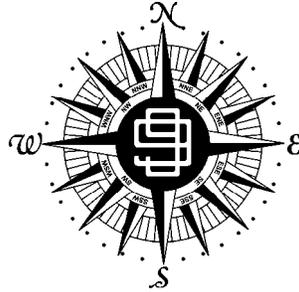


# *South Central Section*



## *Ninety-Nines*



# *Chapter Chairman's Supplement Manual*

# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

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# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

## FORWARD

It is our intention that this South Central Chapter Chairman's Supplement Manual is a companion document to the Chapter Chairman Manual on the 99's International website at [www.ninety-nines.org/secure/pdf\\_ChapterChairmanManual.php](http://www.ninety-nines.org/secure/pdf_ChapterChairmanManual.php). Please print it out. You will find a wealth of knowledge that will help you and your chapter.

This Supplement is intended to only supply information specific to the South Central Section and should be used with the International Chapter Chairman's Manual.

- Not every Chairman is expected to have Internet access to the appropriate web sites. However, every Chapter needs to have a conduit to those web sites through members and/or member contacts.
- Be sure you, as Chapter Chairman, attend, or appoint an appropriate representative to attend Section and International meetings to represent your chapter, provide Chapter updates to the Section, and learn of new activities.
- Keep an ongoing log of the type of information not included in the "SCS Chapter Chairman's Supplement Manual" that you would like to see included. This is appropriate feedback to your Governor and Section Directors during the Section meetings.

Much of this information is also available online, either at International ([www.ninety-nines.org](http://www.ninety-nines.org)) or Section ([www.scs99s.org](http://www.scs99s.org)) level. It is recommended that you review these sites occasionally and print out and update your manual as needed.

# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

## CHAIRMANSHIP

### ***Welcome to the Chair!***

### ***What's in this Supplement Manual?***

In the following pages you will find

Easy-to-use calendars to remind you of reports that must be filed to keep our entire organization functioning effectively

Lists of current Officers and Committee Chairmen are enclosed for South Central Section

List of the forms and their website addresses

In addition, the contents of this manual are available on the South Central Section web site – [www.scs99s.org](http://www.scs99s.org).

### ***Proud to be a NINETY-NINE***

This is a wonderful and unique organization comprised of a membership with varied talents and interests. To become a Ninety-Nine, it is required that the applicant either currently holds or has held in the past a pilot certificate issued by the appropriate government agency of the country in which she is a citizen.

When we meet other Ninety-Nines, we know that we share common experiences, have met common goals and have each been responsible for our own welfare as we claimed the skies to share in the joy that flying brings to all of us!

### ***Chapter Chairman Checklist***

At the request of several members, an easy one page checklist has been developed to aide new and seasoned Chapter Chairman through their year(s) in office. The checklist is chronological with the start of The Ninety-Nines fiscal and Chapter Chairman's term; June through May.

With a quick glance at the checklist, one can determine:

- if you need to send an updated form to headquarters
- when Amelia Earhart Scholarships are due
- when to submit nominations for the International awards, and
- when and where to submit your chapter awards

Please print a copy of this one page checklist and keep it on your desk or at a place you frequent.

# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

## Chapter Chairman Checklist

- \_\_\_ June Keeping the Information current: Update your new Chapter Officers on the 99s website [www.ninety-nines.org/chapter\\_update](http://www.ninety-nines.org/chapter_update). The deadline to be included in the new Directory is July 1. Also, please send the new Officer information to the Section webmaster at [webmaster@scs99s.org](mailto:webmaster@scs99s.org).
- \_\_\_ June Print out the latest Section Annual Award form and update it periodically during the year with your chapter activities. The form is available on [www.scs99s.org](http://www.scs99s.org) (left side of home page under "Forms"). At the end of the fiscal year (May 31), please send it to the Section Award Chairmen to enable your Chapter to be eligible to win Awards at the Fall Section Meeting.
- \_\_\_ July When you receive your *Approach*, mail in your registration for the Fall Section Meeting. Attend the Communication/Governor's Forum to meet other Chapter Chairmen and discuss ideas and issues.
- \_\_\_ August Print out the latest Section Financial Report form and complete. The form is available on [www.scs99s.org](http://www.scs99s.org) (left side of home page under "Forms"). Fiscal year is June 1-May 31. Also, file the IRS Non-profit Form 990-N or request the Section 501(c) (3) Chairman to file it for you.  
For 2008-2010, contact Kris Irvin-Herron at [kherron99@aol.com](mailto:kherron99@aol.com).
- \_\_\_ Fall It is requested, once a year, that each Chapter contribute \$2.00 for each Chapter member to the *Approach* fund, but this is not required. If you are able to, please send the appropriate amount to the Section Treasurer. Her name can be found at [www.scs99s.org](http://www.scs99s.org) on the left side under "Board".  
For 2008-2010, mail check to Lisa Ward, 2300 Hillcrest St, Fort Worth, TX 76107.
- \_\_\_ November Submit your Chapter members applications for the AE Scholarship. Deadlines: December 1 completed forms to Chapter Scholarship Chairman; December 20 to the Section Scholarship Chairman. The Section Scholarship Chairman's name and address can be found at [www.scs99s.org](http://www.scs99s.org) on the left side, click on "Advisors".  
For 2008-2010, mail to Rose Lepore, 6102 Rena St, Houston TX 77092.
- \_\_\_ January January 15 is the deadline to submit nominations for Award of Merit and Award of Achievement. Contact Corbi Bulluck at [mcbulluck@aol.com](mailto:mcbulluck@aol.com).
- \_\_\_ March Deadline is April 1 for New Pilot applications to Section AE Scholarship Chairman.
- \_\_\_ March When you receive your *Approach*, mail in your registration for the Spring Section Meeting. Every Chapter Chairman will give a 1-2 minute update on her Chapter activities at the business meeting.
- \_\_\_ July Finish filling out the Section Annual Award forms and mail to the Section Award Chairman. Her name and address can be found at [www.scs99s.org](http://www.scs99s.org), on the left side, click on "Advisors".  
For 2008-2010, mail to Gloria Blank, 140 Calk Lane, Apt 1404, Boerne TX 78006.

Your two primary web sites are: [www.ninety-nines.org](http://www.ninety-nines.org) and [www.scs99s.org](http://www.scs99s.org)  
99s Headquarters' phone number is: 800-994-1929

# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

## ***Deadlines***

To keep our organization functioning smoothly, please file the following FOUR REPORTS:

Chapter Officer and Chairman List (for Section) is due annually on June 30<sup>th</sup>. See the "Forms" section for the form web link [www.scs99s.org/Forms/SCSChapterupd.pdf](http://www.scs99s.org/Forms/SCSChapterupd.pdf). Keep a copy for your Chapter files. The completed form should be sent (email or mail) to your Section Secretary and the Section Webmaster.

Chapter Officer List (for Headquarters) is also due annually on June 30<sup>th</sup> but is sent to International Headquarters. This form is used to update International Headquarters' data and is used to compile our Membership Directory. Please find the form at [www.ninety-nines.org/secure/chapter\\_update.php](http://www.ninety-nines.org/secure/chapter_update.php). Each year a new form will be sent to your Chapter (via the *Dispatch*) and it should be sent to International Headquarters. You may also update your officers via the web site.

You need to file both of these forms independently, the first with South Central Section and the latter with International Headquarters in Oklahoma City. And you should send these in each year, even if there have been no changes.

The Financial Report Form is necessary to maintain the tax-exempt status of your own Chapter under the umbrella of South Central Section. Tax deductions for your members depend on the filing of this form with South Central Section's Treasurer. This form is due on August 15 and may change from year to year. Find the form at [www.scs99s.org/Forms/finreport.pdf](http://www.scs99s.org/Forms/finreport.pdf). You or your treasurer must also file the IRS Non-Profit Form 990-N or request the section 501(c) (3) Chairman to file it for your chapter. Her email address is [CPAviator@aol.com](mailto:CPAviator@aol.com).

For some chapters, a form not included in this manual is a State Corporate Report which is mailed to your Chapter by the state in which you are chartered. There is usually a small fee and some continuity should be maintained in the reporting process. In other words, pick one of your most responsible and "rooted" members as the reporting contact because this form is also very important. Failure to file also jeopardizes your tax-exempt status. Deadlines and costs will vary from state to state. Some states may not require incorporation.

