

THE NINETY-NINES, INC.
STANDARD OPERATING PROCEDURE

International Awards

I. The Ninety-Nines, Inc honors its members and others in the aviation community who have made a significant or noteworthy contribution to the 99s, to aviation/aerospace, or to humanitarian efforts through the following awards. Awardees are eligible for re-nomination in subsequent years.

International Awards which may be presented

A. Award of Achievement

1. Eligibility

- a) Is presented to an individual member of The Ninety-Nines (living or deceased), a group of 99s, or an organization within The Ninety-Nines (such as a chapter, section, committee, or Trust).
- b) If presented to an individual, that person must be a current member or, if deceased, current at the time of her death.

2. Three separate Awards of Achievement may be presented each year. The three awards are:

- a) The Award of Achievement for Contributions to The Ninety-Nines – which recognizes a significant contribution to the mission of the 99s or any of the organization's activities.
- b) The Award of Achievement for Contributions to Aviation – which recognizes significant contributions to any facet of aviation/aerospace, such as education, science, history, commerce, legislation, etc.
- c) The Award of Achievement for Humanitarian Efforts – which recognizes significant contribution, through aviation, in a humanitarian effort.

3. The contribution may have occurred at any time in the past or present, as a single action or a series of events.

4. The Award of Achievement may or may not be an annual award.

5. Non-winning nominations from previous years may be resubmitted.

B. Award of Merit

1. Eligibility

- a) Is presented to an individual (living or deceased, male or female) or organization that is NOT a member of or a group within The Ninety-Nines. Note: Friends of The 99s are eligible for this award.
- b) If presented to an individual, that person may not be a former member of The Ninety-Nines.

2. Recognizes a significant contribution to any facet of aviation/ aerospace, such as education, science, history, commerce, legislation, etc.

3. The contribution may have occurred at any time in the past or present, as a single action or a series of events.
4. The Award of Merit may or may not be an annual award.

C. George Palmer Putnam Award

1. Eligibility - The recipient may not be a current or former member of The Ninety-Nines or a group within The Ninety-Nines. Note: Friends of The 99s are eligible for this award.
2. Recognizes the support provided to The Ninety-Nines by an individual (male or female, living or deceased) or an organization.
3. This support may have occurred at any time in the past or present, as a single action or a series of events.
4. The George Palmer Putnam Award may or may not be an annual award.
 5. Non-winning nominations from previous years may be resubmitted.

D. Award of Inspiration

1. Eligibility - The recipient may be a Ninety-Nine or a non-Ninety-Nine.
2. Is a special award given by the Board of Directors.
3. Is given to an individual, group, organization, or agency whose participation, achievements, or activities have had a significant impact on The Ninety-Nines, the world aviation community, or the art and science of aviation or aerospace.
4. Selection
 - a) The Awards Committee Chairman will coordinate the Inspiration Award nominations.
 - b) Each member of the Board of Directors may submit a nomination.
 - c) Each member of the Board of Directors may vote in the selection of the recipient.
 - d) The selection of the recipient will take place at a regular scheduled Board meeting.
5. The Award of Inspiration may or may not be an annual award.

E. President's Award

1. Eligibility - May be given to a Ninety-Nine or non-Ninety-Nine.
2. Is given at the will of the current President.
3. May or may not be an annual award.

F. Katharine Wright Award

1. Eligibility - May be given to a Ninety-Nine or non-Ninety-Nine.
2. Established in 1981 by the Gates Learjet Corporation and presently administered by the National Aeronautic Association (NAA), the award recognized a woman who, behind the scenes, provided encouragement, support, and inspiration to her husband. The Katharine Wright Award was first presented to Moya Lear, wife of Bill Lear.
3. Today, the award is presented to a woman (Ninety-Nine or non-Ninety-Nine) who has:
 - a) Contributed to the success of others in an aviation endeavor; or
 - b) Made a personal contribution to the advancement of the art, sport, and science of aviation and space flight over an extended period of time.
4. The NAA publishes information on the award and establishes the deadline for nominations.
5. The presentation of the Katharine Wright Award is made jointly by The Ninety-Nines and an NAA representative at the annual Awards Banquet of the NAA in Washington, DC.

