



2019 Member Handbook

Revision 1

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Section I. Introduction

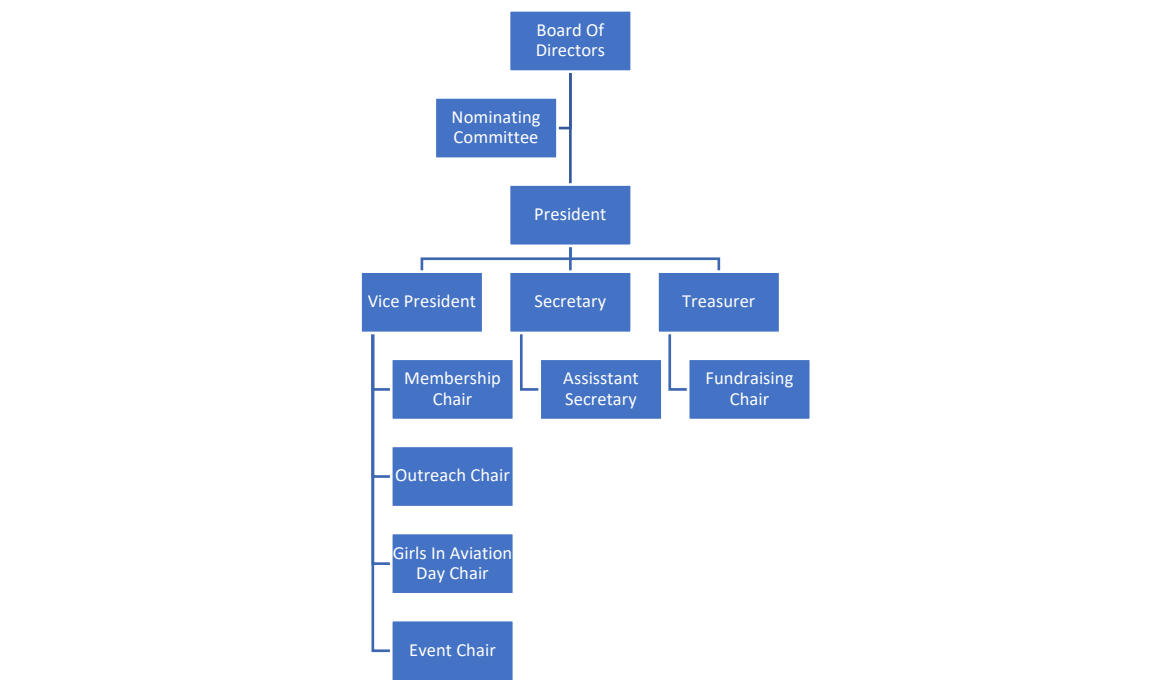
Welcome to the Women in Aviation, Houston Chapter! We are excited to have you with us and look forward to seeing you achieve your aviation goals. The following handbook outlines some details for the chapter as well as sets forth some policies and procedure you need to be aware of. From time to time this handbook may be revised. All revisions will be sent out via email to the membership as well as published in the chapter website document library.

After reading this handbook, if you have any further questions please contact the chapter president at info@waihouston.org

Section 2. Chapter Leadership Organizational Structure and Roles

Section 2.01. The Houston Chapter Leadership is composed of a Board of Directors, Officers, and Committee Chairs. The Board of Directors is responsible for steering the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the WAI Houston Chapter has adequate resources to advance its mission. The Officers are responsible for conducting day to day business that achieves the objectives and directives set forth by the Board of Directors. The Committee Chairs take charge of a particular sector of chapter business delegated by the officers.

Leadership Organization Structure



Section 2.02. Officer and Committee Chair Roles & Responsibilities

President: The President shall serve as chairman for all meetings of the membership. 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 of Directors.

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 of Directors.

Secretary: The Secretary shall keep the minutes of all membership meeting and 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.

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.

Membership Chair: The Membership Chair is responsible for maintaining and regularly auditing the list of chapter members. When a member is in default, the Membership Chair is responsible for sending out timely notifications to ensure memberships are not revoked. The Membership Chair is also responsible for the recruitment of new members. They work with the Event Chair and Outreach Chair to plan recruiting events. They serve on the Event Committee and Outreach Committee as most events are recruiting opportunities. They may perform other duties related to membership as directed by the Officers or Board of Directors.

Outreach Chair: The Outreach Chair is responsible for managing the community service programs of the chapter. Duties include maintaining relationships with other community organizations such as schools, youth programs, and other non-profits. The Outreach Chair serves on both the Girls in Aviation Day Committee and Event Committee. They may perform other duties related to community outreach as directed by the Officers or Board of Directors.

