



FRIENDS OF THE NINETY-NINES, INC.

BOARD OPERATING PROCEDURE

Friends of The 99s

1. **Purpose:** To provide consistency in the annual Friends of The 99s meeting.

2. **Procedure Content:**
 - 2.1. The annual meeting of Friends shall be during the Fall 99s IBOD meeting period.
 - 2.1.1. The meeting should be set for Friday immediately following the Friday final afternoon session.
 - 2.1.2. Notice of the Meeting shall be provided at least 10 days in advance of the meeting date.

 - 2.2. The agenda shall consist of the following:
 - 2.2.1. Call to Order - President
 - 2.2.2. Approval of Prior Minutes – Secretary
 - 2.2.3. Annual Financial Report – Treasurer
 - 2.1.3.1. Consideration of amount of donation to The Ninety-Nines, Inc.
 - 2.2.4. Review of Previous Action Items, if any – President
 - 2.2.5. New Business
 - 2.1.5.1. Sign Annual Conflict of Interest Forms (Appendix A) - Secretary
 - 2.2.6. Adjourn - President

 - 2.3. Copies of the Annual Conflict of Interest forms shall be collected by the Secretary and transmitted to Headquarters for filing.

3. **Approval:**
 - 3.1. Authorizing Body: President/Vice President, Friends of The 99s
 - 3.2. Approval Date: This BOP was approved on: February 28, 2021