

## STANDING RULES for Pikes Peak 99s

### MEMBERSHIP - PRIVILEGES AND RESPONSIBILITIES:

- All Chapter members must meet the requirements of the international organization and shall be current in their dues to International.
- Chapter dues may be collected if needed.
- Each member will be supplied a Chapter name pin and is expected to wear such pin at all Chapter activities.
- Each member may obtain a Membership Directory, updated monthly, from the International web page.
- All members will be notified prior to all business meetings. Notification may be via the newsletter e-mail, and/or telephone.
- Members are expected to support the activities of the Chapter, Section, and International to the best of their ability.
- Membership recruitment shall be ongoing and the responsibility of all members.
- New members will be recognized in a special ceremony at the first scheduled meeting after they join the Ninety-Nines.

### OFFICERS:

- The officers of the Chapter shall be: Chairman, Vice-Chairman, Secretary and Treasurer.
  - These 4 officers shall comprise the Executive Committee.
- The duties of the Officers are as follows:
  - **Chair:**
    - ✓ Preside at Chapter business meeting and Board meetings
    - ✓ Receive and disseminate information from 99s Headquarters and South Central Section
    - ✓ Guide Officers and Committee Chairs in their activities
    - ✓ Prepare a monthly “Chairman’s Message” for the Chapter newsletter
    - ✓ Provide the “glue” that holds the Chapter together and the motivation that keeps it moving forward
    - ✓ Prepare annual report in May for section awards
  - **Vice-Chair:**
    - ✓ Plan and oversee programs at Chapter meetings
    - ✓ Perform duties of Chair when she is not available
  - **Secretary:**
    - ✓ Record and keep on file minutes of all Chapter business meeting and Board meetings
    - ✓ Maintain a roster of Chapter members and area women pilots
    - ✓ Monitor the online Ninety-Nines Directory to make sure it is updated

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- ✓ Keep available copies of the Bylaws, Standing Rules, and other documents of the Chapter
- ✓ Receive and send Chapter correspondence as directed by the Chairman or other Board members
- **Treasurer:**
  - ✓ Maintain a checking and, if needed, a savings account for the Chapter
  - ✓ Keep records of receipts, checks written, account balances
  - ✓ Receive and disperse all monies related to Chapter business
  - ✓ Submit a Treasurer's Report as requested by the Chairman
  - ✓ Submit an annual treasurer's report to the Section treasurer in June of each year
  - ✓ Advise Chapter at May meeting and throughout the year of possible donations
  - ✓ Any wire transfer requests over \$500 shall be confirmed by the Section Governor or Chapter Chair.

### **NOTE:**

The position of Membership Chair, Newsletter Editor, Scholarship Chair, Publicity and other committee chairs are selected by the Board shortly after the May installation of officers. Job descriptions for appointed positions will be determined by the Board and the persons involved. See following descriptions:

- **Activities Chair:**
  - ✓ Plan and execute flying events for Chapter Members
  - ✓ Plan and execute fund raising events
- **Membership Chair:**
  - ✓ Maintain an updated roster of Chapter members and a list of potential members
  - ✓ Check the monthly membership reports from headquarters to contact those whose membership is about to expire, look for discrepancies in member information, and notify headquarters of any changes
  - ✓ Have a supply of application forms and brochures to give to prospective members (New member packet includes: Application form, 99s brochure, An Airline Captain's Top Ten Reasons for Joining The 99s, Ninety-Nines Fact Sheet, and a copy of the latest newsletter)
  - ✓ Screen all new applications for completeness and sign before sending to headquarters
  - ✓ Check with new members to be sure they receive their membership card, 99s pin and directory
  - ✓ Order a Chapter name tag for new members and ask if they would like to buy a name tag for 49 ½
  - ✓ Plan activities that will introduce potential members to the 99s
  - ✓ Encourage all members to help with recruiting and retention of members
  - ✓ Use the *R & R Handbook* available from Headquarters as a guide

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- **Newsletter Editor:**
  - ✓ Solicit information from members and other sources
  - ✓ Prepare a monthly newsletter and provide to members and others as appropriate
  - ✓ Keep one copy of each newsletter on file
  - ✓ Assist in soliciting paid advertising in the newsletter if ads are being accepted
  - ✓ Submit newsletter expenses on a regular basis to the treasurer for reimbursement
  - ✓ Write a bio on new members, include a photo and contact information
  - ✓ Assist with maintaining a Chapter scrapbook
  
- **Nominating Committee:**
  - ✓ Solicit nominees for offices
  - ✓ Verify current membership of nominees and obtain consent to serve
  - ✓ Present a slate of officers to the Board by April 1 or each year
  - ✓ Prepare and mail ballots, if needed
    - Note: If no office is contested, the ballot is accepted by acclamation at the May meeting by a vote of those members present and there is no need for a printed ballot
  - ✓ If a printed ballot is used, count received ballots and report results at May meeting
  
- **Publicity Chair:**
  - ✓ Write articles for publication in local news media, 99s News, Section Newsletter, and other aviation publications as appropriate
  - ✓ Arrange for interviews, photos shoots, speaking engagements, etc. that will promote the 99s, women pilots, and aviation in general.
  - ✓ Help maintain a scrapbook for the Chapter.
  
