry*
- *Investing in our current and future workforce*
- *Inspiring women and girls to pursue careers in aviation and aerospace.*

Yes, fundraising can be fun! Here are 5 reasons why:

1. **Building community:** Fundraising is a great way to bring people together and build community. Whether you're organizing a 5k walk/run or hosting a dinner, fundraising events provide opportunities for people to come together and support a cause they believe in. These events can foster a sense of camaraderie and help build new relationships, making fundraising not only fun but meaningful too.
2. **Creativity:** Fundraising can be a platform for creativity. Whether you're coming up with a unique fundraising idea or designing promotional materials, there's an opportunity to get creative and have fun. From themed events to creative fundraising social media posts, the possibilities are endless.
3. **Personal growth:** Fundraising can help people grow and develop new skills. Whether it's public speaking, organizing events, or managing a budget, fundraising provides opportunities to learn and challenge yourself. It can also help boost your confidence, making it a fun and rewarding experience.
4. **Making a difference:** Fundraising is all about making a positive impact in your community. The satisfaction of knowing that you're making a difference in someone's life is truly rewarding. This is what makes fundraising a fun and fulfilling experience.
5. **Celebrating success:** Fundraising is an opportunity to celebrate success. Whether you're celebrating hitting your goal or recognizing the efforts of your chapter's volunteers and donors, fundraising events provide opportunities to come together and have fun. Celebrating success is a great way to bring people together and build excitement for future fundraising efforts.

Fundraising for your WAI chapter can be a fun and rewarding experience. By building community, tapping into creativity, promoting personal growth, making a difference, and celebrating success, fundraising can be a joyful and fulfilling aspect of any organization. So, embrace the opportunity to have fun while raising money for a great cause!



Donations vs. Sponsorship: What's the Difference?

Donations and sponsorships are two distinct methods of supporting a cause, organization, or event. While both involve giving money, there are important differences between the two that WAI chapter leaders should understand.

Donations refer to gifts made by individuals or organizations to support a cause, organization, or event. Donations are usually made without expectation of anything in return, other than the desire to support a cause or organization that the donor cares about. Donations can be made in various forms, such as cash, in-kind donations (such as donated goods or services), or stock.

Sponsorships, on the other hand, involve a more formal arrangement between a sponsor (usually a business) and a sponsored entity, such as Women in Aviation International. In exchange for a financial contribution, sponsors receive a range of benefits, such as public recognition, advertising, signage, and exposure to the sponsored entity's audience. Sponsorships are often used as a marketing tool to reach new customers and to build brand awareness.

One key difference between donations and sponsorships is the level of control the donor or sponsor has over how the money is used. With a donation, the donor typically gives with the expectation that it will be used for the general purposes of supporting the mission and good work of Women in Aviation International. With a sponsorship, a written sponsorship agreement will outline the specific benefits the sponsor will receive in exchange for their financial contribution.

Sponsorship money typically comes from a business's advertising and marketing budget, while charitable donations often come from a company's community relations or corporate responsibility budget. Donations may come from a company's charitable foundation set up specifically to award grants and donations to nonprofits aligned with the company's vision and mission.

Another difference is the level of visibility and recognition the donor or sponsor receives. Donors often receive recognition for their contributions, but it is typically less formal and listed separately along with other philanthropic support. Donations can be recognized in annual reports, in newsletters, and on a nonprofit's website. Sponsors receive different levels of recognition and visibility based on how much they have contributed to an event or program. These benefits are outlined in sponsor solicitation materials and in writing to acknowledge the amount a company has given in sponsorship dollars.

While both donations and sponsorships are important ways of support for WAI and its chapters, it is important to understand the differences between the two. Donations are typically made without expectation of anything in return, while sponsorships involve a formal agreement and provide benefits to the sponsor in exchange for their financial contribution. Understanding the differences between donations and sponsorships can help businesses make informed decisions about how they can support the causes they care about.

Is there a tax benefit to sponsorship as opposed to a charitable donation?

In general, sponsorships may provide some tax benefits to businesses, but they are not the same as tax deductions for charitable donations.

In the United States, a business that sponsors an event or organization may be able to claim a tax deduction for its sponsorship payment as an ordinary and necessary business expense. This means that the payment is deductible from the business's taxable income as a business expense, just like any other expense such as advertising, rent, utilities, or supplies. However, the tax benefit of a sponsorship payment is limited to the amount of the payment that is directly related to the business's trade or business. Any amount that exceeds this limit is not deductible.

In contrast, charitable donations made by individuals and businesses are deductible as charitable contributions on their tax returns, subject to certain limitations. Your WAI chapter is a nonprofit organization. Some donors may request copies of WAI's nonprofit documents as well and/or a Letter of Good Standing from WAI headquarters to the Chapter – all can be sent to you upon request from the Manager of Chapter Relations.

It is important to note that the tax treatment of sponsorships and charitable donations may vary depending on the jurisdiction and the specific circumstances of the sponsorship or donation. As such, businesses and individuals should consult a tax professional for specific guidance on the tax implications of their sponsorships and charitable donations.

Be sure to send a thank you letter to your donors and sponsors to thank them for supporting your chapter and WAI's mission.

How to talk with potential sponsors about why they should support your chapter

You've arranged a meeting with a potential sponsor. Good going! Now what? Tell them why your chapter is the best choice when considering local nonprofits to support. Here are a few talking points to help you move that conversation along with ease and confidence:

- **Increased visibility:** Your company logo and brand messaging will be prominently displayed in event materials, on-site signage, and promotional communications, increasing your visibility in the local community.
- **Targeted audience:** Sponsorship gives you the opportunity to reach a highly engaged audience of people who are interested in the event and its mission.
- **Community engagement:** Sponsorship shows your commitment to supporting your local community and building positive relationships with community members.
- **Networking opportunities:** Sponsorship provides opportunities to network with other businesses, community leaders, and event attendees, helping to build and strengthen relationships with potential customers and partners.
- **Employee engagement:** Sponsorship gives your employees an opportunity to volunteer and participate in a meaningful community event. And they'll develop important relationships with other community members.
- **Product or service promotion:** Sponsorship provides opportunities to showcase your products or services and engage with attendees through interactive activities and demonstrations.
- **Recognition:** Sponsorship includes recognition in event materials, on-site signage, and promotional communications, highlighting your company's support for the event and its mission.



[Your Name]
[Your Organization Name]
[Address]
[City, State ZIP Code]
[Email Address]

[Date]

Dear [Potential Sponsors],

We are excited to offer you the opportunity to support and participate in Girls in Aviation Day, a unique and inspiring event dedicated to promoting and supporting women in aviation. This event is organized by Women in Aviation International chapters all over the world, each reflecting the uniqueness of their individual communities.

As a sponsor of our chapter's local Girls in Aviation Day, you will have the opportunity to reach a highly engaged audience of young girls and women who are passionate about aviation, as well as the business leaders, educators, and community members who are committed to supporting their success.

