

POPULAR ROTORCRAFT ASSOCIATION, INC  
12296 W 600 S MENTONE, IN 46539  
574-353-7227  
[popularrotorcrafft@pra.org](mailto:popularrotorcrafft@pra.org)



Education—Safety—Training

Please find the following contents of your PRA chapter starter packet:

1. How to form a PRA Chapter
2. PRA Chapter Information
3. Chapter Members Listing Form
4. General Guidance Information for Chapters
5. Sample By-laws and Officer's Duties
6. Chapter Responsibilities to the PRA
7. Miscellaneous Other Information

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## HOW TO FORM A PRA CHAPTER

**PURPOSE:** A PRA Chapter is considered to be a local representative of the Popular Rotorcraft Association and therefore its principal purpose should be the same as the International Popular Rotorcraft Association, which is to promote the advancement of knowledge, public education, and safety among rotorcraft enthusiasts.

**ELIGIBILITY:** A Chapter must consist of at least five (5) members all holding a current membership in the Popular Rotorcraft Association. The Chapter must elect at least three (3) governing officers, President, Vice President and Secretary/Treasurer.

**REQUIRED INFORMATION:** The group wishing to be recognized as a PRA Chapter must submit the following information to the Chapter Coordinator at the PRA Headquarter:

1. The name of the group.
2. The date of the original meeting with the election of officers after which the group went in continuous operation.
3. Names and PRA membership number of the elected officers. ALL must be PRA member.
4. Address of the Chapter's Headquarters.
5. Secretary report on rotorcraft activity of the group.

PRA International Headquarters will grant the Chapter a charter as soon as practical after this information is received and approved by the PRA Board of Directors.

**CHAPTER NUMBER:** The group may request an available chapter number or be assigned the lowest available number. Available numbers are those that are not presently assigned to an existing Chapter and are not larger than the next number in sequence. Latest list of Chapters and their numbers are published in Rotorcraft Magazine.

**CHARTER:** PRA Headquarters will grant the group a Chapter Charter and number as soon as practical after the above information is received and approved by the Board of Directors and/or the Chapter Coordinator.

**CHAPTER RESPONSIBILITIES:** Chapters are required to have by-laws that include certain mandatory Articles as shown on the enclosed sample. Chapters are required to report their status to the PRA Chapter Coordinator each year in January. Report to include, as a minimum, the information required above. Chapters are local representatives of the PRA and are expected

to always operate in a safe, legal, and professional manner. Chapters are expected to provide timely answers to any PRA inquiry concerning status, membership, etc.

**PRA WILL PROVIDE TO THE CHAPTERS:** PRA membership brochures on request, when available; information that Board deems necessary that cannot wait until the next Rotorcraft issue; referral of PRA members to the Chapter in their local area; representation for personal rotorcraft flying issues at the national level; and other services that become available from time to time.

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## PRA CHAPTER INFORMATION

Complete and return to: PRA Chapter Coordinator

Date: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

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

Status: (Circle One)    Active                      Inactive                      Dissolved

**\*NOTE ALL OFFICERS MUST BE PRA MEMBERS\***

Number of Members \_\_\_\_\_ Number of PRA Members \_\_\_\_\_

President: \_\_\_\_\_ PRA Number \_\_\_\_\_

Vice President: \_\_\_\_\_ PRA Number \_\_\_\_\_

Secretary: \_\_\_\_\_ PRA Number \_\_\_\_\_

Treasurer: \_\_\_\_\_ PRA Number \_\_\_\_\_

**\*THE FOLLOWING INFORMATION IS REQUIRED\***

Contact Person: \_\_\_\_\_ PRA Number \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**If your officers, contact person, or address changes then please contact the PRA Chapter Coordinator or PRA Office in Mentone, IN know as soon as possible.**



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### **GENERAL GUIDANCE INFORMATION FOR CHAPTERS**

1. Each chapter should attempt to offer:
  - a. A meeting place in which to meet and participate in chapter projects, education and social evenings of showing videos, slides, etc.
  - b. An adequate flying field friendly to rotary wing aircraft—preferably government approved.
2. A chapter should submit at least one article a year for publication in Rotorcraft Magazine.
3. Chapters are encouraged to publish a newsletter after a scheduled meeting, or an event, for the purpose of keeping its members and the PRA International headquarters informed on their activities.
4. Chapters are further encouraged to establish a website. An internet presence has proven to have value.

