

# AUSTIN CHAPTER NINETY-NINES

## STANDING RULES

### I. ASSESSMENTS & DUES

- A. Voluntary annual dues for full Austin Chapter membership shall be \$12.00, prorata \$1.00 per month.

### II. MEETING DATES

The meeting date for the Austin Chapter shall be the second Thursday of each month, or by prior announcement.

### III. STANDING COMMITTEES

- A. Airmarking: Be knowledgeable of requirements for airmarkings and coordinate plans for same. Maintain records and assure that proper forms are submitted. Promote airmarking program in the interest of safety. Make arrangements with airport officials and members as to time, place, and equipment to be used in airmarkings.
- B. Aerospace/Safety Education: Maintain liaison with authoritative sources for currency and applicability to internal program; promote and conduct meetings with groups to promote interest in aviation (schools, churches, libraries, etc.). Education aims are to inform educators, students, and the general public in the beneficial and safe use of air and space. Correspond and cooperate with South Central Section Aerospace/ Safety Chairman and local FAA representatives in all matters of safety. Prepare safety materials and programs for membership. Supply answer and reviews of FARs and keep the membership informed of new rules and regulations.
- C. Amelia Earhart Memorial Scholarship: Receive and report information from International Headquarters pertaining to the Scholarship. Solicit, receive, review and recommend applicants for the Scholarship from the Austin Chapter in a timely manner in order to meet annual deadlines as specified by the International Organization.
- D. Aviation Library: Have each 99 turn in a list of all aviation books and periodicals they own and would be willing to loan out. Update list every 6 months and give a copy to each member. Members will contact each other when they would like to borrow a book and may keep books for one month unless notified otherwise by book owner.

- E. Budget: At the beginning of term of office, meet with Executive Board and Committee Chairmen as necessary to establish an operating budget for the entire year, within the guidelines of Article II of the Bylaws of the Chapter. The Treasurer shall serve as Chairman of the Budget Committee and the budget shall be subject to the approval of the membership.
- F. Flight Competition: Plan and coordinate all flying activities; solicit new ideas; coordinate with Safety and Airmarking Chairmen; promote flying, safety and proficiency.
- G. NIFA: Contact local NIFA chapter, if any, to acquaint them with the Austin Chapter Ninety-Nines, and offer services of Chapter. Obtain calendar of NIFA events from Ninety-Nine News or International NIFA Committee Chairman as published in the Ninety-Nines Membership Directory. Inform membership of local NIFA events and solicit workers if needed. Encourage Chapter support and contributions to NIFA.
- H. Ways and Means: Seek out new, feasible methods for earning monies and coordinate activities.
- I. Membership: Secure and recommend names of licensed women pilots who qualify for membership in the Ninety-Nines, Inc. Submit names of those recommended for membership at regular business meeting; extend invitation and present application. Maintain a current roster of all members in the Chapter and maintain a supply of appropriate membership forms.
- Get name, address, and phone number of prospective student pilots. Set up a 99 sponsor for attendance at the first meeting. Give 66 application form to student at first meeting and send information to Chapter Chairman and Newsletter Editor. If a 66 misses more than two meetings, send her a note encouraging her to attend. Make a special effort to keep progress of her solo, first cross country, passing the written test, and the date of her flight test. She should be sent a note of congratulations or encouragement for each occasion. Schedule special segment at each meeting to allow 66s to ask flying questions and for announcements about 66s achievements. Encourage 66s to contact 66 chairman or 99s whenever they have questions.
- J. Nominating: Contact eligible members prior to March to determine who is willing to serve as an officer and present a slate of officers to the membership at the March business meeting. The nominating committee shall consist of two or more members in good standing, with at least two years prior Chapter membership. Members of the nominating committee are ineligible to seek office during their term on the nominating committee.

K. Public Relations - Newsletter:

- 1) Public Relations: Submit Chapter news each month to the Ninety-Nine News prior to publication deadline. Furnish local FAA office information on Chapter activities as necessary. Submit articles to and solicit coverage of local news media whenever possible. Be attuned to community activities where the 99s could contribute their aviation knowledge and inform members of such activities for their consideration.
- 2) Newsletter: From date of last issue, report items of interest regarding Chapter and individual members' activities. Notice up-coming activities and reminders of International dues renewal dates. List time, date and place of next regular meeting. Solicit input from officers and committee chairmen. Print and mail as necessary to provide adequate notice of events.

L. Scrapbook: Collect and place all published materials regarding the activities of the Austin Chapter Ninety-Nines; in addition, any photographs, programs, or other material available with respect to Chapter activities. Send Section and International Scrapbook Chairmen duplicates of all materials included in Chapter scrapbook.

M. 501 (c) (3): ( Be knowledgeable of the Chapter's responsibilities under Section 501 (c) (3) of the Internal Revenue Code and applicable state laws. Work closely with the Section 501 (c) (3) Chairman in securing necessary forms. Submit a completed and balanced financial report yearly to the Section 501 (c) (3) Chairman, and such other forms as necessary. Direct all questions and correspondence to the Section 501 (c) (3) Chairman.

IV. STANDING RULES REVISION

These Standing Rules may be revised as provided in Article VIII, STANDING RULES of the Bylaws of the Chapter.