

**INSTRUCTIONS
FOR SUBMITTING PROPOSED AMENDMENTS
TO THE BYLAWS AND STANDING RULES**

The Ninety-Nines, Inc., International Organization of Women Pilots

The International Bylaws/Standing Rules Committee (IBL/SRC) controls and facilitates the process of amending the Bylaws and Standing Rules of The Ninety-Nines, Inc. The information below has been prepared to assist in the development and submittal of proposed amendments. Amendments will be evaluated based on quality of rationale, completeness, accuracy, and adherence to the following guidelines.

Only the following may propose amendments: Chapter, Section, Council of Governors (COG), International Board of Directors (IBOD), and IBL/SRC.

GENERAL

- A. Coordinate with the IBL/SRC about the proposed amendment prior to the submittal deadline.
- B. Include rationale for the change with the proposed amendment. For example: a bylaw may be unclear or inconsistent with other bylaws or established practices; a bylaw may be outdated or overcome by events; a new practice may require a new bylaw be created; etc.
- C. Find any other existing bylaws/standing rules that will be affected by the proposed amendment and propose consistent amendments to those bylaws/standing rules as well.
- D. Check whether the proposed amendment requires input from other international committees, e.g., election procedures, membership, nominating, publications, technology, etc. If so, consult with that committee prior to submitting the proposal to the IBL/SRC.
- E. Ensure the proposed amendment conforms to The Ninety-Nines, Inc. Certificate of Incorporation (Certificate).
- F. Ensure the proposed amendment conforms to Internal Revenue Code Section 501(c)(3). The most important IRS requirements are in the Certificate¹.

DIRECTIONS

- A. Request an editable Word™ copy of the of the bylaws and standing rules approved at the most-recent annual international conference from the International Headquarters Manager.
- B. Submit the proposed amendment using ~~red strikethrough~~ for deleted material and **underline bold** for added material.
- C. Submit a letter with the proposed amendment containing the following information: perceived problem which the amendment addresses; rationale for specific changes; summary of changes to each document; other international committees affected and members who were consulted. The letter must be signed by the chapter chairman or the section governor, as applicable, and must include the mailing address, phone number and email address of the signer.
- D. Submit a copy of the minutes, signed by the secretary, showing when the chapter, section, COG, or IBOD voted to submit the proposed amendment. Draft minutes are acceptable. (Note: the IBL/SRC may request additional documentation if necessary.)
- E. Send the above documents via email using Word™ (preferred) and PDF attachments to governingdocs@ninety-nines.org. All proposed amendments must be RECEIVED by the due date, which is normally December 31 of that year. Check fall issues of the “International Straight & Level” or The 99s website for current information related to submissions.
- F. Contact the Bylaws Committee Chairman at Governingdocs@ninety-nines.org if you have concerns about meeting deadlines or requirements.

¹ See Section Third, paragraphs A) and the last paragraph of B) (educational, charitable, and scientific purposes); Section Fourth, especially the third paragraph (no use of proceeds for personal gain) and the fourth paragraph (no politics or lobbying); and Section Tenth (dispose assets to a 501(c)(3) organization).