



**Professional Aviation Maintenance Association**

400 North Washington  
Street  
Suite 300  
Alexandria, VA 22314  
www.pama.org

Phone: 877-901-5410  
Fax: 703-683-5480  
info@pama.org

# PAMA Chapter Development Guide

The Professional Aviation Maintenance Association (PAMA) Chapter Start-up Kit was developed to assist you and your peers in establishing a PAMA Chapter in your area.

For over 40 years, PAMA has been dedicated to promoting professionalism and recognition of the Aviation Maintenance Technician through communication, education, representation and support—for continuous improvement in aviation safety.

PAMA's dedication and commitment to the aviation industry begins with providing the tools and support for ensuring a strong aviation maintenance infrastructure. PAMA effectively brings together maintenance technicians, manufacturers, suppliers, educators and students in successful pursuit of their goals in the aviation industry.

This kit contains information that will smoothly guide you through the successful formation of a local PAMA Chapter. Additionally, the PAMA national is ready to assist you at any time. If you should have any questions regarding any material throughout this manual, please contact the PAMA at 866-610-5549 or info@pama.org.

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22314

877-901-5410

[www.pama.org](http://www.pama.org) [info@pama.org](mailto:info@pama.org)

## **Purpose**

The purpose of this association is to promote a high degree of professionalism among aviation maintenance personnel; to foster and improve methods, skills, learning, and achievement in the field of Aviation Maintenance; to conduct national, state, and local meetings and seminars; to recognize achievement in the field of Aviation Maintenance; to publish, distribute, and disseminate news, technical bulletins, journals, and other appropriate publications dealing with the trade of Aviation Maintenance; to collaborate with other organizations in aviation in the queries of governmental agencies pertaining to maintenance rules and guidelines.

## **PAMA Strives to meet its ENDS STATEMENTS**

1. The Industry resource for information regarding aviation maintenance.
2. Advocate for the aviation maintenance professional.
  - 2.1 Legal & regulatory affairs.
  - 2.2 Life-long Learning.
  - 2.3 Safety
  - 2.4 Standardization
3. Industry recognition for the value of the AMT.
4. A positive public image of the aviation maintenance profession.

Adopted: February 5, 2006

## **Mission Statement**

The mission of PAMA is to promote continuous improvement in aviation safety by enhancing the professionalism and recognition of the Aviation Maintenance technician through communication, education, representation and support.

## **Requirements of Starting A Chapter**

- 1. Completed Chapter Application (see appendix A)**
  - 2. A roster of local Chapter members and officers (minimum of 10 members - including students)**
  - 3. A copy of your local bylaws (see appendix B)**
  - 4. Primary area that Chapter will serve (zip codes and map)**
  - 5. Signed Chapter Guidelines (see appendix C)**
- 

## **Why Form a Local PAMA Chapter?**

A local PAMA Chapter is a resource for networking, training, education, developing professional opportunities, legislative representation on Federal/State/Local matters, and working closely with suppliers and distributors to strengthen our industry. Members are able to share information and learn from each other's experiences.

### **PAMA Chapters offer....**

- Educational Programs**
- Networking Opportunities**
- Increased Political Power to Respond to Regulatory and Legal Issues**
- Timely, Industry-Related Information**
- Scholarship Opportunities (Appendix F)**
- Social Interaction with Peers**
- Technical Resources**
- Access to Local, State, and National Resources**

The combination of these products and services offers aviation maintenance professionals the opportunity to improve their skills, save their companies money and contribute to the advancement of the aviation industry.

# Establishing a Local Chapter

Organizing a local Chapter is no different from setting up a business. It requires three things:

*Planning*

*Organization*

*Commitment*

This step-by-step guide will walk you through the process to ensure that your Chapter is formed successfully.

## Step One - Analysis

1. **Do an Analysis of Your Market** – Is there a group of aviation maintenance professional in your area interested in forming an Chapter?