Here are just a few of the many benefits of sponsoring Girls in Aviation Day:

1. Increase your brand visibility: Your company's logo and brand messaging will be prominently featured in event materials, on-site signage, and promotional communications.
2. Engage with our attendees: You will have the opportunity to engage directly with attendees through interactive workshops, hands-on activities, and other opportunities to showcase your company's products and services.
3. Support diversity and inclusion: Your support for Girls in Aviation Day demonstrates your commitment to promoting diversity and inclusion in our community and to inspiring the next generation of women in aviation and aerospace.
4. Build relationships: You will have the opportunity to network with other businesses, educators, and community leaders who share your commitment to supporting women in aviation.
5. Invest in the future: By supporting Girls in Aviation Day, you are investing in the future of our community and helping to inspire and support the next generation of female aviators.

We offer several sponsorship opportunities, ranging from [\$500 to \$5,000], and we would be happy to work with you to develop a package that meets your specific needs and goals.

We believe that Girls in Aviation Day is a unique and exciting opportunity to encourage and inspire girls to consider entering the exciting world of aviation and aerospace. We would be honored to have you join us as a sponsor and participate in this important event.

Thank you for your time and consideration. We look forward to working with you to make Girls in Aviation Day a success.

Sincerely, [Your Name] [Your Chapter's Name]

Sample: Copy can be inserted into your own chapter's handout design

[Name of Women in Aviation Chapter]

Sponsorship Opportunities for Girls in Aviation Day

Join us in empowering the next generation of women in aviation and make a difference in your community. As a sponsor of Girls in Aviation Day, your organization will play a vital role in inspiring and educating young girls about the exciting opportunities in the aviation industry.

With three levels of sponsorship to choose from (\$250, \$500, and \$1000), we offer a range of benefits that allow you to get involved at the level that makes the most sense for your organization.

\$250 Level: Community Supporter

- Recognition in Girls in Aviation Day event materials, including flyers and social media posts
- Listing on our chapter's Girls in Aviation Day Facebook page as a Community Supporter

\$500 Level: Bronze Sponsor

All benefits of the Community Supporter level, plus:

- Logo placement on Girls in Aviation Day event materials
- Two tickets to Girls in Aviation Day event

\$1000 Level: Silver Sponsor

All benefits of the Bronze level, plus:

- Company table at Girls in Aviation Day event
- Opportunity to provide materials in event goodie bags
- Recognition in event press release
- Four tickets to Girls in Aviation Day event

By becoming a sponsor of Girls in Aviation Day, you'll help us inspire the next generation of women in aviation and show your commitment to diversity and inclusion in the aviation industry.

Thank you for your consideration and support. We look forward to working with you to make Girls in Aviation Day a success.

For more information on sponsorship opportunities, please contact [Name and Contact Information].



Sample Letter of Thanks for Sponsors

[Your Name and Title]

[Date]

[Your Women in Aviation Chapter Name]

[Address]

[City, State Zip Code]

[Business Name]

[Address]

[City, State Zip Code]

Dear [Business Contact Name],

On behalf of [Your Women in Aviation Chapter Name], I wanted to take a moment to express my deep appreciation for your generous support of our Girls in Aviation Day event. Your sponsorship at the [\$250/ \$500/ \$1000] level has been a tremendous help in ensuring that this year's event was a success.

Girls in Aviation Day is a unique way to encourage young girls to learn more about the exciting opportunities in the aviation industry and to be inspired by female role models in the field. With your support, we can make a real difference in the lives of these young girls and encourage them to pursue careers in aviation.

Your generosity will have a lasting impact on the girls who attend Girls in Aviation Day, and we are grateful for your commitment to our mission. In exchange for your generous support, your company's name was prominently displayed at the event and recognized in all event materials, ensuring maximum visibility and exposure for your business.

[Be sure to include copies or photos of your sponsor's visibility at the event]

Thank you again for your support of Girls in Aviation Day and [Your Women in Aviation Chapter Name]. We look forward to working with you in the future to make a positive impact in our community.

Sincerely,

[Your Name and Signature]

[Your Women in Aviation Chapter Name]

[Address]

[City, State Zip Code]

[Phone Number]

[Email Address]



Sample Thank-you Letter for Charitable Donors

[Your Name and Title]

[Date]

[Women in Aviation International Chapter Name]

[Address]

[City, State Zip Code]

[Donor Name]

[Address]

[City, State Zip Code]

Dear [Donor Name],

On behalf of Women in Aviation International [Chapter Name], I wanted to extend my sincerest thanks for your generous donation of [\$ amount]. Your support is greatly appreciated and will go a long way in helping us achieve our mission of increasing the number of women who are involved in all aspects of aviation and aerospace.

Women in Aviation International provides opportunities and resources for women in the aviation industry. Your donation will allow us to continue offering programs and events that encourage girls and women to pursue careers in aviation, as well as provide support and mentorship for those already in the field.

Your generosity is truly making a difference in the lives of women in aviation, and we are grateful for your support. We believe that through the collective efforts of individuals like you, we can continue to make a positive impact in the industry.

Thank you again for your generosity. Your investment in Women in Aviation International will have a lasting impact on the future of women in aviation.

Sincerely,

[Your Name and Signature]

[Women in Aviation International Chapter Name]

[Address]

[City, State Zip Code]

[Phone Number]

[Email Address]

Your contribution may be tax-deductible to the fullest extent allowed by law. Please consult with your tax advisor for more information. This letter serves as acknowledgement of your contribution of (insert amount of cash donation) on [Date]. No goods or services were provided in exchange for this contribution. [Name of Your Chapter] is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN [##].



WAI ANNUAL CONFERENCE 2024

Join us in Orlando, Florida, at the Orlando World Center Marriott for the 35th Annual International Women in Aviation Conference March 21-23, 2024.

WAI Chapter Connect

Wednesday, March 20, 2024

6:30-7:30 p.m.

([ticket required](#)/invitation only)

All chapter members registered for conference are invited to this free kick-off event. If you are registered for the conference and a member of a chapter but haven't received your invitation or would like to attend, email [Jessi Rowden](#). Kick off the 2024 Conference with the WAI Chapter Connect reception, one of the highlights of a chapter member's Conference experience!

WAI Chapter Leadership Workshop

Thursday, March 21, 2024

8-11 a.m. This session will include a discussion on the most common challenges faced by WAI Chapter leaders, WAI chapter management tools, and WAI chapter operational ideas. The session will also include an interactive workshop, with an AMAZING guest presenter to help chapter leaders learn new and innovative techniques to apply to their chapters and professional lives. An update on chapter programs, resources, and opportunities will also be included. If you're a chapter leader, this event will be packed with information and useful tools that you do not want to miss.

Finding Sponsors to Support Your WAI Chapter

Presented by WAI CHAPTERS

Thursday, March 21, 2024

2:30-4:00 p.m.

