**Draft Chapter Framework**

**Chapter Obligations**

* Ensure all Chapter activities and communications are in furtherance of PAMA’s purpose: to promote professionalism among aviation maintenance personnel, to foster, improve and recognize methods, skills, learning, and achievement in the field of aviation maintenance, to communicate to aviation maintenance professionals through publications and meetings, and to collaborate with other organizations and government entities in matters related to aviation maintenance.
* Establish the geographic area the chapter will serve as defined by listing the zip codes of the areas served.
* Identify at least 10 PAMA members that will participate in the Chapter. Chapters founded by students at an aviation maintenance school shall include two advisors in its initial member roster.
* Submit a chapter application at [pama.org/chapter-development](https://www.pama.org/chapter-development).
* Adopt bylaws for review and approval by the PAMA Board of Directors and elect Chapter officers. The Chapter President shall serve on the PAMA Board of Directors.
* Elect officers and directors in accordance with the Chapter bylaws.
* Ensure consistent and proper use of the PAMA logos and seal. No other marks than those provided by PAMA shall be used by the Chapter. The Chapter shall adhere to the PAMA style guide including non-alteration of logo colors and fonts.
* Ensure that all Chapter members are members of PAMA. A complete list of chapter members shall be sent to PAMA annually and upon request.
* Ensure proper fiscal oversight of the Chapter banking account provided by PAMA, and proper accounting of transactions including proper submission of receipts for expenditures. Chapters may be allocated a limited amount of dollars annually for Chapter activities. These funds may be used for food at events, tickets to events, or additional mailings.
* Hold a minimum of two board meetings a year and submit meeting minutes to PAMA.

**PAMA Obligations**

* Review Chapter bylaws and member roster and approve Chapter charter.
* Provide approval for use of PAMA marks and proprietary information and create for Chapter use a Chapter-specific logo and letterhead.
* Provide support for bylaw development and officer elections.
* Provide support for newsletter distributions and contact management solutions. Each chapter shall have access, through the operations manager, to PAMA’s Constant Contact account for distribution of communications and to maintain the Chapter mailing list.
* Provide the chapter a dedicated landing page for use on the PAMA website.
* Advertise chapter events and provide administrative support as able.
* Provide a checking account overseen by the PAMA Treasurer and an annual stipend. Upon charter approval, the Chapter shall receive a stipend equal to $250. On Jan. 1 each year thereafter, the Chapter shall receive an annual stipend equal to 50% of the dues collected from PAMA members within the Chapter’s geographic area the previous fiscal year.