

STANDING RULES 2011 – 2012
The Ninety-Nines, Inc.

Standing Rules may be amended by the delegates at the Annual Meeting by majority vote with previous notice, or by two-thirds (2/3) vote without previous notice.

The International Board of Directors may amend the Standing Rules between meetings. Such amendments to become permanent must be ratified by the delegates at the next Annual Meeting, with previous notice and majority vote.

SECTIONS

I. SECTION FORMATION OR DIVISION

- A. Five (5) women pilots of any country, where no Section exists, who meet all requirements for membership as set forth in Article V, Section 1 of the Bylaws, may apply for a Section Charter.
- B. The officers of each Section shall consist of at least a Governor, Vice-Governor, Secretary, and Treasurer.
- C. A Section may be divided to form two (2) Sections provided that each Section contains at least three (3) Chapters after the division and provided that approval is obtained as follows:
 - 1) a two thirds (2/3) vote of the membership present and voting at the existing Section's meeting, or
 - 2) a unanimous vote of the officers of the Section and the International Board of Directors.
- D. Six (6) months after being notified of non-conformance with The Ninety-Nines, Inc. Certificate of Incorporation, as amended, or the Bylaws, and a review by the International Board of Directors with negative results, the International Board of Directors shall have the right to revoke the Charter of the Section.

CHAPTERS

I. CHAPTER FORMATION

- A. A Chapter may be formed within a Section by application of seven (7) women pilots who must be 99 members or applicants for membership as set forth under Article V of the Bylaws with approval of the Section officers and the International Board of Directors.
- B. The officers of each Chapter shall consist of at least a Chairman, Vice-Chairman, Secretary, and Treasurer.
- C. Six (6) months after being notified of non-conformance with The Ninety-Nines, Inc. Certificate of Incorporation, as amended, or the International or Section Bylaws, and a review by the International Board of Directors with negative results, the International Board of Directors shall have the right to revoke the Charter of the Chapter.

II. CHAPTER OPERATION

- A. Member Notification of Meetings: Each Chapter member must be notified in writing of the time, place and agenda of all Chapter meetings, at least five (5) days before each meeting.
- B. Dues: Chapter dues may be collected at the discretion of a Chapter by a majority vote of its members. However, such dues are considered a voluntary donation only and lack of payment thereof may not cause membership in The Ninety-Nines, Inc., or in the Chapter to be terminated or required notices to be withheld.
- C. Transfer of Members: A Chapter may not transfer a member out of the Chapter.

III. CHAPTER PROBATION AND DISSOLUTION

- A. A Chapter shall be placed on one (1) year probationary status if its membership falls below five (5).
- B. The Governor shall present status reports on the probationary Chapter at each Board meeting.
- C. A Chapter may be dissolved by notifying Headquarters and the Section Governor.
- D. When a Chapter is dissolved, its members become Section members unless they transfer to another Chapter as provided in the Bylaws. The Chapter Charter shall be revoked, and all Chapter funds shall be sent to Headquarters with copies of the transmittal document sent to the Section Governor, the International 501(c)(3) Chairman and the President. Property and documents belonging to the Chapter, including minutes, bylaws, scrapbooks, photographs, and other memorabilia, shall be sent to Headquarters for placement in the Resource Center archives. Funds shall remain in escrow for two (2) years. If the Chapter is not reactivated, funds shall become part of the Corporate general operating fund.

IV. CHAPTER REACTIVATION

A written request for reactivating a Chapter may be submitted when there are at least five (5) members who meet the eligibility requirement in Article V of the Bylaws.

V. CHAPTER MERGERS

- A. The chair of each chapter involved will notify her members by mail of the intent to merge.
- B. A majority vote in favor of the merger by the membership of each chapter is required to proceed with the merger.
- C. A majority vote of the officers of the Section and the International Board of Directors is required.
- D. The merger shall comply with the laws of each state or country in which it occurs.
- E. The members involved shall name the merged chapter but the charter date shall be the older date of the two chapters.
- F. Financial considerations shall be in accordance with the standard operating procedures for chapter mergers that are available at Headquarters.

