

STANDING RULES 2022-2023
The Ninety-Nines, Inc.

SR I – SECTIONS

1. SECTION FORMATION OR DIVISION

- A. Five (5) women pilots of any country, where no section exists, who meet all requirements for membership as set forth in Article V, Section 1 of the bylaws, may apply for a section Charter.
- B. The officers of each section shall consist of at least a governor, vice-governor, secretary, and treasurer.
- C. A section may be divided to form two (2) sections provided that each section contains at least three (3) chapters after the division and provided that approval is obtained as follows:
 - 1) a two-thirds (2/3) vote of the membership present and voting at the existing section's meeting, or
 - 2) a unanimous vote of the officers of the section and the International Board of Directors (IBOD).
- D. Six (6) months after being notified of non-conformance with The Ninety-Nines, Inc. (The 99s) certificate of incorporation, as amended, or the bylaws, and a review by the IBOD with negative results, the IBOD shall have the right to revoke the Charter of the section.

SR II – CHAPTERS

1. CHAPTER FORMATION

- A. A chapter may be formed within a section by application of seven (7) women pilots who must be 99 members or applicants for membership as set forth under Article V of the bylaws with approval of the section officers and the IBOD.
- B. The officers of each chapter shall consist of at least a chairman, vice-chairman, secretary, and treasurer.
- C. Six (6) months after being notified of non-conformance with The 99s certificate of incorporation, as amended, or the international bylaws, and a review by the IBOD with negative results, the IBOD shall have the right to revoke the charter of the chapter.

2. CHAPTER OPERATION

- A. Member Notification of Meetings: Each chapter member must be notified in writing of the time, place, and agenda of all chapter meetings, at least five (5) days before each meeting.
- B. Dues: chapter dues may be collected at the discretion of a chapter by a majority vote of its members. However, such dues are considered a voluntary donation only and lack of payment thereof may not cause membership in The 99s, or in the chapter to be terminated or required notices to be withheld.
- C. Transfer of Members: A chapter may not transfer a member out of the chapter.

3. CHAPTER PROBATION AND DISSOLUTION

- A. A chapter shall be placed on one (1) year probationary status if its membership falls below five (5).
- B. The governor shall present status reports on the probationary chapter at each IBOD meeting.
- C. A chapter may be dissolved by notifying Headquarters and the section governor.
- D. When a chapter is dissolved, its members become section members unless they transfer to another chapter as provided in the bylaws. The chapter charter shall be revoked, and all chapter funds shall be sent to Headquarters with copies of the transmittal document sent to the section governor, the international 501(c)(3) chairman and the president. Property and documents belonging to the chapter, including minutes, bylaws, scrapbooks, photographs, and other memorabilia, shall be sent to Headquarters for placement in the resource center archives. Funds shall remain in escrow for two (2) years. If the chapter is not reactivated, funds shall become part of the corporate general operating fund.

4. CHAPTER REACTIVATION

A written request for reactivating a chapter may be submitted when there are at least five (5) members who meet the eligibility requirement in Article V of the bylaws.

5. CHAPTER MERGERS

- A. The chairmen of each chapter involved will notify her members by mail of the intent to merge.

- B. A majority vote in favor of the merger by the membership of each chapter is required to proceed with the merger.
- C. A majority vote of the officers of the section and the IBOD is required.
- D. The merger shall comply with the laws of each state or country in which it occurs.
- E. The members involved shall name the merged chapter, but the charter date shall be the older date of the two chapters.
- F. At the time of the merger, the funds in each respective chapter shall be consolidated and shall thereafter be the sole treasury for the newly-formed chapter.

