

MID-ATLANTIC SECTION OF THE NINETY-NINES, INC. STANDING RULES

ONE DUES / ASSESSMENTS

Assessment for Governor's Travel to International Board of Directors' Meetings

- A. Each Chapter pays an annual assessment to offset the cost for the Governor to attend the fall and spring International Board meetings. The amount is \$5 per member, based on the February International membership list, and is paid by April 1.
- B. The Section will fund the Governor's attendance at the International Board of Directors (IBOD) meetings. Reimbursement will include travel, lodging, and registration fees. Reimbursement shall occur after attendance at the specific function.
- C. Governor's reimbursement shall be limited to a maximum of \$800 for each of the spring and fall IBOD meetings and \$450 for International Conference Board meeting.

TWO OFFICER DUTIES

A. Secretary

- 1. The Secretary shall submit draft minutes of each Section business meeting within thirty (30) days to the Board of Directors. The Board members shall notify the Secretary of any corrections to the minutes within fifteen (15) days of receipt. Minutes shall be distributed to the members no later than sixty (60) days following the Section business meeting.
- 2. In addition to the duties listed in the Bylaws, the Secretary is responsible for mailing ballots for elections and amendments to the rules in accordance with the procedures outlined in these Standing Rules and the time allotments defined in the Bylaws.

B. Treasurer

In addition to the duties listed in the Bylaws, the Treasurer has the following responsibilities:

- 1. Making available quarterly financial statements to the Board of Directors and, on request, to members.
- 2. Presenting a budget at the annual business meeting to cover the following fiscal year.
- 3. Making available to the Audit Committee by July 1 all records for the previous fiscal year.
- 4. If requested, completing the 501(c)3 report and transmitting the report to the 501(c)3 Coordinator by her requested deadline date. This includes completing the report for the last fiscal year of her term in office.

THREE
COMMITTEES / APPOINTED POSITIONS

- A. Standing Committees and Appointed Positions may include:
1. AE Memorial Scholarship Committee
 2. Aerospace Education Committee
 3. Airmarking Committee
 4. Audit Committee
 5. Bylaws / Standing Rules Committee
 6. Election Committee
 7. Flying Activities and NIFA Coordinator
 8. Historian
 9. Membership Committee
 10. Mid-Atlantic Aviation Award Committee
 11. Newsletter Editor
 12. Non-Profit 501(c)3 Coordinator
 13. Public Relations & "99 News" Coordinator
 14. Registered Agent
 15. Safety Education Committee
 16. Ways and Means Committee
 17. Website Committee
- B. Other committees may be appointed on an as needed basis by the Governor.
- C. Committee chairs/appointees submit a report at the annual business meeting and submit estimated revenue and expenses to the Treasurer to assist in preparation of the budget.
- D. In addition to the requirements stated in the Bylaws and Section II, standing committees conform to the following composition, purposes, duties, and procedures:
1. **AE Memorial Scholarship Committee**
 - a. **Composition.** The Amelia Earhart Scholarship Committee consists of a chairman plus two other members who are 99s from two different chapters or non-99 members of the aviation community.
 - b. **Purpose.** To encourage qualified members to apply for the scholarship and to select the applications that will be sent to the International competition.
 - c. **Duties.** To review and evaluate applications to ensure their completeness, and select the applications deemed most likely to succeed for forwarding to the International competition. To remind Chapter AE Scholarship chairs and members of the deadlines for applications using the Section newsletter and special notices as required.
 - d. **Procedures.** The chairman distributes copies of each application to each committee member in a timely fashion. The committee confers on the relative merits of applications based on the criteria defined for the Amelia Earhart Scholarship. The chairman notifies the Governor and all applicants of the committee's decision within 48 hours and reports to the Section at the annual business meeting.

2. **Aerospace Education Committee**

- a. **Composition.** The Aerospace Education Committee consists of one member, a chairman.
- b. **Purpose.** To promote aerospace education.
- c. **Duties.** The committee assists chapter aerospace education committees with their activities.
- d. **Procedures.** The chairman submits a report at the annual business meeting.

