



Chapter

Chairman

Manual

The Ninety-Nines, Inc.

International Organization of Women Pilots
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WELCOME to the CHAIRMANSHIP!

Mission Statement

While serving as CHAPTER CHAIRMAN, you have the opportunity to guide the members of your Chapter as we all pursue the stated mission of Ninety-Nines, Inc., the International Organization of Women Pilots, which is to:

- + **Promote world fellowship through flight**
- + **Provide networking and scholarship opportunities for women and aviation education in the community**
- + **Preserve the unique history of women in aviation**

This manual is designed to help you serve as Chairman with the least possible hassle and in the best possible way. You are encouraged to make time to acquaint yourself with it as soon as possible and refer to it often.

About this Manual

In the following pages you will find hints for *improving Chapter meetings* and *increasing membership*. There are reminders of reports that must be filed to keep our entire organization functioning effectively. *Blank report forms* and *applications for scholarships and awards* are continuously updated on either www.ninety-nines.org or on your Section or Chapter website. That is where you will also find *lists of current officers and chairmen*.

Now is the time to verify that you have a current copy of your *Chapter Bylaws* and *Standard Operating Procedure* and that those documents are inserted into the 'CHAPTER INFORMATION' section of your Chairman's Manual. Other Chapter files should be inserted including a copy of your Chapter's *Charter* and a current list of *Chapter Members*.

Resources Available

Resources and aviation contact information is available online from many organizations' websites. In addition, you may want to compile a list of local agencies and resources and include that information with your Chapter's files.

Enjoy your Chairmanship!

We joined The Ninety-Nines to fly and to associate with other women pilots. You will have more time to enjoy doing both if you refer to this manual for answers to questions that will arise during your chairmanship. Please let your Section Governor know if you have any suggestions for improving your Chapter Chairman's Manual.

WELCOME to the CHAIRMANSHIP! (cont'd)

Section Meetings

As you assume the helm of your Chapter, you will find new friendships and opportunities opening up to you. Hopefully you will make the commitment to attend *Section Meetings*. In most Sections, these are held twice a year and are hosted by local Chapters. These meetings are a time to 'do business,' to catch up on aviation seminars and a great excuse to fly.

In addition to encouraging your Chapter members to attend Section Meetings, you have several additional responsibilities as Chapter Chairman. You are an important liaison between your Section and your local members. Most Section Meetings include a special convening of Chapter Chairs, often with Section Committee Chairmen and members of the Section Board of Directors. It is an opportunity to network with other Chairmen, ask questions and trade hints about improving your effectiveness as a Chairman. Membership, meetings, newsletters, budgets and many other topics will come up in these discussions.

International Meetings

Members from around the world gather once each year to conduct the business of The Ninety-Nines, Inc. The location changes each year and is occasionally outside the Continental U.S. Your first International Conference will most certainly give you a more comprehensive view of our entire organization. Every time you attend an International Conference, you'll enjoy the camaraderie of our members and you'll go home with renewed enthusiasm for flying and for The 99s.

When You Retire

As you pass the gavel to a new Chapter Chairman, you will be reminded of your first months in office. You will have gained new experiences along the way and, hopefully, will have taken time and had opportunities to make lots of new friends in aviation. You will have welcomed new members and may have bid farewell to women pilots who will remain good friends after they leave your area and your Chapter.

You will look back and find that it was, in retrospect, a short term and an interesting one; you will feel very comfortable compared to when you composed your first agenda, chaired your first meeting or gave your first interview to the local press.

The Chairman who follows you can benefit greatly from your advice and availability. You are not so much a passenger now as you are a continuing crew member. Make sure the 'charts' (this manual and your chairman files) are current and that your new Chairman and other officers get a thorough briefing and 'preflight.'

WELCOME to the CHAIRMANSHIP! (cont'd)

PROUD to be a NINETY-NINE

Members of The Ninety-Nines participate in many areas of 'benefit flying' such as Angel Flight, Flying Samaritans, Young Eagles and scouting programs. You can find out more about programs and requirements by contacting our Public Benefit Flying Chairman listed in your current Membership Directory and in the Members Only area of the website.

We also serve on airport state and federal aeronautics commissions and we airmark airports by painting compass roses and identifying information on airport surfaces. We give support to air museums. Cross-country racing events improve piloting skills and local Chapters participate in Pilot Proficiency Training (PPT) programs.

Each year The Ninety-Nines awards *Amelia Earhart Memorial Scholarships* to outstanding members for advanced flight training or courses in specialized branches of aviation. The *Amelia Earhart Birthplace* is emerging as a significant collection of early aviation and Ninety-Nines' history. The Forest of Friendship, also in Atchison, Kansas, honors aviation pioneers and champions of aviation from every era and from around the world. The Museum of Women Pilots, located on the second floor of our International Headquarters in Oklahoma City houses one of the largest collections of records and memorabilia about women and aviation outside the Smithsonian.

This is a wonderful and unique organization comprised of a membership with varied talents and interests. To become a Ninety-Nine, it is required that the applicant either currently holds, or has held in the past, a pilot certificate issued by the appropriate government authority entitling her to fly either heavier- or lighter-than-air aircraft *or* qualifies as a Future Woman Pilot (being a student pilot with a current medical where one is required or who holds an international equivalent).

When we meet other Ninety-Nines, we know that we share common experiences, have met common goals and have each been responsible for our own welfare as we claimed the skies to share in the joy that flying brings to all of us!

Open Book Policy

Business affairs of the 99s, at any level of our organization, are open to each member, not just a privileged few. Members of the Boards of Directors at both the International and Section level are happy to answer any questions you or your Chapter might have regarding any issue, financial and otherwise. These governing bodies are extremely conscientious about their fiscal responsibilities, what causes they embrace, and how they can keep The Ninety-Nines, Inc. healthy as a viable force in the world aviation community.

YOUR JOB AS CHAPTER CHAIRMAN

Job Description

As a chairman you have responsibilities to your Chapter, your Section and our International organization. You are the one who is the guiding force in encouraging your members to fly, to participate in Chapter activities and to welcome new members. You are encouraged to regularly refer to the following list of activities that will make you an effective and respected Chapter Chairman.

Your job is to:

1. Conduct meetings - general and board.
2. Carry out Section and International responsibilities:
 - a. Submit required reports.
 - b. Answer communications on behalf of your Chapter.
 - c. Communicate information received through Chapter meetings and in monthly mailings to your members.
3. Appoint committees (according to your own Chapter Bylaws) then coordinate and monitor committee activities to achieve your Chapter's goals.
4. Project a good 99s image in the community.
5. Attend Section Meetings, Section Board Meetings, Chapter Chairman Meetings and the International Conference whenever possible in order to promote networking between Chapter Chairmen.
6. Delegate to your committee chairmen and other members as many jobs as possible in order to promote a sense of Chapter involvement; leave yourself free to help where specifically needed and carry out leadership responsibilities.
7. Make an honest effort to know all your Chapter's members.
8. Make new members and Future Women Pilots feel welcome at Chapter functions.

YOUR JOB AS CHAPTER CHAIRMAN (cont'd)

Structuring Meetings

The formal Business Meeting is generally carried out according to parliamentary procedures. In presiding over meetings you will discover that years of tradition have established a clearly defined order of business.

Your principal responsibilities for chairing formal business meetings include initiating proposals and bringing issues to the members on which they may wish to take action; facilitating and guiding the discussion in order to carry out the business items; encouraging and supporting a climate of harmony and teamwork; clarifying and summarizing motions offered for consideration before they are voted on.

Generally, important items of business should be introduced in the form of a motion and then seconded. This is to prevent time consumed in considering a question that only one person favors. The Chairman then states the question (motion) and asks for discussion. Debate should be limited to the merits of the immediate business at hand; it is the duty of the Chairman to keep discussion relevant and moving along. As the debate winds down, the chair "calls for the question," that is, asks for a vote. The Chairman should, at this point, state clearly what is being voted on. Formal proposals then are made, discussed, voted upon, and recorded.

To aid in shortening the business portion of a meeting, minor items or those with obvious unanimous approval should be decided by consensus of the members.

In Advance

It is vital that you do some preliminary planning to facilitate a smooth-running meeting. Schedule a Board meeting with your officers and committee chairmen if there are complex issues to resolve or major events to plan. Going over the minutes of the last meeting will help you take inventory. Prepare an agenda and have copies available for the members. It may also be helpful to include a calendar of Chapter events with the agenda.

YOUR JOB AS CHAPTER CHAIRMAN *(cont'd)*

Order of Business

The order of business generally accepted is as follows:

1. Call to order
2. Reading of the minutes of the previous meeting.
(Some Chapters publish the minutes in their newsletters)
 - a. Request “corrections.” This term includes additions. Any corrections should be made on the margins. A motion or second is not required for approval, but if there has been some controversy, it may be a good idea to formally approve them with a motion, a second and a vote.
 - b. After the Secretary prepares the minutes, a copy should be forwarded to the Chapter Chairman as soon as possible and well before the next meeting.
 - c. It is no longer necessary to use the term “respectfully submitted.”
 - d. It is not necessary to record the name of the second to a motion.
 - e. A second is not needed for nominations.
3. Secretary’s Report
 - a. Read only pertinent correspondence.
 - b. If a vote is required on an item, bring up the matter in New Business.
4. Treasurer's Report
 - a. A motion is not needed to approve normal payment or spending, especially if an annual budget has been approved.
 - b. A motion is required for requests for special spending items.
 - c. If a motion is required, the Treasurer cannot make the motion (this goes for the area of interest of each officer and committee chairmen).
5. Introduction of guests/FWPs (members should introduce themselves as well)
6. Standing Committee Reports
7. Special Committee Reports
8. Unfinished Business
 - a. Note: this is not called “Old Business.”
 - b. The Chairman should bring these items up. Review minutes of prior meeting to determine what is unfinished or tabled.
9. New Business
 - a. Comprised of items brought up by the Chairman, other officers and the general membership.
10. Announcements
11. Program
12. Adjournment
No motion or vote is necessary to adjourn.

YOUR JOB AS CHAPTER CHAIRMAN (cont'd)

More on Meetings

Throughout the meeting, correspondence, flyers, newsletters from other Chapters, etc. should be passed around, or put up on a bulletin board.

As Chairman you should use these procedures as guidelines with which to structure your leadership efforts. To research the finer points of parliamentary procedures, you can read *Robert's Rules of Order, Newly Revised 10th Edition*, the authoritative resource on this subject.

Secrets of Successful Meetings

Whenever possible, be consistent in the location and time of the meeting. This allows members to block out the meeting time from other activities.

Try to have a contact telephone number about the meeting. Some Chapters have a voicemail telephone number that has a recording of the meeting program, time and other Chapter activities for the month. This is especially important if your meeting time or place changes. Maintain a current list of email contacts for your Chapter members but don't rely exclusively on email for last minute or important changes. Even the most tech-savvy members may fail to get information that others assume they have collected.

Meet for a meal before the meeting at a local restaurant or rotate having someone bring snacks to enjoy during a break. Many far-flung Chapters plan flyouts and RON's (remain overnight) several times a year to coincide with their meetings. Create a phone bank to call members before a meeting or fly-in. Personal contact is one of the best ways to help your membership grow.

Programs & Activities

Interesting and informative programs increase attendance at meetings. If you have scheduled speakers, be sure to have an alternative plan just in case they don't show up. It can and does happen. Another type of program centers around Chapter projects, such as updating your Chapter History.

Schedule fly-ins regularly. Appoint a Flying Activities Chairman to coordinate the fly-ins and make sure there is an alternative place to meet in case of poor weather or other changes. Invite nearby Chapters to join your flying activities and plan future activities together.

Some activities to try are potluck parties, campouts, proficiency competitions, Pilot Proficiency days, poker runs, airmarking, fly-ins with a theme (Fabulous 50s attire?) and mystery flights.

YOUR JOB AS CHAPTER CHAIRMAN *(cont'd)*

Chapter Information Update

Use the online form in the 'Members Only' section of the website to update Chapter information when you've made changes in your Chapter, including officers, meeting dates, website links, etc. The form can also be printed out, then completed and mailed to International Headquarters.

Recruitment and Retention

Several tools are available at www.ninety-nines.org including:

- ! 99s Retention and Recruiting Handbook
- ! New Member Guide
- ! 99s Recruitment Poster

Recommended Reading

Bradford, Leland P., *Making Meetings Work - A Guide for Leaders and Group Members*, University Associates, La Jolla, 1976.

Doyle, Michael and Straus, David, *How to Make Meetings Work*, Jove Books, New York, 1976.

Schul, Bill D., *How to be an Effective Group Leader*, Nelson-Hall, Chicago, 1975.

SECTION MEETINGS

Usually Twice a Year

In most Sections, members meet twice a year at various locations throughout their geographic area. It is required that each Section have an annual corporate meeting which normally is the Business Meeting held during a Section Meeting. Section members may be notified by direct mail or in their Section newsletter of the dates, times and places for each meeting. Your Section's website should have registration forms and information about coming Section Meetings.

Activities

For some Sections, the activities begin on Friday afternoon with meetings and seminars followed by dinner Friday evening. There is a Business Meeting Saturday morning or afternoon with the remainder of the day taken up with tours and/or seminars at the discretion of the hosting Chapter(s). (The Business Meeting is open to all members of the Section, whether or not they are registered for the weekend's events.) The gathering is capped with a dinner on Saturday evening usually with a guest speaker and/or program.

In other Sections, members meet for Friday activities, hold their Business Meeting then or on Saturday a.m., and then they're off into the tailwinds. In short, Section Meetings come in many flavors.

Opportunities

Section Meetings are a wonderful opportunity for networking, renewing established friendships and meeting new friends. As with air racing, these meetings are famous for boosting the camaraderie of our members; there are many members who simply "wouldn't miss it for anything." Encourage your members to join you for the next Section Meeting!

Your Chapter as Hostess

Hosting a Section Meeting can be great fun as well as a way to increase your Chapter's coffers. If your Chapter is interested in hosting a Section Meeting, contact your Governor for further information. Sections have different methods of determining where meetings will be held and who will host them.

Other Business Meetings

A few Sections also conduct an additional one-day meeting each year, commonly referred to as the Winter Business Meeting. The Section Board of Directors, Section Committee Chairmen and *all members of the Section* are invited to take part in this Business Meeting. Typically, this meeting is more like a workshop and is normally attended by only a fraction of the number of members who participate in Section Meetings.

INTERNATIONAL CONFERENCE & MEETING

Once a Year

The Ninety-Nines, Inc. holds an International Conference which normally lasts for four days. All members are encouraged to attend, especially the General Business Meeting, which is usually conducted in one day.

The Conference Packet includes various reports including budget information, Governors' reports, committee reports and proposed bylaw and standing rules changes. A wealth of information is available to members about what is transpiring throughout our organization around the world.

Activities

Similar to a large Section Meeting, this Conference includes opportunities to network with other Sections, with International officers and members and with other Chapter Chairmen. Since the Conference alternates locations, local Chapters plan interesting activities and excursions to complement the meeting schedules. Seminars complete the schedule of activities.

Conference activities include the Amelia Earhart Memorial Scholarship Banquet (or luncheon), a dressy affair that announces the various scholarship winners who benefit from the AE Scholarship program's success in attracting and funding important aviation scholarships for Ninety-Nines.

Opportunities

Besides the General Business Meeting, International officers conduct Board meetings and Governors meet with each other and with Chapter officers and members. These discussions yield new ideas for the local, Section and International levels.

Attendance at an International Conference is certain to round out the 'Big Picture' of what it means to be a Ninety-Nine.

Council of Governors

You will hear references to the Council of Governors. The Governors of every Section are requested to sit in on meetings of the International Board of Directors. This allows your Governor to have input to decisions made regarding our organization. The Governors do not vote, rather they make recommendations. So if you and your Chapter have concerns or suggestions, feel free to approach your Governor so that she may have your ideas and suggestions before attending BOD meetings. The Council of Governors is led by a Governor's Spokesperson.

CHAPTER INFORMATION

Help on Organizing Your Files - Each Chapter is Unique

...in so many ways. Chapter Bylaws and Standing Rules and operating procedures vary from Chapter to Chapter so this section of your manual allows you to keep your own one-of-a-kind records organized.

Chapter Board Descriptions - Requirements and Duties

This section (see page 4 of this section) includes a page to be used to record your Chapter's requirements for holding office and to describe the duties of each office. These should comply with your Chapter Bylaws and Standing Rules. If changes are made to Chapter Bylaws and Standing Rules, this page should be updated.