SR III – GENERAL OPERATIONS FOR SECTIONS AND CHAPTERS

1. **CONTRACTS AND AGREEMENTS:** Sections and chapters may not enter into affiliation agreements or contracts obligating The 99s without prior approval of the IBOD.
2. **BUSINESS:** Sections and chapters may not operate businesses for profit.
3. **GRANTS:** Sections and chapters may not submit proposals for grants to major corporations, foundations, or government entities without prior approval of the IBOD.
4. **POLITICAL ACTIVITIES:** Sections and chapters are prohibited from participating as a group in political activities, except for legislation specifically affecting scientific, charitable, or educational issues concerning aviation. Any political actions by sections and chapters, through their publications or meetings, must specifically list the issues affecting the exempt purposes of the Corporation, and must emphasize those issues only (such as legislation affecting safety). This applies to U.S. sections and chapters only. Sections and chapters in other countries should follow local laws.
5. **MUSEUMS:**
 - A. Sections and chapters are encouraged to contact The 99s Museum of Women Pilots to determine eligibility of memorabilia of the section or chapter (such as scrapbooks, records, etc.) for inclusion in the collection per the Museum Collection Policy and Procedures (“Collection Policy”).
 - B. Items solicited or obtained in the name of The 99s belong to The 99s, and ownership must be transferred according to the Collection Policy. Loans to other qualified museums are available and will be executed per the Collection Policy.
6. **AIR SHOWS, TRADE SHOWS AND EXHIBITS:** Items for sale at trade show booths where Headquarters has paid for the space are limited only to those items available through Headquarters or approved by the IBOD. When a section, chapter, individual member, or member-owned business wishes to sell products at such a booth at an air show or trade show, the seller must have approval of the IBOD in advance for use of the exhibit space and shall remit to international the contracted percent of the selling price of the items sold at the event. The percent is set annually by the Finance Committee and is specified in the contract for booth space.
7. **OTHER:** Sections or chapters may sponsor or provide flights as a 99s project, provided they obtain 99s insurance and conform to all requirements specified in the insurance coverage for the specific event.

SR IV – MEMBERSHIP

1. **MISCELLANEOUS:** Requirements for membership cannot be made by either a section or a chapter other than those required by international bylaws. Section and chapter members must be members of the international organization.
 - A. A rated military pilot shall present certified copies of one of the following documents as evidence of meeting the requirements for membership in the Corporation.

Acceptable Records for Various Armed Services	
SERVICE	ACCEPTABLE RECORDS
U.S. Air Force	Individual flight crew record (computer printout) AF Form 8, Certificate of Aircrew Qualification
U.S. Army	ARMY Form DA-759, Individual Flight Record and Flight Certificate Army

Acceptable Records for Various Armed Services	
SERVICE	ACCEPTABLE RECORDS
U.S. Coast Guard	OPNAVFORM 3710-31, Aviators Flight Logbook; verification of Instrument qualification is located in the section designated "Qualification and Achievements"
U.S. Marines and U.S. Navy	OPNAVFORM 3760-31, Aviators Flight Logbook OPNAV 3710/2, NATOPS Instrument Rating Request or OPNAV 3760/32 (REV 4-81), NATOPS Flight Personnel Training and Qualification Jacket

Similar records from other military authorities are acceptable for non-U.S. military pilots.

- B. A student pilot or a pilot in training, based on where training is being received, shall present copies of the following documents as evidence of meeting the requirements for membership in the Corporation.

Country / Countries	Acceptable Records
USA	Student pilot certificate; or Copy of flight log or equivalent, plus letter from the flight instructor with their flight instructor identification
All other countries	Student pilot permit, license, or certificate (if equivalent exists); or Copy of flight log or equivalent, plus letter from the flight instructor with their flight instructor identification

2. INTERNATIONAL PUBLICATIONS:

A. Acceptable Use of Publications

- 1) No member shall permit the publications to be used for commercial purposes contrary to the certification of incorporation, bylaws, or standing rules, such as for direct personal economic gain or direct benefit to a business for profit. This does not preclude the Corporation from seeking paid advertisements, subsidies, or sponsorship for its publications.
- 2) No member shall permit the publications to be used for political purposes or political activities contrary to the certificate of incorporation, bylaws, or standing rules.
- 3) No member shall permit the publications to be used to circumvent established policies and procedures in the certificate of incorporation, bylaws, standing rules, policies, or standard operating procedures (SOPs).

B. International Membership Directory

- 1) The contents of the Membership Directory are approved by the IBOD.
- 2) The Membership Directory is available online in the private section of the website, available to members only. In addition, a printed handbook directory and CD are available at current pricing plus shipping and handling if applicable.
- 3) The Membership Directory shall contain at least the certificate of incorporation, bylaws, standing rules, and Life Membership Pricing Table.