In this Chapter Leadership session, hear from a variety of leaders who have successfully navigated the challenges of fundraising and securing sponsorship partnerships for their chapters. New chapters, student chapters, and standard chapters will be present to speak about their experiences and share their expertise to help YOU engage your community and gain sponsor support for your chapter's operations and activities.



Plan and Host an Outstanding Girls in Aviation Day Event

Friday, March 22, 2024

1:45-3:15 p.m.

Girls in Aviation Day is one of the most exciting annual events hosted by WAI Chapters and Corporate members. With a goal to inspire and connect girls (and boys!) ages 8-18 in communities throughout the world, GIAD provides education and fun while teaching youth about the aviation and aerospace industries. Hear from seasoned event hosts sharing their experience to learn how to plan and host an outstanding GIAD event for Saturday, September 21, 2024.

How to Start a WAI Chapter

Friday, March 22, 2024

3:30-5:00 p.m.

Interested in learning how to start a chapter in your local community? This is the session for you! Learn about how to make starting your WAI chapter easy and stress-free, and how to approach operating your local chapter to grow a dynamic and engaging WAI chapter.

Student and Collegiate Chapter Leadership Workshop

Saturday, March 23, 2024

10:45-11:15 a.m.

Student and Collegiate chapters are unique in their structure and operation. This interactive session will present a panel of student and collegiate chapter leaders to talk about the challenges and opportunities leaders face. They will offer their experience and expertise and provide tools that will help you and your team lead your Student and Collegiate chapter with confidence.

Chapter Showcase at the Membership Booth

During Conference, we welcome Chapters to showcase your chapter for an hour or two in the Membership Booth in the Exhibit Hall at Conference. This is an opportunity to talk to your current and prospective members and greet other chapters from around the world. You can even sell Chapter branded items. Interested chapters must complete a Chapter Showcase Request Form and email it to Jessi Litz-Rowden at jrowden@wai.org by February 25, 2024.



Conference Volunteer Opportunities

To keep conference costs as reasonable as possible, WAI relies on the most amazing group of volunteers to help provide a memorable experience for all attendees! The best kept secret is that volunteering at Conference will lead to more fun than you've ever had at Conference! If your chapter members would like to get involved as individuals or as a group, please contact the Volunteer Coordinator at volunteer@wai.org and let us know that you would like to volunteer your time. And thank you in advance!

Dorothy Hilbert Chapter Volunteer of the Year Award

All volunteers are fantastic volunteers, but we know you have that superstar member of your chapter; the lady who has great ideas, always comes through for the group, and always puts in that extra effort. **We want to hear about them!**

The award honors a chapter member who has gone above and beyond in service to her chapter. One nominee per chapter may be submitted. To submit your nomination for the Dorothy Hilbert Chapter Volunteer of the Year, please submit a short essay explaining how the chapter member has done in service of the chapter and community [HERE](#) by February 25, 2024.

Chapter Logo Contest

Grand Prize a NEW WAI Chapter Pop-Up Banner (a \$350 value!)

This year, we'll hold the Chapter Logo Contest in the Membership Booth again. We have so many chapters now, that we'll only feature the custom chapter logos in competition signage. While we do have many of your chapter logos already, we want to be sure we have the latest and greatest. So if you would like to participate, please send [Jessi](#) a high-res version of your chapter logo by February 25th for it to be included on the signage for judging.

If you do not have a custom chapter logo, but would like to develop one to be judged, let me know as soon as possible and we can send you your "chapter ring".

WHAT DO YOU WIN? You win a custom WAI pop up banner with your chapter's logo (a \$350 value!)

Be sure to send your logo for entry to Jessi Rowden at jrowden@wai.org by February 25, 2024.



TRAVELING PULL-UP BANNER & CHAPTER BANNERS

TRAVELING PULL-UP BANNER

Don't own your own pull-up banner? No worries! WAI may have a traveling pull-up display available for your chapter to use at air shows and other events. The banner is available on a first-come, first-served basis, so plan early. If you are planning an exhibit and would like to use the banner, contact Jessi Rowden jrowden@wai.org or 937-839-4647 to reserve the traveling pull-up banner. WAI pays the shipping costs to your event, and your chapter is responsible for return shipping costs, which should be less than \$50 when shipped by ground.

PULL-UP BANNERS

You might consider buying one or two pull-up banners that WAI has designed and are available to chapters for customization and purchase. Pricing starts at \$160 each, plus shipping. The sample below is 83.25" high and 39.25" wide. A step-and-repeat banner is available with prices starting at \$140.



OPTIONAL ADJUSTABLE BANNER STAND

Contact the Manager of Chapter Relations if you need more information. Please complete all of the information and requests for information [HERE](#) to order and pay for your banner. (Pricing varies per item.)

- ▶ Local WAI Energy & Year-Long Connections
- ▶ Girls in Aviation Day & Other Inspiring Activities
- ▶ Scholarships & Opportunities
- ▶ Networking, Support & Comradery
- ▶ Fun & Engaging Tours & Events

ONLINE TOOLS

Automating your chapter business can free up a lot of time for you to do more important tasks! Here are a few online tools that we've come across that might help make leading a chapter easier and more efficient:

MailChimp: Is a free email list server that lets you use your own email. You can have up to 1500 members on your list for free. With MailChimp, you can even schedule emails ahead of time, taking out the worry that you forgot to send an email when life gets busy! You can schedule all your emails ahead of time and let MailChimp take care of the rest! Note, some emails will mark MailChimp as spam, so make sure your members add your email to their contacts.

Facebook: Facebook is a great way to share information with a lot of people all at once. For those members that don't check email, they may see your post on Facebook. You can have either a "like" business page that anyone can follow, or an open, closed, or secret group. For both, you can schedule posts ahead of time. Both allow you to schedule events and invite friends to these events. It's a good idea to add your members to your personal Facebook page so you can personally invite them to your events! (This also helps with getting to know and fostering relationships with your members). Facebook algorithms can sometimes hide your posts – especially if you don't pay for them! So don't use this as your only communication source. If your members are also your friends, they're more likely to see your posts. Groups have an option for members to select "see all posts" in their notification settings. Some chapters have had luck advertising their events with paid posts.

Google Forms: This free tool is a fantastic way to collect data from your members. You can make questions required, collect email addresses, and send out the link to the form in emails or texts. Once you've collected responses, you can pop it into a spreadsheet and sort for easy use. You can also put your Google Forms up on your website to collect data and add a plug in to get an email when someone answers your form.

Google Drive/Dropbox: For documents that you're sharing amongst various board members, it's so easy to create spreadsheets or documents on Google Sheets or Google Docs and save it to your Drive account. Additionally, saving pertinent chapter documents to Google Drive or Dropbox can ensure that nothing gets left with previous board members as the account is owned by the chapter. Free storage space on Google Drive is generous and inexpensive if you go over the free amount.

EventBrite: Is a great free way to promote your events, and it can link with Facebook. EventBrite will charge a fee on any money you collect. You're able to email anyone registered for the event ahead of time (and even schedule the emails) and collect the email addresses into a spreadsheet when the event is over.