It may be time for your Chapter to review your Chapter Bylaws and Standing Rules, updating any sections that may need changing (or clarification) to agree with any International or Section updates, then vote to ratify the new documents. You should have current Bylaws and Standing Rules in your files and a copy should be inserted in this section of your manual. Any Standing Operating Procedures (SOP's) should also be included in this manual. A copy should also be sent to International Headquarters for their records.

Keeping a Chapter Calendar

Many Chapters maintain an activities calendar that they exchange with other Chapters. Even if your Chapter is a 'spur of the moment' group, there are probably activities that recur periodically like your holiday celebrations or installation functions. Past years' activities calendars are useful in planning future calendars. See CALENDARS Section XI of this manual.

Your Chapter's Treasury

The Ninety-Nines, Inc. conforms with IRS Code 501(c)(3) and your Chapter Charter verifies that your Chapter is a branch of The Ninety-Nines, Inc. However, each Section should have its own tax exemption status, must collect information from each Chapter and must combine that information to make one tax-exempt report as required by the IRS. For that purpose, each Chapter must make an annual report to their Section Treasurer.

Should the IRS contact a Chapter directly, the Chapter should not respond but should immediately forward all communication to the Section Treasurer who has been appointed to represent the Section in financial matters. (Please note: In the case of Form 990-N, your Section Treasurer can guide you. See page 3 of Section X of this manual for more information.)

While your annual Chapter's *Financial Report Form* is required to be sent to your Section Treasurer for her report to the IRS, your Chapter's funds are your own to use at the local level for your own projects.

CHAPTER INFORMATION (cont'd)

Your Chapter's Treasury (cont'd)

All of those local level projects must fall within the category of “charitable, educational or scientific” activities (at least one of those three categories) in order for your Chapter to spend its money. These mandates are set forth in The Ninety-Nines Certificate of Incorporation.

Many Chapters conduct an informal audit of the Treasurer records each time there is a change of Chapter officers or every two years. It is suggested that at least two members who are familiar with balance sheets, expense statements and banking procedures be appointed to report back to the membership.

Dues are paid to The Ninety-Nines at the International level. This includes Section dues which are rebated back to the Section by International. Chapters must raise their own funds. Some Chapters voluntarily elect to have ‘Chapter Dues’ to pay for newsletter expenses, etc. Others will raise their monies through fund-raising events or sales of items. Your Chapter may accumulate funds and carry them over from year to year. However, Chapters are not encouraged to hoard large treasuries; rather to use funds effectively to promote our Mission Statement and to share our knowledge and love for aviation within our communities.

Further information can be found in the Taxes and Insurance Section of this manual. Also, for those members who are considering contributions to our organization at any level and for those who have questions about how to deduct expenses incurred as a member of The 99s, go to www.irs.gov and click on Charities and Non-Profits for more information.

Reimbursement of Expenses

The IRS places restrictions on paying members a salary to perform services for the Chapter or Section, but reimbursement of *expenses* is allowed. This may include, but is not limited to, paying the registration fee and/or certain travel expenses for the International annual Business Meeting for your Chapter Chairman or elected delegate(s) to represent your Chapter at the meeting.

Fundraising Ideas

Many Chapters raise money by requesting contributions from attendees at educational events and by providing goods and/or services at aviation-related events. Flying Companion Seminars provide a unique educational opportunity when directed to the non-flying associate/spouse of a pilot and are usually very rewarding in more ways than financially. Frequently two or more small Chapters may join together to present educational aviation events that provide funds for Chapter treasuries.

CHAPTER INFORMATION (cont'd)

Fundraising Ideas (cont'd)

To avoid a duplication of effort, the International Board of Directors regulates who may and may not solicit funds and grants from large corporations or organizations. Chapters may feel free to solicit local business sponsorships and contributions to their own local projects and events. But, they are prohibited from soliciting large contributions and grants when to do so might jeopardize significant corporation participation in some of our more long-term and far-reaching International projects.

Use of Trademarks and Logos while Fundraising

The Compass Rose logo is the official insignia described in the Bylaws. The name **The Ninety-Nines, Inc.** also carries a registered trademark. Sections and Chapters are authorized to use the logo or name on items to be sold for benefit of the Section or Chapter but not for the benefit of individuals or unrelated organizations.

All items for sale by Sections or Chapters bearing The 99s logo or name must be approved by the Trademark Committee through International Headquarters and will be approved for a limited time. Requests for an extension may be considered.

Your Chapter's Files

This list is to remind you of documents that should be kept in this manual and passed along to the next Chapter Chairman. High on the list are your Chapter Charter, Bylaws, Standing Rules and SOP's. If you inherited this manual without these documents, there is no better time than now to initiate research into who in your Chapter might have access to the most recent files. Verify that International Headquarters has copies of these documents; if not, submit them to OKC.

These documents, or copies of them, should be inserted in your own Chapter Chairman Manual and in those of all members who maintain manuals:

- Chapter Charter
- List of Charter Members
- Chapter Bylaws
- Chapter Standard Operating Procedures
- Chapter Minutes and Financial Reports
- Chapter Board Requirements and Duties (form follows)
- Chapter Committees List and Duties
- Current Membership List
- Chapter History
- Chapter Calendar
- Public Relations Contacts and Local Agencies (including FSDO's & FBO's)
- Inventory of Chapter Assets and Holders of Assets
- Any Tax ID's & your state's Corporation Report (if applicable)

CHAPTER BOARD
Requirements & Duties
(as defined by your Chapter)

Chairman

Requirements for Office

Duties

Vice-Chairman

Requirements for Office

Duties

Secretary

Requirements for Office

Duties

Treasurer

Requirements for Office

Duties

Others

GUIDELINES FOR CREATING BYLAWS DOCUMENTS
and STANDARD OPERATING PROCEDURE DOCUMENTS

INTRODUCTION

“Bylaws are a contract of rights between members and the organization.”

It is understood that each Chapter has their own Bylaws and Standing Rules that are unique to their Chapter. Accordingly, the Bylaws and Standing Rules (SOPs) included herein are a guide for Chapters who wish to update and/or amend their Bylaws.

Please note that each Chapter’s Bylaws must be reviewed by the Ninety Nines General Counsel, Cecile Hatfield, at cecilehatf@aol.com prior to Chapter approval and adoption.

The Ninety-Nines, Inc.

_____ **CHAPTER**

BYLAWS

(Date)

ARTICLE I: NAME

The name of this organization shall be the _____ Chapter of The Ninety Nines, Inc.

ARTICLE II: PURPOSE, POLICIES AND AFFILIATION

Section 1. Purpose

The purpose of this Chapter shall be to further the objectives of The Ninety Nines, Inc., as stated in the International Certificate of Incorporation and to support aviation in

STATE

Section 2. Legislative And Political Policies

No substantial part of the activities of the Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Chapter shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3. Affiliation

The International Bylaws shall govern the affiliation of this Chapter of The Ninety-Nines, Inc.

ARTICLE III: FISCAL, DISSOLUTION AND DUES

Section 1. Fiscal

A. The revenue of this Chapter shall be derived from fund raising and contributions and other means as may be approved by the Chapter, none of which shall be inconsistent with the provisions of Section 501(c)(3) of the Internal Revenue Code. All funds of the Chapter shall be deposited in an account in the name of the _____ Chapter of The Ninety Nines, Inc., and may be withdrawn only by draft bearing the signature of either the Treasurer and/or Chapter Chairman.

B. The fiscal year of the Chapter shall coincide with that of the International organization.

C. An annual report to the members shall be made within 120 days of the close of the fiscal year.

Section 2. Dissolution

In the event of dissolution and discontinuance of this Chapter of The Ninety Nines, Inc., after paying all the debts and obligations, or adequately providing therefore, the _____ Chapter shall transfer title to all its assets, both real and personal, to the Board of Directors of The International Ninety Nines, Inc.

Section 3. Dues

A. Chapter dues may be voted by majority vote of the members present at a regular meeting provided written notice that such action is to be considered has been given each member at least ten days prior to the meeting. Dues will become payable at a time determined by a majority vote of the members present or by the Chapter's Board of Directors, and are considered a voluntary donation.

B. International dues shall be payable as stated in the current International Bylaws of The Ninety Nines, Inc.

ARTICLE IV: MEMBERSHIP, TERMINATION AND RESIGNATION

Section 1. Membership:

In order to become a member of the _____ Chapter, a woman pilot must first be a member of The International Ninety Nines, Inc. Rules for membership and the classification of members are stated in the International Bylaws.

Section 2. Termination Of Membership

A. The Chapter Board of Directors may recommend to the International Board of Directors the dismissal of a member if she has brought discredit to the organization. Such action must be approved by a two-thirds vote of the members of this Chapter who have been members for the sixty-day period immediately prior to the vote.

B. Before termination of any member, except by death, resignation or transfer, said member must be given written notice of her proposed termination and afforded a hearing before the Chapter's Board of Directors if she so requests. Such hearing, when requested, shall be held within 30 days after the date of the request.

Section 3. Resignation

An officer or other member of the Chapter may resign her office and/or membership by submitting a written request to the Chairman of the Chapter, or in case said officer is the Chairman, resignation should be handed to the Vice-Chairman.

ARTICLE V: OFFICERS, ELECTION AND TERMS

Section 1. Elected Officers

A. The elected officers of the _____ Chapter of The Ninety Nines, Inc., shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, two directors and two members to serve on the Nominating Committee.

B. The Board of Directors or Executive Board shall be composed of the Chairman, Vice-Chairman, Secretary, Treasurer, the immediate past Chapter Chairman. (*NOTE: your Bylaws may also allow for two elected Directors.*)

C. The Nominating Committee shall select the candidates for office and shall be composed of the immediate past Chapter Chairman, who shall serve as the Chairman, and the two members elected to serve on the Nominating Committee. (*NOTE: your Bylaws may allow the current Chairman to appoint these two members prior to your election cycle.*)

D. The officers shall be active members in good standing.

Section 2. Nominations

Nominees for elected office must be members in good standing for at least one year immediately preceding the election.

Section 3. Elections

A. The method of balloting and counting the ballots shall be in accordance with the Standing Rules.

B. Election shall be by the majority vote of valid ballots cast.

Section 4. Vacancy In Office

- A. All vacancies shall be filled by vote of the Board of Directors, except the office of Chairman, to which the Vice-Chairman shall succeed.
- B. Any officer may be removed from office for neglect of duty by a majority vote of the Board of Directors.

Section 5. Terms

No member of the Board of Directors with the exception of the Treasurer, shall serve more than two consecutive terms in the same office. A term shall be for two years. Service for less than one full term shall not be considered a term for the purposes of this section. *(NOTE: some Chapters allow all officers, including Treasurer, to serve two consecutive terms.)*

ARTICLE VI: BOARD OF DIRECTORS

Section 1. Board Of Directors

- A. The Board shall be composed of the elected officers and the immediate past Chairman. *(NOTE: your Bylaws may also allow for two elected Directors.)*
- B. The authorized number of Directors, when provided for in these Bylaws, may be changed by amendment to these Bylaws duly adopted by the members.
- C. The Board shall make all routine decisions for the Chapter and shall have the authority to act in matters of business arising between meetings.

ARTICLE VII: GENERAL AND SPECIFIC DUTIES OF BOARD OF DIRECTORS

Section 1. General Duties Of Chapter Board Of Directors

The Board shall have all duties and powers as set forth in the International Certificate of Incorporation and Bylaws. The Board's duty is to carry out the purposes of the Corporation according to the laws and as provided in these Bylaws. The Board shall authorize the expenditure of funds not budgeted and may select an independent auditor to conduct an audit at the discretion of the Board.

Section 2. Specific Duties Of The Board Of Directors

- A. The Chairman shall preside at all Chapter and Board meetings and shall enforce the observance of the Bylaws. She shall see that all officers and committee chairmen perform their respective duties as enjoined by the Bylaws of the organization. She shall appoint all committee chairmen unless otherwise specified. She shall be an ex-officio member of all Committees except the Nominating Committee. The Chairman shall carry out the collective wishes of the membership and be their spokesman on matters of Chapter policy.
- B. The Vice-chairman shall assist the Chairman in the performance of her duties. She shall preside at the Chapter meetings or Board meetings in the absence, resignation, or removal from office of the Chairman. She shall perform such other duties as are specified in the Standing Rules.

C. The Secretary shall keep minutes of all meetings. She shall be responsible for accurate accounts of all transactions of the Chapter and Board meetings. She shall file all papers and documents pertaining to Chapter transactions and handle Chapter correspondence. She shall issue all notices as directed by the members in meetings or by the Chairman; and she shall see that correct lists of members, including address and telephone numbers, are maintained. She shall perform such other duties as are specified in the Standing Rules.

D. The Treasurer shall receive the money of the Chapter. She shall present a statement of accounting at each business meeting. The Treasurer shall present the annual budget to the membership for approval and make a report of receipts and expenditures at the annual meeting. She shall pay out such monies as authorized by the Board or as directed by the members at meetings. She shall also file such reports as are required by the Section or by International and perform such other duties as are specified in the Standing Rules.

E. The immediate Past Chairman shall serve in an advisory capacity and perform such duties as are requested by the Board and as specified in the Standing Rules.

F. The Directors, when provided for in these Bylaws, shall act as assistants to the Chairman and perform other duties as requested by her.

ARTICLE VIII: COMMITTEES

Section 1. Committees

A. The Chairman, upon taking office, shall appoint a Committee Chairman for each of the standing committees stated in the Standing Rules.

B. The Board of Directors shall approve the selections of the Committee Chairs.

C. Each Committee Chairman shall give a report at the meetings on their activities and present a written report of her committee if she cannot attend a meeting.

D. The Committee Chairmen are encouraged to meet regularly with the Board of Directors, acting in an advisory capacity when decisions regarding their committees are under consideration.

E. Duties of the committees shall be determined by the Standing Rules of the Chapter or by the Board of Directors.

ARTICLE IX: MEETINGS

Section 1. Meetings

Meetings shall be held once a month on a date decided by majority vote of the members. Notification shall be sent to all active members at least one week in advance.

Section 2. Annual Meeting

The regular business meeting shall be known as the Annual Meeting of this Chapter and shall be for the purpose of installing officers, necessary reports of officers and Committees and for transacting any other Chapter business.

Section 3. Special Meetings

Special meetings may be called by the Chairman or by five percent of the membership upon a ten-day written notice to the membership. In the call for a special meeting, the exact purpose of the meeting shall be stated and no other business shall be transacted at said meeting.

Section 4. Board Meetings

A. Meetings of the Board of Directors shall be called at the discretion of the Chairman or upon request of a majority of the Board members. A majority of the Officers shall constitute a quorum. Board meetings shall be open to the general membership.

B. The transactions of any meeting of the Board of Directors, however called and notified or wherever held, shall be valid if each of the Directors not present approves in writing the Minutes of such meeting. All such approvals shall be filed with the records of the Chapter or made a part of the minutes of the regular meeting.

Section 5. Section And International Meetings

Delegates for Section and International meetings shall be chosen in accordance with the Section Bylaws and the International Bylaws, respectively.

ARTICLE X: MEMBERS RIGHTS AND QUORUM

Section 1. Members' Rights And Voting Privileges

A. Each member in good standing shall be entitled to cast one vote for the election of Chapter officers.

B. Members may have access to Chapter records upon written request to the Chairman with reasonable notice, and at a time mutually agreeable, within ten days.

Section 2. Quorum

A. Ten percent of the members in good standing shall constitute a quorum for the transaction of business at said meeting.

B. Two-thirds of the members in good standing present at a regular meeting shall constitute a quorum to amend the Bylaws.

C. Two-thirds of the members in good standing, provided they have been members for the sixty-day period immediately prior to the vote, shall constitute a quorum to recommend expulsion from membership, removal from office, or division of this Chapter to form two Chapters.

D. Members may vote by mail, but the membership must be advised when and where the ballots are to be returned, and they must so be returned in order to be valid and counted.

ARTICLE XI: AMENDMENTS

Section 1. Amendments

A. These Bylaws may be amended at a regular meeting of the membership by a vote of two-thirds of those members present, provided there is a quorum. The proposed amendment(s) shall be submitted to all members at least sixty days prior to the meeting.

B. Proposed amendments may be submitted to the Bylaws Committee by the Board of Directors or by any member.

C. An amendment shall be in effect immediately upon conclusion of the voting unless otherwise ordered by the membership or provided within the amendment itself, and it shall be announced in the Chapter newsletter to the membership as soon as possible after its adoption.