II. Submission of nominations

- A. Nominations for the Award of Achievement, Award of Merit, and the George Palmer Putnam Award may be submitted by any individual or group within The Ninety-Nines.
- B. The nomination should be in the form of a one-page letter and up to three additional pages of substantiating material. The name, address and phone number of the nominee or the nominee's next of kin, if the nominee is deceased, should be included.
- C. The nomination should give complete, but concise, details justifying the award to the nominee with such background information as considered pertinent, and any other relevant information, that would assist the Awards Committee.
- D. Nominations from previous years may be resubmitted and are encouraged.
- E. Nominations should be sent to The Ninety-Nines Headquarters to the attention of the Awards Committee.
- F. Nominations may be submitted by electronic transmission (fax or email) or by post. The nomination must be received on or before the nomination deadline.

III. Awards Committee

- A. The Awards Committee is comprised of:
 - 1. Awards Chair
 - a) The President will appoint a chair either from the list of current Governors and Vice Governors, or a Ninety-Nine of comparable experience.
 - b) The Chair will serve from September 1 of the current year until August 31 of the following year or until the President appoints another Chairman, whichever occurs last.
 - 2. The Awards Committee Chair will select the other four members of the Awards Committee.
 - a) Two Governors
 - b) Two individuals (non-Ninety-Nines) from the aviation community
- B. Responsibilities
 - 1. The Awards Chairman will work with the Headquarters Manager to send an email to all Chapter Officers, Section Officers and Trustees no later than October 15th to asking for nominations. This email should include Award names and qualifications and the Award Submission Deadline.
 - 2. Review nominations for the Award of Achievement, Award of Merit, and the George Palmer Putnam Award and make a recommendation to the Board of Directors for the recipient of each of these awards.
 - 3. The Awards Committee Chairman has additional duties:
 - a) Include providing information for the Conference Program and Ninety-Nines magazine
 - b) Writing script for Award winner Plaques
 - c) Communicating with each winner and the conference chair concerning one comped banquet guest and other guests to be paid for by winner
 - d) Presentation of awards at the Conference Awards Banquet, as noted in the timeline below.
- C. Suggested method for tallying votes

1. Each member of the Awards Committee, including the Awards Committee Chairman, should rank his or her choices for each award. Every nominee should receive a ranking. The committee member should send these rankings to the Awards Committee Chairman.
2. Upon receipt of each committee member's rankings, the Awards Committee Chairman will assign points for that member's selections, with the first choice receiving the most points and the last choice receiving the least points. For example, if there are ten nominees, the first choice will receive ten points, the second choice will receive nine points, the third choice will receive eight points, etc.
3. The Awards Committee Chairman will then tally all the points for the Award Committee members' rankings.
4. The Awards Committee Chairman will recommend that the Board of Directors presents the award to the nominee who receives the highest number of points.

D. Disclosure of Winners

Only after the winners and the nominators of the winners and non-winners have been notified can the winner information become common knowledge.

E. Award Winner Bios & Pictures

1. The Awards Chair requests each winner send their 300 word bio and 300 dpi headshot photo to Awards Chair. The bio and picture will be used in the Ninety-Nines magazine and the conference program.
2. The bios may be edited
3. If Award presented posthumously, request bio from family member, chapter or 99 member submitting nomination.