3. **Airmarking Committee**

- a. **Composition.** The Airmarking Committee consists of at least one member, a chairman.
- b. **Purpose.** To encourage and assist chapters in providing visible airmarkings to enhance flying safety.
- c. **Duties.** To develop and maintain an Airmarking Manual containing instructions for painting compass roses and airport identification, lists of required supplies, paint specifications, and other pertinent information. To tabulate chapter reports and report to the International Airmarking Committee. To disseminate airmarking manuals to chapter airmarking chairmen.
- d. **Procedures.** The Committee communicates on a regular basis with the International Airmarking Chairman and chapter airmarking chairmen. The chairman submits a report at the annual business meeting.

4. **Audit Committee**

- a. **Composition.** The Audit Committee consists of at least three members from three different chapters.
- b. **Purpose.** To ensure the accuracy and completeness of financial statements reported and detailed records maintained by the Treasurer.
- c. **Duties.** To review detailed financial records to validate the annual reports prepared by the Treasurer.
- d. **Procedures.** The committee meets within 45 days of receipt of the fiscal year financial statements from the Treasurer and reviews empirical records as required to validate that the financial statements [Balance Sheet and Income Statement] are complete and accurate. If they are found adequate, the committee signs the reports thereby certifying their accuracy and completeness. If the committee discovers anomalies, they sign the reports only after the Treasurer has made the necessary adjustments. The chairman reports their finding at the annual business meeting.

5. **Bylaws / Standing Rules Committee**

- a. **Composition.** The Bylaws / Standing Rules Committee consists of at least three members from three different chapters.
- b. **Purpose.** To review proposed changes to Section Certificate of Incorporation, Bylaws, and Standing Rules and Section-initiated changes to International governing documents and to make recommendations to Section members regarding their adoption. To ensure consistency of Section governing documents and compliance with superseding documents and Delaware law.
- c. **Duties.** To review Section-initiated proposed changes to International and Section Certificate of Incorporation, Bylaws, and Standing Rules and work with submitter(s) to ensure that the language, intention, rationale, and implications are clear and to eliminate duplicates. To devise Standing Rules to conform to decisions enacted by the Section membership. The committee is responsible for presenting notification of proposed changes to members in keeping with the time allocations in the Certificate of

Incorporation and Bylaws. The committee is responsible for preparing written ballots, receiving, counting, and reporting the results of votes on changes to governing documents.

d. **Procedures.**

- I. The committee submits Section-proposed amendments to the International Bylaws / Standing Rules Committee.
- II. The committee submits proposed Section Bylaw amendments to the membership in a timely fashion in compliance with Bylaws Article XI.
- III. The committee prepares the written ballot for a mail vote or motion for vote at the Section business meeting for consideration of Section Bylaw amendments or changes to the Standing Rules. Written ballots for mail voting shall include pro and con statements.
- IV. Written ballots on amendments to the Bylaws or Standing Rules are marked for return to the Bylaws/ Standing Rules Committee Chairman with a receive by deadline. Any ballots received after the deadline are void and will not be counted.
- V. The person receiving mailed ballots will mark each envelope with the date received.
- VI. The committee counts the ballots between 7 and 14 days following the receive by deadline and reports the results to the Governor within 24 hours of the tally.
- VII. The committee supplies revised Bylaws or Standing Rules to the Secretary for dissemination to the Section Board of Directors, chapter chairmen, and committee chairmen.

6. **Election Committee**

- a. **Composition.** Defined in the Bylaws, Article V, Section 3.
- b. **Purpose.** To ensure timely and fair elections of officers.
- c. **Duties.** To nominate a slate of candidates for the Board of Directors, assist in preparing the ballots, count the ballots, and report the results of the biennial election of officers or any special election.
- d. **Procedures**
 - I. **Nominations**
 - a. The Election Committee Chairman appoints a Nominations Subcommittee of at least three members of the Elections Committee.
 - b. The Nominations Subcommittee seeks qualified candidates for each office and presents a slate with at least one candidate for each office by the annual business meeting. Any qualified candidate nominated by a section member or chapter and who has agreed to run is included on the slate.
 - II. **Ballots**
 - a. **Preparation.** The Election Committee assists the Secretary in preparing the ballots with the order of candidates chosen by lot and a space for a write-in for each position. The ballot states the receive by deadline as five (5) weeks after the deadline for mailing ballots and is marked for return to the Tellers Subcommittee chairman. The Nominations Subcommittee furnishes a 300-word statement of qualifications, submitted by the candidate, to be printed in the Section newsletter, and posted on the website or included with the mail ballot sent to each member.
 - b. **Mailing.** The Membership Committee supplies the Secretary with a current list of members. The Secretary mails the ballots no later than February 15th. The ballot may be included in the Section newsletter.