Zoom: Is a video conferencing software that you can email out invitations. The first 45 minutes for up to 100 participants are free. Chapters will send out two Zoom links and have 1.5 hours of coverage, which is usually long enough for an online meeting. This is also great for hosting a impromptu board meetings for emergency situations, or regularly scheduled board meetings if your board can't all be in the same place at the same time.

Square: Is a great app to collect money. You can take credit cards on the spot using a reader (inexpensive or free) or by typing the credit card number into the app. Square will charge you a fee on the money you collect. Chapters typically see that they do more in sales when they have a digital option, despite having to pay the transaction fees. Some chapters will pass the transaction fee on to the payee. Square also has an option to send a customized invoice to your sponsors or members.

PayPal: Is another way to collect money. People can send you dues or money for swag/donations using your email or a customized PayPal.me link. You will pay a fee to PayPal, but it is less if you add your nonprofit EIN. You are also able to send customized invoices to members or sponsors.

Canva: Is a photo editing website great for making invitations and Facebook banners. It is quite easy to navigate and many of the templates are free or very inexpensive (\$1-\$2).

Project Broadcast: Is a texting app/website that uses a real phone number. Created for direct sales companies, it can have a small learning curve, but can be amazingly effective in sending bulk text messages that all look personalized. Members can also reply, and you can reply as if it were just a regular text message.

Cheddar Up: Collects money online and can connect directly to the chapter bank account for deposits. Create funding pages, manage events, collect recurring dues and fees, registration, sales and more are available through this platform. (Fees apply.)



GIRLS IN AVIATION DAY (GIAD)

Girls in Aviation Day (GIAD) is Women in Aviation International's global event designed to encourage girls to pursue careers in aviation and aerospace.

In 2020, due to the COVID-19 pandemic, WAI developed the Aviation for Girls App to hold GIAD virtually. The App allowed girls from all over the world to learn about aviation, enjoy WAI content, and quench their aviation curiosity year-round for free. In 2023, chapters and WAI corporate members hosted over 30,000 adults and kids at in-person events all over the world, and thousands of girls also visited the Aviation for Girls App.

ONLY WAI chapters and corporate members are sanctioned to host in-person events for girls ages 7-17, as their local health guidance allows. WAI will continue to offer more virtual materials, activities, information, and interviews via the Aviation for Girls app through 2024.

While you're planning your 2024 calendars, mark your calendars for Girls in Aviation Day 2024 on September 21, 2024. More information and an updated [GIAD toolkit](#) will be coming in Spring 2024 on the [chapter resources page](#) of the WAI website.

The WAI chapter staff will also hold an educational session at the WAI Annual Conference each year to share ideas and best practices with chapter leaders and members from around the world. The annual GIAD conference will be held on March 23, 2024, during the 35th annual WAI Conference in Orlando.

Many chapters find the WAI Chapter Leaders Page on Facebook to be a good sounding board for questions, ideas and other considerations for GIAD. We hope you'll use this excellent resource. Your fellow WAI chapter leaders are a terrific source for valuable information and inspiration.

Please also be sure to follow the logo and branding rules found in [WAI's Brand Guidelines](#).

Access the Aviation for Girls App (for your mobile device) here:

[Apple Device Download](#)

[Google Device Download](#)



FLYING EVENTS & ACTIVITIES

WAI Chapters may not conduct flying events or activities under the Women in Aviation International or WAI Chapter banner.

WAI's insurance policy does not cover flying activities, your chapter may not engage in flying activities or host flying events in the name of WAI or in the name of your chapter.

Chapters *may* attend and support events hosted by other organizations that involve flying, but flying activities may not be conducted as the WAI chapter. For example, your chapter might want to work at a registration table or have a chapter booth at a flying event, and those activities are perfectly acceptable.

Additionally, flying activities **may not** be conducted by WAI at your Chapter's Girls in Aviation Day events by your Chapter or by anyone attending or exhibiting at the event.



INSURANCE

WAI maintains an insurance policy that provides insurance for U.S. and Canadian chapters, with the following coverage:

- Commercial General Liability, \$1,000,000 per occurrence. This covers bodily injury and property damage if the chapter is liable.
- Products and Completed Operations. This covers products (if any) you would have and your completed operations (if any).
- Personal and Advertising Injury Liability. This covers libel and slander from a person or from advertising.
- Fire Damage Legal Liability, \$50,000. This covers fire damage that you cause to a non-owned structure or its contents.
- General Aggregate, \$2,000,000. This is the most our policy will pay in a given year. The per occurrence coverage is \$1,000,000, with an aggregate of \$2,000,000.

All chapters, collectively, are subject to these limits. Each chapter does not have its own separate limits.

***Very important!* Flying activities are not covered under the WAI insurance policy. (See "Flying Activities.")**

The WAI insurance policy also **does not cover chapter directors' and officers' liability (D & O)**. If your chapter would like D & O coverage, you must obtain it on your own.

In addition, the WAI insurance policy does not provide coverage to chapters who engage in selling alcoholic beverages at chapter or other events. If your chapter sells alcoholic beverages, you should obtain your own insurance policy and name WAI as an additional insured.

PROOF OF INSURANCE, CERTIFICATE OF INSURANCE

The blanket WAI Certificate of Insurance is available on the Chapter Resources page. Should your event venue require that they be "named insured" on the WAI policy, please fill out the supplied form (also on the Chapter Resources page) and return it to the Manager of Chapter Relations at least 10 days prior to the event.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: VW

DATE (MM/DD/YYYY)

04/05/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Roselius Insurance Agency, Inc 55 E. Dayton St. West Alexandria, OH 45381 Rick D Pickerell Jr		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: WOMA001		FAX (A/C, No):	
INSURED Women in Aviation International 1864 Dayton Germantown Pike Germantown, OH 45327		INSURER(S) AFFORDING COVERAGE			NAIC # 10677
		INSURER A : Cincinnati Insurance Co.			
		INSURER B : Arlington Roe			
		INSURER C :			
		INSURER D :			
		INSURER E :			
		INSURER F :			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY			EPP0314064	02/14/2023	02/14/2024	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
B	<input type="checkbox"/> Int'l Liab			PHFD95010738001	12/03/2022	12/03/2023	MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			EPP0314064	02/14/2023	02/14/2024	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						PRODUCTS - COMP/OP AGG \$ 2,000,000
X	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			EPP0314064	02/14/2023	02/14/2024	Int'l Lia \$ 1,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC IN OHIO -STATE FUNDED			BODILY INJURY (Per person) \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A					BODILY INJURY (Per accident) \$
B	<input checked="" type="checkbox"/> Arlington Roe			PHFD95010738001	12/03/2022	12/03/2023	PROPERTY DAMAGE (PER ACCIDENT) \$
							Hired Physical Damage \$ 40,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Evidence of Current Liability Insurance**CERTIFICATE HOLDER****CANCELLATION**

Insured's Copy INSC001	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2009 ACORD CORPORATION. All rights reserved.



