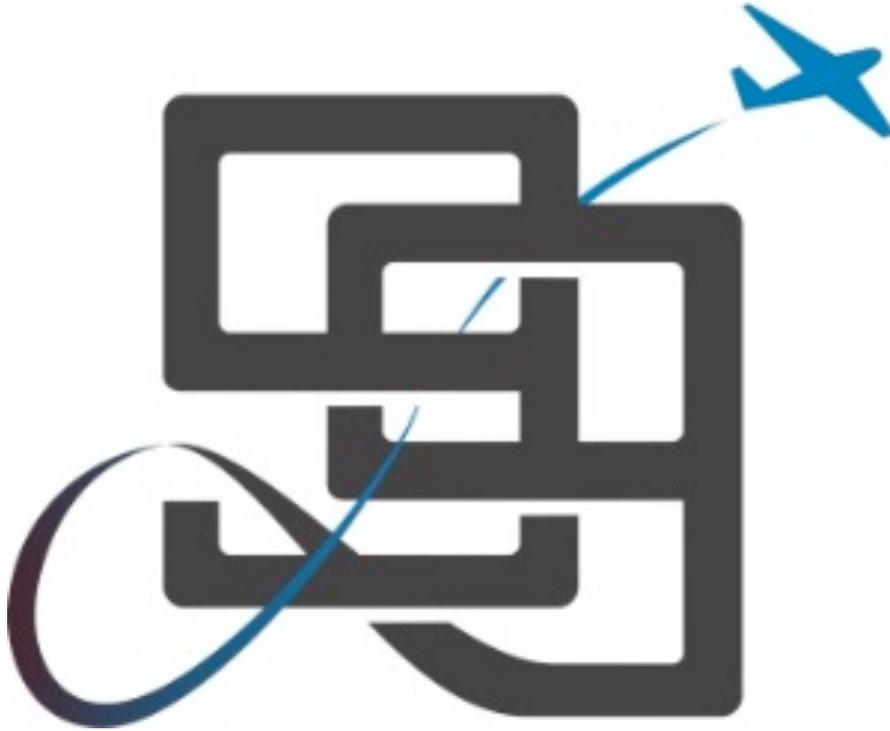


# ***Southeast Section 99s***



## ***Section Officer SOPs***

# **Southeast Section of the Ninety-Nines, Inc. Standard Operating Procedures**

## **GENERAL INFORMATION**

The Standard Operating Procedures (SOPs) document has been prepared to assist the Section Officers in the efficient execution of their duties.

It is the duty of all Section Officers to be thoroughly familiar with the procedures in the SOPs and to abide by them.

Each Section Officer is to receive a copy of these SOPs either from the section website or Southeast Section Governor.

It is the responsibility of the Vice Governor to update the SOPs as changes are instituted by the Section Officers and/or voted into effect by the membership.

**Southeast Section of the Ninety-Nines, Inc.  
Standard Operating Procedures**

**GOVERNOR**

**REPRESENTATION - INTERNATIONAL ORGANIZATION:**

1. Serve as liaison between the International Organization and the Chapters and members of the Southeast Section.
2. Serve as a member of the Council of Governors and represent the Southeast Section at all International Board of Directors meetings. If unable to attend, appoint another member of the Board of Directors to represent the Southeast Section.
3. Serve as the official representative of the Southeast Section membership at the Annual International Members Meeting or appoint another representative if unable to attend. Prepare and provide the annual Section report to the International Secretary by the time requested.
4. Hold and vote proxy representation of the Southeast Section 'no chapter' members at the Annual International Members Meeting. Hold and vote proxy slips from Chapters not able to send a representative, or distribute to the Vice Governor and/or other officers.