GENERAL OPERATIONS FOR SECTIONS AND CHAPTERS

- I. **CONTRACTS:** Sections and Chapters may not enter into contracts obligating The Ninety-Nines, Inc., without prior approval of the Board of Directors.
- II. **BUSINESS:** Sections and Chapters may not operate businesses for profit.
- III. **GRANTS:** Sections and Chapters may not submit proposals for funding to foundations or government entities. Proposals to major corporations for funding may be made only upon prior approval of the International Board of Directors.
- IV. **POLITICAL ACTIVITIES:** Sections and Chapters are prohibited from participating as a group in political activities, except for legislation specifically affecting scientific, charitable, or educational issues concerning aviation. Any political actions by Sections and Chapters, through their publications or meetings, must specifically list the issues affecting the exempt purposes of the Corporation, and must emphasize those issues only (such as legislation affecting safety). This applies to U.S. Sections and Chapters only. Sections/Chapters in other countries should follow local laws.
- V. **MUSEUMS:**
 - A. Sections and Chapters are encouraged to contribute their memorabilia, scrapbooks, etc., to The 99s Museum of Women Pilots at Headquarters in Oklahoma City, continuing the efforts of The Ninety-Nines, Inc., to gather and preserve the history of women in aviation.
 - B. Sections and Chapters may not solicit items for a local museum in the name of The Ninety-Nines, Inc., or in the name of the Section or Chapter unless the donated items are intended to permanently belong to the Corporation and the donor(s) signs a standard Donor Agreement and Receipt available from Headquarters. When such donations are made to The Ninety-Nines, Inc., or any Section or Chapter thereof, said items may only be placed in a local museum on loan and under a written agreement with the museum. Failure to adhere to this policy could result in lawsuits against the Corporation by donors who intended their donations to belong to The Ninety-Nines, Inc., rather than a local museum.
- VI. **AIR SHOWS, TRADE SHOWS AND EXHIBITS:** Items for sale at trade show booths where Headquarters has paid for the space are limited only to those items available through Headquarters or approved by the International Board of Directors. When a Section or Chapter, individual member, or member-owned business wishes to sell products at such a booth at an air show or trade show, the seller must have approval of the International Board of Directors in advance for use of the exhibit space, and will give 35 percent of the selling price of the items to the Corporation.
- VII. **OTHER:** Sections or Chapters may sponsor or give flight instruction to non-licensed individuals as a 99 project in SEL aircraft only, provided they purchase 99 insurance and conform to all requirements specified in the insurance coverage for the specific event.

MEMBERSHIP

- I. **MISCELLANEOUS:** Requirements for membership cannot be made by either a Section or a Chapter other than those required by International Bylaws. Chapter members must be members of the International Organization.
 - A. A rated military pilot shall present certified copies of one of the following documents as evidence of meeting the requirements for membership in the Corporation.

Acceptable Records for Various Armed Services	
SERVICE	ACCEPTABLE RECORDS
U.S. Air Force	Individual flightcrew record (computer printout) AF Form 8, Certificate of Aircrew Qualification

Acceptable Records for Various Armed Services (con't)	
U.S. Army	ARMY Form DA-759, Individual Flight Record and Flight Certificate Army
U.S. Coast Guard	OPNAVFORM 3710-31, Aviators Flight Log Book; verification of Instrument qualification is located in the section designated "Qualification and Achievements"
U.S. Marines and U.S. Navy	OPNAVFORM 3760-31, Aviators Flight Logbook OPNAV 3710/2, NATOPS Instrument Rating Request or OPNAV 3760/32 (REV 4-81), NATOPS Flight Personnel Training and Qualification Jacket

Similar records from other military authorities are acceptable for non-U.S. military pilots.