## Step Two – Forming the Chapter

1. **Form a Steering Committee** – The Steering Committee lays the foundation for the Chapter, establishing its mission, goals, objectives and organizational plan. This Steering Committee should be a group of Aviation Maintenance Professionals, minimum of 8-10, who are committed to the cause.
2. **Elect Officers** – A description of the responsibilities of each office (President, Vice President, Secretary, and Treasurer) is attached in Appendix D. Please note: all officers of the Chapter must be PAMA members (Appendix G)
3. **Establish a Mission, Goal and Objectives** – “What do we want to do?” The answer to this question defines the Chapter’s mission and goals. These goals will be your guide when making important structural decisions concerning the Chapter.
4. **Select a Chapter Name** – Include PAMA and some mention of your geographic location in your Chapter name to reflect your affiliation with the national organization and your local identity. Examples: TEB PAMA (Teterboro), PAMA of Northwest College of Aviation or SoCal PAMA (Southern California).
5. **Establish a Mailing Address** - A Steering Committee member’s office can serve as the temporary mailing address for the Chapter. A telephone number should also be determined. Many Chapters now have an e-mail address and web site as well.
6. **National Membership Dues** - Regular Member - \$49  
Associate Member - \$49  
Student Member - \$20

Chapter Dues are established at the discretion of the chapter.

7. **Chapter Territory** – Your Chapter’s territory is determined by location. The Chapter’s territory should encompass one or several counties within the area. This is usually a 35- to 40-mile radius. \*\*\*Do not over extend your territory. It is better to have a territory that is manageable than one in which your members are unreachable. Determine an area that will contain a viable number of maintenance professionals. Using a small map, draw the Chapter boundaries and include a copy

of this map when submitting your PAMA materials. A rotation of meeting locations is also a way to cover larger areas.

8. **Secure Initial Funds** – Request an advance from PAMA Headquarters. (This requires the Steering committee to have paid their \$49 dues.) If necessary, request an advance deposit from all steering committee members for organizing expenses. This advance should be reimbursed at a later date. Designate a treasurer to open a bank account to record receipts and disbursements.
9. **Prepare Chapter Bylaws** – The bylaws set forth the Chapter name, rules of operation, membership eligibility, meetings, officer elections and voting rights. A sample copy of bylaws is included in Appendix A and is also available electronically.
10. **Create PAMA Letterhead for the Chapter-** Work with your local printer to create stationary for your Chapter. PAMA national can help. Your Chapter may use PAMA National stationary electronically and then print your local address and logo in the space provided for that purpose.
11. **Print Membership Applications** – You will need membership applications to distribute at your organizational meetings, include in prospect mailings and for individual recruiting purposes. A copy of the membership application is included in Appendix H and also is available electronically or can be sent from National.
12. **Create A Prospect List** – Gather the names, addresses and telephone numbers of prospective members from your steering committee members, Inspectors License List or other local trade associations. PAMA Headquarters also can help you generate a list. Use your prospect list for inviting potential members to your meetings.
13. **Select a Chapter Attorney** – The Chapter should select and develop a close working relationship with an attorney. The attorney should be knowledgeable in aviation law. You should consider using an attorney used by one of the steering committee members. This attorney could also be an associate member.

The Chapter attorney should be willing to invest time and effort in the Chapter. He/she should attend Chapter meetings, advise the Chapter Board of Directors and officers, and make brief presentations.

### **Step Three – Send in the following to National:**

- Completed Chapter Application (see appendix A)
- A roster of local Chapter members and officers (minimum of 10 members - including students)
- A copy of your local bylaws (see appendix B)  
Primary area that Chapter will serve (zip codes and map)
- Signed Chapter Guidelines (see appendix C)

## Incorporating Your Chapter

PAMA strongly urges you to consult your Chapter attorney or an accountant about the tax-exempt status application and the chapter incorporation procedures. The information contained here is provided as a general guideline and does not constitute legal advice.

**A PAMA Chapter must be incorporated as a non-profit corporation** within the state of its operation. Laws vary from state to state. Please retain legal counsel to ensure that your Chapter complies with all appropriate regulations and receives all the necessary documentation.

Incorporation has several benefits vital to the success of your Chapter:

1. Officers and members of an incorporated entity generally are not held personally liable for any damage arising from an act of the corporation.
2. An incorporated Chapter has the legal standing to act for all its membership; therefore, group programs are easier to sponsor.

