Policy and Procedures
Number: 204
Date: 19 November 2013 Revision: 22
Subject: Chapter Relations Program

1. General

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

2. Program Administration

The EAA Chapter Relations Office located at the EAA Aviation Center, Oshkosh, Wisconsin, administers the IAC Chapter Relations Program.
The Chapter Office Staff is employed by the Experimental Aircraft Association and is supervised solely by the EAA.

The EAA Chapter Relations Office performs the following tasks (not inclusive):

A.) Maintains files on all active and inactive IAC Chapters.

B.) Distributes Chapter starter kits to all interested people.

C.) Receives and processes applications for Chapter charters.

D.) Mails out the Chapter Annual Status Report and informs IAC Headquarters Staff 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.

3. Program Policy

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

B.) Formation of IAC Chapters
The requirements for the formation of an IAC Chapter are outlined in Article VIII of the *IAC Bylaws.*

C.) Retention of Active Status

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

D.) Regional Representation

1.) Each IAC Chapter is represented by a Regional Director, an elected member of the IAC Board of Directors.

2.) The IAC Board of Directors will determine geographical 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, and will be represented by that Region's Regional Director.

3.) The IAC President, with the consent of the Director, will assign each Director to represent a specific geographic Region as its Regional Director.