- c. **Counting.** The Election Committee chairman appoints a Tellers Subcommittee of at least three members of the Elections Committee. The Tellers Subcommittee counts the ballots no later than April 15th.
- d. **Reporting.** The chairman of the Tellers Subcommittee reports the results by phone to the Election Committee chairman and the Governor within 24 hours after completing the tally. The Governor or Governor's designee notifies the candidates of the results (including opponents' vote counts) within 48 hours of the completed tally and sends the results to International Headquarters by the deadline for inclusion in the Directory. The Election Committee chairman submits a complete Tellers Report at the next business meeting.
- e. **Runoff.** If no candidate received the majority vote for a given office, the Election Committee prepares a ballot, within seven (7) days of the tally, with the names of the two or more candidates who received the highest number of votes. The receive by deadline is three (3) weeks from the tally date. Ballots are marked for return to the Tellers Subcommittee chairman. The Secretary mails the runoff ballots within twelve (12) days of the tally. Counting and reporting of the runoff ballots will take place no later than 2 weeks after the receive by date. Reporting of the runoff ballot results will conform to procedures contained in this section.

7. **Flying Activities and NIFA Coordinator**

- a. **Purpose.** To promote interest in all types of flying activities providing all Ninety-Nines the opportunity to participate. To coordinate safety, aerospace education, the activities of the National Intercollegiate Flying Association and other flying activities promoting a positive image of general aviation to the public.
- b. **Duties.** To organize and promote participation in local and regional air racing, local meets of the National Intercollegiate Flying Association, proficiency contests, fly-ins, poker runs, pennies-a-pound rides, air tours for public officials, etc.
- c. **Procedures.** The Coordinator assists chapter flying activities chairmen and encourages cross chapter participation in local flying events. She interfaces with the International NIFA Committee and encourages Section participation in NIFA events within the Section. The Coordinator submits a report at the annual business meeting.

8. **Historian**

- a. **Purpose.** To preserve the history of the 99s and the Mid-Atlantic Section through oral, visual, audio, and written material.
- b. **Duties.** The Historian maintains a scrapbook and records of the Section, chapter, and individual member activities.
- c. **Procedures.** The Historian encourages chapters to maintain scrapbooks and solicits articles and photos from chapters and individual members for the Section scrapbook. The Historian submits especially noteworthy items to the Museum of Women Pilots. The Historian submits a report summarizing highlights at the annual business meeting.

9. **Membership Committee**

- a. **Composition.** The Membership Committee consists of at least one member, a chairman.
- b. **Purpose.** To enhance and maintain membership in the Ninety-Nines organization.
- c. **Duties.** To assemble names of chapter membership chairmen and establish communication with them at the beginning of each year. To prepare annual reports for the International Membership Chairman and the Section annual business meeting. To provide ideas to the chapters regarding recruitment techniques. To write columns in the Section newsletter and local newspapers. To develop new handbooks and brochures for new and potential members. To encourage student pilots to participate in 99s activities.