C. International Printed and Electronic Communication

- 1) The 99s official printed publication is the magazine. The magazine will be mailed to all members at their mailing address on file. A member may choose to receive only the online version of the magazine.
- 2) The Corporation may distribute from time to time additional printed and electronic communications such as newsletters, online magazines, and other communications.

D. International Website

- 1) The 99s official internet information source is the website www.ninety-nines.org.
- 2) The public section of the website has open access. The private section of the website is available to members only.
- 3) Members with Internet access will be given access to the private section of the website. Such access shall be in compliance with the SOPs.

E. Interactive Internet Resources

- 1) The 99s official interactive internet resources are the electronic networking forums.
- 2) Members with a valid email address will be given access to the electronic networking forums upon request. Such access shall be in compliance with the SOPs.
- 3) The Corporation may engage from time to time in various forms of social media and other communications.

SR V – FISCAL AND DUES

1. DUES SCHEDULE: Annual dues for all members of The 99s, payable to The 99s, at the Headquarters is as follows:

A. NEW MEMBERS	US	CANADIAN CARIBBEAN	ALL OTHERS
Membership Dues	\$60.00	\$52.00	\$44.00
Section Dues	5.00	5.00	0.00
Total	\$65.00	\$57.00	\$44.00

B. STUDENT PILOT MEMBERS	US	CANADIAN CARIBBEAN	ALL OTHERS
First 2 years:			
Membership Dues	\$30.00	\$30.00	\$30.00
Section Dues	5.00	5.00	0.00
Total	\$35.00	\$35.00	\$30.00
Renewals after 2 years:			
Membership Dues	\$60.00	\$52.00	\$44.00
Section Dues	5.00	5.00	0.00
Total	\$65.00	\$57.00	\$44.00

C. RENEWALS (non-Student Pilot Members)

Membership Dues	\$60.00	\$52.00	\$44.00
Section Dues	5.00	5.00	0.00
Total	\$65.00	\$57.00	\$44.00

- 1) A member may authorize automatic annual dues renewal by credit card.

D. REINSTATEMENTS: Membership application is considered a reinstatement for former members.

E. MISCELLANEOUS:

- 1) ALL FUNDS MUST BE REMITTED IN U.S. DOLLARS by check drawn on a U.S. bank, wire transfer, electronic payment, or International Money Order. Master Card, Visa, Discover Card or American Express cards may be used. Cash payment in U.S. dollars is accepted, but is discouraged.
- 2) Membership dues shall entitle the new member to receive the official 99s pin. A Student Pilot Member will receive the official 99s pin upon transitioning to another membership class. All members receive a membership card.
- 3) The membership receives no tangible monetary benefits as the result of payment of dues. Dues are considered a donation to the Corporation for the purposes of supporting The 99s, and its scientific, educational, and charitable activities.
- 4) Members may renew membership for three years or five years at current rates (non-refundable). Student Pilot Members are not eligible for multiple-year renewals. Funds will be retained in the appropriate financial accounts and dispensed to Headquarters and sections in the appropriate year. Membership cards will be issued for the full length of the renewal.
- 5) The increase in dues, if any, for a Student Pilot Member transitioning to another membership class will not be implemented until her next renewal date.

2. LIFE MEMBERSHIP

- A. Life Membership payments shall be deposited into a restricted fund.
- B. The Life Member Fund investments and payouts shall follow the Investment Policy Statement for the Investment Fund Advisory Committee approved by the IBOD.

- C. If a member pays for a single year's dues, then pays in full for a life membership during that same year, the payment for life membership will be based on the member's age at her next anniversary date and her life membership becomes effective on her next anniversary date.
- D. If a member pays for a single year's dues, then commences payment by installments for a life membership during that same year, the payment for life membership will be based on the member's age at her next anniversary date and her life membership becomes effective at the completion of installment payments.
- E. The option to have installment payments is determined by the Finance Committee and IBOD and is detailed in the Finance Committee's SOP for Life Member Payments.