REQUEST FOR CERTIFICATE OF INSURANCE

Today's Date: _____

Chapter Name: _____

Chapter Contact: _____

Contact Email: _____

Contact Phone: _____

Event

Event Name: _____

Event Date: _____

Event Location & Address:

Entity Requesting Proof of Coverage

Are they requesting to be named as Additional Insured? Yes No

Company/Entity: _____

Address: _____



Women in Aviation International
Brand Identity Guide

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Brand Story

Our Vision Our Mission

Women in Aviation International (WAI) is a nonprofit organization dedicated to the encouragement and advancement of women in all aviation career fields and interests.

Our diverse membership includes astronauts, corporate and airline pilots, maintenance technicians, engineers, air traffic controllers, business owners, educators, journalists, flight attendants, high school and university students, air show performers, airport managers and many others.

At WAI, we strive to encourage, empower, and educate all those whose lives and work involve aviation and aerospace without regard to gender identity, race, age, sexual orientation, physical or mental abilities, ethnicity or point of view. We know with certainty that our shared passion for airplanes transcends any differences among us.

We provide year-round resources to assist women in aviation and to encourage young women to consider aviation as a career. WAI also offers educational outreach programs to educators, aviation industry members, and young people nationally and internationally. Our most recent initiative is our Girls in Aviation Day program for girls ages 8 to 17.

In addition, WAI promotes public understanding of the accomplishments and contributions of women in aviation. This includes historic notables such as Amelia Earhart, Bessie Coleman, Eileen Collins, Jeana Yeager, Nicole Malachowski and many others. We recognize these women through our WAI Pioneer Hall of Fame program.

LOGO USAGE: CHAPTER LOGO

Guidelines For Chapter Logo Usage

WAI provides, at no expense to the chapter, an initial chapter design, which contains a standard airplane design in the inner circle. Also provided is a design with a blank inner circle in which your chapter may place its own regional design, subject to approval of WAI. Please contact the chapter team at chapters@wai.org if you would like to have your logo or the outer ring sent to you.

Your Chapter logo should be used in all chapter applications including apparel, banners, advertising, promotions, communications, sponsorships, social media, etc.




If your chapter wants to develop a custom logo, we recommend that you work with a local designer to develop and finalize the inside, custom design. When working with logo designs, please keep the following guidelines in mind:

- The logo must meet the requirements as spelled out by the WAI Brand Identity Guide.
- The outer ring of the logo must contain the words and fonts provided and must be in black and white. The fonts used are “Franklin Gothic Condensed” and “ITC Franklin Gothic Book.” See the sample to the right. DO NOT change the size of these fonts.
- If you use the standard chapter logo in the inner circle, the color must be PMS285 which also translates to: CMYK 91 cyan, 43 magenta; Hex #007CC3; RGB 0, 124, 195.
- The words “Women in Aviation” and “Women in Aviation International” are registered trademarks of Women in Aviation International. Always use the trademark designation ® following the trademarks.
- The words, “A CHAPTER OF WOMEN IN AVIATION INTERNATIONAL®” must be shown under the outer circle.
- Use the following trademark credit line in publications, brochures and on chapter websites: “Women in Aviation® and Women in Aviation International® are registered trademarks of, and are used with permission of, Women in Aviation International.”
- We recommend that the logo be designed in vector format to allow for scaling without pixilation to any size.




LOGO USAGE: #IamWAI

Logo Filename

	4-color CMYK Vector	IamWAI_Horizontal_Black.eps
	RGB	IamWAI_Horizontal_Black.jpg IamWAI_Horizontal_Black.png
	4-color CMYK Vector	IamWAI_Horizontal_Blue.eps
	RGB	IamWAI_Horizontal_Blue.jpg IamWAI_Horizontal_Blue.png
	4-color CMYK Vector	IamWAI_Horizontal_White.eps
	RGB	IamWAI_Horizontal_White.png

Logo Filename

	4-color CMYK Vector	IamWAI_Vertical_Black.eps
	RGB	IamWAI_Vertical_Black.jpg IamWAI_Veritcal_Black.png
	4-color CMYK Vector	IamWAI_Vertical_Blue.eps
	RGB	IamWAI_Vertical_Blue.jpg IamWAI_Vertical_Blue.png
	4-color CMYK Vector	IamWAI_Vertical_White.eps
	RGB	IamWAI_Vertical_White.png

Files for these logos are available for download in the Members Area of the website at WAI.org/members/organizational-information

LOGO USAGE: GIRLS IN AVIATION DAY

WAI chapters and corporate members that host an official WAI Girls in Aviation Day should reference the following logo guidelines.



Logo colors



Pantone PMS 2101C
C 55, M55, Y 0, K 0
R126, G120, B184
7E78B8



Pantone PMS 2299C
C 34, M0, Y 100, K 0
R181, G211, B52
B5D334




Black
K 100





Pantone PMS 2039C
C 2, M90, Y 12, K 0
R233, G58, B134
E93A86


Logo Filename


	4-color CMYK Vector	WAI_GIAD_Logo.eps
	3-color Pantone Vector	WAI_GIAD_Logo_Spot.eps
	RGB	WAI_GIAD_Logo.jpg WAI_GIAD_Logo.png

Various logo color combinations are available when printing on a dark background.

	1-color Vector	WAI_GIAD_Logo_AllWhite.eps
	RGB	WAI_GIAD_Logo_AllWhite.jpg WAI_GIAD_Logo_AllWhite.png

	1-color Vector	WAI_GIAD_Logo_AllBlack.eps
	RGB	WAI_GIAD_Logo_AllBlack.jpg WAI_GIAD_Logo_AllBlack.png

	3-color Pantone Vector	WAI_GIAD_Logo_3colorwhite.eps
	RGB	WAI_GIAD_logo_3colorWhite.jpg WAI_GIAD_logo_3colorWhite.png

	3-color Pantone Vector	WAI_GIAD_Logo_3colorblack.eps
	RGB	WAI_GIAD_Logo_3colorblack.jpg WAI_GIAD_Logo_3colorblack.png

Files for these logos are available for download in the Chapter Resources area of the website at WAI.org/chapters/resources.

UNACCEPTABLE LOGO USAGE: GIRLS IN AVIATION DAY

NO!

