



THE NINETY-NINES, INC.
BOARD OPERATING POLICY
CONDOLENCES

1. **Purpose:** To establish a policy and a procedure for communication regarding the serious illness or death of current or past International Board members and Section Governors.
1. **Applicability:**
 - 1.1. Headquarters shall notify the current Board of Directors and the Council of Governors' Spokesperson of serious illness (with the permission of the member) or death of
 - i. Current or past International President
 - ii. Current International Board Member
 - iii. Current Governor
 - iv. Spouse or child of any of the above
 - 1.2. Notification of the death of a member or spouse will appear in *The Ninety-Nines Magazine* and on The 99s website
2. **Responsibility:**
 - 2.1. The Headquarters Manager will notify IBOD and the Council of Governors' Spokesperson-
 - 2.2. The International President (or her designee) will send a card on behalf of the Board of Directors, send flowers when appropriate, and, in the case of a death, attempt to have the Board of Directors represented at the memorial or funeral
 - 2.3. COG Spokesperson will notify Governors if appropriate.
 - 2.4. Governors will notify their Chapter Chairmen if appropriate.
3. **Approval:**
 - 3.1. Authorizing Body: International Board of Directors
 - 3.2. Approval Date: This Condolences SOP was approved on: November 5, 2021