



## The Aerospace States Association- Commonwealth of Virginia

Charter

**This Charter establishes an ASA Chapter in the Commonwealth of Virginia.**

### **MISSION:**

**To advance the aerospace community and facilitate state economic development within the Commonwealth of Virginia through industry networking, policy development, educational discussions, and focused events, involving state elected and other government officials.**

### **STRUCTURE:**

- The Chapter will be led by a state delegation headed by the Lt. Governor or other elected official as Chair or Co-Chairs. The Chapter will seek the involvement of representatives from the state Departments of Transportation, Education, and Economic Development. A Vice Chair will be appointed by the Chair from government or the state aerospace community who will manage the day-to-day operation of the Chapter.
- The Chapter will meet at the call of the Chair and/or Vice Chair at least semiannually to include a Chapter Annual Meeting to be held during the state ASA Aerospace Day. Chapter meetings shall not be held in conflict with the ASA national meetings or conferences.
- The Chapter is required to provide an annual chapter report on activities at the ASA national annual meeting and updates on ASA monthly telecons.
- The Chapter must abide by the 501 (c) (3) non-profit status of ASA.
- Changes to this Charter must be approved by the national ASA before adoption and signed by the Chapter Chair. ASA retains the right to revoke a state chapter's charter for violations of this charter.
- All purchases and/or contracts required for the Chapter will be administrated and structured through national ASA. Chapters are not permitted to enter into their own contracts. The Chapter finances will be held by national ASA in compliance with 501 (c) (3) regulations and will be audited as part of ASA's annual audit.
- Budget, Dues and Sponsorship: The Chapter shall create a Chapter Budget to submit to ASA National by October each year. The Chapter can decide if annual chapter dues or sponsorship are needed to support chapter budgeted activities. Sponsorship of individual events will conform with national ASA sponsorship levels. All monies collected by the chapter including sponsorship for specific events will be sent through national ASA and will be identified from the State Chapter.

- The Chapter will be assessed an annual \$1,500 Chapter Administration Fee to ASA national from funds in the chapter's account. This fee and any residual from sponsored events will be used to pay for banking, accounting, auditing, IRS filings, staff support, and administration of chapter and national activities by ASA national. All payments to ASA are tax deductible to the maximum extent of the law.
- The Chapter will maintain information on state activities on the ASA website and social media pages. A Chapter specific website may be established, upon approval by national ASA.
- ASA will provide staff to support Chapter activities.
- The Chapter will comply with national ASA guidelines as they are updated and issued.

#### **MEMBERSHIP:**

- The Chapter will seek as many in-state members as possible for the most involved and complete aerospace input into state issues and events. ASA Associate Members, Government officials and staff, allied state aerospace organizations and associations, students, and universities and colleges are encouraged to be members of the chapter. Chapter membership should include companies and individuals from the aviation, space, airports, unmanned aerial systems, and air traffic communities. State chapter members must be members of ASA National with the exception of individuals. Individuals are not eligible for ASA national membership. A company that is a member of ASA National may participate in any state chapter.
- Allied national organizations and associations may become chapter members if approved by the local Chapter and the national ASA.
- Honorary Chapter Members can be established in accordance with state law.
- Chapter membership lists are to be submitted to national ASA quarterly, lists must include level of membership, full name, company/association/office/etc., email, and phone.

#### **LEADERSHIP:**

- The Chapter will be led by the Lt. Governor or other elected official as Chair or Co-Chairs. A Vice Chair will be appointed by the Chair from government or the state aerospace community who will manage the day-to-day operation of the Chapter.
- Terms for office are in two year intervals based on the election cycle in the state.
- The Chapter Chair and/or Vice Chair will provide updates to national ASA once a month on the national ASA teleconference and attend the ASA Annual Meeting as Chapter representatives.
- The Chapter can elect to establish an Executive Committee composed of the Chair, Vice Chair, Secretary, Treasurer and other members as necessary.
- The Executive Committee would be charged with making decisions for the Chapter between meetings that do not conflict with the Chapter procedures, votes, or jeopardize the 501 (c)(3) authorizations.

## **ACTIVITIES:**

- Only ASA Chapter members as defined under Membership above can participate in Chapter Activities.
- The Chapter is a forum for aerospace policy within the state. Depending on current activities within the state, the Chapter will have the flexibility to incorporate events, merge with other organization's events, or establish new events.
- Chapter events should not be designed to compete with established events set up by other organizations.
- Activities involving the state government, like state Aerospace Week, are at the invitation of state government officials.
- Activities can include but are not limited too: Aerospace Day or Week at the State Capitol, Policy Symposiums, Lunch Lecture Series, Policy Forums, Panel Discussions, Data gathering and coordination, Data sharing/best practices, Local policy events within a state region, Legislative Roundtables, Legislative Receptions, and Lt. Governor Circle events hosted by the Lt. Governor or state Chair for ASA members.
- The Official Chapter Logo (Attached), as approved by national ASA, shall be used for all Chapter events, communications, and updates. The ASA logo may not be used for activities outside this operating agreement.
- The Chapter will promote, support, and help sponsor the ASA's STEM program, the Real World Design Challenge in their state.
- The Chapter will promote, support, and help sponsor national ASA conferences, symposia, and events.

**GRANTS:** Chapters are encouraged to seek grants from foundations and companies to perform studies and other activities related to expanding the aerospace community in the state and support STEM educational efforts. Grant applications should be coordinated with national staff.

Signed:

Chair, ASA-Commonwealth of Virginia Chapter

Date: