



THE NINETY-NINES, INC.

INTERNATIONAL BOARD OF DIRECTORS OPERATING POLICY

Appointees

1. **Purpose:** Ensure compliance with the legal and regulatory obligations of the International Board of Directors (IBOD) with appropriate professionals.
2. **Applicability:** Directly responsible to the IBOD.
3. **Responsibility of Appointees:**
 - 3.1. General Counsel
 - 3.1.1 Advises the President and Board of Directors about legal matters.
 - 3.1.2. Prepares and/or reviews legal contracts for the Corporation, including but not limited to contracts for outside contractors such as. Attorneys, Auditors, Parliamentarian, Information Technology Companies, Contractors, etc.
 - 3.1.3 Reviews hotel and other vendor contracts for Sections and Chapters.
 - 3.1.4. Handles complaints regarding unauthorized use of the Trademarks and the Membership Directory.
 - 3.1.5 Monitors and reports on pending litigation.
 - 3.1.6 Advises on 501(c)(3) issues.
 - 3.1.7 Reviews and approves Bylaws and Standing Rules of Ninety-Nines Sections and Chapters to ensure compliance and currency with International Bylaws and Standing Rules.
 - 3.1.8 Provides a legal opinion on proposed amendments to the bylaws and standing rules.
 - 3.1.9 Sends a minimum of one annual report to the President.
 - 3.2 Incorporation Resident Agent
 - 3.2.1 Responsible for coordinating with the State of Delaware for receipt and/or completion of any required documents as part of The 99s Certificate of Incorporation.
 - 3.3 Insurance Agent
 - 3.3.1. Responsible for obtaining and supervising all Corporate Insurance Coverage.
4. **Approval:**
 - 4.1 Authorizing Body: International Board of Directors.
 - 4.2. Approval Date: This Appointees Board Operating Policy was approved on: November 5, 2021.