## Tax-Exempt Status

**Note: This information for reference only, check your local state and federal regulations.**

As with incorporation, PAMA strongly recommends that you consult your Chapter attorney, and/or have him complete transactions regarding the tax-exempt status application.

**Filing** – When organized and documented correctly, your PAMA Chapter will be exempt from federal income tax under section 501 (c) (6) of the Internal Revenue Code, which applies to business leagues, chambers of commerce and other similar organizations, including trade associations. These forms may be found at your local post office, tax service or IRS office.

**Information Tax Return** – If your Chapter receives more than \$10,000 in a normal year, it must file an information return with the IRS Service Center on Form 990. The IRS provides copies of Form 990 with complete instructions. The form must be filed by the 15<sup>th</sup> day of the 5<sup>th</sup> month following the end of the Chapter's fiscal year.

# Planning Your First Meeting

Organizing the smallest details well in advance will guarantee that your new Chapter will host an informative and inspiring first meeting. The following tasks should be addressed before your event:

1. **Date, Time, Location** – Select a date that allows time to choose a convenient location, arrange speakers and send out invitations to prospective members. PAMA recommends no less than three weeks.
2. **Invite Prospective Members** – Mail a letter/invitation to prospective members requesting that they attend your meeting. Include the date, location and time of the meeting. Emphasize in a few words how their participation in the chapter will benefit their business and the industry as a whole. Reference Appendix E for sample flyer announcement
3. **Invite a Representative from the PAMA Chapter Board of Directors** - Contact PAMA national
4. **Prepare a Written Agenda** – An agenda will help you identify and plan how the meeting will run and who will participate.

## Tips for First Chapter Meeting Agenda

- a. **Welcome** – A Steering Committee member should make welcoming remarks and introductions. Create a comfortable environment and set your guest at ease.
- b. **Testimonial** – Have a Steering Committee member discuss why a PAMA Chapter is necessary. Make the discussion interactive. Ask the prospective members what challenges they face as aviation maintenance professionals. Be prepared to illustrate how a local PAMA Chapter will help members with their everyday business needs.
- c. **Provide Refreshments** – Providing simple refreshments and beverages helps create a comfortable atmosphere.
- d. **Chapter Structure** – Discuss the Chapter's structure and plans for upcoming programs and events.
- e. **Questions** – Provide time for questions and networking.
- f. **Ask Guests to Join** – Distribute membership applications and ask guests to fill them out.
- g. **Announce the next meeting date.**

# Appendix A



# PROFESSIONAL AVIATION MAINTENANCE ASSOCIATION



## APPLICATION FOR CHAPTER

Chapter Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Permanent Mailing Address for Chapter:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Information:**

NAME \_\_\_\_\_  
PHONE \_\_\_\_\_  
FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_

**Proposed officers of Chapter:**

President: \_\_\_\_\_ Member #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Vice President: \_\_\_\_\_ Member #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Secretary: \_\_\_\_\_ Member #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Member #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Other: \_\_\_\_\_ Member #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Proposed Board Terms:**

Month Board Year Starts: \_\_\_\_\_

**Please attach a list of your charter members (name and PAMA membership #)**

**PAMA Headquarters**  
400 North Washington Street Suite 300 Alexandria, VA 22314  
Tel: 877-901-5410 • Fax: 703-683-5480

Website: [www.pama.org](http://www.pama.org) • E-mail: [info@pama.org](mailto:info@pama.org)

**FOR PAMA OFFICE USE:**

Date Received: \_\_\_\_\_ Date Board Action Taken: \_\_\_\_\_

Charter Status: Approved or Disapproved

Chapter Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_

# Appendix B

## **Professional Aviation Maintenance Association**

PAMA of \_\_\_\_\_ (Chapter name)  
**CORPORATE BYLAWS**

### ARTICLE I - NAME

Section 1. The name shall be Professional Aviation Maintenance Association (PAMA) of \_\_\_\_\_. The initials PAMA may be used on stationary, emblems, etc., for brevity.

Section 2. The Chapter Board of Directors shall determine the principal office of the Chapter. The Chapter may have such other offices as may from time to time be designated by the Board.