- d. **Procedures.** The committee contacts each chapter chairman in the Section to request the name of the Membership Chairman. The committee informs chapters of suggestions and ideas that come from the International Membership Chairman and chapter chairmen and membership chairmen. The committee informs Section members of any relevant information that has been received from the International Membership Chairman and sends information to chapters on programs and techniques for attracting new members.
10. **Mid-Atlantic Aviation Award Committee**
- a. **Composition.** The Mid-Atlantic Aviation Award Committee consists of at least three members from three different chapters.
 - b. **Purpose.** To administer the Mid-Atlantic Aviation Award.
 - c. **Duties.** To review aviation award applications and select the winning applicant.
 - d. **Procedures.** See Section Five.
11. **Newsletter Editor**
- a. **Purpose.** To communicate pertinent information to each member and chapters in the Section in a timely fashion.
 - b. **Duties.** To prepare the Section newsletter on a schedule determined by the Board of Directors in keeping with the number of issues planned in the budget.
 - c. **Procedures.** The Newsletter Editor solicits material from the Board of Directors, committee chairs, chapter chairs, individual members, and other sources. The Newsletter Editor compiles and edits the material, then composes and arranges for publication and distribution.
 - d. **Name.** The name of the section newsletter shall be "*Section Connection*".
12. **Non-Profit 501(c)(3) Coordinator**
- a. **Purpose.** To maintain and disseminate to chapters relevant information regarding the Section tax exempt status.
 - b. **Duties.** To keep chapters informed of the 501(c)(3) regulations and assemble pertinent financial records annually.
 - c. **Procedures.** The Coordinator prepares a form for collecting financial information from chapters necessary to determine the necessity to file IRS Form 990. The Coordinator notifies chapter chairmen of the requirement and deadline for submission of the form, then collects and compiles this information. In the event that a Form 990 is required, the Coordinator prepares this report and forwards the report to the Governor for timely submission to the IRS.
13. **Public Relations and "99 News" Coordinator**
- a. **Purpose.** To ensure timely coverage of Section activities in the "99 News" and other news media.
 - b. **Duties.** To compile and submit for publication in the "99 News" on Section activities of interest. To interface with the International Public Relations Chairman and submit items to her for news releases.
 - c. **Procedures.** The news reporter solicits material from the Board of Directors, committee chairs, chapter chairs, and individual members of interest to the organization's members. Then news reporter edits and compiles this information and submits it to the editor of the "99 News" in time to meet publication deadlines. She will also submit press releases to International Headquarters and local publications.

14. **Registered Agent**

- a. **Purpose.** To function as the contact for communications from the Delaware Secretary of State.
- b. **Duties.** To monitor any communications from the Delaware Secretary of State and forward same to the appropriate parties in a timely fashion.
- c. **Procedures.** The Registered Agent receives the State of Delaware Annual Franchise Tax Report, and sends this document to the Treasurer for payment and filing.

15. **Safety Education Committee**

- a. **Composition.** The Safety Education Committee consists of at least one member, a chairman.
- b. **Purpose.** To promote aviation safety programs at the Section level.
- c. **Duties.** To promote Section involvement in aviation safety activities.
- d. **Procedures.** The committee works with the hostess chapter to hold safety education programs for members at the Section meetings. The committee supports chapter safety committees and the FAA in sponsoring safety education programs such as seminars, check-ride clinics, accident prevention clinics, flight instructor revalidation clinics, etc.

16. **Ways and Means Committee**

- a. **Composition.** The Ways and Means Committee consists of at least one member, a chairman.
- b. **Purpose.** To devise methods for raising funds to support Section activities.
- c. **Duties.** To develop fundraising projects to provide operating revenues for the Section.
- d. **Procedures.** The committee works with the Board of Directors and chapter chairmen to select projects that can involve many Section members in innovative projects to raise money to support Section activities. The committee submits estimated revenues to the Treasurer to assist in preparation of the budget.

17. **Website Committee**

- a. **Composition.** The Website Committee consists of at least one member, a chairman.
- b. **Purpose.** To have the Mid-Atlantic Section maintain an electronic presence on the Internet.
- c. **Duties.** To construct, control and maintain a website, which will have links to International and chapter websites. The site should also contain pertinent and current information about Section meetings and present the purpose and goals of the Section.
- d. **Procedures.** The committee will develop a website and keep the website up-to-date. Any mail received by the site will be forwarded to the appropriate officer, chairman, or member.

FOUR

BOARD MEETINGS

- A. The Secretary will send a draft of the minutes to the Board of Directors for corrections within thirty (30) days of the meeting. She will send the corrected minutes to the Board, chapter chairs, and committee chairs within forty-five (45) days of the meeting.
- B. If it is deemed necessary to conduct business on short notice outside a Board meeting, the Governor may conduct a poll of the Board of Directors by mail or by telephone or telephone conference.
- C. A phone poll must be ratified in writing (hard copy or email) within 48 hours.