SR VI – DISCIPLINARY PROCEDURES

1. SUSPENSION OR EXPULSION:

- A. Complaints related to a member's conduct in violation of Bylaw Article IV, Section 7, Paragraph B, must be submitted in writing to the member's section governor by a minimum of five (5) members. If the complaints are against the governor, the Immediate Past governor assumes the duties of the governor for the purposes of these disciplinary procedures. Members submitting complaints to the governor will recuse themselves from further deliberations concerning their complaints against a particular member while the complaints are investigated and a decision on their merit is implemented. Complaints against Members-at-Large shall be submitted to the governor of the South Central Section who shall process complaints against this class of members as though they are members of that section.
- B. The investigation of the complaint(s) and subsequent actions of the appointed committees and the (IBOD) shall be conducted in accordance with the procedures outlined in *Roberts Rules of Order Newly Revised (RONR)* and as provided in this Standing Rule. All committees and the IBOD will be briefed on the procedures related to their duties by the Parliamentarian and General Counsel. Since confidentiality is of the essence during the proceedings, all meetings, and hearings of committees and the IBOD will be in "executive session".
- C. Within 30 days of receiving the complaints listed in Paragraph A., the governor shall appoint an Investigatory Committee of five (5) members from her section comprised of one (1) past governor, one (1) past section officer, one (1) past chapter chairman, and two (2) members from the general section membership, having a good working knowledge of the Corporation, to conduct a confidential investigation of the complaints. Members of this committee shall be from different chapters and shall not be members of the same chapter as the member being investigated. For sections with no chapters, the governor shall appoint an Investigatory Committee of three (3) members comprised of one (1) past governor, one (1) past section officer, and one (1) member from the general section membership, having a good working knowledge of the Corporation, to conduct a confidential investigation of the complaints.
 - 1) The governor shall notify the member in writing by certified mail return receipt requested, in addition to written notification by regular postal mail and electronic mail (email), if available, that an Investigatory Committee has been formed to investigate complaints against her.
 - 2) The committee will be tasked with investigating the complaints brought forth under Paragraph A and
 - 3) The committee will send a written report of the results of its investigation to the governor not later than forty-five (45) days after being constituted, unless an extension of time is granted by the governor.
 - a) In the event the committee's report finds the complaint is not substantiated, the committee report to the governor will indicate that the complaint is not justified.
 - b) If the investigation reveals the complaints have merit, the committee report to the governor will outline the course of the investigation and will prefer specific charges and specifications. The report shall be signed by all committee members that agree with the report contents. Dissenting members can write their report which will be submitted with the committee report.
- D. Upon receipt of the Investigatory committee's report, the governor shall either find the charges against the member "not justified" or convene a Formal Hearing Committee. In the event the charges have been found to be not justified, the governor shall send written notice of the findings to the member.
 - 1) The governor shall appoint four (4) section members and request a past president of the Corporation to serve on a Formal Hearing Committee. For sections with no chapters, the governor shall appoint a Formal Hearing Committee of three (3) members. Within fifteen (15) days of receipt

of the Investigatory Committee's report preferring charges, she shall set the date for the formal hearing.

