



## THE NINETY-NINES, INC. Board Operating Policies & Procedures Publications Committee

**Purpose:** To review official publications of The Ninety-Nines® for accuracy, timeliness, and appropriateness. Publications are:

- The *Membership Directory* - published on the international website. Printed copies and CDs are available for a price determined each year (to include postage) by the board.
- The *Ninety-Nines* magazine - sent bi-monthly to the full membership, subscribers and published on the international website.
- The *Straight & Level* - published monthly on the international website and mobile app. A copy is sent by email to all members (except those who have opted out).
- The 99s website – [www.ninety-nines.org](http://www.ninety-nines.org)

**Membership:** The Publications Committee is composed of the following:

- Chairman with knowledge of the organization's operations
- Editor of the *Ninety-Nines* magazine (paid as publisher)
- Editor of the *Straight & Level*
- International President
- Volunteer 99s as needed
- Headquarters Manager

### **Duties and Responsibilities:**

- Assist the *Ninety-Nines* magazine Editor with compiling the perpetual calendar.
- Provide list of new members and mailing labels for the past ninety days for the magazine (Headquarters).
- Promptly proofread draft copies of the *Ninety-Nines* magazine and the *Straight & Level*, sending revisions and additions to all members of the committee.
- Help obtain articles, when requested, for all publications and suggest themes for magazine issues.
- When articles are in question, request input from other Board members, legal counsel, parliamentarian, and others, as required.
- Assist with review of annual Membership Directory format, if requested.
- Review documents for publication and posting on The 99s website, if requested.
- Review the international website and make suggestions as needed.

As an International Board Committee, no annual report is required to be submitted for the Conference packet.

### **Procedures for the *Membership Directory***

Deadline for member information updates to the Directory is July 1 each year. Following the annual Conference, Headquarters manager will begin planning for the Directory. The committee will review format, sections, etc. to see if any changes need to be made. As sections are completed, they will be reviewed by the committee. Publication should



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be as soon as possible after August 1. Notice will be put in the *Straight & Level* when the Directory is available.

### **Procedures for the *Ninety-Nines* magazine**

The *Ninety-Nines* magazine is the official publication of The Ninety-Nines and is published bi-monthly or as determined by the International Board of Directors. and sent to all members. A publishing contract will be approved each spring by the International Board. The price of a yearly subscription is included in the membership dues. Non-member subscription price will be set yearly by the board.

The Publications Committee will review information published in the *Ninety-Nines* magazine.

### Articles

Articles may be submitted by any member. They should include the Chapter/Section, member name, address, and telephone number as well as the date of submission. Remember to give the basic information on *when* and *where* an activity was held, how many attended and/or any other pertinent facts -- and include a high resolution photo, if possible.

*Photos:* Identify what is happening and type or print legibly (left to right) all names on a label and paste to back of photo or include in the email message if sent electronically. Include name of Chapter or Section. All photos are returned to 99s Headquarters for Archives.

Send to:

*The Ninety-Nines* magazine

PO Box 950033

Oklahoma City OK 73195

FAX: 405-685-7985

Email: [news@ninety-nines.org](mailto:news@ninety-nines.org)

or fill out the online form at

[http://www.ninety-nines.org/forms/index.cfm/news\\_reporter.htm](http://www.ninety-nines.org/forms/index.cfm/news_reporter.htm)

### Deadlines

Deadline for submission is the 1<sup>st</sup> of the month preceding the date of publication.

### Perpetual Calendar

Send Perpetual Calendar items to:

*The Ninety-Nines* magazine

PO Box 950033

Oklahoma City OK 73195

Email: [news@ninety-nines.org](mailto:news@ninety-nines.org)



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### Complimentary Issue

Complimentary issues are available on an individual basis by sending a request to Headquarters in Oklahoma City.

### Advertising

Advertising is accepted for the magazine at the rates listed in the [Advertising document](#) located on the website under the Resources tab. Please send text and camera ready graphics for ad along with check to the address below. (All advertising must be prepaid)

The Ninety-Nines International

The *Ninety-Nines* magazine

PO Box 950033

Oklahoma City OK 73159

Electronic submissions to: [news@ninety-nines.org](mailto:news@ninety-nines.org)

### **Procedures for the Headquarters *Straight & Level***

The Headquarters *Straight & Level* is a monthly newsletter from The Ninety-Nines Headquarters staff and International Board of Directors and Committees. It is emailed to all members with a valid email address unless they have opted out. It is posted in the Members' Area of the international website and on the mobile app.

The *Straight & Level* contains timely information from throughout the organization. In any given month it may have Section membership statistics, election results, policy clarification from Headquarters, updates from the four entities (Amelia Earhart Memorial Scholarship Fund, Amelia Earhart Birthplace Museum, 99s Endowment Fund and the Museum of Women Pilots), or messages from the International Committees. In other words, anything of interest or timely information that needs to go to the membership.

### **Monthly Time frame**

25<sup>th</sup> – (23<sup>rd</sup> in February) Deadline for submittal of articles/information.

26<sup>th</sup> – (24<sup>th</sup> in February) Draft sent to Publications Committee for approval and changes (.pdf format).

First day of the month - Posted to the international website and an email blast is distributed via SunStar.

### **Content**

The *Straight & Level* editor will collect articles and information from Headquarters for each issue. In addition, she will include some standard articles and Section statistics. The Publications Committee will review information published in the *Straight & Level*.