**SOUTHEAST SECTION:**

1. Assume the office of Governor upon installation at the spring business meeting of the election year. A Vice-Governor filling an un-expired term of the elected Governor shall assume office upon notification of the vacancy of the office.
2. Preside at all meetings of the Southeast Section membership, Board of Directors, and Committees.
3. Carry out the collective wishes of the membership consistent with the provisions of the Articles of Incorporation and the Bylaws.
4. Serve as spokesperson and provide guidance to Southeast Section members and Chapters on all matters of policy.
5. Prepare the Agenda for the Section Business Meetings, solicit agenda items from the Board of Directors and the membership and send a copy to each member of the Board. Schedule the Board of Directors Meeting to avoid conflicts with other scheduled events.
6. Maintain and make available to the membership a record of all correspondence pertinent to Section business.
7. Turn over all permanent Southeast Section files to the incoming Governor upon her installation, or immediately to the Vice-Governor when vacating the office of Governor.

8. Present the Governor's report, an oral summary of the Governor's activities at Section meetings. Maintain a written report in the Governor's files with a copy to the Section Secretary.
9. Submit a periodical written communication to all Chapter Chairs, Advisors and Board of Directors regarding the status of the Section. The Section newsletter (Flight Line) may be utilized in this communication.
10. Request a written summary of the Section Meeting from an attending member.
11. Write the history for the SE Section for your term as Governor and submit to the Section historian / webmistress.
12. Work with the Treasurer to prepare the annual budget.

### **BOARD OF DIRECTORS:**

1. Serve as Chair of the Board of Directors.
2. Establish regular communication with the Board of Directors regarding the status of the Section and pertinent information received from International.
3. Conduct and preside at a meeting of the Board of Directors prior to each Southeast Section Meeting. Notify the Southeast Section Committee Chairs prior to each Board meeting, inviting their attendance.
4. Call special meetings of the Board of Directors as needed or as requested by a majority of the members of the Board.
5. Conduct a Board of Directors meeting following the installation of new officers.
6. Maintain open communication with the Vice-Governor on the status of the Section, advising her immediately if it will be necessary for her to preside as a representative of the Office of the Governor at any official meeting.
7. Provide each officer and director with a description of her responsibilities.
8. Serve as a member of the Board of Trustees for the SE Section New Horizons Scholarship and Mommy Pilots Scholarship.

### **COMMITTEES:**

1. Appoint Standing Committees, if requested by the membership or the Board of Directors, and make such committees known to the membership. Examples of such committees are Bylaws/Standing Rules, Election Procedures, Finance, Nominating Committee, Credentials, Tellers, and Membership Committee.
2. Appoint Special Committees, if requested by the membership or the Board of Directors, and make such committees known to the membership. Examples of such committees are Minutes Readers, Auditors, and Judges.
3. Provide each Committee Chair with a copy of the Standard Operating Procedures. Procedures should include requirements for written and oral reports about the activities of her Committee, and to whom (appropriate officer or membership) reports should be given.
4. Meet with all Committee Chairs at each Section meeting.

## **CHAPTERS:**

1. Serve as advisor to all Chapter Chairs and members.
2. Establish communications with all Chapter Chairs regarding the status of the Section and the International organization.
3. Accept appointment of all Chapter proxy votes not assigned by the Chapters to another Ninety-Nine to represent that Chapter at the Annual International Member Meeting.
4. Oversee that the chapter officers are reported to Headquarters.

## **GENERAL:**

1. Call for election of officers in odd numbered years.
2. Bring matters of policy and philosophy of the International organization, as well as management of the Section, before the Board of Directors for discussion. Formulate proposals to be made to the membership or to the appropriate committees.
3. Acknowledge all correspondence received and direct it to the appropriate Officer or Committee Chair for advice or counsel if applicable.
4. Suggest refinement of the duties of the Office of Governor to the Bylaws/Standing Rules and/or Standard Operating Procedures Committee.

## **REPORTS:**

1. Periodically report to the Board of Directors regarding the status of the Southeast Section and International communications.
2. Quarterly report to the Chapter Chairs on the status of the Southeast Section and pertinent International communications. *The Section newsletter may be utilized for these reports.*
3. Annual report of the Southeast Section sent to the International Secretary for inclusion in the International Annual Report. Prepare Annual Report immediately after Spring Section Meeting.

