



THE NINETY-NINES, INC.
BOARD OPERATING POLICY
OFFICER PROTOCOL

1. **Purpose:** To maintain consistency and provide guidance and information and insure an orderly transition of leadership following the biennial elections
2. **Applicability:** Elected officers and directors of the Ninety-nines, Inc.
3. **Background:**
 - 3.1 In even numbered years, elections are held for President, Vice-President, Secretary, Treasurer and two of the four Directors.
 - 3.2. Of the four members of the Board of Directors, two are elected in even-numbered years, and two of the four are elected in odd-numbered years.
4. **President's Budget:**
 - 4.1 In even years, the budget allocation for the President's expense is split between the incoming and outgoing President on a percentage basis for the number of months each President is in office.
 - 4.2. At the spring meeting in Oklahoma City, the Board will review the budget for the President's allowance. This will be presented, along with the annual budget, to the members at the subsequent Annual Meeting.
5. **Responsibility for Publications:**
 - 5.1 In even numbered years, the outgoing President will write the President's article for the July/August issue of the magazine, including an appreciation for the outgoing Board members and International Committee Chairs. In this same issue, there will be an adjoining article by the incoming President. After this issue, the incoming President is now responsible for articles, beginning with the September/October issue of the magazine.
 - 5.2 Effective when installed, the incoming President shall prepare the President's message for the official 99s website.
 - 5.3 Upon taking office, all membership cards issued by Headquarters will bear the name of the incoming President.
 - 5.4 All communication intended for the President that is received by the outgoing President will be forwarded to the incoming President with no delay.
 - 5.5 The International Public Relations Chair will send announcements to aviation publications and organizations announcing the newly elected officers.
 - 5.6 The generic email address for the 99s President, which appears on the official website, will be linked to the new President's personal email address after she is installed.
6. **Procedure Content:**
 - 6.1 At the end of the Annual Meeting in even-numbered years:
 - 6.1.1 The outgoing President inducts the new Board members with a ceremony of her choosing, to include at least the swearing in of new officers, Directors and Trustees.
 - 6.1.2 The outgoing President presents the President's Pin (interlocking 9s with a diamond center and surrounded by pearls) to the incoming President.

- 6.1.3 The Vice-President coordinates an optional gift from the Board for presentation to the outgoing President at the conclusion of the induction ceremony.
 - 6.1.4 The outgoing President conducts the pre-conference Board meeting, and the incoming President conducts the post-conference Board meeting.
 - 6.1.5 The outgoing President shall assist at the Amelia Earhart Memorial Scholarship Fund (AEMSF) banquet.
 - 6.1.6 The outgoing President shall thank outgoing board members at the conclusion of the Annual Meeting (AM).
 - 6.1.7 The outgoing President and the sponsoring Section are responsible for the annual awards banquet.
- 6.2 At the end of the Annual Meeting in odd-numbered years:
- 6.2.1 The President inducts the two Directors elected at the Annual Meeting with a ceremony of her choosing, to include at least the swearing in of the newly elected Directors and Trustees.
 - 6.2.2 The President shall assist at the Amelia Earhart Memorial Scholarship Fund (AEMSF) banquet.
 - 6.2.3 The host Section and the current President are in charge of the annual awards banquet.
- 7 **Approval:**
- 7.1 Authorizing Body: International Board of Directors.
 - 7.2 Approval Date: This Officer Protocol was approved on November 5, 2021.