- 2) The Formal Hearing Committee shall be comprised of five (5) members including one (1) past governor, not currently serving on the section board, one (1) past president not serving on the IBOD, one (1) present or past chapter chairman, and two (2) members from the general section membership, having a good working knowledge of the Corporation. Members of the committee shall be from different chapters and shall not be members of the same chapter as the member being investigated. For sections with no chapters, the Formal Hearing Committee shall be comprised of three (3) members including one (1) past governor, one (1) past section officer, and one (1) member from the general section membership, having a good working knowledge of the Corporation. Members of the Investigatory Committee shall not serve on the Formal Hearing Committee.
 - 3) The governor shall notify the accused member in writing by certified mail return receipt requested, in addition to written notification by regular postal mail and electronic mail (email), if available, of the date, time, and place of the formal hearing.
 - a) The notification shall be made within fifteen (15) days of receipt of the Investigatory Committee's report.
 - b) The formal hearing date shall be set for on or about thirty (30) days after the anticipated notice mailing date.
 - c) The letter shall be drafted in accordance with guidance contained in *RONR* to include an exact copy of the charge(s) and specifications with the exact date of their adoption.
 - d) The letter shall direct the member to appear as cited.
 - e) The letter shall advise the member that her rights as a member of The 99s, (except as related to the formal hearing) are suspended pending disposition of the case.
 - 4) The formal hearing shall convene on or about thirty (30) days after notification to the accused member is mailed and shall only be postponed for reasons of national security considerations, serious illness, or the death of a close family member. If the accused is unable to appear as scheduled, she may have one extension of the hearing date. If the accused fails to appear without explanation for the formal hearing at the appointed time as directed, the formal hearing shall proceed without her.
 - 5) The Formal Hearing Committee shall forward its written report, including its written decision, to the governor within fifteen (15) days of the conclusion of the formal hearing. The decision of the Formal Hearing Committee is then mailed as in D. 3) above to the accused.
 - 6) The IBOD shall review and implement the Formal Hearing Committee decision after the appeal deadline has passed and no appeal has been filed.
- E. The accused may file a written appeal of a decision to suspend or expel from membership with the Corporation president. The appeal must be postmarked no later than thirty (30) days after the notification in Paragraph D. 5) is sent to her by mail.
- 1) The president shall convene the IBOD to hear the member's appeal within forty-five (45) days of receiving written notice appealing the Formal Hearing Committee's decision.
 - 2) The accused will have the opportunity to make an oral statement of her case which will be followed by a rebuttal statement by a member of the Formal Hearing Committee. No statement shall exceed one (1) hour. If the accused chooses to submit a written statement, it must be received by the IBOD at least 15 days before the hearing. A copy of the statement shall be forwarded expeditiously to the Formal Hearing Committee representative upon receipt by the IBOD.
 - 3) Both parties will be dismissed at the conclusion of presenting their statements and prior to the IBOD deliberations.
- F. The decision of the IBOD is final and shall take effect immediately. The decision of the IBOD is then mailed as in D. 3) above to the accused.
- G. Committees convened to participate in the investigation and adjudication of the case will be dismissed from service by the section governor after the appeal, if any, has been decided.
- H. At the conclusion of these proceedings, all documents related to the proceedings shall be sealed and secured at Headquarters. Written notification of the sanction, if any, imposed on the accused shall be sent to IBOD members recused from the proceedings, the accused's chapter chairman and section governor (vice-chairman/vice-governor if the accused is the chairman/governor) and the Headquarters office manager. Headquarters shall only state whether or not an accused member is a member of the organization in response to inquiries about the member's status.

SR VII – ANNUAL MEETING

1. The president shall appoint a marshal and a sentinel to assist at the annual meeting and tellers to count the votes cast. She shall also appoint a Reference Committee to expedite the order and conduct of business at the annual meeting.
2. In order to attend the annual meeting:
 - A. A member must complete the credentials process. The credentials process establishes current membership in The 99s, Inc.
 - B. The credentials process shall be accomplished prior to the opening of the annual meeting.
3. Members who attend the annual meeting shall be encouraged to attend the pre-business communication session, if scheduled.

SR VIII – NOMINATIONS, ELECTIONS & PROCEDURES

1. CANDIDATE INFORMATION

- A. The candidate's "Intent to Seek Election" form must be accompanied by a resume, no more than a 250-word position statement, the name of the section or chapter in which she is an Active Member, and two recent photographs.
- B. The candidates' position statements shall at least contain the following items:
 - 1) personal and professional qualifications for the office sought.
 - 2) history of participation in the organization.
 - 3) philosophy of and goals for the organization.
 - 4) goals for contribution to be made to the office sought.
- C. Candidates may be supported through personal correspondence by individual members of The 99s. Official 99s stationery or titles within the organization shall not be used.
- D. Candidates may not, during the campaign period, distribute or cause to be distributed the following:
 - 1) Any type of campaign communications, including electronic media.
 - 2) Campaign souvenirs.
 - 3) Any ads containing personal information, name, or picture of a candidate.The campaign period is from the "Intent to Seek Election" deadline until the election results are announced.
- E. Violations of any of the above may result in removal from the ballot or disqualification from office.
- F. The campaign period is from the "Intent to Seek Election" deadline until the election results are announced.
- G. At the discretion of the individual candidate, once the ballot has been declared, the candidate may authorize the publication of her Intent to Seek Election form and her resume in the Members Only section of the 99s website. Such publication will be removed at the conclusion of the election.

2. SCHEDULES

A. ELECTION DEADLINES

DECEMBER 31: Deadline for filing "Intent to Seek Election" forms for all international elected positions.