### ARTICLE II - PURPOSE

The purposes of this Chapter shall be to promote professionalism and recognition of the Aviation Maintenance Technician through communication, education, representation and support—for continuous improvement in aviation safety.

### ARTICLE III - MEMBERSHIP

Section 1. Any person, firm or corporation engaged in the aviation maintenance industry is eligible to apply for active membership in this Chapter in one of the classifications set forth in Section 2 of this Article.

#### Section 2. Classes of Membership

- A. Regular Member – A&P Mechanics, Repairmen, Avionics Technicians and holders of comparable foreign licenses.
- B. Associate Member – Individuals actively engaged in aviation.
- C. Student Member – A&P students at FAA-approved schools, Apprentice Technicians and Avionics students.
- D. Military Member – U.S. Armed Forces Aviation Maintenance personnel.
- E. Educational Member – FAA Part 147 Aviation Maintenance schools.
- F. Company Member – Companies actively engaged in the aviation industry.

#### Section 3. Terms of Membership

Membership in this Chapter shall be continuous unless terminated by voluntary withdrawal as herein provided, or otherwise pursuant to these Bylaws. All rights, privileges, and interests in the Chapter or to the National Association shall cease on the termination of membership, after paying any and all dues, assessments, and financial obligations of the member to the Chapter to which he/she belongs and to the National Association. Such notice shall be presented to the Chapter Board of Directors at the next succeeding meeting of the Chapter Board of Directors. All proceedings will be documented and forwarded to the PAMA National.

#### Section 4. Suspension and Expulsion

Any member may be suspended or terminated for cause. Sufficient cause for such suspension or termination shall be violation of the Bylaws or any lawful rule or practice duly adopted by the Chapter, or any other conduct prejudicial to the interest of the Chapter. Suspension or expulsion shall be by two-thirds (2/3) vote of the entire Chapter Board of Directors provided that a statement of the charges shall have been sent by certified or registered mail to the last recorded address of the member at least twenty (20) days before final action is taken thereon. This statement shall be accompanied by a notice of the time and place of the meeting of the Chapter Board of Directors at which the charges shall be considered and member shall have the opportunity to appear in person

and or be represented by counsel to present any defense to such charges before action is taken thereon. All proceedings will be documented and forwarded to the PAMA National.

#### ARTICLE IV – OFFICERS

Section 1. The elective officers of the Chapter shall be President, Vice Presidents, Treasurer and Secretary. These officers shall be elected annually by the membership at the regular meeting held at the time of the Chapter's annual meeting.

A. Prior to the Annual Meeting each year, the Chapter Board of Directors shall appoint a Nominating Committee consisting of members of the Chapter who are not members of the Board. Said committee shall advise the Secretary of its nominations for the elected officers and for candidates to fill vacancies in the Chapter Board of Directors, to be voted on at the next annual meeting, with sufficient time for the Secretary to notify members of such nominations by written notice and mailed at least thirty days prior to the date of the annual meeting.

B. Each of the elected officers shall be duly sworn in at the annual meeting and shall take office day 1 of the new fiscal year immediately following or until his successor is duly elected and takes office. Term of office shall be one year.

Section 2. Vacancies in any office may be filled for the balance of the term thereof by the directors at any regular or special meeting.

Section 3. **President**

The President shall be the principal elective officer of the organization and shall preside at meetings of the Chapter and the Chapter Board of Directors, and shall be a member with right to vote on all committees except the nominating committee. It is his responsibility to appoint all chairpersons of committees. The President shall perform all duties that normally are a part of the office or are delegated to him by the Chapter Board of Directors. The President shall present a proposed budget for the next fiscal year at the first regular meeting of the fiscal year.

Section 4. **Vice President**

The Vice President shall assist the President and may be delegated by the President to perform his duties in the event of his temporary disability or absence from meetings. The Vice President shall have the primary responsibility to coordinate the functioning of all committees and other duties as the President or the Chapter Board of Directors may assign. The Vice President may be elected to succeed to the office of President at the end of the term of the President or should that office become vacant.