II. PUBLICATIONS:

- A. The Membership Directory and/or updates shall be mailed to each member annually, and shall at least contain the Certificate of Incorporation, Bylaws, and Standing Rules. (Note: Commercial or political use of the Membership Directory is prohibited by the Bylaws and Certificate of Incorporation.)
- B. *The 99 NEWS* magazine will be mailed to all members at their mailing address on file.
- C. Members with Internet access will be given access to the Members Only section of the Website upon request. Such access shall be in compliance with the Standard Operating Procedures (SOP).
- D. Members with a valid email address will be given access to the e-mail networking forums upon request. Such access shall be in compliance with the Standard Operating Policies and Procedures (SOPP).

FISCAL AND DUES

- I. **DUES SCHEDULE:** Annual dues for all members of The Ninety-Nines, Inc., payable to The Ninety-Nines, Inc., at the International Headquarters is as follows:

	US	CANADIAN CARIBBEAN	ALL OTHERS
A. NEW MEMBERS			
Membership Dues	\$60.00	\$52.00	\$44.00
Initiation Fee	10.00	10.00	10.00
Section Dues	5.00	5.00	0.00
	\$75.00	\$67.00	\$54.00
B. ASSOCIATE MEMBERS			
First 2 years:			
Membership Dues	\$30.00	\$30.00	\$30.00
Initiation Fee (1st year)	10.00	10.00	10.00
Section Dues	5.00	5.00	0.00
Total	\$45.00	\$45.00	\$40.00
Renewals after 2 years:			
Membership Dues	\$60.00	\$52.00	\$44.00
Section Dues	5.00	5.00	0.00
Total	\$65.00	\$57.00	\$44.00
C. RENEWALS			
1. Active Membership Dues	\$60.00	\$52.00	\$44.00
Section Dues	5.00	5.00	0.00
Total Active Member	\$65.00	\$57.00	\$44.00
a. A member may authorize automatic annual dues renewal by credit card.			

- D. **REINSTATEMENTS:** Membership application is considered a reinstatement for former members.

E. MISCELLANEOUS:

- 1) ALL FUNDS MUST BE REMITTED IN U.S. DOLLARS by International Money Order. Master Card, Visa or American Express cards may be used.
- 2) The initiation fee shall entitle the new member to receive the official 99 pin. Associate Members will receive the official 99 pin upon becoming Active Members. All members receive the International magazine, the Membership Directory, a membership card and access to the members-only portion of the official Website and Internet Resources.

- 3) The membership receives no tangible monetary benefits as the result of payment of dues. Dues are considered a donation to the Corporation for the purposes of supporting The Ninety-Nines, Inc., and its scientific, educational, and charitable activities.
- 4) Members may renew membership for three or five years at current rates (non-refundable). Associate Members are not eligible for multiple-year renewals. Funds will be retained in the appropriate financial accounts and dispensed to Headquarters and Sections in the appropriate year. Membership cards will be issued for the full length of the renewal.
- 5) The increase in dues, if any, for Associate Members transitioning to Active Member will not be implemented until their next renewal date.

II. LIFE MEMBERSHIP

Proceeds of Life Membership payments shall be deposited into a restricted fund, with only the interest to be used for operating expenses.

III. FUND-RAISING

- A. Mutual exchanges for booths, web links, etc. with other aviation and non-profit organizations are negotiable.
- B. Friends of The 99s:
 - 1) Any organizations, individuals, and corporations wishing to show their support of The 99s with an annual donation will be called "Friends of The 99s."
 - 2) This status does not entitle the holder to 99s Membership Directory access or access to the members-only portion of the 99s website.
 - 3) Donors of at least \$5,000 may have their corporate logo but not a link to their site included on the website and/or in the Annual Conference Program.
 - 4) A minimum donation of one hundred dollars (\$100) will qualify the Friend for:
 - a. A copy of The 99 News listing their status as a Friend of The 99s.
 - b. Listing of their name in a special section on the official organization website.
 - 5) Funds not designated for a 99s entity will be retained in a designated account and at the Spring Board Meeting, allocation of funds to specific entities will be determined.
 - 6) Contribution levels will be as detailed in the Board Operating Procedures available at 99s Headquarters.