- **Scholarship Chair:**
  - ✓ Keep advised of the most current information on 99s scholarships and awards
  - ✓ Identify Chapter Members who would be good candidates for a scholarship or award
  - ✓ Advise and assist members who have been selected by the Chapter to apply for a Scholarship or Award
  - ✓ Maintain contact with applicants throughout the process of applying, receiving, and using the scholarship/award. Be sure they understand the commitment and help them follow through.
  - ✓ Be aware of other opportunities outside of the 99s that members may be able to use to further their aviation experiences.
  - ✓ Be counselor to all Chapter Members to encourage them to grow in their aviation knowledge & skill
  
- **General Membership:**
  - ✓ The Members of the Pikes Peak Chapter also have duties. The variety of these duties is limited only by one imagination, but briefly can be stated as:

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- Participate in Chapter activities
- Attend meeting and contribute to the planning and organization of Chapter business
- Recruit new members and help retain current members
- Volunteer for Chapter projects and fund raisers, contribute news for the newsletter, and assist with maintaining the Chapter Scrapbook

### **MEETINGS:**

- Meetings will be planned and scheduled at the discretion of the Chapter Officers, except for the May business meeting which is mandatory for the purpose of electing officers, dispersing donations and preparing the annual financial report.
- Members will be notified at least 5 days in advance of Chapter meetings.
- Board meetings may be scheduled by any officer at any time and are open to any member, although no formal notification of such meetings will be made.

### **TRADITIONS:**

- The Chapter Birthday is celebrated in the summer and is a social event.
- The Christmas Party may be held in December or January, but is always a social event.
- A scrapbook is maintained to record historical events of the chapter.

### **NEWSLETTER:**

- The name of the Chapter newsletter shall be “Flying Footnotes”.
- The newsletter is published and provided to all members (11 issues per year).
- The design, format, and content of the newsletter are at the discretion of the editor.
- Expenses related to the newsletter shall be submitted to the treasurer for reimbursement.
- A file shall be maintained by the Editor containing one copy of each newsletter.
- Complimentary newsletters shall be provided to High Country Chapter, Colorado Chapter, and the Section Governor. Prospective new members will be provided complimentary newsletters for three months.

### **FISCAL MATTERS:**

- The primary source of income for the Chapter shall be fund raising activities. The Chapter also accepts donations and dues may be requested. All donations will be acknowledged for possible tax deduction.

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- Chapter operating money shall be spent primarily on newsletter production, membership recruitment, name pins, correspondence, and up-front money for fund raising activities.
- All expenditures require a receipt for reimbursement and for record keeping.
- The majority of monies accumulated during the fiscal year (June 1 to May 31) will be donated to projects of the 99s International or to other aviation related causes chosen by the Chapter. These decisions may be made by a committee appointed by the Chairman or by the members present at a Chapter meeting. In any event, the Treasurer is expected to give advice and direction on this matter.
- Chapter money may also be used to pay registration fees for a Chapter Delegate to attend Section and/or International meetings. Delegate selection will be by vote at a regular meeting.
- If the Chapter ever dissolves, all monies remaining after paying outstanding debts shall be given to 99s International.

### **CHAPTER RECORDS:**

- The following records shall be kept:
  - Minutes of all Chapter and Board Meetings
  - One (1) copy of every newsletter
  - Treasurer's reports (at least one a year in May)
  - One (1) copy of the Bylaws and Standing Rules
  - One (1) monthly copy of the membership list for the Chapter
  - Chapter scrapbook.
  - Other records such as notes on a fund raising event or important correspondence may also be kept at the discretion of the person involved.
- The above records may be kept by the person directly involved until that person goes out of office or position. At that time their files must be given to the current Chairman. Historical records may be kept at a place determined by the Board of Directors.
- If the Chapter ever dissolves, all records then on file shall be given to 99s International for historical purposes.

### **COMMITTEES:**

- All Committees shall be appointed by the Executive Board. The standing committees are the:
  - Nominating Committee (three members)
  - Membership Committee
  - Scholarship Committee (two members).
  - The duties of these committees are outlined later in another document.
- If other committees are appointed, they will be ad hoc committees. Their duties shall be written and filed with the Secretary. These committees shall not exist for more than one year without an evaluation of the need for their continuation.

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### **ACTIVITIES OF THE CHAPTER:**

- At all times the Chapter shall be supportive of projects promoted by the Section and International. Such projects may include, but are not limited to:
  - Judging at NIFA competitions
  - Presenting educational programs to school children, Scouts, and Young Eagles
  - Airport air marking
  - Attending section and international meetings
  - Hosting a section meeting.
- Whenever possible, the Chapter will support local educational and safety activities sponsored by other aviation organizations.
- The Chapter shall promote aviation safety and education among its members with appropriate programs during Chapter meetings.
- The Chapter supports the Mission Statement of the International Ninety-Nines.

### **CHANGES TO STANDING RULES:**

These rules may be amended by the Executive Board between meetings of the membership, but must eventually be ratified by a majority of the members present at a meeting for which prior notice was given.

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