Section 5. **Secretary**

It shall be the Secretary's duty to give notice of and attend all meetings of the Chapter, to keep a record of all proceedings, to attest documents and perform such other duties as are usual for such officials or as may be duly assigned to him.

Section 6. **Treasurer**

The Treasurer shall keep an account of all money received and expended for the use of the Chapter, and shall make disbursements authorized by the Chapter Board and approved by the President and such other officers as the Chapter Board may prescribe. The Treasurer shall see that all sums are deposited in the bank or banks, or trust companies, approved by the Chapter Board of Directors and shall make a

report at the annual meeting or when called upon by the President. Funds may be drawn only upon the signature of persons approved by the Chapter Board.

Section 7. Chapter Officers as such shall not receive compensation for their service as officers, but the Chapter Board of Directors may, by resolution, authorize reimbursement of expense incurred in the performance of their duties. Such authorization may prescribe procedures for approval and payment of such expense by designated officers of the Chapter.

Section 8. At the direction of the Chapter Board of Directors, any officer, employee or agent of the Chapter shall furnish, at the expense of the Chapter, a fidelity bond, in such sum, as the Chapter Board of Directors shall prescribe.

#### ARTICLE V - COMMITTEES

Section 1. The President shall annually appoint such standing, special or subcommittees as may be required by the Bylaws or as he/she may find necessary.

Section 2. Nominating Committee

At the conclusion of each Annual Meeting, the President shall appoint a Nominating Committee to consist of the Immediate Past President, who shall serve as Chairman of the Nominations Committee, an active Past President and/or another member(s) in good standing. If any one of these is unable to serve, the President shall appoint a third member from the Chapter Board of Directors.

#### ARTICLE VI - DUES

Section 1. Each member must pay the dues of the National association. The Chapter Board of Directors shall determine any additional annual dues for members of the Chapter.

Section 2. The Chapter Board of Directors shall recommend dues and assessments for all members. Any change of the amounts of the same must be approved by a quorum at a meeting of the Chapter Board of Directors at any regular or special meeting or by mail ballot on thirty (30) days advance notice.

Section 3. Time and Payment of Initiation Fees, Dues, and Assessments.

The Chapter Board of Directors shall determine the time and payment of initiation fees, dues and assessments. The Chapter Board of Directors shall also determine when said initiation fees, dues and assessments are delinquent.

Section 4. Nonpayment of Dues and Assessments

Nonpayment of dues and assessments in accordance with these Bylaws shall result in termination of membership or revocation of Charter. The Chapter Board of Directors may, at its discretion, however, extend the time for payment of such dues or assessments, providing proper application are made. PAMA national Board of Directors shall determine when a chartered entity shall be terminated for nonpayment of dues or assessments.

#### ARTICLE VII - MEMBERSHIP MEETINGS

Section 1. There shall be a regular monthly meeting of the Chapter ordered by the Chapter Board of Directors. The time and day of the meeting shall be subject to change.

Section 2. There will be an annual meeting of the Chapter held on a date determined by the Chapter Board of Directors, at which time there will be election of officers. All elected officers shall assume office (Date) of the following year.

Section 5. The order of business at meetings shall be as follows:

- A. Call to Order
- B. Reading of Minutes of Previous Meeting
- C. Receiving Communications
- D. Reports of Officers
- E. Reports of Committees
  - 1. Standing
  - 2. Special
- F. Unfinished Business
- G. New Business
- H. Election of Officers (if applicable)
- I. Adjournment

Section 6. The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as laid down in Robert's Rules of Order shall govern all deliberations, when not in conflict with these Bylaws.

#### ARTICLE VIII – CHAPTER BOARD OF DIRECTORS

Section 1. The Chapter Board of Directors shall have supervision, control and direction of the affairs of the Chapter, shall determine its policies or changes therein within the limits of the Bylaws, shall actively prosecute its purposes and shall have discretion in the disbursement of its funds. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents, as it may consider necessary.

Section 2. The Chapter Board of Directors shall be composed of the following members:  
All duly-elected officers  
The immediate Past President  
All National Directors as appointed or elected by the various Chapters of the Association

The Chapter Board of Directors may, by a two-thirds vote, elect additional members to the Chapter Board.