- Do NOT stretch or distort the logo
- Do NOT modify the logo in any way
- Do NOT tilt the logo
- Do NOT change the colors
- Do NOT develop your own version using different fonts or hand lettering



Do NOT place the logo on busy backgrounds



Do NOT create your own version of the logo.
Please download the correct version at
WAI.org/members/organizational-information



LOGO USAGE: GIRLS IN AVIATION DAY MERCHANDISE

T-Shirts



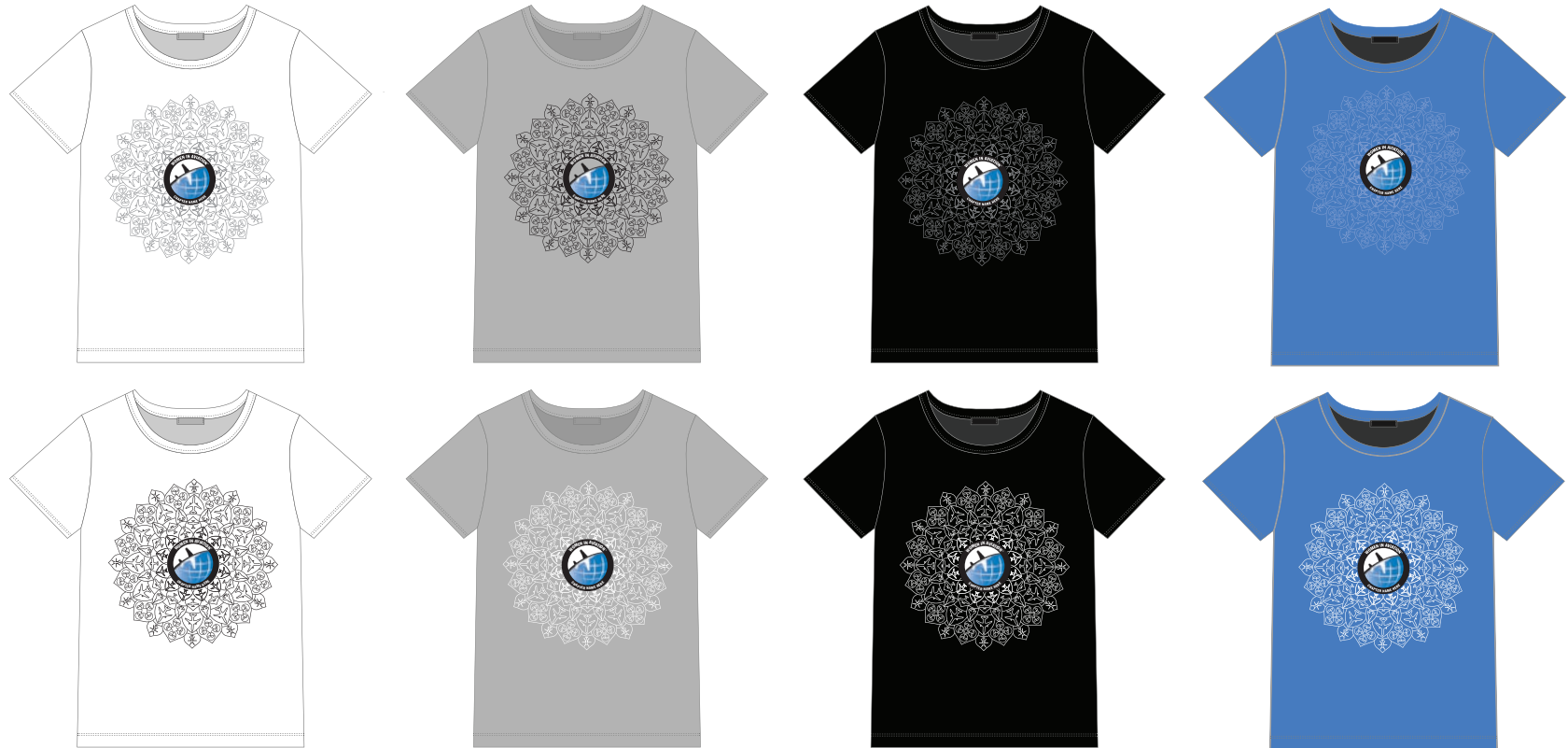
LOGO USAGE: GIRLS IN AVIATION DAY MERCHANDISE

Backpacks



LOGO USAGE: MANDALA

T-Shirts



Mandala with chapter logo.

You may use either your approved custom chapter logo or the standard WAI chapter logo.

Mandala color should only be printed in black, white, grey or tone-on-tone. Tone-on-tone uses either a lighter or darker shade of the color of the T-Shirt to create a more subtle effect.

Files for this artwork are available for download in the Chapter Resources area of the website at [WAI.org/chapters/resources](https://www.wai.org/chapters/resources).

PULL-UP BANNER


WAI provides pull-up chapter banner design.

The banner can either contain a standard airplane design in the inner circle and your chapter name in the outer circle or your own approved regional design.


Banner size is 35.5" w x 83" h and comes with a carrying case.

Chapter pull-up banners are available at a price of \$325 plus shipping.

Your chapter can order the pull up banner here: <http://bit.ly/2021ChapterBanner>




WOMEN IN AVIATION
INTERNATIONAL



WOMEN IN AVIATION
CHAPTER

CONNECT | ENGAGE | INSPIRE



- ▶ Local WAI Energy & Year-Long Connections
- ▶ Girls in Aviation Day & Other Inspiring Activities
- ▶ Scholarships & Opportunities
- ▶ Networking, Support & Comradery
- ▶ Fun & Engaging Tours & Events

BUSINESS CARDS

WAI provides chapter business card design for your use.

Card size is 3.5" w x 2" h.

The card can either contain the standard chapter logo in the inner circle and your chapter name in the outer circle or your own approved custom chapter logo.

Please contact chapters@wai.org to order.



POSTCARDS

WAI provides chapter postcard design.

The card can either contain the standard chapter logo in the inner circle and your chapter name in the outer circle or your own approved custom chapter logo.

Card size is 7" w x 5" h.

Please contact chapters@wai.org to order.

FRONT



BACK



TYPOGRAPHY

FONTS

Typefaces were chosen for optimal usability, availability, and reproduction.

POWERPOINT

Headline	AaBbCc1234
Calibri Bold	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Body Text	AaBbCc1234
Calibri	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

SIGNS

Headline	AaBbCc1234
Myriad Pro Bold	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Body Text	AaBbCc1234
Myriad Pro Regular	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Myriad Pro Italic
Myriad Pro SemiBold
Myriad Pro SemiBold Italic