D. An amendment, with the date of adoption, shall be recorded by the Secretary and appended to the Bylaws and kept therewith.

E. Standing Rules can be changed by a simple majority vote.

ARTICLE XII: PARLIAMENTARY RULES AND CONDUCT OF MEETINGS

Section 1. Rules

A. The conduct of all meetings of the membership and of the Board of Directors shall be governed by the latest edition of Roberts Rules of Order, where not specifically provided for in these Bylaws.

B. The Standing Rules determined by the Board of Directors shall be the rules to direct the specific duties of all officers and appointees.

C. In case of any conflict with International Articles or Bylaws, such International Articles or Bylaws shall govern.

ARTICLE XIII: INDEMNIFICATION

A. No part of the net earnings shall inure to the benefit of any Chapter members or officers. The private property of the Chapter's members shall not be subject to Chapter debt.

The Ninety Nines, Inc.
Chapter Standing Operating Procedures

(Date)

1. **MEMBERSHIP:** In order for a woman pilot to join the _____ Chapter of the Ninety Nines, Inc., either as a Ninety Nine or as a Future Woman Pilot, she must be a member in good standing with the International Organization of Women Pilots, The Ninety Nines, Inc. The membership requirements are published on the Ninety Nines website <www.ninety-nines.org> and in the International Directory.

2. **49 1/2 MEMBERSHIP:** Supporters of the _____ Chapter of The Ninety Nines are eligible for membership as a 49 1/2. No dues are required. An initiation ceremony should take place at least once a year. At this time, the 49 1/2 shall receive a membership card.

3. **ACTIVITIES:** No member shall make a commitment (financial or physical) involving the _____ Chapter without the Board of Directors approval.

4. **DUES:** Chapter members must be members of the International Ninety Nines, Inc. Membership dues are specified in the current Standing Rules of The Ninety-Nines, Inc. Dues are payable to The Ninety Nines, Inc. at the International Headquarters in Oklahoma City, Oklahoma. Chapter dues shall be in the amount of \$_____ each year, which dues shall become due and payable on _____ of each year, and which are considered a voluntary donation. Lack of payment may not cause membership in the Chapter to be terminated. Future Women Pilots (FWPs) are exempt from Chapter dues. When Future Women Pilots (FWPs) become Ninety Nines, their dues will become payable the following _____.

5. **COMMITTEES:**

A. Standing Committees

The regular standing committees of this Chapter shall be hereinafter set forth in their respective operating procedures. Each committee Chairman, at her option, may appoint other members to the committee and/or designate a substitute when required. (The following are suggestions for Chapter Committees.)

- Airmarking
- Airport Activities
- Amelia Earhart Scholarship
- Audit Committee
- Aviation and Space Education
- Awards
- Budget
- Bylaws and Standing Rules

Chapter Newsletter Editor
Elections
Exhibits and Events
Flying Activities
Flying Companion Seminar
Fund Raising
Future Women Pilots
Gifts
Girl Scouts
Insurance
International Forest of Friendship
IRS, 501(c)(3) Committee
Legal
Legislation
Library
Membership
Memorial
NIFA
99 News Reporter (International Publication)
Parliamentary
PPT (Pilot Proficiency Training)
Publicity/Public Relations Communications
Roster
Safety Education
Sales (Chapter)
Scholarships
Scrapbook/Historian (also keep on file a copy of each Chapter Newsletter
and 99 News)
Section Meeting Hosts
Speakers Bureau
Telephone / Notices
Ways and Means (tangible items for sale)
Website
Woman Pilot of the year
49 ½

B. Ad Hoc Committees

The Chairman may choose ad hoc Committees as the need arises such as:

Christmas Party
Other Holiday Parties
Installation and Awards Banquet
Poker Flight
Program Air Rallies (Air Darby or any Competition Event)
Social (extra activities not covered under special events)
Special Awards
Summer Pot Luck

C. Special Awards Committee (optional)

The Committee consists of the Chapter Chairman, and Awards and Installation Chairman. These awards may be presented at the Awards & Installation Banquet.

i. Friends of Ninety Nines

Purpose: Public Relation, to give recognition to any person or organization in the community for their special assistance to the Chapter.

ii. Chapter Man of The Year

To be given only if there is a qualified candidate. Point system based on participation, number of activities, estimated hours spent on activities.

iii. Additional Awards may be given to non-members as deemed appropriate by the Special Awards Committee.

6. ANNUAL AWARDS AND INSTALLATION BANQUET

The Annual Awards and Installation Banquet shall be held on _____.
(Date)

7. APPLICATION FOR MEMBERSHIP

Any licensed woman pilot desiring to become a member of The Ninety Nines, Inc. must first send her application to The Ninety Nines Headquarters with a copy of her pilot's license and a check for dues (or payment by credit card) in the amount specified in the current Standing Rules of The Ninety-Nines, Inc. Upon payment of applicable dues, applicant shall become a member of the _____ Chapter of The Ninety Nines, Inc.

8. ATTENDANCE

The Membership Chairman is responsible for providing copies of the regular meeting attendance to the Chapter Chairman, the Secretary and the Newsletter distributor.

9. CORRESPONDENCE

All Chapter correspondence shall include the member's signature and name of the office or committee represented. A copy shall be sent to the Secretary.

10. DISBURSEMENT OF ACCOUNT FUNDS

- A. A budget is recommended by the Board and shall be submitted to the membership for approval at the general business meeting.
- B. All expenditures not already budgeted, in excess of \$_____ up to and including \$_____, must be approved by at least three board members. Amounts in excess of \$(_____) must be approved by the general membership.

- C. At the conclusion of each Chapter event, all funds from that event shall be placed in the Chapter general account, with a written accounting of the event. Money may be designated for scholarships.
- D. Two current Chapter members will conduct an internal audit of the Chapter accounts at the end of each fiscal year. At the end of every fifth year (ending with 5 or 0) an external/independent audit will be conducted.

11. ELECTION PROCEDURES

In an election year, the Nominating Committee shall submit a slate of candidates.

- A. The slate shall be printed in the March Chapter newsletter.
- B. Ballots shall be mailed out in early April.
- C. Deadline for returning ballots: by April 30.
- D. Election results are to be printed in the May newsletter.
- E. The names of new officers and committee chairmen shall be submitted to International by the date requested, currently June 30.
- F. The new officers and committee chairmen shall assume their duties at the _____ Chapter meeting.

12. INTERNATIONAL CONFERENCE

If monies are proposed in the Chapter's annual budget to send a representative to the International Conference, the Chapter representative to the International Conference shall be first the Chairman, second the Vice-Chairman, third a current Board Member.

The Chapter may pay the expenses connected with the International Conference or a portion thereof, for the Chapter Chairman or appointed substitute. Those expenses may include registration, lodging and the most economical commercial airfare, or its equivalent. However, the Chapter is under no obligation to provide financial assistance to the Chairman or any other delegates to the International Conference.

At the May meeting a member of the Chapter who is not attending the International Conference will review the expenses for the Conference and propose an actual budget for the Chapter Representative.

- A. Duties of the Representative to the International Conference shall be to:**
 - 1. Attend all functions included with the registration.
 - 2. Attend or arrange for another Chapter delegate to attend all Seminars important to the Chapter.
 - 3. Assure that all voting delegate slips are distributed equally to all Chapter delegates attending the International Conference.

B. Duties of all International Conference Appointed Chapter Delegates shall be:

1. All appointed delegates shall vote with the best interest of the Chapter in mind.
2. Each appointed delegate shall give a report to the Chapter at the next Chapter Meeting following the International Conference.
3. Each appointed delegate will have their name placed in the Chapter Minutes prior to the International Conference.

13. SECTION MEETINGS

- A.** Appointed Chapter delegates shall have their names placed in the minutes of the Chapter Meeting prior to Section Meetings.
- B.** All Appointed delegates must attend the business meeting.
- C.** Each appointed delegate shall give a report on the Section Meeting and its events at the Chapter Meeting following the Section Meeting.

INTERNATIONAL

INTERNATIONAL HEADQUARTERS at OKLAHOMA CITY

Our International Headquarters, located in a two story building complex on six acres at the Will Rogers World Airport in Oklahoma City, Oklahoma, is home to our large archival records, video oral histories, personal artifacts, collections and memorabilia, and biographical files on thousands of women pilots from around the world. This is also the site of our 99s Museum of Women Pilots.

Address: The Ninety-Nines, Inc.
4300 Amelia Earhart Drive, Ste A
Oklahoma City, OK 73159-1106
USA

Telephone: 800.994.1929 or 405.685.7969
Fax: 405.685.7985
Email: 99s@ninety-nines.org
Website: www.ninety-nines.org

99s Mission Statement

PROMOTE
world fellowship
through flight

PROVIDE networking and
scholarship opportunities
for women and aviation
education in the community

PRESERVE
the unique history of
women in aviation

A Fact Sheet including information about 99s activities, purpose, museums, etc. is available in Adobe Portable Document Format (.pdf) on the website as are the most recent press releases. The International PR Chairman can also offer more information.

The current Membership Application Form is also on the website as is the current Membership Directory (available only to members) and many other helpful resources and links.

INTERNATIONAL (cont'd)

A LITTLE HISTORY

THE NINETY-NINES, INC., is an international organization of licensed women pilots from 35 countries - we currently have approximately 6000 members throughout the world. We are a non-profit, charitable membership corporation holding 501(c)(3) U.S. tax status. Our International Headquarters is located in Oklahoma City, Oklahoma. Although there are other female pilot organizations in various states and nations, virtually all women of achievement in aviation have been or are members of The Ninety-Nines.

The organization was founded November 2, 1929, at Curtiss Field, Valley Stream, Long Island, New York. All 117 women pilots at the time were invited to assemble for mutual support, the advancement of aviation and a central office to keep files on women in aviation. Louise Thaden was elected secretary and worked to keep the group together as they struggled to establish themselves and to grow. Those early purposes continue to guide the organization today.

In 1931, Amelia Earhart was elected the first president, and the group selected the name "Ninety-Nines" to represent the 99 charter members. Membership was immediately opened to other women as they became licensed pilots. In recent years membership has been opened to include women with student pilot certificates.

Today Ninety-Nines are professional pilots for airlines, industry and government; we are pilots who teach and pilots who fly for pleasure; we are pilots who are technicians and mechanics. But first and foremost, we are women who love to fly!

INTERNATIONAL (cont'd)

INTERNATIONAL BOARD of DIRECTORS

Composition of the Board

According to current Bylaws of The Ninety-Nines, Inc. the Board of Directors consists of nine (9) voting members including the President, Vice President, Secretary, Treasurer, Immediate Past President and four (4) additional Directors. The Nominating Committee consists of five (5) members from different Sections. Requirements for office and brief descriptions of duties are defined below. All Board members are expected to attend three Board Meetings per year. No two members of the Board may be from the same Chapter. Complete duties are set forth in our Bylaws and Standing Rules.

President Requirements for Office

Nominee shall have been a member of The Ninety-Nines, Inc. for the previous five consecutive years from the time she assumes office. In addition, nominee shall hold a pilot certificate as defined by the member's resident country, have held office in a Chapter or Section and have served one term on the Board of Directors at the time she assumes office.

Duties

The President shall be the Chief Executive Officer of the Corporation, and an ex-officio member of all committees, except the Nominating Committee. She shall, along with one of the other duly elected officers, execute all contracts, agreements, deeds, bonds, mortgages and all documents and instruments as may be required by law in the name of the Corporation, and affix the corporate seal thereto when authorized by the Board of Directors. The President shall, when authorized by the Board of Directors, carry out the collective wishes of the members and she shall be the corporation spokesman on matter of International Policy. The President shall not serve consecutive terms in that elective office.

She represents The Ninety-Nines at all meetings and public appearances. She formulates matters of policy and is responsible for conducting meetings. Because there is so much travel, she should be willing to spend time away from home on Ninety-Nines' business. As President, she tries to attend meetings of all Sections at least once during her term of office. She is a member of the Finance Committee, ex-officio member of most International Committees, writes a column for each issue of *The 99 NEWS* and answers large amounts of correspondence.

INTERNATIONAL (cont'd)

INTERNATIONAL BOARD of DIRECTORS (cont'd)

Vice-President

Requirements for Office

Nominee shall have been a member of The Ninety-Nines, Inc. for the previous five consecutive years from the time she assumes office. In addition, nominee shall hold a pilot certificate as defined by the member's resident country, have held office in a Chapter or Section and have served one term on the Board of Directors at the time she assumes office. The Vice-President shall not serve consecutive terms in that elective office.

Duties

The Vice-President serves in the place of the President whenever necessary, serves as liaison with the Council of Governors and understudies the President. The Vice-President becomes President in the event of a vacancy in the office of President. She serves as the Board's liaison to planners of the annual International Conference.

Secretary

Requirements for Office

Nominee shall have been a member of The Ninety-Nines, Inc. for the previous five consecutive years from the time she assumes office. In addition, nominee shall hold a pilot certificate as defined by the member's resident country and have held office in a Chapter or Section. The Secretary shall serve no more than two consecutive terms in that office.

Duties

The Secretary is responsible for accurate records of the Annual Meeting and meetings of the Board of Directors. She organizes the various reports for the Annual Conference.

Treasurer

Requirements for Office

Nominee shall have been a member of The Ninety-Nines, Inc. for the previous five consecutive years from the time she assumes office. In addition, nominee shall hold a pilot certificate as defined by the member's resident country and have held office in a Chapter or Section. The Treasurer shall serve no more than two consecutive terms in that office.

Duties

The Treasurer is responsible for monitoring and reporting the financial affairs of the Corporation and produces the corporate financial statements. She chairs the Finance Committee and prepares budget projections and reports on a regular basis. She monitors funds and investments.

INTERNATIONAL (cont'd)

INTERNATIONAL BOARD of DIRECTORS (cont'd)

Directors (4) *Requirements for Office*

Nominees shall have been a member of The Ninety-Nines, Inc. for the previous five consecutive years from the time they assume office. In addition, nominees shall hold a pilot certificate as defined by the member's resident country and have held office in a Chapter or Section.

Duties

The four Directors assist the Board in any way possible.

Nominating Committee (5)

Requirements for Office

Nominees shall have been a member of The Ninety-Nines, Inc. for the previous five consecutive years from the time they assume office and have held office in a Chapter or Section. No two members of the Nominating Committee may be from the same Section.

Duties

The Nominating Committee is responsible for presenting candidates for all elected positions as well as verifying that all candidates are qualified and meet the requirement of the offices sought.

Immediate Past President

Duties

The Immediate Past President remains an ex-officio member of the Board who serves one term. She acts as advisor to the President, assisting in the continuity of the Board. A vacancy in the Immediate Past President's position shall remain vacant until she is succeeded by the current President.

For complete details, members should refer to the current Bylaws and Standing Rules of The Ninety-Nines, Inc. which are referenced below. Please note that although a pilot certificate is required for several major offices within the International Board of Directors, a current medical is not required.

BYLAWS & STANDING RULES

Current Bylaws and Standing Rules are available in our Membership Directory and also in the "Members Only" section of the International 99s website: www.ninety-nines.org. A password is required and you need to request it online. Current Operating Procedures are also available in this area of the website.

INTERNATIONAL (cont'd)

**Certificate of Incorporation of the Ninety-Nines, Inc.
As amended in 1973, 1987, 1991, 1995**

The Certificate of Incorporation of The Ninety-Nines, Inc., shall hereinafter read as follows:

FIRST: The name of this corporation is "THE NINETY-NINES, INC," International Organization of Women Pilots, a corporation of the State of Delaware.

SECOND: The registered office of the corporation in the State of Delaware shall be located at Stonegate, Box 17 4031, Kennett Pike, Wilmington, New Castle County, Delaware 19807, and the resident agent in charge thereof will be Adelaide Tinker at that address.

THIRD: Purpose. The exclusive objects of purposes to be prosecuted or carried on by this corporation are:

(A) To engage in strictly educational, charitable, and/or scientific activities and purposes and particularly to promote aeronautical science by such means as is not inconsistent with the educational, charitable, and scientific purposes of the corporation.

(B) To receive, collect, solicit, and hold funds, gifts, and contributions of property and money; to take by bequest, devise, gift, contribution, donation, transfer, grant, assignment, purchase, lease or otherwise, for any of its purposes hereinabove described, real, personal and mixed property; to buy, sell, deal with, invest and reinvest, the principal and surplus income therefrom and to distribute any of the same for the purposes hereinabove set forth and generally to exercise all and every power for which a nonprofit corporation, organization under the laws of the State of Delaware, for education, charitable, and scientific institutions and organizations can be authorized to exercise, but not any other power.