Section 3. Quorum

A quorum at a Chapter Board of Directors Meeting is a majority of the voting directors present at the meeting. Any less number may adjourn from time to time until a quorum is present.

Section .4 Manual of Procedures

The Chapter shall adopt a Manual of Procedures which shall establish methods and policies necessary to attain the requirements and objectives of the Chapter as outlined in the Bylaws provided such is not in conflict with same.

#### ARTICLE IX - FISCAL YEAR

The Chapter Board of Directors shall determine the fiscal year.

## ARTICLE X - INDEMNIFICATION OF OFFICERS, DIRECTORS, AND EMPLOYEES

The Chapter may, by resolution of the Chapter Board of Directors, provide for indemnification by the Chapter of any and all directors, officers, or employees or former directors, officers, or employees against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding, in which they or any of them are made parties, or a party, by reason of having been directors, officers, or employees of the Chapter, except in relation to matters as to which they shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of their duties and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct. Indemnification, if granted, shall be limited to acts within the scope of the duties of one acting on behalf of the Chapter.

## ARTICLE XI - DISSOLUTION

The Chapter shall use its fund only to accomplish the objectives and purposes specified in these bylaws, and no part of said funds shall inure, or be distributed, to the members of the Chapter. On dissolution of the Chapter any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Chapter Board of Directors.

## ARTICLE XII - AMENDMENTS

Upon recommendation by the Chapter Board of Directors, these Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote in accordance with the provisions of Article VII of the Bylaws at any meeting of the Chapter, or by a majority of those eligible (voting) members voting by mail ballot, provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each member at least thirty (30) days prior to the date of the meeting.

# Appendix C





**Professional Aviation Maintenance Association**

## **PAMA Chapter Guidelines**

### ***Chapter Use of PAMA Website***

- ↪ All content on chapter pages shall remain in support of PAMA's national goals, mission, and bylaws.
- ↪ Please Note: All content on chapter pages is subject to review by PAMA national.

### ***Chapter Use of PAMA Logo***

- ↪ PAMA's official logos (the blue oval logo found on the top of this page and the yellow seal at the bottom) are the only logos that should be used. Contact PAMA national if you need a high-resolution version of the logos.
- ↪ The logos and their colors may not be altered in any way without permission from PAMA national.
- ↪ The chapter name ("XYZ Chapter") should always be listed directly underneath the logo in Arial type.

### ***Membership to PAMA National***

- ↪ A complete list of chapter participants should be sent to PAMA national biannually (and more frequently if necessary).

### ***Chapter Identity***

- ↪ When using the chapter name without the logo, each chapter must identify themselves as a chapter of PAMA. (For example, "XYZ" Chapter of PAMA)

***As my chapter's primary representative, I agree to follow the above guidelines in managing my chapter:***

**Chapter Name** \_\_\_\_\_

**Chapter President (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Appendix D

## **Chapter President**

The Chapter President provides leadership, motivation and administrative direction necessary for the continued growth and well being of the Chapter and its activities. Being a leader of the local aviation community, the Chapter President represents their Chapter and aviation maintenance. He or she conducts PAMA Chapter meetings and is the focal point for inquiries from civic groups, local press, etc. Most importantly, he or she is the liaison between PAMA national and the PAMA Chapter. The success of a President's term of office depends on the wise delegation of authority and responsibility to other Chapter officers, plus receiving support and encouragement for his/her decisions.

## **Chapter Vice-President**

The Chapter Vice-President supports the President in matters pertaining to the operation of the Chapter and assumes the duties of President in his or her absence. The Chapter Vice President is a very important link in a Chapter's success.

## **Chapter Secretary**

The Chapter Secretary records the minutes of Chapter and Chapter Board of Director meetings creates brief reports on any Chapter activities. (Copies of these minutes and reports should be submitted to PAMA national each month.) A file of minutes and reports, business records and communications should be established and maintained by the Chapter Secretary.

## **Chapter Treasurer**

The Chapter Treasurer is the custodian of Chapter funds and financial records. Periodically, the Treasurer should brief membership on the Chapter's financial status. This information should also be included in the meeting minutes supplied to PAMA national.