EDITORIAL STYLES

Women in Aviation International name	Reference to Women in Aviation International with the acronym WAI is commonly used in place of the organization’s full title. Use of this acronym is accepted in all forms of publication only after Women in Aviation International is mentioned once within the publication; listing the acronym within parentheses directly following the organization’s full name. There is NO comma between Aviation and International.	<ul style="list-style-type: none"> • “Women in Aviation International (WAI) helped me to achieve my dreams of becoming an aircraft mechanic! Thank you, WAI!” <p>Incorrect Usage:</p> <ul style="list-style-type: none"> • “WAI helped me to achieve my dreams of become an aircraft mechanic! Thank you, WAI!”
Time	<ul style="list-style-type: none"> • 4 p.m. not 4PM, 4 P.M. or 4 pm whole hours do not need 00 • Whole hours do not need :00 for minutes • Midnight and Noon are spelled out 	<ul style="list-style-type: none"> • The reception takes place 5 p.m.–6:30 p.m.
Bullets	<ul style="list-style-type: none"> • Do use bullets NOT dashes for lists • Capitalize first letter only in bullets • Do NOT use periods at end of bullets even with a complete sentence unless bullet point is longer than one sentence 	<ul style="list-style-type: none"> • Bullets • This is a complete sentence. Therefore, you need to use a period
Headers	<ul style="list-style-type: none"> • Capitalize first, last and all principal words • Capitalize any word over three letters 	<ul style="list-style-type: none"> • Editorial Style • Be More Productive With WAI
Dashes/Hyphen	<ul style="list-style-type: none"> • Do not use a hyphen in email • Do use a hyphen in e-book • Use hyphens to link words in a compound adjective • Do not put a space before or after an em dash 	<ul style="list-style-type: none"> • Kelly sent an email • Download free e-book • A four-year contract
Quotations	<ul style="list-style-type: none"> • Names of publications should be italicized not put in quotations 	<ul style="list-style-type: none"> • The article in Aviation for Women...
Spacing	<ul style="list-style-type: none"> • Use a single space after a period 	<ul style="list-style-type: none"> • You do not need to put two spaces after a period, unless you are still using a typewriter
Email	<ul style="list-style-type: none"> • WAI staff email address should be italicized 	<ul style="list-style-type: none"> • kmurphy@wai.org
Website	<ul style="list-style-type: none"> • WAI website should be shown as WAI.org. With “WAI” in all caps and without www before 	<ul style="list-style-type: none"> • WAI.org • Incorrect www.wai.org

NOTES

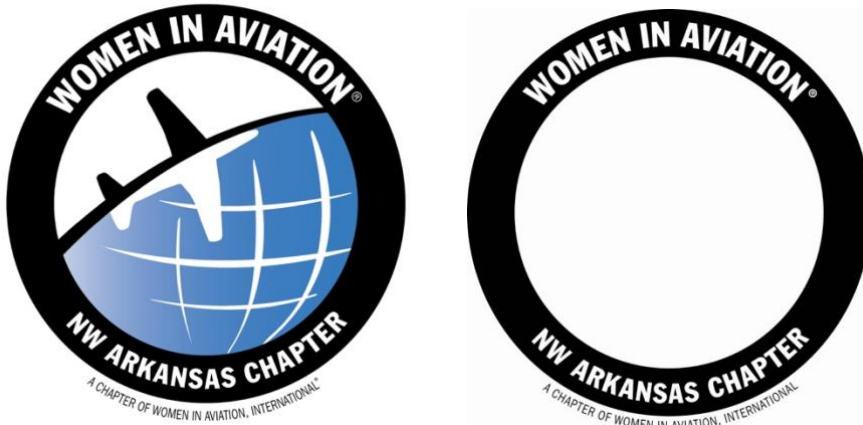
Which file type should I use?

File type	Use for
.jpg RGB color	<ul style="list-style-type: none">• Microsoft Word and Powerpoint• Photographic images• Scanned images• Websites
.png RGB color	<ul style="list-style-type: none">• Microsoft Word and Powerpoint with colored background. .png files have transparent background eliminating the white box found when using .jpg files.• Websites
.eps 4-color CMYK Vector	Used in professional graphic design programs to create <ul style="list-style-type: none">• signs• brochures• flyers
.eps 1-color, Pantone 2-color, 3-color Vector	<ul style="list-style-type: none">• Printing t-shirts• Printing on promotional items



GUIDELINES FOR CHAPTER LOGO USAGE

WAI provides, at no expense to the chapter, an initial chapter design, which contains a standard airplane design in the inner circle. Also provided is a design with a blank inner circle in which your chapter may place its own regional design, subject to approval of WAI. Please contact Jessi Litz-Rowden (jrowden@wai.org) if you would like to have your logo or the outer ring sent to you.



If your chapter wants to develop a custom logo, we recommend that you work with a local designer to develop and finalize the inside, custom design. When working with logo designs, please keep the following guidelines in mind:

- The logo must meet the requirements as spelled out by the WAI Corporate Identity Manual.
- The logo must fit within the outer ring and photographs may not be used in the design.
- The outer ring of the logo must contain the words and fonts provided and must be in black and white. The fonts used are “Franklin Gothic Condensed” and “ITC Franklin Gothic Book.” See the sample to the right above.
- If you use the standard airplane design in the inner circle, the color must be PMS285 which also translates to CMYK as 91 cyan, 43 magenta.
- The words “Women in Aviation” and “Women in Aviation International” are registered trademarks of Women in Aviation International. Always use the trademark designation[®] following the trademarks.
- The words, “A CHAPTER OF WOMEN IN AVIATION INTERNATIONAL[®]” must be shown under the outer circle.
- Use the following trademark credit line in publications, brochures and on chapter web sites: “Women in Aviation[®] and Women in Aviation International[®] are registered trademarks of, and are used with permission of, Women in Aviation, International.”
- We recommend that the logo be designed in vector format to allow for scaling without pixilation to any size.



CHAPTER NEWS & AVIATION FOR WOMEN DEADLINES

Please send news about your chapter, articles, photos, and your members' accomplishments for consideration for inclusion in *Aviation for Women* magazine and for the *WAI Connect monthly* e-mail newsletter. Recommendations for feature stories are also appreciated.

Magazine submissions should include news about events that have already occurred. Please submit articles in a professional format that are prepared to go to print. Also, please remember that all submissions will be considered but it is possible that not all submissions will be included in the magazine or e-newsletter. The *Aviation for Women* editorial staff may edit your submission for grammar, spelling, and length.

Deadlines for submission of items for 2024 are:

- March/April issue: Friday, January 5th, 2024
- May/June issue: Friday, March 8th
- July/August issue: Friday, May 3rd
- September/October issue: Friday, July 5th
- November/December issue: Friday, September 6th
- January/February 2025 issue: Friday, November 8th

WAI members love to see photos of your events and chapter members. Please be sure all photography is high resolution (300 dpi or better) so that it is of high enough quality for print. *Please note: Send photos in .jpg or .png formats. .heic photos cannot be accepted.* Make note of the full names of people in your photos, from left to right in each photo so that we can ensure that your members receive the recognition that they deserve.

Please do not submit full newsletters; rather, provide a short narrative of each event you'd like to submit.

Please do not send a link to a folder with dozens of pictures. One or two of your favorite photos for submission will suffice.



CHAPTER AWARDS

THE DOROTHY HILBERT CHAPTER VOLUNTEER OF THE YEAR

We know you have that extra special member of your chapter; the chapter member who has great ideas, who always comes through for the group, who always puts in that extra effort. **We want to hear about them!**

The award honors a chapter member who has gone above and beyond in service to their chapter. One nominee per chapter may be submitted.

To submit your nomination for the Dorothy Hilbert Chapter Volunteer of the Year, please submit your nomination [HERE](#) by February 25, 2024.