## **OFFICIAL RECORDS:**

New Chapter Charters

Governor and Southeast Section Awards

Correspondence - Section and International Business

Chapter Charters Surrendered.

Current copy of Articles of Incorporation, Bylaws/Standing Rules and Standard Operating Procedures

## **Southeast Section of the Ninety-Nines, Inc. Standard Operating Procedures**

### **VICE-GOVERNOR**

1. Read and abide by all SOPs.
2. The Vice-Governor shall assist the Governor as needed.
3. Preside at Section or Board of Directors meetings in the absence of the Governor.
4. Represent the Southeast Section when requested at International BOD and Council of Governors meetings and at other events, in the absence of the Governor.
5. Be responsible for purchasing a gift for the outgoing Governor and presenting it to her following the installation of the new officers at the Spring Section meeting.
6. Assume the office of Governor should the Governor be unable to complete her term of office.
7. Solicit chapters to host Section meetings and maintain a list of Section meeting hosts and locations for next 3-year period. Serve as liaison between Section Board and host Chapter and keep Governor advised of all plans being made by host Chapter. Send host Chapter a copy of the "Southeast Section Meeting Checklist Guidelines" at least one and one-half years in advance of their scheduled meeting.
8. Advise the host Chapter of the upcoming Section Meeting of the requirements of the Officers and Section Officers for meeting room scheduling and accommodations and of any known special Section and International guests attending.
9. Prepare a report of the Vice-Governor's activities for the each Section meeting. Provide a copy to the Secretary.
10. Suggest revisions of the Vice-Governor's Standard Operating Procedures.
11. Maintain section SOPs.

### **SECTION BUSINESS MEETINGS:**

1. Secure a copy of the attendance list to note the presence of special guests at the meeting.
2. Introduce Section officers, past Governors, past Presidents, International officers and other special guests who are present.
3. Make all announcements as requested by the host Chapter or attendees.

# **Southeast Section the Ninety-Nines, Inc. Standard Operating Procedures**

## **SECRETARY**

### **GENERAL:**

The Section Secretary will keep minutes of all meetings of the Southeast Section Board of Directors, the Section Business Meetings, and any other meetings as directed by the Governor. The Secretary will process and distribute copies of all the Minutes. The Secretary will write all letters and reports as directed by the Governor. The Secretary will maintain a permanent file of all the Secretary's records to be passed on to the new Secretary. After review by the new Secretary, the permanent records shall be transmitted to 99s headquarters in Oklahoma City, OK for permanent storage. These files are available to any Section member upon request to 99s HQ. The permanent records shall also be maintained on the SE Section web site.

### **A. MEETINGS**

1. The Secretary shall have in her possession bylaws, minutes of previous meeting, agenda, motion forms, sign-in sheets, SOPs, and other section governing documents.
2. The Secretary will call the roll of Chapters present at the Business Meeting, by asking for the number of members of each chapter present and whether or not the Chapter Chair is in attendance. The Secretary shall announce that a quorum is present.
3. In the event the secretary is unable to attend a Business Meeting or a specially called Meeting, she must advise the Governor immediately, and make arrangements for a substitute secretary except for BOD meetings.
4. The Secretary shall be responsible for the distribution of the draft minutes and final minutes, as approved, to the SE Section web mistress for posting on the web site.