FIVE

MID-ATLANTIC AVIATION AWARD

- A. The Mid-Atlantic Aviation Award, established by the family of Shirley Chatfield and the Washington, D.C. Chapter in 1979 is awarded to a Section member with no restrictions on its use.
- B. The award is derived from interest on a perpetuating fund set aside in 1989; the amount is determined by the Board of Directors.
- C. Applicants submit a one-page letter sent to the Governor with name, address, and telephone number at the bottom of the page only. The body of the application is anonymous. Applications are postmarked by July 1.
- D. The Governor forwards the applications minus their identification to the Mid-Atlantic Aviation Award Committee Chairman who sends copies to each committee member.
- E. The Governor is responsible for the timely announcement of the results to the BOD and the chapter chairmen.
- F. The award is presented at the annual business meeting.
- G. Award instructions shall be forwarded to Section members on an annual basis.
- H. The recipient of the award shall furnish a written statement/report to the Governor and Award Committee Chairman detailing the use of the funds within six (6) months of the receipt of the award.

SIX

MID-ATLANTIC SECTION MEETINGS

- A. Upon request of the hostess chapter, the Section Treasurer will provide up to \$250.00 in seed money to provide for hotel/facility deposits. This money is to be returned to the Section Treasurer within one month of the conclusion of the meeting.

SEVEN

STANDING RULES AMENDMENTS

- A. Standing Rules may be amended by the members at the annual business meeting by a majority vote with previous notice, or by two-thirds (2/3) vote without previous notice.
- B. The Section Board of Directors may amend the Standing Rules between meetings. Such amendments to become permanent must be ratified by the members at the next annual business meeting, with previous notice and majority vote.
- C. Dates of all amendments will be shown in chronological order in Appendix A, Amendment Log.

**The Mid-Atlantic Section of the Ninety-Nines, Inc.
Standing Rules**

AMENDMENT LOG

<u>No.</u>	<u>Date</u>	<u>Section</u>	<u>Change</u>
1	4/30/1994	Seven	Add: G. Award Instructions Add: amendment to say: "scholarship(nee award) shall be forwarded to section members on an annual basis in the MA Section Newsletter"
2	4/30/1994	Five B	Replace "other than Palm Sunday or Easter Weekends" with "avoiding major religious holidays"
3	10/26/1996	Seven	Change wording of "Mid-Atlantic Scholarship" to "Mid-Atlantic Aviation Award" wherever it appears.
4	10/3/1998	Four	7.d.II.i Election Committee, Procedures, Ballots, Preparation Change to: deadline as two weeks after the deadline for mailing ballots
		Four	7.d.II.ii Election Committee, Procedures, Ballots, Mailing Change to: secretary mails the ballots by 7 days after the Spring Section Meeting
		Five	Insert hostess chapter meeting dates schedule through 2008
5	5/1/1999	All	Consolidation of committee makeup, etc.
6	10/16/1999	Five	Remove all section 5, meetings calendar, hostess chapters list
7	4/8/2000	Seven	Added section - provisions for seed money to chapter hosting section meeting
8	4/12/2003	Four	7.d.II.ii Changed mailing date for ballot and allow mailing with " <i>The Section Connection</i> ". 7.d.II.iii Changed ballot counting deadline.
9	10/8/2005	One	A. & B. Changed per member assessment from \$3 to \$5.
10	March 2009	Two	Presenting a budget at the Spring annual business meeting to cover the following fiscal year.
11	March 2009	Four	The Membership Committee supplies the Secretary with a current list of members. The Secretary mails the ballots no later than 30 days before the Spring Section Meeting the last day in March . The ballot may be included in "The Section Connection".
12	March 2009	Four	The Elections Committee Chairman appoints a Tellers Subcommittee of at least three members of the Elections Committee. The Tellers Committee counts the ballots no later than the start of the Spring Section Business Meeting and shall bring the results to the Meeting May 15th .
13	March 2009	Four	Add Careers, Endowment Fund, Historian, Museum of Women Pilots and Website Committee to the list of Committees.
14	March 2009	All	Make font style the same throughout; font size the same within each body of text; and the subsection numbering.