*Note: The offices and duties of the Secretary and Treasurer may be combined at the discretion of the Chapter.*

## **ADDITIONAL LEADERSHIP POSTS IN YOUR CHAPTER - Optional**

Committees provide an excellent opportunity for Chapter members to be more involved in their organization. The Chapter President oversees the progress of committees and their chairperson, but does not become directly involved in performing the tasks associated with a particular project. Chairpersons should be given full reign to reorganize and manage their committee with only administrative assistance from Chapter Officers. Delegating committee responsibilities and additional duties to Chapter members allows the executives of the Chapter to concentrate their time and efforts on the leadership roles within their Chapter.

### **Program Activities Committee**

The Program/Activities Committee is responsible for arranging guest speakers, displays and demonstrations, classes, Chapter outings and other functions that provide the nucleus for Chapter gatherings. This committee and chairperson plan events for Chapter meetings. Without the dedicated efforts of this group, the solidarity of the Chapter is at risk.

### **Governmental/Legislative Committee**

The Governmental/Legislative Chairperson and committee are responsible for interfacing with local governmental agencies, plus FAA and state aviation offices. The primary concern is to assist the members in gaining a better understanding the aviation maintenance industry. Also, this committee can provide advice and assistance in other aviation maintenance matters that could directly or indirectly affect aviation maintenance.

### **Hospitality/Membership**

The Hospitality/Membership Chairperson is the focal point for guest relations and the membership drive. Their primary concern is making guests at Chapter gatherings feel welcome and a part of the group. Also of tremendous importance is using every opportunity for recruiting quality individuals into PAMA Headquarters and the local Chapter.

### **Librarian/Historian**

The Librarian/Historian for a PAMA Chapter catalogs and stores all historical artifacts, documents and printed materials of importance to the Chapter. Additionally, this person controls the distribution of Chapter-owned materials.

### **Awards Committee Chair**

The Awards Committee is tasked with budgeting, procuring and presenting all citations, decorations and trophies to those Chapter members deserving of such awards.

### **Banquet Chair**

The Banquet Chairperson budgets and coordinates official Chapter functions requiring food and other necessary services.

### **IA Renewal Chair**

The IA Renewal Chairperson has multiple responsibilities associated with this duty. Coordinate with the PAMA Technical Services Manager to obtain approval for IA renewal seminars. Monitor and document the number of hours of training booked by Chapter members. Certify the training hours are in compliance with FAA requirements and establish system to accurately record training sessions completed. Obtain certificates of training from PAMA national. Develop training sessions.

### **Student Coordinator**

The Chapter Student coordinator position is a very important position and will greatly enhance your Chapter's ability to actively participate in introducing young people to aviation maintenance. All Chapters should give strong consideration to having a Chapter Student coordinator.

# Appendix E



# Interested in joining PAMA?

Join us for an informational session  
to learn about how you can benefit  
from membership with PAMA.



**SPEAKER:** <include description>

**DATE:** <Month xx, 2004>

*(if always on same day, include a line saying: "The second Tuesday of the month..")*

**TIME:** <xx p.m.— xx p.m.>

*(announce any food - dinner/light snack food /refreshments - that might be served)*

**LOCATION:** <location>

**RSVP:** <Phone/Fax/Mail by Month  
xx, 2004>

*(If you want RSVPs... include instructions and/or form. Make sure to list any costs)*

# Appendix F

## Chapter Scholarships

PAMA chapters strive to contribute to the local aviation community. The Chapter Scholarship Program was created to assist PAMA chapters in recognizing and rewarding qualified Airframe & Power plant, and Avionics students who have selected aviation maintenance as a career.

Each chapter generates scholarship funds in various manners, golf outing, special dinners, sponsorship drives, picnics, etc. Contact PAMA nation or other chapters for more information.

# Appendix G

## (Excerpt from the PAMA Bylaws)

### Article Three: Membership

#### Section 1. Regular Voting Membership

To be eligible for regular membership, an applicant must hold a certificate issued by the Federal Aviation Administration under FAR Part 65, Sub Part D, Mechanics; and Sub Part E Repairmen; avionics technicians holding FCC General Radio and Telephone certificates, or an equivalent certificate of any country.