### **B. MOTIONS and MINUTES**

1. Completed Motion Forms shall be returned to the Secretary for entering into the minutes.
2. The minutes of the last meeting will be distributed before the meeting.
3. The Secretary or another member shall make the motion to approve the minutes: "I move that the Minutes of the (Spring/Fall) 20xx Southeast Section Business Meeting be approved."
4. Secretary should obtain copies of all reports, if available, to attach to the minutes, including:

- a. Officer Reports
  - b. Committee Reports
  - c. Chapters
5. It is not necessary, nor required, to include in the minutes a verbatim report of each speaker. A condensation or highlighted comments should be adequate. However, a brief summary of reports as presented at the meeting should be included so that the basic information will be available to all the SES members.
6. The Secretary shall send a "draft" copy to the BOD within 30 days and the BOD shall respond with corrections within 7 days, until the final draft is completed.
- a. The secretary shall incorporate all corrections into the final copy.
  - b. If the secretary does not understand or disagrees with the proposed correction, confer with the BOD.
  - c. Complete and sign the final draft. This will be the copy to be distributed to the membership before the next meeting and posted on the SE Section web site. The minutes as corrected and approved at the members' meeting will be posted on the web site and a copy maintained in the permanent records..
  - d. The Motion Forms, Sign-in Sheets, and Reports must be kept in the Secretary's records as a part of the original Minutes.

### **C. BYLAWS**

1. The Secretary is responsible for maintaining an accurate and original set of Bylaws.
- a. Each time the Bylaws have been added to or amended, the bylaws committee shall incorporate the amendment(s) into the last approved set of Bylaws and provide a copy to the secretary.
  - b. The Secretary's copy shall be the official document for the Section.
  - c. The Secretary shall send a copy to the SE Section web mistress for posting on the website.
  - d. The Secretary shall provide a copy of the Bylaws, Standing Rules, and Amendments to the Ninety-Nines Headquarters and General Counsel.

### **D. STANDARD OPERATING PROCEDURES MANUAL (SOPs)**

1. Each time the SOPs Manual is added to or amended, the Vice Governor shall be responsible for keeping it up to date by recording all changes in same and providing a copy to the secretary and the SE Section web mistress.
- a. The Secretary's copy will be the official document for the Section.

## **E. IRS 501(c)(3) TAX EXEMPT RULING AND GROUP TAX EXEMPT RULING**

1. The Secretary shall be responsible for retaining the original documentation of the tax-exempt rulings.
2. The Secretary shall also maintain a copy of the participation authorization of the Section Chapters, issued by the Governor, in the Group Tax Exempt Ruling.

## **F. CORPORATE DOCUMENTS**

1. The Secretary shall maintain in her files the original Articles of Incorporation and amendments thereto.
2. The Secretary shall maintain contact with the authorized SE Section Registered Agent in the State of Alabama.
  - a. The Secretary is to keep the records up to date with respect to the Registered Agent, i.e. address and name of registered agent. . The Registered Agent serves an important function for the Section, i.e., to maintain the corporate entity of the Section.
3. The Secretary shall renew any licenses or trademark authorizations received from 99s Headquarters.
4. The Secretary shall maintain a copy of trademark authorizations in her files.

## **Southeast Section of the Ninety-Nines, Inc.**

### **Standard Operating Procedures TREASURER**

The Treasurer's job is to keep the Section on track and on budget. This SOP specifies the general information about the accounts, fiscal year, and IRS Rule 501 (c)(3). It will describe what reports the Treasurer is required to give, how to prepare a budget, and manage the annual IRS section returns.

#### **A. Accounts**

1. The Section shall maintain an operating account, a scholarship fund account(s), and any other accounts as may be required. The rebate checks received from International shall be deposited in the operating account.
2. Bookkeeping shall be maintained on an electronic program capable of generating the required reports.
3. The Treasurer shall maintain, at a minimum, electronic copies of all bank statements. Maintenance of paper copies is at her discretion.
4. The Treasurer shall be a signer on and have access to all bank accounts where the Section EIN has been used.

#### **B. Fiscal Year**

1. The Section fiscal year operates from June 1 thru May 31. All budgeting, reporting, and fiscal decisions are based on this year.