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**PRA CHAPTER RESPONSIBILITIES TO THE PRA**

1. Promote the PRA and enlist new members
2. Provide leadership for local rotorcraft enthusiasts
3. Maintain communication with the PRA Chapter Coordinator
4. Provide the PRA Chapter Coordinator with a copy of the chapter meeting minutes and/or newsletter
5. Provide the PRA Chapter Coordinator with a summary report on the past year's activities. This report is due during the month of February.

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### SAMPLE CONSTITUTION AND BY-LAWS

Chapters may have their own by-laws and may be incorporated or unincorporated, within or outside the United States. The following **mandatory** articles should form the nucleus of the Chapter's by-laws. Chapters should make and ratify other rules to suit their own specific and local needs.

**ARTICLE I—NAME:** The name of this Chapter of the Popular Rotorcraft Association will be: . . . . . and PRA Chapter Number . . . .

**ARTICLE II—LOCATION OF OFFICE:** The office of the Chapter for the transaction of business will be located at . . . . .

**ARTICLE III---PURPOSE:** The principal purpose of the Chapter is to serve as an instrument of unification of people with the common interest of advancing the progress of rotorcraft for personal flying. It will be a voluntary, nonprofit, nonpartisan organization whose members are dedicated to the advancement of knowledge, public education, and safety of privately owned noncommercial rotorcraft.

**ARTICLE IV—ELIGIBILITY:** Membership is open to any person of good moral character. No person will be refused membership solely because of nationality, race, color, sex, or religious belief.

**ARTICLE V—CHAPTER MEMBERSHIP CLASSIFICATIONS:**

1. Active Member, voting, dues of \$\_\_\_\_\_
2. Family Member, voting, dues of \$\_\_\_\_\_
3. Junior Member, nonvoting, dues of \$\_\_\_\_\_
4. Honorary Member, nonvoting, no dues

Any member deemed undesirable by acts of deeds that tend to jeopardize the Chapter can be expelled from membership at a legal meeting by a minimum of a two-thirds vote of the members present. A legal meeting is one that meets Article VII quorum requirements.

**ARTICLE VI—DUTIES OF THE OFFICERS:**

**President:** The President will preside at regular and special meetings and will be responsible for all planned activities of the group. The President will plan and supervise, either personally or through delegation of authority, all activities necessary for the advancement and welfare of the Chapter and its members. He will represent the Chapter and coordinate matters with the PRA Headquarters and other organizations.



**Vice President:** The Vice-President will assist the President in all ways possible. He will preside in the absence of the President and will keep himself informed on all matters and activities pertinent to the group's best interests. He will delegate authority as necessary to achieve the orderly function of Chapter operations.

**Secretary/Treasurer (May be divided into two (2) offices):** The secretary/treasurer will handle all financial matters and correspondence for the Chapter. The secretary/treasurer will maintain liaison with the PRA Headquarters. The secretary/treasurer will maintain an up-to-date membership roster. The secretary/treasurer will submit financial records and make financial records available to any member.

In addition, it is suggested that the Chapter appoint a Safety Committee of at least the three most experienced members, whose duties will be to assist new members in any way possible to assure a high level of safety in both the construction and flying of rotorcraft. Collectively they will have the final say on all safety matters at any outing or fly-in under Chapter jurisdiction.

**ARTICLE VII—QUORUM:** A minimum of four (4) members (this is an example) in good standing shall constitute a quorum for the transaction of Chapter business at regular or special meetings.

**ARTICLE VII—MEETINGS:** This Chapter will meet on the . . . (Day) of . . . (Month) at . . . (place and time), or on alternate dates and places previously agreed to and announced to every member.

**ARTICLE IX—CONDUCT OF MEETINGS:** This Chapter will adhere to a customary agenda for the conduct of meetings. For example—

1. Appropriate opening ceremony, if any, announcements
2. Reading of minutes of previous meetings and their approval
3. Financial report
4. Reports of individual members, progress reports
5. Old business
6. New business
7. Plans for next meeting
8. Adjournment

Other possible articles the Chapter may wish to have: Removal of Officers, Training Rules, Safety Rules, Amendments to By-laws, etc.