The corporation shall have the power to receive endowment funds and to administer the same and to apply the principal and income thereof or either the principal or income, exclusively for the purpose hereinabove set forth.

In furtherance of its educational, charitable, and scientific purposes and not in limitation of its general powers conferred by the laws of the State of Delaware, the corporation shall have the power to do all things which for Delaware corporations are normally incident to the operation of an educational, charitable, and scientific organization and provided such powers that may be exercised only in furtherance of exempt purposes within the meaning of Section 501 of the Internal Revenue Code of the United State of America and provided such powers are not forbidden by the Bylaws of this corporation.

INTERNATIONAL (cont'd)

Certificate of Incorporation of the Ninety-Nines, Inc. (cont'd)

This corporation is organized exclusively for educational, charitable, and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). All of the powers and rights above given may be exercised only in furtherance of exempt purposes within the meaning of Section 501 of the Internal Revenue code of the United States of America.

FOURTH: This corporation shall be a membership corporation without authority to issue stock capital and not organized for profit.

Notwithstanding anything else herein contained or any other law of the State of Delaware, the corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by an organization, contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as they now exist or as they may here after be amended.

No part of the net earnings of the corporation shall inure to the benefit of any officer of the corporation or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation effecting one or more of its purposes).

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

FIFTH: The conditions and requirements for membership shall be determined by the Bylaws and any member of the corporation shall be subject to expulsion from membership as provided by the Bylaws. The membership of this corporation, after organization hereof, shall consist of the members of The Ninety-Nines, as appear on the books and records of said organization, to be in good standing, and shall hereafter consist of all the members of this corporation as the same shall at any time be constituted under the Bylaws of this corporation. The corporation is authorized to increase or limit the number of its members by amendment of the Bylaws. "Voting by members shall be as set forth in the Bylaws."

INTERNATIONAL (cont'd)

Certificate of Incorporation of the Ninety-Nines, Inc. (cont'd)

SIXTH: The names and places of residence of each of the original incorporators of this corporation are as follows:

Name	Residence
Frances Grodzicka	525 South Harrison St. Wilmington, Delaware
David H. Coxe, Jr.	2100 Lancaster Avenue Wilmington, Delaware
Newton White	2614 Market Street Wilmington, Delaware

SEVENTH: This existence of this corporation is to be perpetual.

EIGHTH: The private property of the members shall not be subject to the payment of corporate debts to any extent whatsoever.

NINTH: The business and affairs of this corporation shall be governed and controlled by a Board of Directors of not less than seven (7) members. The number, manner of election, and power and authority of the Board of Directors shall be as provided in the Bylaws.

In furtherance and not in limitation of the powers conferred by the laws of the State of Delaware, the Board of Directors of this corporation is expressly authorized and empowered, if for an exempt purpose within the meaning of Section 501 of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law) to do the following:

To set apart out of any of the funds of the corporation lawfully available a reserve or reserves for any proper purposes and to alter or abolish such reserves; to authorize and cause to be executed notes, bonds, mortgages, contracts and liens upon or with respect to any property, real, personal, and/or mixed of this corporation.

This corporation may by its Bylaws confer such additional powers if for exempt purposes within the meaning of Section 501 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Code), upon the Board of Directors as the laws of the State of Delaware may permit.

INTERNATIONAL (cont'd)

Certificate of Incorporation of the Ninety-Nines, Inc. (cont'd)

The Bylaws may be amended at the Annual International Meeting, as provided in the Bylaws.

TENTH: In the event of the liquidation, dissolution or winding up of this corporation, whether voluntary, involuntary or by operation of law, except as may be provided by law, the Board of Directors of this corporation shall have the power to dispose of the total assets of the corporation in such manner as they, in the exercise of an absolute and uncontrolled discretion, may, by a majority vote, determine, provided, however, that such disposition shall be exclusively to charitable, educational, and/or scientific organizations as are then qualified under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

ELEVENTH: This corporation reserves the right, if for any exempt purpose within the meaning of Section 501 of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue code), to amend, alter, change or repeal any provision contained in this Certificate of Incorporation in the manner now or hereafter prescribed by law and all rights conferred on the Board of Directors, officers or member hereof are granted subject to this reservation.

WE, THE UNDERSIGNED, being each of the original incorporators hereinabove named, for the purpose of forming a corporation under and in pursuance of the general corporation laws of Delaware and the acts mandatory thereof, and supplemental thereto, to make and file this Certificate of Incorporation, hereby declaring and certifying that the facts herein stated are true, and accordingly hereunto have set our respective hands and seals this 18th day of August, AD., 1950, and as amended, 1973, 1987, 1991, 1995.

INTERNATIONAL (cont'd)

MEMBERSHIP INFORMATION

The website www.ninety-nines.org holds a wealth of information for prospective and continuing members. You will find a “New Member Guide” and information about applying as a new member or renewing your membership, including a new membership application. It’s important to remember that failing to renew in a timely manner will affect your membership records and your original “date joined” information will be replaced with a later date if you allow your membership to lapse. This can affect your ability to qualify for some scholarships and other benefits...and those of us who have been 99s for decades take great pride in our original “date joined”!

The following information is excerpted from current International Bylaws and is not a complete reprint. Please refer to Bylaws in your Membership Directory or online for complete information. Also refer to Standing Rules (online) for current membership rates.

Membership Requirements

Any woman shall be eligible for membership in the Corporation if she can show satisfactory evidence that she meets the following qualifications:

- 1) Holds a pilot certificate issued by the appropriate government authority entitling her to fly either heavier or lighter-than-air aircraft,
- 2) Agrees to abide by the Bylaws and Standing Rules of the Corporation with no recourse against the Corporation, officers or members thereof,
- 3) Pays initiation fee, International dues, applicable Section dues, and renews by two (2) full calendar months after the last day of the member's anniversary month.

Approval of the membership application entitles the applicant to become a Chapter member, a Section member or Member-at-Large.

INTERNATIONAL (cont'd)

MEMBERSHIP INFORMATION (cont'd)

Classes of Membership

Active Member - A member of a Chapter or of a Section in which there are no Chapters. Such member may vote, and if eligible, hold office at any level.

Section Member - A member who resides within the boundaries of a Section in which there are Chapters but does not belong to a Chapter. Such member may vote for Section and International candidates, and as a delegate, but may not hold office at any level.

Member-at-Large - A member who resides in a country in which no Section exists. Such member may vote only for International candidates, and as a delegate, but may not hold office at any level.

Academic Member - A member who is certified as a full-time student of a high school, college or accredited or professional institution of higher education (or the international equivalent), meeting the requirements of Section 1 of this Article, and who pays annual dues at the Academic Membership dues rate. Such a member may not vote, be a delegate, or give a proxy as a delegate at the International level.

Future Woman Pilot (FWP) - A member who meets the requirements of Section 1 of this article except is a student pilot with a current medical in cases where a medical is required (or international equivalent). She shall pay annual dues and may renew FWP membership twice. If, after three years, FWP has not upgraded to licensed pilot, she may renew if documentation is submitted by FWP's flight instructor that she is making progress toward licensing or documentation from a doctor that a temporary medical condition is keeping her from licensure. FWP is responsible for providing all documentation to Headquarters at renewal time. Such a member shall not vote, be a delegate or give a proxy as a delegate at the International level. Continuous membership from FWP to other classes of membership shall be considered without lapse from first day of FWP membership. In Sections where there are Chapters, these FWPs must be affiliated with a Chapter. A FWP shall convert to full 99 membership when her Private Pilot certificate is earned. The increase in dues will not be implemented until her renewal date.

INTERNATIONAL (cont'd)

MEMBERSHIP INFORMATION (cont'd)

Membership Status

Charter Member - Any member whose name appears on the 1929 Charter document. Charter members retain all benefits of membership and are exempt from annual membership fees and dues.

Life Member - A member reaching the age of sixty (60) who has been a member for twenty (20) years or more and makes a payment equivalent to ten (10) times the current dues to the Corporation or a member reaching the age of 60 who has been a member for at least five (5) years, but less than twenty (20) years and makes a payment equivalent to twenty (20) times the current dues to the Corporation. Life members retain all benefits of membership and are exempt from annual membership fees and dues.

President Emeritus - Any member who has served as an International President. President Emeritus members retain all benefits of membership and are exempt from annual membership fees and dues after serving their term as President.

Transfer of Membership

A member may change classification to that of a Section member or Member-at-Large by notifying Headquarters. A member may transfer to another Chapter by notifying Headquarters.

Termination of Membership

Membership shall be terminated by the Board of Directors for non-payment of Corporation dues two (2) full calendar months after the last day of the member's anniversary month.

Note: there is more information about "Membership" and a **CURRENT APPLICATION** on the website www.ninety-nines.org.

FORMATION of a NEW CHAPTER

A new 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 International Board of Directors. The officers of each Chapter shall consist of at least a Chairman, Vice-Chairman, Secretary and Treasurer.

For more information about forming a new Chapter, contact International Headquarters for complete, current Standard Operating Procedures information.

INTERNATIONAL (cont'd)

INTERNATIONAL TRUSTS

The Amelia Earhart Birthplace Museum

The Amelia Earhart Birthplace Museum is located on a west bluff overlooking the Missouri River at 223 North Terrace, Atchison, Kansas.

Amelia Mary Earhart was born on July 24, 1897 in this home of her grandparents, Judge Alfred Otis and Amelia Harres Otis. Her parents were Edwin Earhart and Amy Otis Earhart. Her only sister, Muriel was born three years later. Both girls spent much of their childhood with their grandparents. Their parents moved frequently, as her father was a lawyer for several railroads. The grandparents' home presented early stability and an intellectual atmosphere for the Earhart girls. These happy childhood years greatly influenced Amelia's adult interests and accomplishments. Her love of travel, spirit of adventure and scholastic achievements were reflected in her fashion designs, public speaking on aviation and women's rights, as an author of prose, poetry and books as well as her most famous aviation records. She was truly a woman ahead of her time!

The Museum is a wood-frame, Gothic Revival cottage, built in 1861, with the rear brick Italianate addition built in 1873. The family enjoyed the home until 1912, when both grandparents passed away. Two other families occupied the home until 1956 when it was purchased by Paul and Winney Allingham. They lived in the home until 1984 when they both died without children or a provision for disposition of the home. Dr. Eugene Bribach made a gift of \$100,000 to The Ninety-Nines, Inc. This permitted the organization to purchase the home from the Allingham estate.

In 1994, an autonomous elected Board of Trustees from The Ninety-Nines and Atchison began extensive fund raising, restoration and preservation efforts. Since that time the exterior has been completely restored. A caretaker suite has been completed on the second floor from previously unused space; central air conditioning installed, woodwork faux grained to the 1897 -1909 period; walls and ceilings repaired, floors refinished to the period; windows UV treated, selective furnishings retained, and decoration with documented wallpapers has begun. Some professional educational exhibits have been prepared with further plans to enhance and expand them. Donations of furnishings and memorabilia of the 1897-1909 period as well as financial contributions are still needed and most appreciated.

For more information about the AEBM, visit <http://www.ameliaearhartmuseum.org/>

INTERNATIONAL (cont'd)

INTERNATIONAL TRUSTS (cont'd)

Amelia Earhart Memorial Scholarship Fund

Established in 1940 to help deserving members to further accomplishments, today the Fund provides:

Amelia Earhart Memorial Scholarships for licensed pilot members to advance in training and education in aviation and aerospace, including scholarships to complete additional pilot certificates and ratings, jet type ratings, college degrees, and technical training.

Research Scholar Grants to add to the world's knowledge of women in aviation and aerospace.

New Pilot Awards to be used towards completion of any primary pilot certificate, such as recreational pilot, sport pilot, private pilot or non-US equivalent.

Maule Tailwheel Training Award for back-to-basics conventional tailwheel aircraft training, donated by the Maule Aircraft family.

For Applications & Information about the AEMSF, visit
<http://www.ninety-nines.org/aemsf.html>.

Ninety-Nines Endowment Fund

The Ninety-Nines Endowment Fund was established as a permanent investment income fund to provide future financial support for The Ninety-Nines, Inc.

Income from the fund is reinvested to build principal. When the principal reaches \$1 million, the income earned by the protected principal will be allocated for the perpetuation and advancement of Ninety-Nines activities. The principal, comprised of donations, will remain intact.

For more information about the Ninety-Nines Endowment Fund visit
http://www.ninety-nines.org/endowment_fund.html

and for more information, including other charitable giving, visit
<http://www.ninety-nines.org/charitablegiving.html>.

INTERNATIONAL (cont'd)

INTERNATIONAL TRUSTS (cont'd)

Ninety-Nines Museum of Women Pilots

The body of knowledge concerning who The 99s are and what they have accomplished over a 75 year history has a permanent home. It is located on the second floor of the International Headquarters building of the Ninety-Nines at Will Rogers World Airport in Oklahoma City, OK.

Over 5000 sq. ft. displays the history of The 99s in this handsome facility. Our exhibit areas and library will provide new insights into the role women pilots played in the development of aviation. Also, the repository of personal papers, personal items and historic artifacts make up the archives at the museum.

The 99s Museum chronicles the rich history of women aviators from Amelia Earhart to today's women of space. An extensive collection of artifacts belonging to Amelia include a pair of leather goggles, her "lucky" bracelet (which she left behind on her last flight), one of her famous scarves and numerous other articles. While there is much on display, many other items, which are too fragile to exhibit, are being carefully stored until such times as the museum can afford to properly show them.

There is information about the first Powder Puff Derby, where women flew cross-country. You can see the various routes they flew, photos of the planes, some of the equipment they used, and a large display of the trophies that were awarded to the winners. You can see photos and learn of the first mother/daughter flying team. The first Women's Transcontinental Air Race was flown across the country in 1929. A young Louise Thaden, won that race in a new aircraft, the Travel Air, designed by Walter Beech. This very aircraft is owned by The 99s and on display at the Kirkpatrick Air and Space Museum in Oklahoma City.

Naturally, there is a section dedicated to women aviators' contributions to the military, both the U.S. Military and those of governments around the world. History of the U.S. Women Airforce Service Pilots (WASPs) can be found at the museum along with information about the Russian Night Witches, the Civil Air Patrol, the Air Transport Auxiliary (ATA), women combat pilots, and the first woman graduate of MIT. Uniforms from British and U.S. WASPs are on display.

The 99s Museum of Women Pilots doesn't just focus on the women who flew early day airplanes, but also spotlights the pilots of today and those of tomorrow's spacecraft.

For more information about the 99s Museum of Women Pilots, visit <http://www.museumofwomenpilots.com/>.

INTERNATIONAL (cont'd)

INTERNATIONAL FOREST OF FRIENDSHIP

Though not officially affiliated with The Ninety-Nines, Inc. The Forest of Friendship honors many of our members as well as many non-99s, men and women, those yet living and those having gone on to New Horizons. Its Board of Directors is independent of The Ninety-Nines, Inc. as is its financial operations. Each 99s Chapter should have a committee to serve as liaison to the IFOF.

The Forest is nestled on a gentle slope on the outskirts of Atchison. It is made up of trees from all fifty states and thirty-five countries around the world where Honorees reside. Each tree has its own flag, and on special occasions, the Forest is ablaze with the brilliance of colors of more than 100 flags blowing in the breeze.

There are trees from George Washington's Mount Vernon Estate, the Bicentennial American Spruce, a tree from Amelia's grandfather's farm, a redbud from President Eisenhower's farm, and the Moon Tree grown from a seed taken to the moon by Command Pilot Stuart Roosa on Apollo 14. This latter tree honors the seventeen astronauts who gave their lives in America's pioneering of space exploration. Their names are enshrined around the tree and the names of the living astronauts are put in a protective outer circle. In 2003 a monument near the tree was dedicated to the seven astronauts lost on Shuttle Columbia.

Winding through the Forest is Memory Lane, honoring those who have, or still are, contributing to all facets of aviation and aerospace. It is a five foot wide (wheel chair friendly) walk and embedded in the concrete walk are granite plaques engraved with the names of over 1200 Honorees. The Honorees need not be pilots.