#### **C. IRS Rule 501(c)(3)**

1. The Ninety-Nines, Inc. and the Southeast Section are organized under IRS Rule 501(c)(3). This qualifies the entities as non-profit, charitable organization. The rules governing 501(c)(3) entities are covered in IRS Publication 557. Since the Section is incorporated as a 501(c)(3) organization, it is legally obligated to follow the 501(c)(3) rules.

#### **D. Tax Returns**

1. The Section files an annual form 990 (990, 990N or 990EZ).

2. Each Chapter is responsible for filing its own 990N. In the event a Chapter must file a 990EZ or 990 or the equivalent, the Treasurer shall assist the chapter in accomplishing the task. A copy of the 990N receipt shall be submitted to the Section Treasurer each year to be maintained as part of the permanent records. The Treasurer shall send a copy of all IRS filing receipts/returns to the International 501(c)(3) Committee Chair, as received
3. The Treasurer shall request and receive an annual financial report from each chapter to be maintained as part of the permanent records, within 60 days after May 31
4. Verify the state filing at [www.sunbiz.org](http://www.sunbiz.org) has been completed by each chapter.



**Note:** A chapter may elect to apply for its own 501(c)(3) exemption. Currently (2015), the Paradise Coast chapter is the only chapter which has its own exemption.



**Note:** The filing deadline for IRS tax returns is October 15<sup>th</sup>.



**Note:** A high penalty (\$175 in 2015) is assessed for not filing the annual report on time with Sunbiz at [www.sunbiz.org](http://www.sunbiz.org)

## **E. General Duties**

1. The Treasurer shall serve as a member of the Board of trustees for all Section scholarships.

## **F. Section Reporting**

1. A financial report should be given at each Section Meeting. The Treasurer shall advise the Board of any budget anomalies.

## **G. New Chapters**

1. In the event a new chapter joins the Section, it may be included in the Section blanket tax exemption. The Treasurer shall collaborate with the Section Secretary and the chapter officers to file the necessary paperwork.

## **H. PREPARING A BUDGET**

1. Each spring the Treasurer shall work with the Governor to prepare a budget and submit it to the Board for comment. Based on the input from the board, the Treasurer revises the budget, and it is voted on at the Spring Section meeting.

## **I. GUIDELINES FOR SETTING THE BUDGET**

1. Project monies remaining on hand at end of fiscal year by:
  - a) Listing actual cash balances in the operating account. List anticipated receipts not yet received but reasonably certain of actual receipt.
  - b) Listing anticipated disbursement amounts. These could probably include:
    - i) Governor's International Conference registration
    - ii) Governor's travel expenses to International Board meetings
    - iii) International Representative's expenses for Section meeting attendance
  - c) Review the budget disbursement accounts to determine if there are any other possible expenditures yet to be made. If a budgeted disbursement account was not "fully expended" or the disbursement was "over expended", determine the reason therefor, and budget accordingly for next fiscal year.
    - a) Repeat process for budgeted revenue accounts.
    - b) Unexpended budgeted amount are NOT carried over from year to year.
    - e) Subtract anticipated budget disbursements that need to be made prior to fiscal year end from the cash on hand and anticipated revenues. That determines the anticipated cash on hand for each cash account at fiscal year end.
  - f) If the treasurer determines from projections that there may be insufficient cash on hand to cover the current fiscal year budgeted disbursements, she must define:
    - i. What budgeted disbursements not already made must be provided for
    - ii. What revenue sources are available
    - iii. How to tap such resources
    - iv. Prepare a proposal outlining the appropriate adjustments and reasons therefor
    - v. If the treasurer determines a scenario such as outline above, she needs to present substantiation and a plan in her request for Section Board action.
    - vi. Develop a proposal from the information derived for a budget for the next fiscal year to present to the Section Board for its consideration and input.
2. Present budget at spring business meeting.

3. Expenditures from the Operating account require approvals as follows:

	Approval Authority	Type of approval
Up to and including \$50.00	Treasurer or Governor	Written/by email
Between \$50.01 and \$150.00	Treasurer and Governor or Vice Governor	Written/by email
Above \$150.00	Board of Directors	Approval during a Regular or Special Board Meeting with Quorum, Documented in Minutes of Meeting or by approval by email of a majority of board members.