DISCIPLINARY PROCEDURES

I. Suspension or Expulsion:

- A. Complaints related to a member's conduct in violation of Bylaw Article V, Section 7, Paragraph B, must be submitted in writing to the member's Section Governor by a minimum of five (5) members. If the complaints are against the Governor, the Immediate Past Governor assumes the duties of the Governor for the purposes of these disciplinary procedures. Members submitting complaints to the Governor will recuse themselves from further deliberations concerning their complaints against a particular member while the complaints are investigated and a decision on their merit is implemented. Complaints against Members-at-Large shall be submitted to the Governor of the South Central Section who shall process complaints against this class of members as though they are members of that Section.
- B. The investigation of the complaint(s) and subsequent actions of the appointed committees and the International Board of Directors (IBOD) shall be conducted in accordance with the procedures outlined in *Roberts Rules of Order Newly Revised (RONR)* and as provided in this Standing Rule. All committees and the IBOD will be briefed on the procedures related to their duties by the Parliamentarian and General Counsel. Since confidentiality is of the essence during the proceedings, all meetings and hearings of committees and the IBOD will be in "executive session".
- C. Within 30 days of receiving the complaints listed in Paragraph A., the Governor shall appoint an Investigatory Committee of five (5) members from her Section comprised of one (1) Past Governor, one (1) Past Section Officer, one (1) Past Chapter Chair, and two (2) members from the general Section membership, having a good working knowledge of the corporation, to conduct a confidential investigation of the complaints. Members of this committee shall be from different chapters and shall not be members of the same chapter as the member being investigated. For Sections with no chapters, the Governor shall appoint an Investigatory Committee of three (3) members comprised of one (1) Past Governor, one (1) Past Section Officer, and one (1) member from the general Section membership, having a good working knowledge of the corporation, to conduct a confidential investigation of the complaints.

- 1) The Governor shall notify the member in writing by certified mail return receipt requested, in addition to written notification by regular postal mail and electronic mail (email), if available, that an Investigatory Committee has been formed to investigate complaints against her.
 - 2) The Committee will be tasked with investigating the complaints brought forth under Paragraph A and
 - 3) The Committee will send a written report of the results of its investigation to the Governor not later than forty-five (45) days after being constituted, unless an extension of time is granted by the Governor.
 - a) In the event the Committee's report finds the complaint is not substantiated, the committee report to the Governor will indicate that the complaint is not justified.
 - b) If the investigation reveals the complaints have merit, the committee report to the Governor will outline the course of the investigation and will prefer specific charges and specifications. The report shall be signed by all Committee Members that agree with the report contents. Dissenting members can write their report which will be submitted with the committee report.
- D. Upon receipt of the Investigatory Committee's report, the Governor shall either find the charges against the member "not justified" or convene a Formal Hearing Committee. In the event the charges have been found to be not justified, the Governor shall send written notice of the findings to the member.
- 1) The Governor shall appoint four (4) section members and request a Past President of the Corporation to serve on a Formal Hearing Committee. For Sections with no chapters, the Governor shall appoint a Formal Hearing Committee of three (3) members. Within fifteen (15) days of receipt of the Investigatory Committee's report preferring charges, she shall set the date for the Formal Hearing.
 - 2) The Formal Hearing Committee shall be comprised of five (5) members including one (1) Past Governor, not currently serving on the Section Board, one (1) Past President not serving on the International Board of Directors, one (1) present or Past Chapter Chair, and two (2) members from the general section membership, having a good working knowledge of the corporation. Members of the committee shall be from different chapters and shall not be members of the same chapter as the member being investigated. For Sections with no chapters, the Formal Hearing Committee shall be comprised of three (3) members including one (1) Past Governor, one (1) Past Section Officer, and one (1) member from the general Section membership, having a good working knowledge of the corporation. Members of the Investigatory Committee shall not serve on the Formal Hearing Committee.
 - 3) The Governor shall notify the accused member in writing by certified mail return receipt requested, in addition to written notification by regular postal mail and electronic mail (email), if available, of the date, time, and place of the Formal Hearing.
 - a) The notification shall be made within fifteen (15) days of receipt of the Investigatory Committee's report.
 - b) The Formal Hearing date shall be set for on or about thirty (30) days after the anticipated notice mailing date.
 - c) The letter shall be drafted in accordance with guidance contained in *RONR* to include an exact copy of the charge(s) and specifications with the exact date of their adoption.
 - d) The letter shall direct the member to appear as cited.
 - e) The letter shall advise the member that her rights as a member of The Ninety-Nines, Inc., (except as related to the Formal Hearing) are suspended pending disposition of the case.
 - 4) The Formal Hearing shall convene on or about thirty (30) days after notification to the accused member is mailed and shall only be postponed for reasons of national security considerations, serious illness, or the death of a close family member. If the accused is unable to appear as scheduled, she may have one extension of the hearing date. If the accused fails to appear without explanation for the Formal Hearing at the appointed time as directed, the Formal Hearing shall proceed without her.
 - 5) The Formal Hearing Committee shall forward its written report, including its written decision, to the Governor within fifteen (15) days of the conclusion of the Formal Hearing. The decision of the Formal Hearing Committee is then mailed as in D. 3) above to the accused.

