



Chapters

Standard Operating Procedure 06-01

Last Amended March, 2017

06-01.01 Introduction

Chapters are member-controlled clubs affiliated with USHPA to encourage a close relationship between USHPA and local hang gliding and paragliding communities throughout the country.

Chapters are autonomous organizations that are financially independent from USHPA and are self-governing. Chapters are, however, required to satisfy the standards and meet the requirements as set forth in this SOP.

06-01.02 Chapter Benefits

USHPA chapters can take advantage of many benefits provided by USHPA, to the extent that such benefits are available. Chapter benefits are subject to change at any time. Chapter benefits include:

- A. Participation in the USHPA site insurance program. See SOP 06-02 Site Insurance.
- B. Participation in the Accredited Competitions and Events (“ACE”) program. See SOP 06-03 Ace Insurance.
- C. Access to USHPA’s publication resources, including:
 - 1. Chapter listing on USHPA web site.
 - 2. Chapter event listings on the USHPA website.
 - 3. Periodic listing and news coverage for chapter events in *Hang Gliding & Paragliding* magazine.
 - 4. Two subscriptions to *Hang Gliding & Paragliding* magazine for promotional purposes as donations to libraries, public officials and landowners.
- D. Chapter flying sites are listed in the USHPA Site Guide.
- E. Access to materials for public relations projects.
- F. Additional leverage in lobbying efforts.
- G. Access to USHPA member mailing labels for members in their region.
- H. Chapters are eligible for discounts on USHPA merchandise for special projects and events.
- I. USHPA assistance in getting high traffic flying sites added to FAA Sectionals.
- J. Increased credibility when dealing with landowners and public officials

06-01.03 Administrative Requirements

Hang gliding and paragliding clubs can apply for Chapter status by completing and submitting a chapter application to USHPA together with the required one-time documentation fee for new chapters. USHPA and USHPA Regional Director(s) review applications for new chapter status and determine if chapters satisfy the eligibility requirements set forth below. Chapters are required to complete and return a chapter renewal application annually.

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Requirements for chapter status:

- A. Chapters must have at least five members.
- B. At least 70% of the Chapter members must be USHPA members. Chapters are required to provide USHPA with a membership roster annually. The roster must include names and USHPA membership numbers for USHPA members.
- C. Chapters must have a minimum of four officers, to include President, Vice President, Secretary, and Treasurer. No member may hold more than two offices at a time. The office of President, and Vice President cannot be held by the same individual.
- D. Not less than 60% of chapter officers must be USHPA members. Non-pilot chapter members may serve as chapter officers provided they do not hold more than 40% of the elected officer positions. The 40% limit does not apply to non-pilot officers who are USHPA members. Expelled or suspended USHPA members may not serve as chapter officers.
- E. Chapters are required to appoint or elect a Safety Coordinator responsible for encouraging safety and helping develop and implement site risk assessments and safety protocols. The Safety Coordinator must be a USHPA member but is not required to be a club officer.
- F. Risk Management Plan.
 1. Chapters must create and maintain a Risk Management Plan and Map for each flying site used, whether or not site insurance has been requested for that site.
 - a. Plans are to include all launches and landing zones associated with a site.
 - b. Plans are to include the maximum allowed winds and maximum gust factor for that site. Explanations should be included if these numbers are high for the industry.
 2. Risk Management plans must be reviewed and updated annually to implement any changes based on the last 12 months activity.
- G. Chapters are required to provide USHPA with current chapter bylaws meeting the following requirements:
 1. Chapters are required to hold annual elections for chapter officers.
 2. Chapters are required to have objective requirements for membership and voting in chapter elections. Chapters may restrict membership and voting rights provided the restrictions are based on objective requirements such as minimum pilot ratings or a dues structure with different annual dues for each class of membership. Chapters may not discriminate by using a membership review committee, for example, to screen prospective members.
 3. Chapter members shall be entitled to hold office as officers of the chapter, subject to the objective requirements and USHPA membership requirement described in this SOP.
 4. Chapters may not, as a matter of policy, discriminate against pilots of one glider type, either hang glider or paraglider, or discriminate between pilots of equal pilot rating. Chapters must ensure that flight privileges at insured sites are made available to any and all qualified USHPA members meeting chapter site requirements in a fair and equitable manner without discrimination. Note: This requirement does not mean chapters cannot designate a site for hang gliding or paragliding only. Glider specific site requirements are permissible because of safety or landowner requirements, and possibly other conditions.



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- 5. Chapters are encouraged to comply with applicable state regulatory requirements for clubs and non-profit organizations.
- H. Chapters are required to provide USHPA with current site rules and regulations.
- I. Chapter membership applications shall not unreasonably limit or restrict membership or the rights of individual members.
- J. USHPA reserves the right to ask chapters to provide copies of current Club bylaws, membership rosters and meeting minutes.
- K. Complaints regarding chapter governance may be submitted in writing to the chair of the chapter support committee.
- L. In extraordinary circumstances, a Club may not be able to conform to the organizational requirements. The chapter can submit a request for exemption from an organizational requirement to USHPA. Such requests are reviewed by the Chapter Support Committee and must be approved by the Board of Directors.

Chapters must designate one Officer to be their USHPA Primary Contact person. Chapter Officers designated as the Primary Contact must maintain a valid email address in their USHPA Member Record to allow communication with USHPA.

06-01.04 Suspension of Chapter Status

- A. Chapters are required to renew their Chapter status annually. Clubs failing to renew in a timely manner or failing to satisfy the conditions for renewal shall have their chapter status suspended.
- B. If USHPA determines a chapter is not in compliance with the administrative, organizational, or site insurance requirements in this SOP, USHPA may temporarily suspend a chapter's status by notifying the chapter and regional directors in the region where the chapter is located. The chapter will be given 30 days to come into compliance. Failure to do so may result in a revocation of chapter status.

06-01.05 Revocation of Chapter Status

Following a temporary suspension of a chapter's status, USHPA may permanently revoke Chapter status for any club not conforming with the administrative, organizational, or site insurance requirements in this SOP. Once revoked, the Club can only regain Chapter status by vote of the Board of Directors.

06-01.06 Disclaimer Statement

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