From its inception, the International Forest of Friendship was founded and led by Fay Gillis Wells and Joe Carrigan, who served as Co-Chairmen. Fay Wells was one of the Charter members of The Ninety-Nines and has been honored for her great interest and support of aviation and as an outstanding journalist. Joe Carrigan resided in Atchison and was responsible for the daily decisions needed to run the Forest. Unfortunately, we lost Joe in June of 1996 and Fay in 2002. It will be difficult, if not next to impossible, to replace both of them but their sons, Pat Carrigan and Lin Wells, have assumed the duties of Co-Chairmen. In 1991, a beautiful gazebo was dedicated to Fay Wells, in honor of her leadership to the Forest, and paid for by her many friends throughout the World.

It is a wonderful and peaceful respite from the many pressures of business and everyday living. It is a place of reflection and rededication. It is a place of spiritual communication. For more information visit <http://www.ninety-nines.org/fof.html>.

SECTION INFORMATION

About this part of your Manual

Because each Section is unique in composition, size and activities, much of what you will need to know about your Section will be made available on your Section's website. Your committees, awards, reports, scholarship programs, meeting schedules and, certainly, your officers and committee chairs not only vary by Section but also vary over time. So much of this part of your manual is very generic and is intended only as a foundation from which you can build your knowledge of how your Section operates and supports its Chapters and members.

For more specific information about your Section, refer to its website. Also, remember that your Governor, as the leader of the Section, is dedicated to supporting your members and growing your Chapters. Her term is usually two years and her contact information will be highly visible on your Section's website as well as information about all your Section officers and committee chairs. In this wonderful (mostly!) world of the Internet, answers are easier to come by than ever!

Composition of the Board

The composition of Section Boards are consistent in that they are led by a Governor who is supported by a Vice-Governor, Secretary, Treasurer, usually two Directors, the Chairman of the Nominating Committee and the Immediate Past Governor. These Boards are usually required to hold two meetings per year. Those meetings are usually held in conjunction with Spring and Fall Section Meetings. The Governor may call other meetings as necessary. Following is a brief description of typical duties of Section Board members. Complete and specific requirements for office and duties of officers will be set forth in your Sections Bylaws and Standing Operating Procedures.

Governor

The Governor serves as chairman of the Board, presides at all Section meetings and meetings of the Section Board of Directors. She is charged to carry out the collective wishes of the membership, to be their spokesman on matters of Section Policy and is responsible to see that all officers and members of committees perform their respective duties.

Vice Governor

The Vice Governor assists the Governor and presides at Section meetings or meetings of the Section Board of Directors in the absence, resignation or removal of the Governor.

SECTION INFORMATION *(cont'd)*

Composition of the Board *(cont'd)*

Secretary

The Secretary is responsible for the accurate and timely account of all transactions of the Section Meetings and meetings of the Section board of Directors. She handles correspondence, maintains the files of the Section and issues all notices directed by the members in meetings or by the Governor. She assists the Governor in her duties.

Treasurer

The Treasurer is responsible for the monies of the Section and pays out monies as authorized by the Board of Directors or as directed by the members at the annual meeting. She is required to make a complete report at each of the semi-annual meetings of the receipts and expenditures. It is her responsibility to present a budget at the set meeting of the Section for approval by the delegates.

Directors (normally 2)

The Directors assist the Board in any way possible.

Nominating Committee (normally 5)

The Chairman of the Nominating Committee presides over the committee which is responsible for making available and receiving Declarations of Intent to Seek Election and for verifying eligibility of each candidate. The Committee has the duty of preparing and mailing ballots. A Tellers Committee, appointed by the Governor, receives and counts the ballots.

Immediate Past Governor

She may act as the procedural advisor at the meetings.

For complete details, members should refer to the Bylaws and Standing Rules of your Section.

The following lists/reports

are compiled by many Sections and made available to each Chapter. They may be given to Chapters at a Section Meeting (usually the Fall Meeting) and may or may not be available on the Section's website:

- + Chapter Chairman and Chapter Committee List
- + List of Chapters
- + Section Committee List with current Chairmen

SECTION INFORMATION (cont'd)

Section Committees

Committees vary by how each Section is organized and may, though infrequently, change within the Section over time. The committees listed here are common to many Sections but all may not apply to your Section. It is suggested that you highlight those which are active committees in your Section. There is space at the end of this list of committees to insert information about committees that are unique to your Section but which are not listed here.

Aviation and Space Education

Purpose

1. To acquaint 99s with the many facets of aerospace education and to promote aerospace education within the organization.
2. To promote aerospace education to the general flying and non-flying public and to serve as resource people as requested.

Participation /Involvement (not inclusive)

1. Promote participation in national aviation education conferences.
2. Assist and support other related aviation-oriented groups such as federal and state aeronautical agencies, local airport authorities, local flying clubs, local chamber of commerce aviation activities, etc.
3. Help to organize and participate in career day programs for local schools and youth organizations.
4. Write aviation columns and articles for newspapers and magazines.
5. Arrange and conduct tours of aviation-oriented facilities for youth and adult groups.
6. Provide magazine subscriptions, teaching aids and materials, books, etc. to schools, libraries and educators.
7. Cooperate with schools and colleges in establishing and instructing aerospace education courses as part of the regular curriculum.
8. Establish and sponsor aviation youth clubs on a local community and/or school basis.
9. Organize and sponsor aerospace education seminars for area pilots and the general public.
10. Offer 99s' services as guest lecturers in schools and local civic organizations.
11. Organize and fly orientation flights for local officials, business people, educators, etc.
12. Work with the FAA in sponsoring safety education programs for other pilots such as seminars, check-ride clinics, accident prevention clinics, flight instructor revalidation clinics, etc..
13. Collect Chapter reports to determine winners of Section Aerospace Education trophy.

SECTION INFORMATION *(cont'd)*

Section Committees *(cont'd)*

Airmarking

Purpose

1. To encourage and assist Chapters in providing markings on the ground which are visible from the air to enhance flying safety.

Participation/Involvement

1. Send Chapters a handbook on airmarking, a list of agencies which assist in airmarking programs, information on procedure for obtaining paint, standard FAA air marker dimensions, list of needed supplies, and list of Chapters which have airmarking supplies for sale.
2. Receive and tabulate Chapter reports for Section Airmarking trophy.

Amelia Earhart Scholarship

Purpose

1. To promote awareness of and encourage qualified members to apply for the AE scholarships.
2. To provide a liaison role by screening applications and sending the most qualified on to the Amelia Earhart Memorial Scholarship Fund.

Participation/Involvement

1. Evaluate all applications for completeness and qualifications and make selections for further consideration by AEMSF.

APT - Annual Proficiency Training

(see Pilot Proficiency Training - PPT)

Aviation Activities

Purpose

1. Promote and create interest in all types of flying activities providing all Ninety-Nines the opportunity to participate.
2. Create a liaison to coordinate safety, aviation education and other flying activities within the organization and promote a positive image of aviation to the public.
3. Promote flying safety and report significant developments to The Ninety-Nines membership.

SECTION INFORMATION (cont'd)

Section Committees (cont'd)

Aviation Activities (cont'd)

Participation/Involvement

1. Furnish Section Governor with written report, at least annually, detailing awards, records or other achievements (related to flying activities) of individual members, Chapters or the Section.
2. Be prepared to make a similar oral report to at a meeting of the Section's general membership.
3. Establish a method of communication within the Section to share plans for future events and to report on events as they happen through the Section's newsletter and/or *The 99 News*.

Bylaws

Purpose

1. To review all proposed changes and amendments to Bylaws and Articles of Incorporation together with comments.

Participation/Involvement

1. The Bylaws Committee submits drafts to the International Board of Directors and to local Chapters for comment; then compiles the final draft for presentation to the delegates at the Annual Meeting.

Chapter Chairman's Manual

Purpose

1. To provide Chapter Chairmen with a reference and guide to the myriad reports and requirements of "Chairmanship."
2. To coordinate forms, reports and all other information unique to the Section and prepare it for inclusion on the Section website.
3. To work with the International Chapter Chairman's Manual committee in order to maintain accuracy, clarity and completeness of the International Chapter Chairman's Manual.

Participation/Involvement

1. Introduce and continue to promote the ICCM.
2. Review and incorporate all changes in procedures, reports, committee status, etc. and forward to the Section webmaster or ICCM committee, as appropriate.
3. Provide notice of updates to Chapter Chairmen and others having manuals.

SECTION INFORMATION *(cont'd)*

Section Committees *(cont'd)*

Forest of Friendship

Purpose

1. To preserve and enhance the International Forest of Friendship in Atchison, KS.

Participation/Involvement

1. Raise the awareness of The 99s as to the history, development and purpose of the Forest.
2. Provide Chapters with current requirements and procedure for sponsorship.
3. Encourage Chapters to seek out honorees to sponsor into the Forest.
4. Maintain a record (scrapbook) of all Section honorees.

Future Woman Pilot Program

Purpose

1. To encourage student pilots to participate in Ninety-Nines activities through flight training and mentoring.
2. To encourage them to become Ninety-Nines while still in flight training.

Participation/Involvement

1. Send information to Chapters on programs and techniques for attracting student pilots (FWPs) and promoting their active involvement in The Ninety-Nines.
2. Developing promotional materials for attracting student pilots.
3. Designing and implementing community action programs to educate the public and aviation related businesses about The Ninety-Nines' Future Women Pilot program.

Historian

Purpose

1. To preserve the history of The Ninety-Nines through visual, audio, and written material.

Participation/Involvement

1. Maintain an archive and records of Ninety-Nine activities including Section minutes, correspondence, newsletters and photographs.
2. Promote Chapter development of Chapter History book and keep copies of Chapter History books.
3. Promote archival of individual 99 histories and personal aviation materials.
4. Send appropriate material to Section Scrapbook Chairman.
5. Send appropriate material to International.
6. Promote interest in women in aviation history - support museums and other non-99 women in aviation archives.

SECTION INFORMATION *(cont'd)*

Section Committees *(cont'd)*

Insurance

Purpose

1. To provide a Section contact for Chapters requiring or having questions regarding insurance for a Chapter sponsored event.

Participation/Involvement

1. Coordinate with International in supplying and filing forms.
2. Update Chapter Chairmen as to any changes or requirements.

Legislative

Purpose

1. To monitor and disseminate information on aviation-related legislation at the federal, state, and local levels.

Participation/Involvement

1. Gather legislation of importance to pilots such as airport land use compatibility, flight service closures, and pilot requirements.
2. Disseminate the most relevant information through the Section newsletter and other aviation publications.

Membership

Purpose

1. To enhance and maintain membership in The Ninety-Nines.

Participation/Involvement

1. Maintain accurate membership records and prepare annual reports for the International Membership Chairman.
2. Provide ideas to the Chapters regarding recruitment techniques.
3. Write columns in *The 99 News* and Section newsletter.
4. Develop new handbooks and brochures for new and potential members.
5. Collect Chapter reports to determine winner of Section Membership trophy.

SECTION INFORMATION (cont'd)

Section Committees (cont'd)

Newsletter

Purpose

1. To communicate with each Chapter in the Section.

Participation/Involvement

1. Publish the Section's newsletter with contributions from the Section Committee. Chairmen and Chapter newsletters as they are sent to the editor.
2. Circulate the newsletter and maintain a database of subscriptions.

99 News Reporter

Purpose

1. To provide a "clearing-house" for all Chapter news to be sent to *The 99 News*.

Participation/Involvement

1. Summarize activities from Chapter newsletters and send articles typifying Section activities to *The 99 News* Editor.

National Intercollegiate Flying Association (NIFA) Pacific Coast Intercollegiate Flying Association (PCIFA)

Purpose

1. To provide support and funding for the activities of intercollegiate flying.

Participation/Involvement

1. Encourage intercollegiate pilots to fly in NIFA and PCIFA meets.
2. Coordinate Chapters to provide ground crews for meets.
3. Provide financial and administrative resources.

Nominating Committee

Purpose

1. To seek candidates for the Section Board of Directors.
2. To verify that all requirements listed in the Bylaws and in the Election Procedures for Candidates found in the Standing Rules are complied with by any candidate seeking office.

SECTION INFORMATION *(cont'd)*

Section Committees *(cont'd)*

Nominating Committee *(cont'd)*

Participation/Involvement

1. Members of the Nominating Committee are elected by the general membership of the Section.
2. Actively seek candidates for all positions on a continuous basis; maintain alertness for qualified candidates and encourage these candidates to seek election.
3. Evaluate all candidates who have filed an "Intent to Seek Election."
4. Present slate of candidates to membership and be responsible for tabulating results of election.

Oral History

Purpose

1. To preserve the history of The 99s and aviation through oral history techniques.

Participation/Involvement

1. Conduct oral history interviews.
2. Solicit member and financial resources necessary to maintain the oral history program.

Pilot Proficiency Training

(similar to APT - Annual Proficiency Training in some Sections)

Purpose

1. To encourage participation in annual proficiency training by all Chapters and all members, currently flying or non-flying.
2. To promote flight safety.
3. To report change in regulations and operating practices to the general membership.
4. To report progress and any change in the program to the general membership.

Participation/Involvement

1. Provide forms and assistance to Chapter Proficiency Training Chairmen.
2. Gather completed forms and keep accurate records of Chapters who participate in the program.
3. Encourage Chapter Proficiency Training Chairmen to promote qualifying activities within the Chapter which will include as many members as possible.
4. Encourage Chapters to report news and progress on the program.
5. Tabulate Chapter reports for Section Pilot Proficiency Training trophy.

SECTION INFORMATION *(cont'd)*

Section Committees *(cont'd)*

Public Relations

Purpose

1. To publicize the widespread activities of The Ninety-Nines.

Participation/Involvement

1. Forward news copy to the International Public Relations Chairman.
2. Establish liaisons with state and local news media - radio, television, newspapers.
3. Make The Ninety-Nines known to civic organizations.
4. Accept and analyze Chapter public relations reports to determine the winners of the Section Public Relations trophy.

Scrapbook

Purpose

1. To maintain a Section-wide record of Chapter activities.

Participation/Involvement

1. Collect materials such as newspaper articles and photographs from the Chapters for inclusion in the Section scrapbook.
2. Work with the Historian, if a separate committee, to determine what materials might be retained in the Historian's records if not used by the Scrapbook Committee.

Tax and Legal

Purpose

1. To be informed of current tax and legal requirements for non-profit groups as relates to The Ninety-Nines and our 501(c)(3) tax-exempt status.
2. To steer legal questions and contracts through International Headquarters to The Ninety-Nines' General Counsel including tax questions in the absence of a qualified tax advisor working with the Section.

Participation/Involvement

1. Provide information about where to go to for financial and legal counsel to Chapters.
2. Compile and review Chapter financial reports for submission to the IRS.
3. Notify Chapters and members of changes to the tax law.

SECTION INFORMATION *(cont'd)*

Section Committees *(cont'd)*

Woman Pilot of the Year (WPOY)

Purpose

1. To recognize the most outstanding pilots in the Section through the granting of an annual WPOY trophy and Certificates of Merit.

Participation/Involvement

1. Maintain and distribute WPOY forms.
2. Request Chapter Chairmen and other members to identify and outstanding women pilots to submit application.
3. Collect and analyze the WPOY forms with any appointed committee members to determine the winner(s).

A Further Note on Section Committees...

It is suggested that you highlight the aforementioned committees that are active in your Section and that you also add information here on any committees that are active in your Section but that are not listed here.

SECTION INFORMATION *(cont'd)*

Serving Your Section

Once you have been a member of The Ninety-Nines for any length of time, you recognize the value of our organization. Our members are a unique group of women, unique in that we are not only pilots, but also *women* pilots, unique in our resources and our willingness to further the goals of fellow members and The Ninety-Nines.

When you retire as Chapter Chairman, we encourage you to take the next step and begin serving at the Section level. Section Committee Chairmen are normally appointed by the Governor and her Board. Section officers are elected after being pre-qualified and nominated for office by the **Nominating Committee**. More information and a current “**Intent to Seek Election**” form is available on your Section’s website or through your Nominating Committee members.

Section Bylaws, Standing Rules and Standard Operating Procedures

You are encouraged to include a current copy of the Section Bylaws, Standing Rules and SOP’s in this manual. They are available on your Section’s website. If you inherited this manual from a previous Chapter Chairman, check your Section’s website for any revisions to these documents.

(As a reminder, you should also keep a copy of your Chapter’s Bylaws, Standing Rules and SOP’s in this manual.)

You and Section Meetings

Refer to Section I of this manual (Welcome to the Chairmanship!) for a refresher about the many benefits of attending Section Meetings!