- 6) The International Board of Directors shall review and implement the Formal Hearing Committee decision after the appeal deadline has passed and no appeal has been filed.
- E. The accused may file a written appeal of a decision to suspend or expel from membership with the Corporation President. The appeal must be postmarked not later than thirty (30) days after the notification in Paragraph D. 5) is sent to her by mail.
 - 1) The President shall convene the International Board of Directors to hear the member's appeal within forty-five (45) days of receiving written notice appealing the Formal Hearing Committee's decision.
 - 2) The accused will have the opportunity to make an oral statement of her case which will be followed by a rebuttal statement by a member of the Formal Hearing Committee. No statement shall exceed one (1) hour. If the accused chooses to submit a written statement, it must be received by the IBOD at least 15 days before the hearing. A copy of the statement shall be forwarded expeditiously to the Formal Hearing Committee representative upon receipt by the IBOD.
 - 3) Both parties will be dismissed at the conclusion of presenting their statements and prior to the IBOD deliberations.
- F. The decision of the International Board of Directors is final and shall take effect immediately. The decision of the International Board of Directors is then mailed as in D. 3) above to the accused.
- G. Committees convened to participate in the investigation and adjudication of the case will be dismissed from service by the Section Governor after the appeal, if any, has been decided.
- H. At the conclusion of these proceedings, all documents related to the proceedings shall be sealed and secured at Headquarters. Written notification of the sanction, if any, imposed on the accused shall be sent to IBOD members recused from the proceedings, the accused's chapter Chairman and section Governor (Vice Chairman/Vice Governor if the accused is the Chairman/Governor) and the Headquarters Office Manager. Headquarters shall only state whether or not an accused member is a member of the organization in response to inquiries about the member's status.

ANNUAL MEETING

- I. The President shall appoint a Marshal and a Sentinel to assist at the Annual Meeting and Tellers to count the votes cast. She shall also appoint a Reference Committee to expedite the order and conduct of business at the Annual Meeting.
- II. Delegate eligibility and registration shall be as follows:
 - A. Members must present the following items to the Credentials Committee in order to be voting delegates:
 - 1) Evidence of being a member of The Ninety-Nines, Inc. (Membership card)
 - 2) Delegate and/or proxy, properly made out and signed. Voting cards will be issued to designated Delegates upon registration at the Credentials desk. If no Delegate or no alternate is able to attend, the elected Delegate may designate a proxy to vote in her place by a letter of authorization.
 - B. Registration with the Credentials Committee shall be accomplished prior to the opening of Annual Meetings.
- III. Delegates at the Annual Meeting shall be encouraged to attend the pre-business communication session, if scheduled.

