

Chapter Activation

When five or more persons within a potential Chapter area desire to activate a Chapter of AHS International, a petition should be submitted to AHS headquarters. This informal request should be signed by five (5) current AHS members, specify the geographic area to be covered by the new Chapter, and request activation details.

Upon receipt of the informal request, AHS headquarters shall furnish the petitioners with the following: 1) an alphabetical list bearing the name and address of all AHS members residing in the proposed Chapter area specified by the petitioners; 2) the AHS Members Guide providing current information on AHS activities and programs; and 3) a supply of membership applications.

On receipt of the above "Activation Kit" the petitioners should 1) establish a site and date for the initial activation meeting; 2) review the membership list and add the names of any non-members who are to be forwarded a copy of the initial meeting notice; 3) prepare a meeting notice to be distributed by AHS headquarters; 4) return the meeting notice and the membership list (with non-member additions) to the AHS headquarters at least one (1) month prior to the scheduled date of the activation meeting.

On receipt of the Activation Meeting Notice AHS headquarters will prepare and distribute it, to both members and non-members, to reach recipients at least three (3) weeks prior to the meeting.

At the initial Chapter meeting, the members and non-members present will: 1) conduct a pre-meeting membership recruitment action wherein those non-members in attendance will complete application forms and submit them with the appropriate dues to the Membership Chair pro tem; 2) elect Chapter Officers – a minimum of President, Secretary/Treasurer and Program/Membership Chair; 3) select an appropriate name for the Chapter; 4) establish the basic goals of the Chapter in accordance with the AHS Bylaws; 5) establish the frequency of the Chapter's meetings; and 6) establish the time and date for the next general meeting of the Chapter.

Following the initial Chapter Activation Meeting, the President will report the actions of the meeting to AHS headquarters (elected officers, etc.), the Membership Chair will forward the new members' applications received, and the Program Chair will begin preparations for the next Chapter Meetings (ensuring that the notices will arrive at AHS Headquarters for distribution at least three (3) weeks prior to the scheduled date of the meeting).

Chapter/Regional Election Report

This election report should be completed and returned to AHS Headquarters within two weeks of election results. The following officer titles are recommended. Please notify headquarters should there be any changes to your chapter officer listing during the year.

CHAPTER: _____

PRESIDENT:

Name: _____ Bus. Phone _____

Address: _____ Email: _____

Employer: _____ Job Title: _____

VICE PRESIDENT:

Name: _____ Bus. Phone _____

Address: _____ Email: _____

Employer: _____ Job Title: _____

MEMBERSHIP CHAIR:

Name: _____ Bus. Phone _____

Address: _____ Email: _____

Employer: _____ Job Title: _____

SECRETARY:

Name: _____ Bus. Phone _____

Address: _____ Email: _____

Employer: _____ Job Title: _____

TREASURER:

Name: _____ Bus. Phone _____

Address: _____ Email: _____

Employer: _____ Job Title: _____

PROGRAM CHAIR:

Name: _____ Bus. Phone _____

Address: _____ Email: _____

Employer: _____ Job Title: _____

LICHTEN AWARD CHAIR:

Name: _____ Bus. Phone _____

Address: _____ Email: _____

Employer: _____ Job Title: _____

Other officer titles may be added as necessary.

Chapter Meeting Notices (for Chapter Program Chairs)

Outlined below are guidelines for Chapter Program Chairs

Congratulations on being elected, or continuing, as Program Chair for your chapter. The following information should assist you in your position.

One of the services that AHS headquarters provides for Chapters and Regions is the emailing or printing and distribution of meeting notices. Notices are intended to promote attendance at your local meetings and activities. In addition, we will supply administrative materials (letterhead, applications), novelty items (at a discount) for promotional use, and AHS publications. Please contact AHS headquarters to request any of these items.

Below are the guidelines for submission of your meeting notice to AHS headquarters.

DEADLINES: Email your meeting notices to Randy Johnson, AHS Information Resources Director, at rjohnson@vtol.org and copy Liz Malleck, Director of Membership at lmalleck@vtol.org. **Notices should be sent at least three weeks prior to the event.** We also strongly encourage all members to provide AHS headquarters with their email address. This enables us to efficiently and cost effectively deliver your chapter meeting notices. All members in your chapter or region who do not provide email addresses will receive their notices by mail. Please note that time must be allowed for the printing and mailing of these notices.

CONTENT: When preparing your notice do not forget the following items:

- a. WHO is the speaker? Include a brief biography if possible.
- b. WHAT is the topic or program? Include a synopsis of the presentations or agenda. Include the menu if lunch or dinner will be served and always the cost.
- c. WHEN and WHERE is the meeting? Include the date, time, locations and facility where the meeting will be held. Directions and a map are helpful. If you plan a social hour, dinner and then speaker, list the appropriate time each activity will begin.
- d. Name a CONTACT from whom to obtain tickets or additional information. Always include a contact(s) name, address and telephone number with area code, especially if you use AHS letterhead. Remember that not all your members live and work at your location.
- e. Remember that AHS headquarters staff does not proof your meeting notice for typos or inaccuracies. Please be sure to proofread before you send it.