CHAPTER REBATE PROGRAM

Women in Aviation International employs a rebate program for Chapters to earn funds to help you promote your Chapter, help members attend WAI's Annual Conference and events, hold WAI Chapter fundraisers and membership drives, and to promote the WAI mission.

Please note, Rebate Funds are not payable to the chapter in cash.

Chapters can earn rebate funds in two ways:

- by signing up new WAI members, and
- by sending WAI Chapter members to the WAI Annual Conference.

Chapters can use rebate funds as follows:

- to pay the annual WAI Chapter fee,
- to pay for Chapter members to attend the annual WAI Conference,
- to pay WAI International membership dues for WAI Chapter members,
- to purchase WAI merchandise, and
- in other ways that WAI determines from time to time.

The WAI Chapter Team will send your chapter rebate report to your Chapter President in April and October each year. If you have questions or see anything that needs to be adjusted, please contact the Chapter Team ASAP.

Note, a chapter can only carry a balance of up to \$250 over from year to year, unless previously approved by WAI.



More details follow:

NEW WAI MEMBERSHIP REBATE FUNDS

EARN REBATE FUNDS FOR SIGNING UP NEW WAI MEMBERS

Your chapter receives rebates for new Women in Aviation International members it recruits as follows:

New Member Type	Rebate to Chapter
Corporate	\$25
Family	\$2
Individual	\$5
Lifetime - All	\$5
Student	\$3
Junior – 18 yo & younger	\$0

- If you send new membership applications to WAI, be sure to include your chapter name and number on the application forms.
- If the membership applications are submitted directly to WAI by the individual new members, ask the new members to provide your chapter information when they apply for membership by selecting your chapter from the dropdown list in their Member Compass.
- Please note, no rebate funds are given for membership renewals.
- Please be sure to let the Manager of Chapter Relations know within 90 days when your Chapter signs up a new member, or when a member signs up for which you should receive a rebate credit.
 - All chapter officers are given access to the chapter’s roster for chapter management. Here’s the process:
 1. Log in to your WAI Account and click on your name at the top of the page to enter your Member Compass.
 2. When you enter your Member Compass, you will see a menu on the left-hand side. Click on “WAI Reports”.
 3. Here you will see your chapter’s name. Click on this to download your updated Chapter Roster.
 4. Save this download in your preferred format.
- Except in the case of new chapters, rebates will not be applied retroactively for membership applications that have already been processed.

USE MEMBERSHIP REBATE FUNDS:

- WAI Merchandise – Please contact the WAI Merchandise team at merchandise@wai.org to purchase merchandise, identify in-stock items, and make special merchandise orders.



- Registration is open for the 2024 Annual Women in Aviation International Conference taking place March 21-23, 2024 in Orlando. Visit the website to learn more and register now! [Find more information about the 2024 Conference HERE!](#)
 - Sponsor a [high school student](#) or [college student](#) to attend, or
 - Send a chapter officer so they can attend the Chapter Leadership Workshop, or
 - Have a contest amongst chapter members!
 - Please note that if you would like to use your chapter rebates for conference registration, you cannot register online. Please email the [registration team](#) and note that chapter rebates are being used.
- Annual Chapter Fee – Haven't filed your [Chapter's Annual Report](#) and/or paid your Chapter's [Annual Fee](#)? Use your rebate funds to pay the \$125 due (if paid on or before April 30, or \$150 due if paid after April 30).
 - If your chapter hasn't paid your [Annual Chapter Fee](#) by April 30 and you have a rebate balance at or above \$125, we will automatically allocate your chapter's rebate funds to cover this annual fee (and we'll be sure to send you an email for follow up).
- [Official Chapter Application Fee](#) - Provisional chapters...Use your rebates towards your official chapter application fee!

ANNUAL CHAPTER REBATE FUNDS

EARN REBATE FUNDS FOR SENDING CHAPTER MEMBERS TO CONFERENCE

***Only applicable for in-person WAI Conferences**

If you have 10 or more chapter members attend the Annual WAI Conference (full all-day attendance), WAI will pay for one of those members. Said another way, if 9 of your chapter members attend the Annual WAI Conference, WAI will pay for the registration for the 10th chapter member. Please contact the [registration team](#) to use your complimentary registration.

Please note these limitations:

- This conference rebate must be used for the current conference year, or it can be carried over to the following conference year, but it expires after the following conference year.
- This rebate may be donated to another WAI member or WAI Chapter for use during the current conference year.
- Only one complimentary conference registration may be earned by each chapter, per conference year.



USE CONFERENCE REBATE FUNDS – In Person Conference

Chapter leaders and the WAI Manager of Chapter Relations need to work together to exercise this option. Please note that registration for the complimentary registration cannot be completed online, please contact the [registration team](#) to complete the registration.

As an illustration, of how this rebate works:

Chapter ABC has 9+ members who are registered for all days of the 2022 Conference. WAI will provide one complimentary registration for the 2023 Conference. The chapter and the WAI Chapter Team will work together to determine application of the free registration.

Other potential scenarios:

- Instead of using their complimentary conference registration for the 2023 Conference, Chapter ABC carries the complimentary registration forward for one of their chapter members to use at the 2024 Conference. Be careful with this since the complimentary registration will expire with the 2024 Conference. Or,
- Instead of using their complimentary conference registration, Chapter ABC donates the registration to Chapter XYZ for one of their members to attend the 2024 or 2025 conference.
 - Chapter ABC may want to donate their complimentary conference registration to a collegiate Chapter to send a student to Conference!



CHAPTER DISSOLUTION CHECKLIST

What your Chapter must do to dissolve:

_____ Communicate status to Chapter members, in the event that members may want to continue the Chapter. If no such affirmation is received, then:

_____ Communicate your intention to dissolve your chapter to the Manager of Chapter of Relations

_____ Identify and resolve remaining Chapter expenses and/or debts.

_____ Identify remaining final balance in Chapter accounts.

As a 501(c)3 non-profit group, and in accordance with your Articles of Incorporation and Bylaws, any remaining funds must be forwarded to Women in Aviation International.

Your chapter may designate that you wish for the remaining funds be used towards funding WAI scholarships, or you may designate your own scholarship (and terms for award). Note: WAI must review and approve terms of the scholarship, and dependent upon the amount, may direct funds to the general WAI Scholarship fund.

Checks for the remaining balance should be made payable to "Women in Aviation International" and forwarded to:

Manager of Chapter Relations
Women in Aviation International
1864 Dayton Germantown Pike, Unit 4
Germantown, OH 45327-1100

What WAI will do:

_____ Remove Chapter affiliation from member's database record.

_____ Remove the Chapter from WAI.ORG.

_____ Note dissolution of Chapter on official Chapter Number List.

_____ Note dissolution of Chapter on Master Chapter Worksheet.

_____ Move files to Dissolved Chapter section.

_____ Indicate removal of Chapter from IRS Group Ruling on annual IRS communication.