NOMINATIONS, ELECTIONS & PROCEDURES

- I. **CANDIDATE INFORMATION**
 - A. The candidate's "Intent to Seek Election" form must be accompanied by a resume, no more than a 250-word position statement, the name of the Chapter or Section in which she is an active member, and two recent photographs.
 - B. The candidates' position statements shall at least contain the following items:
 - 1) personal and professional qualifications for the office sought.
 - 2) history of participation in the organization.
 - 3) philosophy of and goals for the organization.
 - 4) goals for contribution to be made to the office sought.
 - C. In odd-numbered years, candidates may make a 2-minute speech at the International Conference.
 - D. Candidates may be supported through personal correspondence by individual members of The Ninety-Nines. Official Ninety-Nines stationery or titles within the organization shall not be used.
 - E. Candidates may not, during the campaign period which is from the close of the "Intent to Seek Election" deadline, distribute or cause to be distributed:

- 1) Any type of campaign communications, including electronic media.
 - 2) Campaign souvenirs.
 - 3) Any ads containing personal information, name or picture of a candidate.
- F. Violations of any of the above may result in removal from the ballot or disqualification from office.
- G. At the discretion of the individual candidate, once the ballot has been declared, the candidate may authorize the publication of her Intent to Seek Election form and her resume in the Members Only section of the 99s website. Such publication will be removed at the conclusion of the election.

II. SCHEDULES

A. ELECTION DEADLINES

OCTOBER 31: Deadline for filing "Intent to Seek Election" forms for all International elected positions.

DECEMBER 1: Candidates declared by Nominating Committee.

MARCH 1: All ballots mailed: ballots mailed air mail/first class.

MAY 1: Deadline for postmark for mailed ballots to be returned for tabulation.

MAY 10: Tabulation of all ballots postmarked by May 1.

JUNE 1: Election results sent to Election Procedures Chairman

B. PUBLISHING DEADLINES

- 1) JANUARY/MARCH issue of *The 99 NEWS* magazine and concurrently in the Members Only section of the Website:
 - a. Candidates' position statements and photographs.
 - b. Announce deadline for casting ballots and procedure for notifying Headquarters of not receiving ballot (even-numbered years) or
 - c. Announce method of delegate voting (odd-numbered years at Annual Meeting.)
- 2) APRIL/JUNE issue of *The 99 NEWS* magazine and concurrently in the Members Only section of the Website: Reminder of method of voting.
- 3) JULY/SEPTEMBER issue of *The 99 NEWS* magazine and concurrently in the Members Only section of the Website:
 - a. Election results.
 - b. Announce nominations open for next election, deadline for filing Intent and how to obtain Intent form.

III. ELECTIONS - MAILED BALLOTS

A. PREPARATION OF THE BALLOT

- 1) Ballot format is produced by the Election Procedures Committee.
 - a. Candidates shall be listed in the order in which their "Intent to Seek Election" forms are postmarked, time stamped, or dated by the mailing agency.
 - b. A line shall be provided for a write-in vote for each position.
 - c. The Election Procedures Committee will forward the ballot to the printer.

B. TABULATING

The President shall appoint, with Board approval, tellers, or an independent agency.

C. NOTIFICATION OF ELECTION RESULTS

- 2) The Election Procedures Chairman notifies the President of the results of the election.
- 3) The President immediately contacts all candidates giving them the complete election results, including vote count.
- 4) Headquarters informs the international magazine editor of names, but not count, for publication in the next magazine.
- 5) The Tellers Report, or report of the independent agency handling the election, is announced and entered in full into the Minutes of the Annual Meeting, becoming a permanent part of the official records of the Corporation. The election results, but not count, will also be sent to the Chapter Chairmen in the next mailing after the election.
- 6) Ballots are retained in a locked area until after the Annual Meeting and are destroyed after authorization of the General Membership.

INTERNATIONAL BOARD OF DIRECTORS

- I. **BOARD VACANCIES:** Upon notification from the President, the Nominating Committee shall, within thirty (30) days, provide a list of eligible candidates to the Board of Directors from which they may select a replacement. If no suitable candidates can be agreed upon by the Board, the vacancy will be filled through an election by the delegates at the next Annual Meeting.