IV. Timeline/Deadlines – The following actions or events should occur on or before the dates listed below.

Deadline	Action or Event	Person(s) Responsible
September 1 or within two weeks after the end of the Annual Meeting, whichever occurs last	Awards Committee Chair appointed	President
September 20	Submit article to the President for inclusion in the October 1 <i>Straight & Level</i>	Awards Chair
October 1	Submit article for the November/December issue of the Ninety-Nines magazine	Awards Chair
October 15	Send above (same as Straight & Level article) information about Awards nominations to the Council of Governors Spokesperson for inclusion on the agenda of the Council of Governors fall meeting in Oklahoma City	Awards Chair

Deadline	Action or Event	Person(s) Responsible
October 15	Work with Headquarters Manager to send email flyer to all Chapter Chairs, Governors, and Trust Chairs asking for nominations. Email flyer should include Award names, qualifications, and submission deadline	Awards Chair
November 1	Select other four members of the Awards Committee	Awards Chair
November 20	Submit a second article to the President for inclusion in the December 1 <i>Straight & Level</i>	
January 31	Deadline for submission of nominees for Award of Achievement, Award of Merit, George Palmer Putnam Award	See awards descriptions
February 5	Verify the eligibility of nominees; copy and electronically send all nominations into PDF format; email nominations to the Awards Chair	Headquarters Staff
February 5	Notify the President of the number of nominations received for each award	Awards Chair
February 10	Email nominations and voting instructions to the Awards Committee	Awards Chair
February 25	Awards Committee email votes (for the awards recipients) to the Awards Chairman	Awards Committee
Prior to Spring IBOD Meeting	Tally ballots and prepare written recommendation (which should include copies of the returned ballots and the method of tally)	Awards Chair
Prior to Spring IBOD Meeting	Notify Board of the upcoming selection of the Inspiration Award and President of her award	Awards Chair
Spring IBOD Meeting	Present recommendations for award recipients	Awards Chair
Spring IBOD Meeting	Send thank you letters to Awards Committee	Awards Chair
Spring IBOD Meeting	Approve the names of the award recipients; Select Inspiration Award recipient(s)	IBOD
Spring IBOD Meeting	Approve all budgetary needs regarding awards, including the number and actual object(s) to be given and complimentary banquet meals to be provided. Decide whether to present gifts to the non-99s Awards Committee	IBOD and Finance Committee

Deadline	Action or Event	Person(s) Responsible
No later than May 1	Within two weeks of the Spring IBOD Meeting, notify the award winners and nomination signees	President
No later than May 1	Notify the nominators of the non-winners within two weeks of the Spring IBOD meeting and encourage them to resubmit their nominations in the future	Awards Chair
May 15	Order and purchase the awards	Headquarters Staff
May 1	Contact each winner and request 300-word bio and 300dpi headshot photo. Note to them that bios may be edited. Notify winners they also need to determine if they will attend the Awards Banquet or name the person accepting for them and submit the number of guests that they anticipate (Conference only pays for one guest). All above must be sent to Awards Chair by June 1 st .	Awards Chair
June 1	Send appropriate information, with pictures, about the winners to the Chairman of the International Conference, the Public Relations Chairman, and the Headquarters staff	Awards Chair
June 1	Arrange for 300-word bios and headshot photos of the winners be placed in the Annual Conference program and arrange for the presentation at the Awards Banquet	Annual Conference Chair
June 1	Send an Annual Awards Report to the Headquarters Manager, to be included in the business material for the coming Annual Meeting	Awards Chair
June 1	Write short script for Award Plaques. Send to Headquarters Manager and President	Awards Chair
June 1	Send award winners bios and pictures to Conference Chair for Conference Program and Banquet Program. Include Award winner names in Banquet Program.	Awards Chair
June 15	Prepare Awards Banquet Script and send to President & Awards Banquet A/V person	Awards Chair
June 15	Prepare PowerPoint slides with winner's photos to match script and send to President & Awards Banquet A/V person	Awards Chair

Deadline	Action or Event	Person(s) Responsible
Annual Meeting	Present awards at the Annual Awards Banquet.	President, assisted by the Awards Committee
August 1	Submit article, with pictures about the winners for September/October issue of the <i>Ninety-Nines</i> magazine	Awards Chair