



**Policy and Procedures**  
**Section: 204**  
**Subject: Chapter Relations Program**

**Date: 12 November 2023**  
**Revision: 25**

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**204.1. General**

The IAC Chapter Relations Program was established to manage the setup and maintenance of IAC's Chapters.

**204.2. Program Administration**

204.2.1. The EAA Chapter Relations Office located at the EAA Aviation Center, Oshkosh, Wisconsin, administers the IAC Chapter Relations Program.

204.2.2. The Chapter Office staff is employed by the Experimental Aircraft Association and is supervised solely by the EAA.

204.2.3. The EAA Chapter Relations Office performs the following tasks (not exhaustive):

- (a) Maintains files on all active and inactive IAC Chapters.
- (b) Distributes Chapter starter kits to all interested members.
- (c) Receives and processes applications for Chapter charters.
- (d) Mails out the Chapter Annual Status Report and informs the IAC Executive Director of Chapter status.
- (e) Keeps records on Chapter purchase of required EAA insurance policies.
- (f) Maintains the EAA computer file on all Chapters, their officers and newsletter editors, minutes and newsletters received, and current status.
- (g) Assists Chapters in a manner deemed appropriate and acts as a liaison between the Chapters and other members of the EAA staff.
- (h) Administers IAC Chapter Practice Day Program according to the Class I Event Insurance guidelines.



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**204.3. Program Policy**

**204.3.1. Program Administration**

The IAC Board gives authority to the EAA Chapter Relations Office to administer the IAC Chapter Relations Program.

**204.3.2. Formation of IAC Chapters**

The requirements for the formation of an IAC Chapter are outlined in Article VIII of the *IAC By-laws*.

**204.3.3. Retention of Active Status**

Chapters must comply with all of the requirements of EAA and IAC in order to retain current, active status.

**204.3.4. Regional Representation**

204.3.4.1. The IAC Board of Directors will determine geographic boundaries of the various IAC Regions. The current Regional map is included in this Section of the *IAC Policy and Procedures Manual*. All IAC Chapters located within the geographical boundaries of each region will be members of that IAC Region.

204.3.4.2. The IAC President, with the consent of the Director, will assign each Director to facilitate communication with a specific geographic region as its Regional Director.

204.3.4.3. Though IAC Regions are located in the United States, an “International Director” is also assigned to represent members and Chapters outside of the U.S.A.



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