

STANDING RULES of the RENO HIGH SIERRA CHAPTER of the Ninety-Nines, Inc.

1. Glossary

- a. Board of Directors — the current elected officers plus the immediate past chairman (referred to as “the Board”).
- b. Bylaws — the internal laws of the organization required to implement the Certificate of Incorporation.
- c. Standing Rules — the procedures and rules required for implementing the Bylaws and for the orderly and efficient operation of the corporation.
- d. Nominee — a candidate who has been nominated by the Nominating Committee or from the floor for an elected office.
- e. Standard Operating Procedures (SOP) — descriptions of chairmanships, jobs, positions, committees or the procedure for running same.

2. Committees

The regular standing committees for the chapter are listed below. Duties of the committees shall be determined by the SOPs of the organization or the Board of Directors. The duties of the chairman may be set forth in the job descriptions. Each committee shall consist of a chairman who may or may not appoint a committee. Each committee shall make an annual report if requested by the Chairman or the majority of the membership of the chapter. Some committees may be combined under one chairman. The chairman may choose additional committees as the need arises.

AEROSPACE EDUCATION

A.E. SCHOLARSHIP (Amelia Earhart Memorial Scholarship Fund)

AIRMARKING

BYLAWS/LEGISLATIVE

CHAPTER HISTORY

CHAPTER MONTHLY FLYOUTS

CHAPTER SCHOLARSHIP

FOREST OF FRIENDSHIP

MEMBERSHIP & ASSOCIATE MEMBERS

NEWSLETTER

NIFA (National Intercollegiate Flying Association)

ORAL HISTORY

FAA WINGS Program

PUBLIC RELATIONS

RARA BOOTH/FUNDRAISING

SAFETY EDUCATION

SCRAPBOOK & DISPLAY CASE

TAXES/ANNUAL STATE FEES/ANNUAL TAX REPORT

VIDEO LIBRARY

WEBMASTER

WPOY (Women Pilot of the Year)

FISCAL

1. All funds of the Chapter may be withdrawn only by draft bearing the signatures of two of the current officers as reflected on signature cards with the bank.
2. The Board may approve, with a unanimous vote, unbudgeted expenditures up to \$200.00 without the vote of the membership. All expenditures over \$200.00 require a vote of the membership with a two-thirds majority at a regular chapter meeting.
3. If a check is made out to a board member for reimbursement of approved expenses, that board member shall not be a signer on that specific check.
4. In the event that a Board member is a recipient of a Reno High Sierra scholarship, during and until such time as the scholarship award has been paid in full, she shall not sign scholarship reimbursement checks on behalf of the Chapter.
5. If two Board members are related by blood or marriage, only one of these members shall be permitted to sign checks or participate in any financial actions of the Chapter.

NOMINATIONS AND ELECTIONS

1. Nominees for Chairman must be a Chapter member for six months immediately preceding taking office.
2. Any member of the Nominating Committee shall be eligible to run for elected office.
3. If the chapter chooses to have a paper ballot election, the chapter will be responsible for the mailing of ballots and tallying of votes.
If a chapter chooses to have an electronic ballot election, the chapter may choose their own service provider as long as it meets the Ninety-Nines specifications for electronic voting and is conducted in accordance with the criteria as outlined in the International Standing Rules. The service provider shall ensure that all members receive only one (1) ballot, that being electronic, and the service provider shall be responsible for tallying all votes.
If a chapter chooses to have a hybrid election (both paper and electronic) the chapter is required to use a service provider that meets the Ninety-Nines specification for electronic voting and is conducted in accordance with the criteria as outlined in the International Standing Rules. The service provider shall ensure that all members receive only one (1) ballot, whether it be paper or electronic, and the service provider shall be responsible for tallying all votes.

BOARD OF DIRECTORS

1. Polling the membership for any reason is a Board function and can only be done by a board member with full support of the Board.

DUTIES OF OFFICERS

1. Chairman — She shall act as custodian of the Chapter Charter, current Chapter Bylaws and Standing Rules as well as applicable historical files or appoint someone to act in her stead as custodian. She shall issue all notices to the general membership as needed.
2. Vice Chairman — She shall be responsible for arranging monthly meeting space on the calendar of our meeting place.
3. Secretary — She shall maintain current copies of the Chapter Charter, Chapter Bylaws and Standing Rules; she shall file all papers and documents pertaining to Chapter transactions as needed, she shall handle Chapter correspondence as needed,
4. The Treasurer shall payout such monies as authorized by the Board or as directed by the members at meetings. The immediate past treasurer shall serve in an advisory capacity to the incoming Treasurer or interim treasurer.

COMMITTEES

1. Committee Chairmen — They should follow SOPs when documented in writing in notebooks maintained by the Chapter or as is customarily done by the chapter historically. Discussion among Chapter members attending meetings should help the committee chairman with direction for her activities.
2. The Membership Chairman — She shall see that correct lists of members, including address and telephone numbers, are maintained. These lists should be given to the Board whenever they are updated and to the membership.

MEETINGS

1. Section Meetings — The Chapter may vote to pay the base registration cost to one section meeting for the chapter chair or one designated officer per fiscal year.

PUBLICATIONS

The newsletter of the Reno High Sierra Chapter of the Ninety-Nines shall be called “Mountain Waves.”

The position of Editor of the newsletter shall be on a voluntary basis. In the event the position is not filled, the Chapter Chairman shall appoint a member to the position.

The newsletter shall be sent to members and others such as SWS governor, local chapter chairmen, Southwesterly editor, etc. on a quarterly basis.

AMENDMENTS

Amendments to these Standing Rules may be made by a vote of the membership at a meeting, after submission of the proposed amendment to the Board, and notification of the membership of the proposed amendment. Amendments may not be proposed from the floor without previous notification.

REVISED Oct. 12, 2017