Programs Unique to Your Section

It is from attending Section Meetings and International Conferences and from sharing with other Chapters that we gather information and ideas to promote growth in our Chapters. When you hear about a unique program that is being used by another Chapter or your Section, learn more about it and document it in this manual. Try out the new ideas in your Chapter; that may lead to your group developing another new and exciting program. Keep the ball rolling and keep your members looking forward to the next meeting, the next flyout, the next educational program.

Remember, for 99s, the Sky is the Limit!

PUBLICATIONS

International Membership Directory

What's in it?

The Membership Directory is filled with lots of useful information - it's better than the Yellow Pages! In it you'll find information about our Bylaws and Standing Rules as well as a complete listing of all members current at the time of the Directory's publication. (A very current list is maintained in the "Members Only" area of our website <http://www.ninety-nines.org>.)

Want to know who's on the International Board of Directors? It's in there - with pictures. Want a list of our Charter Members or an overview of our organization? Just open the first few pages - all that information is in our International Membership Directory.

It contains

- | Alphabetical listing of members
- | Contact information about members grouped as Chapters
- | International Officers and Board of Directors
- | Chronological listing of past Presidents
- | International Committee Chairmen
- | Alphabetical listing of Sections and related Chapters
- | The 99s Email Networks information
- | Information about The 99s Trusts
- | Current Bylaws and Standing Rules
- | and much, much more...

Who Gets It and When?

Each member qualifies to receive a copy of the Directory as part of the annual dues. The information is compiled at Headquarters, formatted and edited by the Publications Committee, then sent to a printer. *Generally* this is done sometime in September and the Directory is mailed to all members in October or November. Additional copies can be ordered by contacting Headquarters.

Keeping the Information Current

As soon as you change address, phone numbers or email, send the information to Headquarters in Oklahoma City. The computer will be updated immediately. That's where the information comes from that is printed in the Membership Directory. You may also update your member information through the "Members Only" area of the website. Your new information will normally be reflected in the Online Directory within a week. Members frequently change Internet providers and email addresses; encourage your members to update these when needed.

However... This private membership listing is to be used for 99s business, but not to be used for Commercial or Political purposes.

PUBLICATIONS (cont'd)

99 NEWS

This is the official publication of our organization and is published bi-monthly by The Ninety-Nines in Oklahoma City. The price of a yearly subscription is included in our membership dues. Non-members may subscribe and can find subscription information at <http://www.ninety-nines.org/99news.html>.

The *99 News* team has developed suggested guidelines to help members submit their news articles and photographs in a format that is most compatible with digital publishing requirements. Following the guidelines helps ensure accuracy and improve photo quality in the magazine. The *99 News* continues to accept articles in longhand or typewritten from those who do not have access to a computer. Editorial guidelines and photographer's guidelines are explained clearly on The Ninety-Nines website and in the Membership Directory. There you will also find forms for reporting news about your Chapter and your members' new ratings.

Manuscript Submission Due Dates

January/February Issue	December 1
March/April Issue	February 1
May/June Issue	April 1
July/August Issue	June 1
September/October Issue	August 1
November/December Issue	October 1

Headquarters Straight & Level (previously Dispatch)

This is the monthly newsletter that keeps us informed on the most recent news and business within our organization. It is generated at Headquarters and includes a calendar of coming events, latest membership statistics and reports from International Committee Chairmen and International Officers. It is emailed to all members with a current email address and the current and archived issues can be found in the "Members Area" section of the website.

Because this is an important source of current information about our organization, you are encouraged to make copies and share it with your Chapter members at each meeting. Many Chapters include the current issue of the Headquarters *Straight & Level* (previously *Dispatch*) with their monthly newsletters.

Online Resources

Refer to the "Members Area" section of our website <http://www.ninety-nines.org> for many other publications including *New Member Guide*, *99s Retention and Recruitment Handbook*, our Recruitment Poster and our *Online Catalog*.

PUBLICATIONS (cont'd)

Chapter Newsletters

Your Chapter newsletter is a way to keep in touch with all your members, get useful information to everyone and bring enthusiasm to those who read it.

Handy Hints

Want to have a great newsletter? Try to pick someone in your Chapter who will enjoy this job - *Chapter News Editor is a key position within each Chapter*. Make sure that your publication is timely and goes to all your members. The type and font size need to be readable - don't make it so small that we need stronger glasses! While we're on the subject, try to use a good quality paper and get the best printing/copying you can afford. Keep back issues for your archives - these make great reading years from now and help when you want to update your Chapter history.

Here are some newsletter ideas to try.....

Timely Program Information

Monthly Calendar of Events

Visuals & Graphics in the layout - try for a nice balance

Activity Summary - let everybody know what's going on

Chapter gossip - a must!

Registration Forms for upcoming events

Let everyone know how to contact the Editor & Officers

Clear publishing deadlines & where to send articles and information

E-mail addresses

New member biographies & Historical biographies

Career tips

Photos of members or events

Aviation humor; cartoons

Safety issues or a regular safety column

Aviation quizzes & Crossword puzzles

Question of the month

Legislative issues update

Homepage/website information included

Circulation

Since the newsletter is such a great way to share information, you want each member of your Chapter to receive a copy. Additional copies should be sent to your Governor and, perhaps, to nearby Chapters and your Section's Board of Directors. Editors of *The 99s News* and your Section newsletter may use news about your Chapter and members for their publications. So they should be included on your mailing list.

PUBLICATIONS *(cont'd)*

Section Newsletters

Your Section's newsletter may be published monthly, quarterly or seasonally. Your newsletter staff relies heavily on information from Chapter newsletters so be sure to include the Section Newsletter Editor on your own Chapter newsletter's mailing list.

Remind your members to send address changes to the Circulation Editor of your Section's newsletter. If newsletters are sent by Bulk Mail, there is no "address correction" service by the United States Postal Service and undeliverable newsletters are round-filed when sent to a wrong address. When you receive a Section newsletter, verify that others in your Chapter did, too.

Please note the following information about your Section's newsletter:

Name of Newsletter:

Editor in Chief

Name:

Address:

Phone & Email:

Circulation Editor

Name:

Address:

Phone & Email:

Deadlines:

Subscription Info:

Editorial Guidelines:

PUBLICATIONS *(cont'd)*

Websites

In addition to our International website and our separate websites for 99s Sections, many Chapters maintain websites. The sites are excellent tools for maintaining communication within and between Chapters as well as enhancing the image of The 99s throughout the aviation and general public.

Your Chapter is fortunate, indeed, when you have a talented, enthusiastic and dedicated webmaster to create and monitor your site. For those Chapters who do not have a website, consider that creating one that is amateurish or allowing a website to become outdated is not an advantage for your Chapter or for The 99s. Having a website is optional and should not become a burden on a Chapter.

If you post your Chapter's newsletters on your site, consider privacy concerns for your members and religiously post your latest newsletter when it is available. Unfortunately, there exist 99s Chapter websites whose latest posted newsletters are months or even years old and we know that more current newsletters are available - they just have not been posted to the site.

In the interest of maintaining a standard of quality across the varied 99s-related websites, the International Board of Directors has established guidelines for creating and maintaining those sites...



International Headquarters Policy Statement for Chapter & Section Web Sites

Goals:

1. To disseminate information to the general public that supports both the Mission Statement and the goals of The Ninety-Nines, Inc.
2. To improve the visibility and image of the 99s, increase membership and present a professional image to the aviation community at large.

Policies:

1. Any proposed contract for use of web site space by a Chapter or Section of The Ninety-Nines, Inc. shall be obtained from the website supplier and reviewed by the 99s' General Counsel before it is signed by the Chapter or Section seeking such site.
2. Websites established by Chapters and Sections of the 99s must at all times be operated ethically and in full compliance with all related laws.
3. There will be no direct solicitation of funds without prior written approval from the International Board of Directors.
4. At all times, the privacy wishes of individual members shall be honored.

5. The webmaster for any 99s site shall be a 99 who is skilled in the Internet process and who will be responsible for implementing the site according to these guidelines approved by the International Board of Directors.



Code of Conduct For the 99s eNetworking Resources

Approved by the 99 International Board of Directors JULY 25, 2007

1. The 99s eNetworking resources are email-based communication forums and other internet technologies whose purpose is to provide a forum for the educational discussion and productive exchange of information on topics pertinent to The Ninety-Nines and 99s Members. The 99s eNetworking Forums include the 99s Email Network, primarily to discuss 99s topics; the 99s Flight Training Forum, primarily for flight training, flight safety, and aviation education topics; and the Pro 99s Network, primarily for pilot career topics. All Members are encouraged to participate.

2. The 99s eNetworking Forums, message archives, subscriber lists, and related resources are © Copyright The Ninety-Nines, Inc. All rights reserved.

3. **HOLD HARMLESS NOTICE:** The opinions, advice, or instructions expressed in the 99s Website, 99s eNetworking Forums, and message archives are those of the authors and shall not be construed to represent the policies or opinions of The Ninety-Nines, Inc. Neither The Ninety-Nines, Inc., nor their members, agents, or representatives are responsible for the opinions, advice, or instructions given on the 99s Website or any 99s eNetworking Forum or message archive, or for damages that may result from any accident, incident, injury to persons or property, or any other event as a result of opinions, advice, or instruction given on The 99s Website or any 99s eNetworking Forum or message archive.

4. **PRIVACY NOTICE:** The Ninety-Nines, Inc. will not sell, lease, rent, disseminate, or give away personal information or posted messages or archived messages, but is not responsible for unauthorized use or dissemination of this information by others or for damages that might occur from such misuse. Posted messages are at your own risk.

5. Members and approved Guests may access the 99s eNetworking Forums and message archives in accordance with The Ninety-Nines, Inc. Bylaws, Standing Rules, and eNetworking Standard Operating Policies and Procedures, which include this Code of Conduct. The Ninety-Nines, Inc. reserves the right to restrict access to Guests at any time and to anyone who does not meet or maintain participation requirements or does not conform to this Code of Conduct or to The Ninety-Nines, Inc. Bylaws, Standing Rules, or eNetworking Standard Operating Policies and Procedures.

6. In any eNetworking Forum discussion, agreement on a viewpoint is optional, but respectful discourse is mandatory. As a courtesy to everyone using the forums, please read and follow the “Netiquette” (guidelines for use). To ensure that the 99s eNetworking Forums and resources are of the greatest benefit to the greatest number of 99s members, and are in conformance with U.S. law, the following are NOT allowed at any time and may be cause for loss of access privileges and removal of posted messages:

- a. Violation of 99s Bylaws or Standing Rules.
- b. Use for commercial or political purposes.
- c. Posted messages that foster personal disputes or are potentially libelous.
- d. Posted messages that represent a potential liability to The Ninety-Nines, Inc.
- e. Any activity that interferes with the purpose or function of the 99s eNetworking Forums, with our 99s online community, or with another Member’s participation, such as off-topic discussions or excessive posted messages, in length and/or number.

7. The 99s eNetworking Committee is responsible for the administration and oversight of the 99s eNetworking Forums and similar internet networking resources on the 99s Website. For any questions regarding the 99s eNetworking Forums and archives, how to use them, the Code of Conduct or “Netiquette,” or to appeal the loss of access privileges, please contact the 99s eNetworking Committee as listed in the 99s Directory or at enetworking@ninety-nines.org.

8. Participation and/or use of the 99s eNetworking Forums, archives, and related resources implies an understanding of and agreement with these terms.



“Netiquette” (or Guidelines) For the 99s eNetworking Resources

Approved by the 99 International Board of Directors JULY 25, 2007

The Ninety-Nines has three eNetworking Forums for women pilots:

The 99s Email Network (sometimes called the 99s Listserv) is for the educational discussion and productive exchange of information on topics pertinent to The Ninety-Nines and 99s Members, and is for 99s Members only.

The 99s Flight Training Forum is the educational discussion and productive exchange of information on topics pertinent to flight training, flight safety, flight currency, aviation education, women pilots participating in these activities, and the related activities of The Ninety-Nines and 99s Members. For 99s Members and approved Guests.

The Pro 99s Network is for the educational discussion and productive exchange of information on topics pertinent to pilot careers, women in professional pilot careers, and the related activities of The Ninety-Nines and 99s Members. For 99s Members and approved Guests.

When participating on the 99s eNetworking Forums, please use proper “Netiquette” as follows:

1. Please read and comply with the Code of Conduct.
2. Post appropriate messages to the appropriate network – no cross-posts to all the networks, no off-topic discussions, and no virus warnings or forwarded jokes, please.
3. When replying to a network message, do NOT copy the entire original message. Keep only the relevant text and delete the extraneous text before sending, or turn off this feature in your email software, or start with a new message.
4. Remember that when you post a message or reply to a posted message, it will go to all the subscribers in the network. If you intend your message to be private, change the ‘TO’ field to the correct email address.
5. If you are initiating a new topic of discussion, put the new topic in the ‘SUBJECT’ field of your message.
6. Photos, graphics, and file attachments will not be forwarded. To transmit information that’s in a file, cut and paste the text into the main body of your email message.
7. Due to differences in email software, in some messages the encoding does not transmit correctly when forwarded by the forum. To prevent this, change your message encoding to ‘Plain Text,’ rather using than ‘HTML’ or ‘Rich Text.’
8. Our email networking forums are for the professional, courteous, and educational exchange of information and ideas. The emotion behind a message can be easily misinterpreted – when in doubt, give the writer the benefit of the doubt. Do NOT write and post your message while angry – hit ‘SAVE’ or ‘DELETE’ and wait a day to cool off and reconsider. Agreement on a viewpoint is optional, but respectful discourse is mandatory.
9. If you have a question, concern, or suggestion about 99s eNetworking Forums, how they function, or about the Code of Conduct and Netiquette, do not post these in any forum. Please contact the 99s eNetworking Committee as listed in the 99s Directory or at enetworking@ninety-nines.org.

REPORTS

Deadlines

To keep our organization functioning smoothly, it is mandatory that you file the reports required by International and your Section.

Chapter Officer List is due annually on **July 1st** and is mailed to International Headquarters. This form is used to update International Headquarter's data and is used to compile our Membership Directory. Each year a new form will be sent to your Chapter and it should be mailed directly back to International Headquarters.

Chapter Officer and Chairman List for your Section is due annually, in most Sections on **July 1st**. This form is available on your Section's website. The completed form should be mailed to your Section Secretary.

NOTE: You need to file both of the above forms, the Chapter Officer List and the Chapter Officer and Chairman List forms, independently, the first with International Headquarters in OKC and the second with your Section Secretary.

Financial Report Forms are necessary to maintain the tax-exempt status of your own Chapter under the umbrella of your Section. Tax deductions for your members depend on the filing of this form with your Section's Tax Chairman. This report is due on **July 1st** and the form may change from year to year. The current form can be found on your Section's website. Please note that it is important that only that person designated by your Section as the Tax Chairman should file any form with the IRS or respond to any requests for information from state tax agencies or the IRS. It is important that you forward, without delay, any correspondence received from these agencies to your Section's designated Tax Chairman!

A form not included in this manual or on your Section's website is an **Annual (or biennial) Non-Profit Statement** which may be mailed to your Chapter by the state in which you are chartered. There is usually a small fee and some continuity should be maintained in the reporting process. In other words, pick one of your most responsible and "rooted" members for the reporting contact because this form is also very important. Failure to file also jeopardizes your tax-exempt status. Requirements, forms and deadlines will vary from state to state.

IRS rules are subject to change and may affect your tax-exempt status if not complied with. See Section X of this manual for more information on income tax filing requirements!

Anything else you may file or submit may win recognition for your Chapter or may result in honors or scholarships for some of your members. You will find those deadlines on the www.ninety-nines.org or your Section's website.

REPORTS (cont'd)

Deadlines (cont'd)

One additional report that may be required by your Section is a *Chapter Report* which should be presented *in writing to the Section Secretary*, normally at the end of the one-minute (or so) verbal report that you will present to the membership at a Section Meeting. This is a chance for you to “brag” and some chairmen get very creative with their annual reports to the membership. The written reports will be filed in your Section’s permanent files.

Where are these forms?

Since these report forms may change from year to year, samples are not included in this manual. The current blank report forms to be used are posted on our websites as follows:

<i>Chapter Officer List</i>	www.ninety-nines.org (Int'l 99s)
<i>Chapter Officer & Chairman List</i>	your Section’s website
<i>Financial Report Form</i>	your Section’s website
<i>Annual Non-Profit Statement</i>	will be mailed to your Chapter by your state’s office for Corporations if required by your state
<i>Chapter Report</i>	no form - you create the report for filing with your Section Secretary
<i>IRS Form 990, 990EZ or 990-N</i>	See Section X, Page 3 of this manual

Not so much to remember, is it? Now “Let’s go Flying!”