4. Approval of expenditures is required **before** the expenditures are incurred. Expenditures will be reimbursed only after a written expense report is submitted to the Treasurer with all original receipts for the full amount of the expense report. Receipts will reflect that applicable sales tax exemption has been applied. The expense report shall be submitted as soon as practical after expense has been incurred.
5. All Section contracts and agreements with vendors, hotels, etc. shall be sent to the Ninety-Nines General Counsel for review and approval prior to signing the contract.

**Southeast Section of the Ninety-Nines, Inc.  
Standard Operating Procedures**

**SECTION DIRECTORS**

The Section shall have two (2) Directors to assist the Board in performing the tasks necessary to carry out the business of the section. The duties of the Directors are as follows:

1. Participate in all board communications and emails
2. Attend the Section meetings and the board meeting prior to each Section meeting.
3. Provide input to the board at meeting, and through other verbal and written communications.
4. Perform other tasks as may be assigned by the Governor

**Southeast Section of the Ninety-Nines, Inc.**  
**Standard Operating Procedures**

**IMMEDIATE PAST GOVERNOR**

The Section may have an Immediate Past Governor to assist the Board in performing the tasks necessary to carry out the business of the section. The Immediate Past Governor shall only serve for one term, immediately following her term as Governor. The duties of the Immediate Past Governor are as follows:

1. Participate in all board communications and emails.
2. Attend the Section meetings and the board meeting prior to each Section meeting
3. Provide input to the board at meeting, and through other verbal and written communications.
4. Perform other tasks as may be assigned by the Governor.
5. Assure compliance by each Chapter with the International and Section By Laws and other rules.
6. Review and make recommendations to the board regarding a Chapter's request for inclusion under the Section 501(c)(3) group exemption.

# **Southeast Section of the Ninety-Nines, Inc. Standard Operating Procedures**

## **NOMINATING COMMITTEE**

### GENERAL

The Nominating Committee is responsible for finding eligible candidates for SE Section Offices. A Governor, Vice-Governor, Secretary and Treasurer, two Directors, and three Nominating Committee members will be elected every two years in odd-numbered years.

As soon as the Nominating Committee is elected, even before taking office, the committee members must decide who will be the chair.

- A. If an election was held, the member receiving the most votes is the chair.
- B. If all members receive the same number of votes or if no election was held, the members may use any method they wish to make this decision.
- C. If the members fail to choose a chair within 90 days after taking office, the Governor shall appoint a chair.

After the chair is determined, the committee shall put together a current and complete contact list for the committee. Each committee member shall specify which form of contact she prefers: phone, fax or email. While email is the easiest and cheapest, not all members may have email or use it frequently or proficiently. And not all members may have a fax. There will likely be a mix of communication methods for the members.

### NOMINATING COMMITTEE CHAIR

The Nominating Committee Chair shall be responsible for ensuring timely, accurate and complete information to all members of the committee. While many members may choose to communicate with the Chair, the Chair should then turn around and pass the information on to all members of the committee. An informed committee will work more efficiently.

The Nominating Committee Chair shall not make any unilateral decisions. All decisions shall be made with the consent of the entire committee, or at least a majority of the committee. The organization elected a committee of three; the chair is mostly responsible for ensuring that everything is completed on time.

## PROCEDURES

### Upon Election

The Nominating Committee shall assume office at the end of the Spring Annual Meeting immediately upon installation. As soon as the committee has been elected and a chair has been chosen, review these SOPs and the Nomination form. Copies of these forms may be found on the SE Section web site at [www.SESection99s.org](http://www.SESection99s.org). Ensure that the Nomination form reflects any changes made to the bylaws/standing rules as result of the Annual Meeting (which is held in the spring of each year).