Girls in Aviation Day Chair: The Girls In Aviation Day Chair is responsible for setting up and managing the annual Girls in Aviation Day. They recruit volunteers, handle event planning, work with the Sponsor Chair to secure event sponsors, and manage the actual event.

Event Chair: The Event Chair is responsible for planning all Houston Chapter events with the exception of Girls in Aviation Day. The chair works with other committee chairs to ensure all needs are met and the chapter mission is accomplished. The event chair should be a highly motivated individual with sufficient time to plan and manage all events requested by the President and Board of Directors. The Event Chair serves on the Girls in Aviation Day committee.

Fundraising Chair: The Fundraising Chair is responsible for securing sponsors and planning fundraisers for the chapter. The chair works closely with the treasurer to understand the financial needs of the chapter and ensure they are met. The chair works with the Event Chair to plan fundraising events. The chair should be prepared to meet sponsorship goals set forth by the Board of Directors and develop close relationships with chapter sponsors. The chair is the main point of contact for chapter sponsors. Ideally, the Fundraising Chair will have a background in sponsor solicitation, fundraising, and sales. This is a very important position as fundraising and sponsors greatly enhances our financial flexibility and the benefits we can provide the membership.

- All committee chairs hold independent meetings with their committee members and report back to the President and Board of Directors with meeting results and a current list of committee members. Chairs are given the liberty to conduct delegated business and are expected to meet deadlines. The Board and Officers will maintain oversight of committee activities but will not micromanage.

Section 3. Membership and Dues

Section 3.01. New Members can join the chapter by filling out an application on the chapter website. Applications are sent to the Membership Chair for approval. Once approved, the Membership Chair will contact the new member, welcoming them to the chapter and notifying them that once they pay chapter dues, their membership will take effect. The welcome email will contain some useful information to assist new members, points of contact for any issues, and a current copy of this handbook.

Section 3.02. Chapter membership entitles members to all member meetings and events, eligibility to apply for Chapter Scholarships, a vote on any issue brought before the membership for vote, and access to the Chapter Facebook Page.

Section 3.03. Perspective members may attend up to 2 member meetings without becoming a member and only chapter events approved by the Chapter President.

Section 3.04. Members who choose not to renew their membership or have their membership revoked for any reason (including default on dues) lose all member privileges. To be reinstated, they must reapply online and pay chapter dues.

Section 3.05. The membership chair maintains a master list of chapter members and audits that list to keep members current on dues.

Section 3.06. Chapter dues for 2019 are \$20 for individuals and \$10 for high school and college student, due January 1st, 2019. Dues for 2020 will be approved at the 2019 4th Quarter Board of Directors meeting (October) and will be announced within a week following the meeting by the Membership Chair. Members will be able to pay next year's dues on the chapter website once the announcement is made. Payment will be due by January 1st, 2020.

Section 4. Meetings and Events

Meetings

Section 4.01. Houston Chapter has bi-monthly member meetings with an official annual meeting being held in January. Meetings are open to all active members. Perspective members may attend 2 meetings before membership is required.

Section 4.02. Meeting times and locations will be distributed via email, sent to member's email on file. Notification will be sent at least one week before the meeting with a reminder sent the day prior to the meeting. Meeting dates may be published elsewhere such as the website, social media, or the newsletter, however times and locations will only be sent via email for security reasons.

Events

Section 4.03. Houston Chapter has many events throughout the year, these events are either public events or member events. Public events are open to anyone and everyone is welcome, except where attendance must be limited. Member events are only open to current members of the chapter. Certain member events may be exempt, allowing perspective members or member's guests to attend. Exemptions are at the discretion of the Chapter President, keeping the membership's best interest in mind.

Section 4.04. All chapter events will be listed on the chapter website. **We ask that members utilize the website to RSVP for all events as this keeps attendee lists centralized for the event planners.** For events hosted at private homes or venues, the location will not be posted publicly. In these cases, the information will be emailed to attendee's email on file.

Section 5. Scholarships

Section 5.01. WAI Houston Chapter Scholarships are open to chapter members. Depending on the particular scholarship, additional prerequisites may be required. Members may view current scholarships on the chapter website.

Section 6. Flying Events

Section 6.01. WAI Chapters may not conduct flying events or activities under the Women in Aviation International or WAI Chapter banner.

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.

As a further illustration, for a Chapter's Girls in Aviation Day event, flying activities may not be conducted by the WAI Chapter. Because 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 the Houston Chapter.