AWARDS

International Awards

Katharine B. Wright Trophy

This trophy, honoring the sister of Wilbur and Orville Wright, is presented jointly by The Ninety-Nines and the National Aeronautic Association (NAA) to a woman who has made a personal contribution to the advancement of the art, sport and science of aviation and space flight over an extended period of time or to a woman who has contributed to the success of others, as did Katharine Wright in the support of her brothers. This award is presented annually at the International Conference.

Award of Merit

The Ninety-Nines Award of Merit honors non-members or organizations making significant contributions to aviation, aviation education, science or history, or to The Ninety-Nines, Inc. This award is presented annually at the International Conference.

Award of Achievement

The Ninety-Nines Award of Achievement recognizes Ninety-Nines, Sections or Chapters making significant contributions to aviation, aviation education, science or history, or to The Ninety-Nines, Inc. This award is presented annually at the International Conference.

Award of Inspiration

The Ninety-Nines Award of Inspiration is a special recognition from the Board of Directors 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. This award is presented annually at the International Conference.

President's Award

The President's Award honors those Ninety-Nines who, in the estimation of the President have gone above and beyond in their service to the organization in a given year. This award is presented annually at the International Conference.

George Palmer Putnam Award

The George Palmer Putnam Award, named after Amelia Earhart's husband, recognizes the exceptional support for Ninety-Nines from an individual or a group. This award is presented annually at the International Conference.

SCHOLARSHIPS

Guidelines for Chapter Scholarships

Cautions

The necessity for having formal scholarship applications, backed up by rules and requirements, basically is because (within the United States -- that is), with Chapters under IRS scrutiny because of the 501(c)(3) exemption, there is a prohibition against the use of Chapter funds for individuals, because the Chapter's funds are considered 'public' money of a charitable organization.

Therefore, Chapters with individual scholarship programs must be very careful to assure that their program is one which is made available to a wide range of applicants -- NOT just Chapter members. The requirements can be set up in one of several ways.

Applications

Applications can be accepted from (1) both men and women pilots in a designated geographical area or, (2) from women pilots only, but it should then be advertised in a wider geographical area, or (3) from student pilots (either male and female or female only), which automatically excludes members of the organization. Even then, there is some chance of running afoul of the IRS's prohibition against 'self-dealing' with Chapter money.

Chapter rules should state how the scholarship is to be advertised, and make sure that it gets a fairly wide exposure. Set a geographical area that will insure the ability to get a reasonable number of applicants. Sparsely populated areas may want to include an entire state, while a metropolitan area could include just a city or a county. Specify what publications the scholarship will be advertised in, and where flyers or brochures or other information will be distributed.

The applications should require complete information about an applicant's background, and future plans as far as use of the scholarship is concerned. While it does not have to be based on need, that is always a 'cleaner' way to go, subject to less scrutiny. You cannot require a photograph of an applicant except an "optional" one "for publicity purposes." Questions relating to sex and ethnic background can only be listed as "optional," not required to be answered. If a scholarship is for an already-rated pilot, copies of current certificate, medical and flight review should be required. The application should ask for information about any violations or accidents, and whether a medical has ever been refused or lost for any reason. If for an advanced rating, where the applicant may have been flying professionally, information should be sought as to whether or not the applicant has ever been terminated from a flying job and why.

SCHOLARSHIPS (cont'd)

Judging

There should be an independent board or committee to evaluate the scholarship applications, unless it is a scholarship for student pilots only, in which case the committee could be from your Chapter. It is acceptable to have one person from the Chapter on an independent committee.

Disbursements

Money should be paid directly to a flight school or flight instructor, not to the applicant themselves. Substantiation of charges for funds paid must be given to the Chapter. That could be such things as a bill from the school or instructor, and copies of the student's logbook showing instruction given and signed off. A time deadline should be put on the use of the funds. The length of time allotted may depend on the amount of the scholarship. If the quality of the flight instruction is of concern, you may require a statement as to the qualifications of the school or instructor as part of the application.

Hold Harmless Agreement

A Hold Harmless Agreement for Scholarship Applicants should appear on the application blank that the applicant signs as follows:

Ninety-Nines Hold Harmless Agreement for Scholarship Applicants

Neither the _____ Chapter of The Ninety-Nines, Inc., the _____ Section of The Ninety-Nines, Inc., The Ninety-Nines, Inc., nor their members, agents or representatives are responsible for the quality of any training received with this scholarship, or for any accident, incident, or any other event which may occur while the recipient of this scholarship is performing flight training or activities relating thereto. Recipient shall sign this Hold Harmless Agreement in favor of said entities upon receipt of the scholarship and before any flight is made.

Then the agreement should be signed by the applicant and dated.

Also on the application blank, either before or after the disclaimer, there should be a paragraph that states, "I declare under penalty of perjury that the information I have given is true and correct and that I meet the requirements for this school." Then have a signature line.

Recourse

If you provide enough money for an applicant to obtain a rating, you may wish to provide for a pay-back by the award winner if the rating is not received, or received within a certain time frame. It is difficult to have pay-back provisions for smaller scholarship awards that do not enable the applicant to receive a rating, unless it is something specific, such as, a scholarship for 10 hours of flight time, to be repaid if the applicant takes only a part of the 10 hours and then quits the program.

SCHOLARSHIPS (cont'd)

Review

You are advised to submit your proposed scholarship guidelines for review by General Counsel of The Ninety-Nines, Inc. before finalizing them.

Further Cautions

When writing scholarships, pay close attention to your requirements and how you will administer them. In other words, if you have a requirement for time as a 99, be sure the time frame is not ambiguous. Similarly, if you have residency or any other specific requirements, spell them out so there is no question how they may be read.

International Funds

It is still true that it is much more advisable for a Chapter wishing to establish a scholarship as a memorial to a deceased member to make arrangements with the Amelia Earhart Trustees to set up a fund in the overall 99s scholarship program to honor that particular person. There are several advantages, including the fact that as an international scholarship fund it will not be subject to the same IRS limitations that a small Chapter's fund will be. In addition, applicants are from a far wider segment of the organization than is possible for a Chapter program to achieve.

Publicity for both the Winners and the Decedent -- in the case of a memorial scholarship -- is, again, much more widespread. Benefit to the organization is therefore much greater, including the fact that scholarship monies awarded can have great importance in certain types of proposals made by the organization to foundations when seeking grants from those foundations. It is also easier to raise funds for an international scholarship program than for a small Chapter.

International Scholarships and Grants

Scholarship and grant recipients are announced at our annual International Conference and their names are published in The 99 NEWS magazine. Additional information about Scholarships and Grants is available through the Scholarship area of www.ninety-nines.org and from International Headquarters.

Amelia Earhart Memorial Scholarships

...are awarded each year to qualified members for advanced flight training or courses in specialized branches of aviation. Each year winners are chosen to receive various awards including flight instructor, airline transport pilot and advanced type ratings.

On the Ninety-Nines website you will find complete information about how to apply and how to contribute. You will also find lists of current and past winners for our scholarship award programs.

SCHOLARSHIPS *(cont'd)*

Amelia Earhart Research Scholar Grant

...is awarded periodically for a highly specialized professional scholar to work in her field of expertise to expand knowledge about women in aviation and space.

New Pilot Award

The New Pilot Award is the award given to Future Woman Pilot 99s Members with a need for financial assistance to become licensed pilots. The award provides a significant boost toward completion of the Recreational Pilot, Sport Pilot, or Private Pilot certificate, or non-U.S. equivalent, in any aircraft. Each year several of these scholarships are awarded.

An applicant must be a Future Woman Pilot Member of The 99s - there is no length of membership requirement. The member must have soloed, and, if required for the pilot certificate sought, must have a current medical certificate and must have passed the written exam. These scholarships are excellent motivators for student pilots to join The Ninety-Nines early in their training.

Other Scholarships

Reaching beyond The 99s Amelia Earhart Memorial Scholarships, scholarships both large and small are sponsored by 99s Sections and Chapters. Eligibility requirements vary considerably, so we recommend a thorough review of all scholarships listed and linked to The Ninety-Nines website.

Your Chapter's Scholarships

If you Chapter has a scholarship program already in place, it is important to insert information here describing the program as well as a complete application and past winners.

CAREERS

99s Pilot Careers Resource Center

Some members in your Chapter may be focused on a career in aviation and The Ninety-Nines is an excellent support base for these women pilots. Whether planning a pilot career in the airline, corporate, entrepreneurial, government, or military sector of the aviation-aerospace industry, information and support are readily available. The Ninety-Nines offer the information and support you need.

Networking, mentoring, and scholarships can help people in any career field, but these resources are especially critical to the success of women in nontraditional aviation careers. Only The Ninety-Nines provides all these career resources to women pursuing professional pilot careers:

! NETWORKING with hundreds of women professional pilot peers and supporters in our lively email discussion forum, the Pro 99s Network.

! MENTORING by women professional pilots to develop your career and leadership skills, in the 99s Professional Pilot Leadership Initiative.

! SCHOLARSHIPS for your basic flight training, jet type rating, college degree, or other aviation training, from The 99s Amelia Earhart Memorial Scholarships.

! COMMUNITY of women pilot friends, role models, and mentors in the largest international organization of women pilots - The Ninety-Nines!

! JOBS! Current job listings and hiring information for all pilot professions, in the 99s Pilot Jobs Clearinghouse.

! MORE RESOURCES articles, ideas, and links relating to pilot careers are available online in the 99s Pilot Careers Resource Center.

NETWORKING with Professional Pilots

How do you hear about job openings and the ‘interview gouge’? Where do pilots want to work and who do they avoid? How can you handle tricky situations with co-workers or on checkrides? Find all this and more by networking with your women professional pilot peers, role models, and potential mentors.

The Pro 99s Network is a unique email-based networking forum where women pilot professionals and aspirants discuss issues particular to our pilot careers, including finding scholarships and jobs, training concerns, and balancing work and family. The Pro 99s Network already includes hundreds of women pilots in a dozen countries flying in airline, bush, charter, corporate, entrepreneurial, flight instruction, government, helicopter, and military careers.

CAREERS *(cont'd)*

NETWORKING with Professional Pilots *(cont'd)*

Tap into the network! Participation in the Pro 99s Network is open to 99s members and, at the present time, is also open to non-members who are eligible for 99s membership. Sign up for the Pro 99s Network at The Ninety-Nines website.

MENTORING Tomorrow's Professional Pilot Leaders

Watching a role model or networking cannot compare to one-on-one mentoring by an experienced professional who shares her knowledge, connections, and guidance personally with women pilots looking for an aviation career. Mentoring is key to personal success as a pilot, and also to collective advancement in aviation. The Ninety-Nines has potential mentors for those aspiring to every conceivable pilot career, from ballooning scenic tour operator to Shuttle Pilot. Members can be introduced to a woman professional pilot mentor in their area of interest through the formal mentoring program.

The 99s Professional Pilot Leadership Initiative aims to provide highly motivated women pilots with the tools necessary to develop their pilot careers and leadership, through guided activities and formal mentoring partnerships with women pilot professionals, in a three-phase 12-month structured program.

Professional Pilot Leadership Initiative (PPLI)

The Ninety-Nines Professional Pilot Leadership Initiative aims to accelerate the advancement of women in all pilot professions, facilitate mentoring among women pilot professionals, and enhance our leadership role in the aviation / aerospace community. The PPLI program provides highly motivated 99s members with tools to develop their careers and leadership abilities through guided activities and formal mentoring partnerships with experienced women professional pilots, asking them to strengthen and expand our network of women pilots by sharing these skills with others who follow.

The cornerstones of The 99s Professional Pilot Leadership Initiative are:

- ! Women pilots helping each other so we can all succeed.
- ! Highly motivated, high-potential participants who will take full advantage of this opportunity to learn and to share.
- ! Structured one-on-one mentoring to pass along expertise and support that helps reduce the learning curve and accelerate career development.
- ! Guided skills development activities to develop practical, goal-oriented career and leadership skills that can be put to immediate use in career advancement and that build our aviation community.

CAREERS (cont'd)

Professional Pilot Leadership Initiative or PPLI (cont'd)

Starting from the premise that each individual is responsible for her own career advancement, this program represents the opportunity for highly committed women pilots to receive mentoring, learn new career skills, share what they know, and become active participants and leaders in our aviation community. If you are a 99s member currently pursuing or planning to pursue any professional pilot career, you are encouraged to apply. NOTE: This is not a job placement program. A complete 'Fact Sheet' is available on our website, www.ninety-nines.org.

SCHOLARSHIPS for Women Pilots

Learning to fly can be expensive. Not everybody can pay for the advanced training required to launch a pilot career, so scholarships can make all the difference.

The 99s Amelia Earhart Memorial Scholarship was established in 1940 to honor The Ninety-Nines' first president and perpetuate her unselfish interest and enthusiasm for all women pilots. In December 2003, our Fund reached one million dollars!

Our Career Scholarships are unique in that they cover the entire cost of completing advanced flight training or coursework, such as for multi-engine ratings, jet type ratings, flight instructor and airline transport pilot certificates, and college degrees. Future Woman Pilot Awards are given towards the completion of the private pilot certificate. Additionally, many 99s Chapters and Sections offer their own scholarships.

Hundreds of winners of these scholarships and grants have progressed in their aviation careers, so that many are now airline pilots, corporate pilots for Fortune 500 companies, owners of flight schools and aviation businesses, and aviation safety inspectors and managers with the Federal Aviation Administration, to offer just a few examples.

AE Scholarships are for all 99s members worldwide, while Chapters and Sections have their own application criteria. Complete information and applications are available on The Ninety-Nines website as is lots of resources and information for Pilots on the Move!

TAX INFORMATION

Documentation of Tax Exempt Status

The Ninety-Nines, Inc. is a 501(c)(3) organization. Each Section is a separate 501(c)(3) Charitable Corporation. The individual Chapters are included in their Section's exempt status.

What is Deductible?

As members, your expenses for attending meetings of Ninety-Nines, Inc., Section Meetings and Chapter Meetings may be all or partially deductible from your taxable income. In addition, various activities may generate tax deductions in the form of contributions. Your tax advisor should be made aware of your activities as a member of The Ninety-Nines. Operations under Section 501(c)(3) are summarized on the following two pages, clarifying your tax privileges under the tax code.

You Must File Annually!

To protect your members' income tax privileges, your Chapter *must* file the Financial Report Form with your Section's Tax Committee Chairman annually. It is due on July 1st and the form may change slightly from year to year. It is each Chapter's responsibility to meet this important deadline.

99s Endowment Fund

There are opportunities for tax advantages while investing in the future of The Ninety-Nines through contributions to the *99s Endowment Fund*. This is a permanent investment income fund established to supplement financial support of the organization. Complete information is available from International Headquarters and on our website.

Gifts and Bequests

Tax deductible gifts to The Ninety-Nines may be made in several ways including bequests. They may be contributed to be used for general support or they can be restricted to your area of interest. Information is available in our International Membership Directory or you may contact International Headquarters or visit our website for more information.

OPERATIONS UNDER SECTION 501(c)(3) of the INTERNAL REVENUE CODE

1. Exemption from taxes

501(c)(3) organizations are exempt from state and federal income taxes and Federal Unemployment Tax. However, they are not exempt from Social Security and Medicare taxes.

2. Deductions of Contributions

- a. This includes contributions to any Chapter or to the Section, as well as International.
- b. Bequests, legacies and devises by will and gifts are deductible for federal estate and gift tax purposes.
- c. Out of pocket expenses, including unreimbursed expenses incurred in rendering services to or for the organization, transportation, travel, uniforms, telephone, equipment, reasonable payment for necessary meals and lodging while away from home overnight donating service, are deductible, on both your state and federal returns.

Exceptions: Attendance at Conferences and Section Meetings are not deductible to individual members unless that member is a duly chosen delegate and can prove services or official duties rendered at the Conferences (proof by minutes).

- d. Membership dues are deductible.

3. Items which are normally not deductible as contributions

- a. Admission tickets, except for the amount that is in excess of the fair value of the benefits received.
- b. Raffle tickets.
- c. Donations to politically oriented organizations.

4. Other advantages of the exempt status and corporate status

- a. The corporate status of each Chapter protects the individual members from liability as a result of a group activity.
- b. Under the group exemption, the individual Chapters are not required to file the Form 990. When filing is required, they risk the loss of both their exemption and their corporate status if these forms are not filed. Only the Section will file the documents. (See IRS Form 990 information on next page.)
- c. The deductible status is a “selling” point for getting contributions from businesses and industries.