<u>No.</u>	<u>Date</u>	<u>Section</u>	<u>Change</u>
15	9/25/2010	All	<p>Properly show names of <i>Bylaws/Standing Rules</i> and <i>Safety Education Committees</i>.</p> <p>Change to meet publication and organization names and bylaws requirements: "<i>Ninety-Nines News</i>" to "<i>99 News</i>"; <i>annual meeting</i> and <i>Fall Section meeting</i> to <i>annual business meeting</i>; <i>Articles of Incorporation</i> to <i>Certificate of Incorporation</i>; <i>biannual</i> election of officers to <i>biennial</i> election (every two years), "<i>postmark</i>" to "<i>return by</i>" deadline for all balloting; <i>International Resource Center</i> to <i>Museum of Women Pilots</i>; and, <i>Secretary of State of Delaware</i> to <i>Delaware Secretary of State</i>.</p> <p>Delete reference to Future Women Pilots; and non-existing Section EIGHT under Aerospace Education Committee duties.</p> <p>Paragraph renumbering, capitalization and punctuation changes as needed for other changes made at this meeting.</p>
16	9/25/2010	One	<p>Dues and Assessments. Delete B: Section members at large remit assessment directly. Add B to define what expenses will be reimbursed for Governor's travel to IBOD meetings. Add C to define dollar limits of Governor's travel expense reimbursement.</p>
17	9/25/2010	Two	<p>Officer Duties. A.1: added to establish a schedule for the completion and distribution of minutes. A.2: replaced specific elections procedures paragraph numbers with general reference. B.1: changed to quarterly financial statement and specified who should receive the statements.</p>
18	9/25/2010	Three	<p>Deleted Installation of Officers ceremony.</p>
19	9/25/2010	Four	<p>Renumbered <i>Three</i>. A: deleted standing committees: <i>AE Memorial Birthplace</i>, <i>Careers</i>, <i>Endowment Fund</i>, <i>Forest of Friendship</i>, <i>Legislative</i>, and <i>Museum of Women Pilots</i>. B: added to clarify that Governor can appoint new committees.</p>
20	9/25/2010	Three	<p>Aerospace Education. D.2.b: simplified purpose. D.2.c: removed reference to Mid-Atlantic Aerospace Education Award.</p>
21	9/25/2010	Three	<p>Bylaws and Standing Rules. D.5.b and c: clarified purpose and duty is to review changes to section corporate documents and section proposed changes to International corporate documents. D.5.d: clarified written ballot procedures.</p>
22	9/25/2010	Three	<p>Elections. D.6.d: changed ballot return by time to five (5) weeks; permit posting of candidate statements on website; moved ballot mail time to February 15 and counting deadline to April 15; and changed timing for runoff balloting.</p>
23	9/25/2010	Three	<p>Newsletter Editor. D.11.c: replaced reference to mailed copies to "publication and distribution". Added D.11.d naming the newsletter "Section Connection".</p>
24	9/25/2010	Three	<p>Ways and Means. D.16.c: removed limitation on fundraising to "flying-related" events only.</p>
25	9/25/2010	Four	<p>Board Meetings. Renumbered <i>Four</i>. A: Established a schedule for minutes to be completed and distributed. C: clarified what "ratified in writing" means.</p>
26	9/25/2010	Five	<p>Mid-Atlantic Aviation Award. Renumbered <i>Five</i>. E: Governor, instead of Committee, announces the award winner. G: clarified whom the report goes to.</p>

<u>No.</u>	<u>Date</u>	<u>Section</u>	<u>Change</u>
27	9/25/2010	Seven	Standing Rules Amendments: Added entire section to provide guidance for amending the Standing Rules.
28	7/6/2011	Three	D.1. AE Memorial Scholarship Committee, a. added possibility for non-99s to be part of committee.
29	7/6/2011	Three	D.5. Bylaws / Standing Rules Committee, d. Procedures and D.6. Election Committee, d.II,i and v: Changed "return by deadline" to "receive by deadline".