### Main Election

1. Review the Nomination Form again. Make any necessary changes and be certain to include the deadline for returning the form.
2. Get the Nomination Form and instructions to the web mistress for inclusion on The SE Section 99s website.
3. Get articles in the *Flight Line*, beginning at least 3 months before the deadline. Let them know that the Nomination Form is available from each of the Nominating Committee members (include email and phone numbers in the article) and on the website. Check the *Flight Line* for deadlines.
4. Send the Nomination Form and instructions to all Chapter Chairs to be distributed to Chapter Members.
5. Committee members start distributing the Nomination Form to potential candidates to fill the available positions, which are:
  - Governor
  - Vice Governor
  - Secretary
  - Treasurer
  - Directors – 2 members
  - Nominating Committee – 3 members
6. Check qualifications with Headquarters (current active membership) of all candidates and make sure they are qualified for the office they seek in accordance with the bylaws and standing rules. Make sure they have submitted a complete package as stated on the Nomination Form. All qualified candidates will go on the slate.
7. If insufficient candidates have filed to fill open positions by the deadline, then the committee must go into overdrive to find candidates. Revisit members who were undecided before. Additional candidates must complete a Nomination Form.

8. The deadline to submit a slate to the Immediate Past Governor (or Governor if no Immediate Past Governor exists) for accuracy review is two weeks prior to the ballot mailing date. Ensure a digital draft copy goes to each candidate to check for accuracy of name spelling and chapter affiliation.
9. No more than one member from each Chapter may be on the ballot for the Nominating Committee members. If there are no candidates for Governor who have served one term on the Board, then other candidates for Governor who have the same qualifications as the other executive officers may be included on the ballot.
10. The Tellers Committee shall be appointed by the Governor with recommendations made by the Nominating Committee.
11. Prepare Ballots: Once the slate of candidates is complete and reviewed by the Immediate Past Governor, or any past Governor not running for Section office, the Nominating Committee must prepare the ballots.
  - a. Ballots shall contain the names of all eligible candidates under their respective position for which they intend to seek office. The committee will agree on order in which candidates are listed, whether by alphabetical last name, in the order her nomination form was received, or other method.
  - b. Ballots shall have a line for write-in candidates for each office as well as the Nominating Committee.
  - c. Ballots shall be mailed/mailed (via Survey Monkey or the like) to all eligible Section members no later than six weeks before the spring section meeting which occurs in odd-numbered years. The final date for the return of the ballots shall be clearly marked on the ballot and shall be no later than two weeks before the spring section meeting.



Be aware that International's election cycle for Directors candidates may overlap SE Section's, and section members may have questions about which ballot is for which 99s officers.

- d. Any ballot received after the deadline for return shall be considered VOID.
12. Ballots shall be counted by the Teller Committee and the results shall be given to the BOD no later than one week after the Election Closing deadline. The ballots shall be held in safe keeping until the Fall Section Meeting. If there are no challenges to the election, the first order of business by the Governor shall be a call for the destruction of the ballots.
13. The Nominating Committee Chair shall submit the expenses of the Nominating Committee to the Section Treasurer for prompt reimbursement.

### **SUGGESTED STRATEGIES FOR FINDING CANDIDATES**

The best place to start looking for candidates is the current Board. Talk to each officer/director and ask if she is interested in serving a second term or in a different position. Also, check with candidates who have been unsuccessful in past elections since they may be interested in running again.

### **AT THE END OF THE TERM**

At the end of the term as a Nominating Committee member, review these SOPs and make any necessary changes. Submit revisions to the Board of Directors for approval. Rewrite them if necessary. Regardless, make sure everything is in order and ready to give to the next Nominating Committee.



**Observe the Golden Rule:** *Do unto others as you would have them do unto you.*  
Give the next Nominating Committee every bit of help you can.

### **BYLAWS AND STANDING RULES**

Review the applicable bylaws and standing rules for the entire election process. It is in each member's best interest to be familiar with them!