CAUTION! Purely social functions are not deductible in any way.

SUMMARY RE: 501(c)(3)

What is the advantage of a 501(c)(3) status?

- a. Enables the organization to legitimately solicit contributions for both Sections and Chapters, with donors being able to write off the amount on their tax returns.
- b. Enables each 99 who is an officially elected delegate to write off all expenses incurred while attending a Section Meeting or International Conference on her personal tax return, and to also write off anything she may do for her Chapter.

Does an exempt Chapter have to file income tax returns?

Chapters do not file an income tax return but there are yearly report forms to be filed. If your Chapter's gross receipts for the year *are normally \$25,000 or more*, you may already be filing IRS Form 990 or 990-EZ. Or your Section may be filing these forms. Check with your Section Treasurer to see if your Chapter is included in a Group Return (Form 990) filed by your Section. If your Chapter is *not* currently included in a Group Return Form 990, action should be taken make it so. (Information about IRS Form 990 filings is available not only at www.irs.gov but also on many other websites by searching 'IRS 990'.)

In 2008, if your Chapter's gross income for the year *is normally less than \$25,000*, your Chapter is responsible for electronically filing IRS Form 990-N (which is also known as the e-Postcard.) If your Chapter has already been filing Form 990 or 990-EZ each year, or if the Chapter is included in a Group Form 990 filed by the Section, you will not be required to file the electronic report.

If you are required to file (i.e. no Section filing or no filing of Form 990 or 990-EZ), you risk losing your tax-exempt status if you fail to file the e-Postcard, Form 990-N. There is no financial penalty for late filing but an organization that fails to e-file Form 990-N (or information returns Form 990 or 990-EZ) for three consecutive years will automatically lose their tax-exempt status.

If you receive a notice from the IRS about the Form 990-N, contact your Section Treasurer without delay for guidance and to confirm that you are included in the Section's group filing.

For more complete information go to www.irs.gov and look for information in the Charities and Non-Profits section.

For how long does each Chapter need supporting documentation, clippings, etc.?

Financial records should be maintained for three years after the later of the due date of the Form 990 or the date the form was actually filed if required. For ease of administration, the Chapter may want to establish a policy of maintaining financial records for at least four years.

SUMMARY RE: 501(c)(3)
(cont'd)

Does this status prevent us from doing any political lobbying?

Campaigning for political candidates is prohibited. Political lobbying is not prohibited as long as it does not constitute a *substantial* part of the Chapter's or Section's activities. As a practical matter, lobbying may come under scrutiny and may not be worth risking the loss of our tax exemption.

Where should financial support come from?

Requirements for the exempt status state that an organization must receive at least two-thirds of its financial support from the public. That includes money from fund-raising projects, time and services and gifts donated by airport and community members, etc. Public support also includes member's dues.

INSURANCE

When is Insurance Required?

For any Ninety-Nine Flying Event to be sponsored and/or conducted by a Chapter, the member in charge of the event must obtain insurance for the event from Headquarters in OKC. This is to protect the Chapter, its individual members and The Ninety-Nines, Inc.

If your Chapter is charging for the event (i.e. Pennies per Pound rides), consider that other forms may be required for the protection of your Chapter and members. Contact Headquarters with your questions and they can direct you to a resource person.

For a Non-Flying Event, Comprehensive General Liability coverage is already in place for customary Chapter functions, including meetings. The Chapter needs to determine if any additional coverage may be required for a specific Chapter-sponsored/conducted event.

How Do We Apply for Insurance?

Contact staff at Headquarters for forms and more information. There is a charge for event insurance. Before making application for insurance, determine whether there are requirements by other entities who should be named as ‘Additional Insured’ parties. For instance, if you are sponsoring a flying event at an airport, will the airport authorities require that the airport be named on the policy? There is normally no extra charge to name other insured parties.

What About a Certificate of Insurance on Participating Aircraft?

If you are conducting an air rally, poker run or other flying event, you need a Certificate of Insurance on file for each participating aircraft. This verifies that every aircraft carries insurance and should be issued to your Chapter, The Ninety-Nines, Inc. and to airports included in the event. There is normally no charge to the aircraft owner by the insurance company but registration for the event should allow sufficient notice and time for the aircraft owner to secure the Certificate of Insurance.

Are There Limits to Coverage?

Ninety-Nines’ insurance does not cover balloons, helicopters, experimental or homebuilt aircraft.

What if Weather is Uncooperative?

The form for Flying Event insurance allows for a ‘Rain Date’ so a second application is unnecessary.

What if the Event is Cancelled?

If the event is cancelled for weather or another reason, notify Headquarters and the charge for the insurance binder will be applied to your next event. The money is not refunded but you don’t lose it.

CALENDARS

INTERNATIONAL CALENDAR

The Ninety-Nines maintains a Perpetual Calendar of future events and publishes that calendar through the *99 News* magazine which is mailed to all members. The *Straight & Level* (previously *Dispatch*) is emailed to all members with a current email address and has a short list of coming events. A Calendar of Events is also published on the website and often includes notices of air races and poker runs in addition to ‘business.’

The most important single event of The Ninety-Nines, Inc. is the International Conference. This is held annually and every member is notified of the place and time in the *99 News*, to our Chapters through the *Straight & Level* (previously *Dispatch*) and to members and the public through the website.

Dates and places change each year. As Chapter Chairman, you should make sure your members know the details well in advance and that they are encouraged to attend.

SECTION CALENDAR

Events within each Section, including Section Meetings are noticed through your Section’s newsletter and on your Section’s website. It is a good idea to include those coming events (as well as the International Conference) as items in your own Chapter’s Calendar which should be published in your Chapter’s newsletter at the least.

CHAPTER CALENDAR

You are responsible for notifying your members in advance of each Chapter meeting. Hopefully your Chapter publishes a newsletter on a consistent basis. It is recommended that you maintain your Chapter Calendar in this section of your manual. You may also include published flyouts and other events that are planned by your neighboring Chapters.

OTHER CALENDARS

There are many enjoyable and enriching aviation events around the world and across the United States each year. With communications so effective over the Internet, it’s easy to find aviation-related gatherings in your proximity many times during the year.

You and your Chapter members are encouraged to maintain an ongoing calendar of aviation-related events as a resource for planning your future Chapter events including possible flyouts.

The Ninety-Nines website has links to many other aviation organizations’ websites including their calendars and digital magazines. Enjoy!

CHAPTER ACTIVITIES CALENDAR

Years _____ to _____

List activities that are recur periodically such as holiday celebrations, installation functions, educational/community programs and others:

List planned future flying activities and dates/conditions that they occur with appropriate notes for future planning:

Other Chapter Calendar items and notes:

RESOURCES

Starting with the Internet...

All major aviation organizations and many small companies and groups maintain websites with search capabilities, links, and a wealth of resources. Our Ninety-Nines website is a great resource with very useful and interesting information for our members and for the public.

In our global world, sources of every kind of information are as close as the click of a mouse, so this part of your manual is short and sweet - just click away!

However...

There are times when we discover information that we know may be useful in the future and may also be hard to find again.

It is a good idea to insert several heavy-duty sheet protectors to file miscellaneous resource information in this manual.

GLOSSARY OF TERMS

The Ninety-Nines has developed a number of activities and programs through the years. Here is an explanation of terms that you hear frequently at our business meetings or read about in newsletters.

AVIATION and SPACE EDUCATION - Any of a number of programs that educate the general public about aviation and aerospace. This can include Girl Scout aviation badge work, career days at schools, guest speakers at meetings and luncheons, airport tours, seminars and workshops on fear of flying, aviation history, etc. Awards are given at Section Meetings for Chapters who make outstanding aerospace education efforts.

AIRMARKING - Painting the name of an airport on ramps, taxiways, runways or rooftops to help identify that airport from the air. Airmarking also includes painting a compass rose. Awards, based on a point system for distance, difficulty and square footage, are given at Section Meetings for Chapters who have outstanding airmarking records.

AIR RACE CLASSIC (ARC) - Annual all-woman air race. It typically takes place in June with a different course each year. See AWTAR.

AMELIA EARHART BIRTHPLACE MUSEUM (AEBM) - Amelia Earhart, well-known record-setting pilot, was a charter member and first elected president of the Ninety-Nines. In 1984, we were gifted with the house in which she was born. It is located in Atchison, Kansas and is operated as a museum by the Ninety-Nines. Maintenance and restoration of the house is funded by voluntary contributions of visitors, Ninety-Nines, and grants from various foundations and agencies.

GLOSSARY OF TERMS (cont'd)

AMELIA EARHART MEMORIAL SCHOLARSHIP FUND (AEMSF) - A scholarship fund to help members who aspire to higher ratings and flying careers. The first scholarship, in the amount of \$50, was awarded to Alice Hammond. Since then, we have awarded thousands of dollars to women pilots. The fund is supported by voluntary contributions from members, Chapters, and Sections; and in recent years, large corporations such as UPS and United Airlines have contributed large amounts and type ratings to the program. Women are eligible to apply for scholarships after two years of continuous 99s membership. Applications are published annually in the Ninety-Nines News. A luncheon honoring scholarship winners is held each year at the International Conference.

AWTAR - ALL WOMAN TRANSCONTINENTAL AIR RACE - Best known by its trademark *The Powder Puff Derby*, it was the oldest, longest and largest speed air race for women of the world. The first race was in 1947, from Palm Springs, California to Tampa, Florida. The 1948 and 1949 races were called the *Jacqueline Cochran All-Woman Trophy Race*. The 1950 race was the *Ninety-Nines Transcontinental Air Race* and had 38 entries. Late in 1950, the race became known as the *All Woman Transcontinental Air Race*. The last "race" was run in 1976 and a commemorative 30 year race was conducted in 1977. Today, the Air Race Classic carries on the tradition.

CHAIRMAN'S MANUAL - This handbook was written to assist Chapter Chairmen with parliamentary procedure, deadlines for forms, applications and other operating procedures.

CHARTER MEMBER - A category of membership given to the founding members of our International Ninety-Nines. There were 99 of them and they are listed in our Membership Directory and on our website.

COUNCIL OF GOVERNORS - The Governors of each Section form an advisory council to the International Board of Directors.

FLYING COMPANION or RIGHT SEAT SEMINAR - A seminar for right seat passengers of light airplanes. Teaches basic aerodynamics, radio skills, chart reading, and flight planning to help passengers feel more comfortable on flights. The seminar curriculum does not include actual flying but frequently leads the Flying Companion to seek flying lessons after a day with enthusiastic 99s.

FOREST OF FRIENDSHIP - The Forest of Friendship was a gift to America on her 200th birthday from the City of Atchison, Kansas (birthplace of Amelia Earhart) and The Ninety-Nines. The Forest is nestled on a gentle slope on the outskirts of Atchison. It is made up with trees from all fifty states and thirty-five countries around the world where Honorees reside. It was founded by Charter Ninety-Nine, Fay Gillis Wells and Joe Carrigan, who served as Co-Chairmen.

GLOSSARY OF TERMS (cont'd)

FUTURE WOMEN PILOTS (formerly 66s) - Student pilots who participate in Ninety-Nines activities, meetings and programs. A bylaws change in 1999 allows FWP's to join The Ninety-Nines with a student pilot certificate. There are restrictions on the membership including voting privileges and the length of time a woman can remain a FWP without attaining her Private Pilot rating. Every member is encouraged to mentor a Future Woman Pilot to help her complete her flight training.

INTERNATIONAL BOARD - A nine-member Board of Directors elected for a two year term. The President, Vice-President, Secretary, Treasurer and two Directors are elected by mail ballot in even numbered years. Two Directors are elected by the delegates at the annual Conference in odd number years. The immediate Past-President also serves on the Board.

INTERNATIONAL CONFERENCE - The annual meeting of The Ninety-Nines. Delegates are elected or appointed from each Chapter or Section to represent the membership. Important topics such as dues structure and international programs are discussed. Safety seminars and educational programs are offered as well as tours and social events. This is an opportunity to meet women pilots from all over the world. It is held in a different location each year.

INTERNATIONAL HEADQUARTERS (HQ) - The Ninety-Nines International Headquarters is located at Will Rogers Airport in Oklahoma City, OK. It is built upon land that is leased to the organization for \$1 per year. This beautiful two story building is home to our membership records and International archives, and was built by contributions from members and matching grants.

INSURANCE - The Ninety-Nines has a liability policy that provides automatic coverage for ground events such as business meetings, seminars and workshops. Chapters may purchase daily coverage for flying events which are sponsored entirely by Ninety-Nines for a very reasonable sum. Coverage may not be extended to other organizations. Often, an airport manager or building owner may require proof of insurance before authorizing a meeting or event. A "Request for Insurance" form is available through Headquarters.

LIFE MEMBER - A member reaching the age of sixty (60) who has been a member for twenty (20) years or more and makes a payment equivalent to ten (10) times the current dues to the Corporation or a member reaching the age of 60 who has been a member for at least five (5) years, but less than twenty (20) years and makes a payment equivalent to twenty (20) times the current dues to the Corporation. Life members retain all benefits of membership and are exempt from annual membership fees and dues.

GLOSSARY OF TERMS (cont'd)

MEMBERSHIP DIRECTORY - our Membership Directory contains names, addresses, telephone and email information for each of our members. It is published annually and is mailed in print or on disk to members who request it on their membership application/renewal form. Besides member listings, the directory contains some organization history, listings of current officers and directors.

NATIONAL INTERCOLLEGIATE FLYING ASSOCIATION (NIFA) - competition called a NIFA Safecon (Safety Conference). Flight teams from participating schools compete in navigation, precision landings, Computer Accuracy tests and Preflight to name a few. Flight teams from the ten regions across the United States compete for 30 spots at the National Competition in May of each year.

NINETY-NINES MUSEUM OF WOMEN PILOTS - Occupying the second floor of our International Headquarters in Oklahoma City, the Museum was dedicated in 1999 and is the definitive source for historical research on the lives and accomplishments of women pilots. All Ninety-Nines are encouraged to visit the MWP; many researchers and authors use our Museum and archives as a resource. The Museum has been built and is maintained through contributions by members and others.

NINETY-NINE NEWS - The international newsletter of The Ninety-Nines organization. *The 99 News* is published six times per year and is a benefit of your annual dues. Members are encouraged to submit articles for publication through our Section News Reporter or to use the Reporting Form in this manual. Advertising helps pay for this publication and members are encouraged to refer possible commercial advertisers to our Editor who is listed in the magazine.

ORAL HISTORY PROGRAM - Much of the work of the Ninety-Nines centers on preserving our amazing history. One way in which this is accomplished is by taping interviews. This program is funded by dues and contributions from our members. Members are encouraged to let the Section Oral History Chairman know about interesting or accomplished women pilots who should be added to our archives.

PPT (Pilot Proficiency Training) - Ninety-Nines encourage annual proficiency training to supplement the flight review required by FAA regulation. This award also challenges Chapters to include educational/service *non-flying* activities which qualify for points. Awards are given annually at a Section Meeting for Chapters who have the largest percentage of PPT members.

POKER RUN or POKER RALLY - Flying event in which players retrieve playing cards at a number of neighboring airports. Cards are assembled into 'poker hands' at the last airport. An entry fee is charged and prizes are awarded to winning hands. The more airplanes, the more fun, and the larger the pot! But the main purpose is to enhance safety by encouraging experienced pilots to review basic chart skills, flying by pilotage, refining landing skills, etc. We encourage CFI's to bring their students since it usually qualifies as a cross-country flight.

GLOSSARY OF TERMS (cont'd)

POWDER PUFF DERBY - see AWTAR

WORLD PRECISION FLYING CHAMPIONSHIP (WPFC) - International competition held every three years. Countries bid for the opportunity to host the event and the US won the bid for 1996.

WOMAN PILOT OF THE YEAR (WPOY) - Award given by either a Section or a Chapter to an outstanding woman pilot member. You need not be a commercial pilot to win this award. In some Sections, winners are selected based on a point system. Points are awarded for flight hours, additional ratings, community involvement, and Ninety-Nines participation.

501(c)(3) - A designation from the IRS that gives The Ninety-Nines, Inc. tax exempt status. Your contributions, including travel to and from meetings, and activities are tax deductible and may be claimed as such on your annual tax return. This exempt status also allows The Ninety-Nines Inc. to apply for certain grants and other bequests.