#### Section 2. Associate Non-Voting Membership

To be eligible for associate membership, an applicant must be actively engaged in the field of aviation. Voting is permitted by associate members on chapter issues; non-voting on national issues.

#### Section 3. Student Non-Voting Membership

To be eligible for student membership, an applicant must be a registered student of an approved Federal Aviation Administration school in pursuit of an Airframe or Powerplant Technician rating. Eligibility is also granted to apprentice technicians, avionics students, and Armed Forces technicians holding the appropriate MOS in Airframe or Powerplant Maintenance.

#### Section 4. Honorary Non-Voting Membership

To be eligible for honorary membership, an applicant must be approved by the Board of Directors.

#### Section 5. Company Membership

To be eligible for company membership, an applicant first must be actively engaged in aviation. Each company member shall be permitted to send one representative to the general membership meetings as a regular voting member with voting privileges. The Chapter Board of Directors shall appoint four company member advisors. These Industry Advisors shall represent the company members at the Board of Directors' meetings.

#### Section 6. Educational Membership

To be eligible for educational membership, an applicant must hold a certificate issued by the Federal Aviation Administration under FAR Part 147, Aviation Maintenance Technician Schools. Each educational member shall be permitted to send one representative to the general membership meetings as a regular voting member with voting privileges.

#### Section 7. Military Membership Non-Voting

To be eligible for military membership, an applicant must be an Armed Forces technician holding the appropriate MOS in Airframe or Powerplant Maintenance. Voting is permitted on Chapter issues.

# Appendix H



**PROFESSIONAL AVIATION MAINTENANCE ASSOCIATION**

400 North Washington Street Suite 300

Alexandria, VA 22314

Tel: 877.901.5410

Fax: 703.683.5480

Website: www.pama.org Email: info@pama.org



**MEMBERSHIP APPLICATION**

**Personal Information:**

Name: \_\_\_\_\_

Industry Affiliation:

- New Member
- Renewal (Member #: \_\_\_\_\_)

- \_\_\_\_\_ A&P, FAA Certificate # \_\_\_\_\_
- \_\_\_\_\_ Avionics Tech FCC Certificate # \_\_\_\_\_
- \_\_\_\_\_ Repairman
- \_\_\_\_\_ Other

PAMA Chapter Affiliation: \_\_\_\_\_

**Contact Information:**

Mailing Address:  Home  Business/School

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Membership Benefits:**

- Maintain your certifications with IA renewal seminars
- Connect with local AMTs by joining a PAMA Chapter
- Stay up to date with industry news through the PAMA MX News and online forums
- Get recognized in the industry through the Awards Program
- Learn and develop the skills you need with a Chapter student scholarship

**Membership Categories & Dues:**

- Regular 1 Yr: \_\_\_\$49 3 Yr: \_\_\_\$147 5 Yr: \_\_\_\$245
- Associate 1 Yr: \_\_\_\$49 3 Yr: \_\_\_\$147 5 Yr: \_\_\_\$245
- Military 1 Yr: \_\_\_\$25
- Student 1 Yr: \_\_\_\$20
- Lifetime 1 Yr: \_\_\_\$975

**Regular Members** ~ Certified aviation mechanics and technicians.  
**Associate Members** ~ Individuals actively engaged in any other areas of aviation.  
**Military Members** ~ Armed Forces technicians holding the appropriate MOS in Airframe or Powerplant Maintenance.  
**Student Members** ~ A&P students at FAA-approved schools, apprentice technicians and avionics students. Current ID required.  
**Lifetime Members** ~ Certified aviation mechanics and technicians with lifetime membership.

Membership Total: \$ \_\_\_\_\_

Scholarship Donation: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**Method of Payment:**

- Check: Payable to PAMA
- Credit Card (Circle one): VISA Master Card AMEX

Card Number: \_\_\_\_\_ Expire Date: \_\_\_/\_\_\_

Name on Card: \_\_\_\_\_

Billing address: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Notes:**

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