DISTRIBUTION: You can mail or email your meeting notice, although email is preferred by AHS headquarters. Please follow the deadlines listed above. We encourage you to email or call if you have any questions or concerns. We also appreciate a call or email to let us know your notice is on the way.

AHS Supply Request Form

Please provide the following items to be sent to the undersigned:

Standard Letterhead: _____ Annual Forum Letterhead: _____
Standard Envelopes: _____ Window Envelopes: _____
Membership Applications: _____ Board Letterhead: _____

Promotional Items: We offer discount prices on most AHS novelty items for chapter fund raisers, membership campaigns etc. For further information contact AHS headquarters at 703-684-6777 or staff@vtol.org.

Representative (Name)	Chapter/Region	Date
Address		
Address		
City	State	Zip
() _____		
Telephone	Fax	Email:

PURCHASER MUST PAY SHIPPING COSTS; UPS SHIPPING IS AVAILABLE UPON REQUEST.

Chapter/Region Indemnity Agreement Memorandum

To: Chapter Presidents
Regional Vice-Presidents
Chapter Program Chair

FROM: AHS Headquarters

The Society strongly encourages Regions and Chapters to sponsor meetings and activities at the local level, as one of the major means of fulfilling its purpose to advance vertical flight technology and its application through technical exchange. At the same time, the Society must establish reasonable safety procedures and provide safeguards against possible claims which could arise from an incident involving helicopter/aircraft at an AHS sponsored event.

The Society's insurance covers the general liability involved in AHS meetings and the activities of its Regions and chapters with the EXCEPTION of certain classes of aviation liability. An aviation related claim could arise whenever helicopters/aircraft are used in static display, aerial demonstrations, transportation to or from the event, or aircraft rides. Therefore, to ensure the adequate coverage of the AHS and its representatives the Board of Directors has adopted certain procedures which must be followed.

In any event involving the participation of aircraft (in any way) the AHS requires that an Indemnity Agreement (enclosed) be signed in advance by the aircraft operator and a representative of the local region or chapter sponsoring the event. The completed agreement and the related insurance certificate must be delivered to AHS headquarters at least 10 days prior to the event.

Please submit the signed original to AHS headquarters, send a signed copy to your Regional Vice President and keep a signed copy for your records.

Thank you for your cooperation and assistance in this matter. Should you have any questions, or require further information, please do not hesitate to contact the AHS Executive Director.

Enclosures

AHS International Indemnity Agreement

Whereas the American Helicopter Society International, Inc., (AHS) a non-profit organization, proposes to conduct a meeting on _____ at _____ and (Operator) _____ desires to participate by offering helicopter aircraft static displays and/or providing demonstrations and sightseeing flights:

NOW, THEREFORE, AHS and the Operator do hereby agree as follows:

1. At least ten days in advance of the meeting, the Operator shall inspect the meeting area and select (or approve) the site, including approach and departure paths over which flight operations will be conducted; (b) supply on the day of the meeting personnel properly trained to control all flight operations to and from the landing site; and (c) operate on the day of the meeting air worthy helicopter aircraft in a safe manner in conformance with all applicable Federal Aviation Administration rules and regulations (for events in the U.S. or the appropriate regulatory agency in other countries).
2. The Operator shall be responsible for the safety and protection of all persons in and near the landing site while it is participating in the meeting. The Operator shall maintain at the landing site an accurate manifest listing the names and current addresses of all persons aboard each helicopter flight.
3. The Operator shall make all necessary arrangements for fueling, refueling, maintenance and servicing of all equipment which it may use; provided, however, that the fueling and re-fueling of the helicopter shall not be performed at the meeting area or landing site.
4. At least 10 days in advance of the meeting, the Operator shall provide proof of insurance, in the form of a certificate of insurance, transmitted by facsimile (703-739-9279) and by mail to AHS (Attn: AHS Executive Director, 217. N. Washington Street, Alexandria, VA 22314) , from the Operator's insurance broker, confirming \$10 million combined coverage for aviation public liability and property damage and listing as additional insured the American Helicopter Society International, Inc., its officers, directors, employees and representatives and the owner of the landing site. The certificate of insurance shall include the make, model and registration number of each helicopter/aircraft participating in the event.
5. The Operator does hereby agree to indemnify and hold AHS, its directors, officers, employees and agents harmless from any and all claims, demands or causes of action, including attorneys' fees and costs, arising out of either (a) the Operator's negligence or any other tortious conduct in the ownership, maintenance or use of its equipment which in any manner relates to the meeting or (b) in the conduct of its operations as described in paragraphs 1, 2 or 3 of this agreement.
6. This agreement constitutes the entire agreement made between AHS and the Operator and may not be modified or amended by any officer, employee or agent of either party.

Signed _____ day of _____, in the year of _____.

AMERICAN HELICOPTER SOCIETY INTERNATIONAL, INC.

Signature: _____ Title _____

OPERATOR

Signature: _____ Title _____