- II. **EMPLOYEES:** The International Board of Directors shall be responsible for the recruitment, oversight and dismissal of the employees of Headquarters. Individual Trusts shall recruit, oversee, and dismiss employees of that trust, with approval of the International Board of Directors.

TRUSTS

- I. **MEMBERSHIP:** Trustees are elected as described in Article 8, Sections 3, 4, 5, and 6 of the Bylaws.
- II. **RESPONSIBILITIES:** Trusts are an arm of the Corporation. All Trusts are required to submit copies of minutes, summary of financial transactions, or changes in staff to the International Board of Directors.

COUNCIL OF GOVERNORS

- I. **MEMBERSHIP:** The Council of Governors is composed of the Governor from each Section. The Vice Governor or a duly elected Section officer may represent the Section in the absence of the Governor.
- II. **RESPONSIBILITIES:** The Council of Governors shall represent their Sections at meetings of the International Board of Directors. They shall enhance participation and communication throughout the Corporation and advise the Board of Directors as to the wishes and needs of the members.

STANDING COMMITTEES

I. BYLAWS/STANDING RULES

- A. **Membership:** The Chairman is appointed by the President with approval of the International Board of Directors; committee members are appointed by the Chairman.
- B. **Responsibilities:**
 - 1. To review, consolidate, and/or develop Bylaws and Standing Rules amendments as provided in the Bylaws. Additional responsibilities and other details are defined in Standard Operating Procedures on file at Headquarters.
 - 2. Present proposed amendments to the Bylaws and Standing Rules to the membership for approval at the next Annual business meeting.
 - 3. Provide accurate Bylaws and Standing Rules to Headquarters within 45 days after the annual business meeting.

II. NOMINATING

- A. **Membership:** Elected by the membership as specified in the Bylaws.
- B. **Responsibilities:** To seek qualified candidates for all elective positions, except Trustees, as provided in the Bylaws.

III. FINANCE

- A. **Membership:** Members of the Finance Committee shall include, but not be limited to, the Treasurer - who shall chair the committee - the Vice President and a representative from the Council of Governors.
- B. **Responsibilities:** The Finance Committee shall assist the Treasurer.

IV. ELECTION PROCEDURES

- A. **Membership:** The Chairman is appointed by the President with approval of the International Board of Directors; committee members are appointed by the Chairman.
- B. **Responsibilities:** The Election Procedures Committee shall propose and review Bylaws and Standing Rules as they pertain to election procedures. All such proposals shall be sent to the International Board of Directors for approval and submission to the membership. In addition, the committee shall investigate and validate complaints of campaign practice violations and refer valid complaints to the International Board of Directors.

V. LONG RANGE PLANNING

- A. **Membership:** The Long Range Planning Committee is composed of the four elected Directors.
- B. **Responsibilities:** The Long Range Planning Committee provides ongoing planning in accordance with the Mission Statement.

TRADEMARKS

I. USE OF REGISTERED TRADEMARK

- A. The Compass Rose logo is the official insignia described in the Bylaws.
 - 1) Sections and Chapters are authorized to use the logo on items to be sold for the benefit of the Section or Chapter.
 - 2) The requirements for use of the logo apply to the various commonly used derivatives of the logo.
 - 3) The name **The Ninety-Nines, Inc.** also carries a registered trademark.

- 4) All items for sale by Sections or Chapters bearing The 99s logo or name must be approved by the Trademark Committee, appointed by the President with notification to the International Board of Directors, and will be for a two (2) year limit only, until further notice. Requests for an extension may be considered.
 - 5) The annual convention logo is reserved exclusively for international use.
- B. EXAMPLES OF OFFICIAL TRADEMARKS:

The Ninety-Nines, Inc.



Note: Standing Rules presented are inclusive of all amendments. The history of amendments can be accessed through the Bylaws/Standing Rules Committee.