FEBRUARY 1: Candidates declared by Nominating Committee.

MARCH 15: All ballots sent.

MAY 1: Final date for paper ballots to be postmarked and for electronic voting to close.

MAY 22: Tabulation of all received paper ballots postmarked by May 1.

MAY 28: Election results sent to election procedures chairman.

B. PUBLISHING DEADLINES

- 1) JANUARY/FEBRUARY issue of the magazine and concurrently in the private section of the website:
 - a. Announce deadline for casting ballots and the procedure for notifying Headquarters of not receiving a ballot
 - b. Announce method of voting.
- 2) March 15 – deadline to post in the private section of the website:
 - a. Reminder of method of voting.
 - b. Each candidate's position statement and photograph.
- 3) MARCH/APRIL issue of the magazine.
 - a. Reminder of method of voting.
 - b. Each candidate's position statement and photograph.

- 4) JULY/AUGUST issue of the magazine and concurrently in the private section of the website:
 - a. Election results.
 - b. Announce nominations open for next election, deadline for filing the Intent to Seek Election form and how to obtain the Intent to Seek Election form.

3. ELECTIONS - BALLOTS

A. PREPARATION OF THE BALLOT

- 1) Ballot format is produced by the Election Procedures Committee.
 - a. Candidates shall be listed in the order in which their "Intent to Seek Election" forms are postmarked, time stamped or received.
 - b. A line shall be provided for a write-in vote for each elective position.
 - c. The Election Procedures Committee chairman, or her IBOD approved designee, will forward the ballot information to the service provider.

B. BALLOTING FOR ELECTIONS

If an-outside service provider is engaged by international, sections, or chapters, it shall meet the following criteria:

- 1) A single outside service provider shall be used to manage and administer elections. This includes delivery of electronic ballots, and delivery of paper ballots to members who have not opted-in to electronic voting.
 - a. The service provider shall provide the capability for sections and chapters to print ballots created by the service provider's system and to mail those paper ballots to their members who have not opted-in to electronic voting.
- 2) The service provider shall have the capability to create a ballot to meet all the needs of the election for all elective positions including write-in votes.
- 3) The service provider shall ensure that a ballot is created for every member, whether electronic or paper.
 - a. The 99s database of members shall be used to determine the list of eligible voters.
 - b. Sections and chapters may assume the responsibility for printing and mailing the paper ballots created by the service provider.
- 4) The system shall be secure, following industry standards, best practices, and protocols.
- 5) The system shall have the ability to authenticate the voter and verify membership and ensure only one (1) vote per member.
- 6) For electronic ballots, the service provider's website shall be used.
 - a. A link to the provider's website shall be located on The 99s or other pertinent websites.
 - b. A member who chooses to participate in electronic voting ("opt-in") shall indicate her choice via the joining/renewing membership process, an email, a fax, a text, or any other form of written communication as authorized by the IBOD.
 - c. The subset of members who opt-in to electronic voting shall comprise the database for electronic voting.
 - d. The service provider shall assign at a minimum a unique password/personal identification number (PIN) to each member for accessing the voting website.
- 7) The system shall ensure the ballot is secret, having no available link to the member who voted.
- 8) The system shall ensure the member has the ability to make changes to the ballot before it is cast and once cast, cannot be changed.
- 9) The service provider is responsible for all vote counting and tabulating.
 - a. The service provider shall provide the capability for a section or chapter to enter the returned paper ballots individually into the service provider's system.
 - b. If a section or chapter receives returned paper ballots, they must use the service provider's system to enter each returned paper ballot individually.
 - c. The system shall include the votes from the returned paper ballots in a combined vote tally with the electronic votes.
- 10) Tabulation and reports of the vote count shall not be edited.
- 11) Results shall have audit capability to allow for recounts if necessary.
- 12) Email voting is not permitted.

C. TABULATING

- 1) Three members of the Election Procedures Committee shall review the vote count and tabulation prepared by the service provider.
- 2) Tabulation should clearly delineate vote count for each candidate and each office, as well as subtotals of votes received via electronic voting and via paper balloting.

D. NOTIFICATION OF ELECTION RESULTS

- 1) The election procedures chairman notifies the president of the results of the election, including vote tabulation and review process.
- 2) The president immediately contacts all candidates giving them the complete election results, including vote count.
- 3) Headquarters informs the international magazine editor of names, but not count, for publication in the next international magazine.
- 4) The tabulation report from the outside service provider handling the election is announced and entered in full into the minutes of the annual meeting, becoming a permanent part of the official records of the Corporation.
- 5) Paper ballots are retained in a locked area until after the annual meeting and are destroyed after authorization of the members.

SR IX – INTERNATIONAL BOARD OF DIRECTORS

1. IBOD VACANCIES:

- A. Upon confirming that a vacancy has occurred, the president shall immediately notify the chairman of the Nominating Committee.
- B. The Nominating Committee has 45 days to complete a process to advertise the vacancy to members, solicit Intent to Seek Election forms using any or all member-only means available, and identify eligible candidates. The solicitation period shall be at least 30 days.
- C. By the end of the 45-day period, the chairman of the Nominating Committee, or a designee, shall provide to the IBOD a list of all eligible candidates from which the IBOD may select a replacement. If no candidate can be agreed upon by the IBOD, the vacancy will be filled through the next regular election.

- 2. EMPLOYEES:** The IBOD shall be responsible for the recruitment, oversight, and dismissal of the employees of Headquarters. Individual trusts shall recruit, oversee, and dismiss employees of that trust, with approval of the IBOD.

SR X – STANDING COMMITTEES

1. BYLAWS/STANDING RULES

- A. Membership:** The chairman is appointed by the president with approval of the IBOD. Committee members are appointed by the chairman.

B. Responsibilities:

- 1) Review, consolidate, and/or develop bylaws and standing rules amendments as provided in the bylaws. Additional responsibilities and other details are defined in SOPs.
- 2) Present proposed amendments to the bylaws and standing rules to the membership for approval at the next annual meeting.
- 3) Provide accurate bylaws and standing rules to Headquarters within 45 days after the annual meeting.

2. NOMINATING

- A. Membership:** Elected by the membership as specified in the bylaws.

- B. Responsibilities:** Seek qualified candidates for all elective positions, except trustees, as provided in the bylaws.

3. FINANCE

- A. Membership:** Members of the Finance Committee shall include, but not be limited to, the treasurer, the vice-president, and a representative from the Council of Governors. The treasurer shall chair the committee.

B. Responsibilities:

- 1) Assist the treasurer.
- 2) Review the calculations used for setting the Life Member payment at least every five (5) years. Any recommended changes shall be submitted to the IBOD for their review and approval.

4. ELECTION PROCEDURES

A. Membership: The chairman is appointed by the president with approval of the IBOD. Committee members are appointed by the chairman.

B. Responsibilities:

- 1) Administer elections according to the Election Procedures Committee SOP.
- 2) Investigate and validate complaints of campaign practice violations and refer valid complaints to the IBOD.
- 3) Review bylaws and standing rules as they pertain to election procedures.

5. LONG-RANGE PLANNING

A. Membership: The Long-Range Planning Committee is composed of the four elected directors.

B. Responsibilities: Provide ongoing planning in accordance with the mission statement.

6. INVESTMENT FUND ADVISORY

A. Membership: The chairman is appointed by the president with approval of the IBOD. The committee members are appointed by the chairman and shall consist of at least the current IBOD treasurer and one other member who has served on the IBOD within the previous six years.

B. Responsibilities: Provide investment management oversight of any restricted investment fund(s), excluding those funds that are managed by trusts.

SR XI – TRADEMARKS

1. TRADEMARKS, PIN, AND LOGOS

A. The official registered trademarks are listed in the Trademarks SOP. The IBOD may approve and register additional official trademarks from time to time.

B. The 99s official pin is the small square-cut super-imposed block nines with a center-mounted propeller.

C. The annual conference logo is approved by the IBOD and reserved exclusively for use by the Corporation.

2. USE OF TRADEMARKS

A. All use of a trademark or trademark derivative must be approved by the Trademark Committee.

B. Usage and placement shall be in accordance with the SOPs and the Style Guide.

Note: Standing Rules presented are inclusive of all amendments. The history of amendments can be accessed through the IBL/SRC.