So there are really only three or four reports that require your absolute attention. Not so much to remember, is it? Now "Let's go Flying!"

# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

## SECTION INFORMATION

### ***Governing ourselves at the Section level***

We are fortunate to enjoy the compatibility and congeniality of the Chapters and members of the South Central Section. Serving as a member of the South Central Section Board of Directors provides an opportunity to become better acquainted with other women pilots in our Section on a closer basis than occasionally sitting with someone from another Chapter at a dinner event. It is a very rewarding experience and not difficult or terribly time-consuming.

### ***Board of Directors***

#### **Composition of the Board**

According to Article VI of the Bylaws of South Central Section of Ninety-Nines, Inc. the Board of Directors shall consist of seven (7) members who shall include: Governor, Vice-Governor, Secretary, Treasurer, two (2) Directors, and the Immediate Past Governor.

Eligibility for Officers and Directors will be found in the SCS bylaws.

### ***Section Advisors as listed in the Standing Rules***

#### **Awards**

The Awards committee will consist of one of the current Directors and two other members of the SCS as appointed by the Governor. They will receive the awards forms from the Chapters, tally the results and present the Annual Award during the Fall Section meeting.

#### **Aviation Legislation**

The Aviation Legislation advisor will monitor and disseminate information on aviation-related legislation at the federal, state, and local levels. This will include legislation of importance to pilots such as airport land use compatibility, flight service closures, and pilot requirements. She will disseminate the most relevant information through the Section newsletter and at Section meetings.

#### **Aviation Scholarships**

The Aviation Scholarship advisor and her committee will receive A.E. Scholarship applications from the Chapters. They will review these and forward their selections to Headquarters. They are also available to answer questions and provide guidance even before the applications are completed.

#### **Bylaws/Standing Rules**

The Bylaws and Standing Rules advisor will review all proposed changes and amendments to both International and Section Bylaws proposals.

#### **Membership**

The Membership advisor will help to enhance and maintain membership in the organization by providing ideas to the Chapters regarding recruitment techniques. She will also 'monitor' the section members-at-large to encourage them to join a chapter.

#### **The Approach Editor**

The *Approach* editor will create and publish the newsletter twice a year. This publication will include the registrations forms for the coming Section meeting. It will be distributed to all members on the South Central Section and others as determined by the editor.

#### **Webmaster**

The Webmaster will maintain the Section website ([www.scs99s.org](http://www.scs99s.org)).

# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

## ***Current Board and Advisors***

The following can also be found on the website at <http://www.scs99s.org/board.htm>.

### **Board**

<i>Governor</i>	<i>Jan McKenzie</i>
<i>Vice-Governor</i>	<i>Jody McCarrell</i>
<i>Secretary</i>	<i>Cathy Wappler</i>
<i>Treasurer</i>	<i>Lisa Ward</i>
<i>Director</i>	<i>Jo Agee-Housler</i>
<i>Director</i>	<i>Charlotte Larson</i>
<i>Nominating Committee</i>	<i>Jerry Anne Jurenka</i> <i>Stephenie Roberts</i> <i>Mary Wheelock</i>
<i>Past-Governor</i>	<i>Chris Swain</i>

### **Advisors**

<i>Aerospace Education</i>	<i>Jill Williams</i>
<i>Awards</i>	<i>Gloria Blank</i> <i>Laura Richter</i>
<i>Aviation Legislation</i>	<i>Charli Lamb</i>
<i>Aviation Scholarships</i>	<i>Rose Lepore</i>
<i>International/SCS Bylaws</i>	<i>Beverly Stephens</i>
<i>Membership</i>	<i>Anne Whonic</i>
<i>SCS Approach Editor</i>	<i>Ellie Block</i> <i>Nan France</i>
<i>Webmaster</i>	<i>Linda Horn</i>
<i>501(c)(3)</i>	<i>Kris Irvin-Herron</i>

## ***Section Meetings***

The South Central Section members meet twice a year in various locations throughout our eight state area. In the Spring and Fall, we gather for our semi-annual meetings and each Section member is notified via the *Approach* of the dates, times and places for each meeting. In addition, information on the meetings is available on the South Central Section website - [www.scs99s.org](http://www.scs99s.org). The Fall Section Meeting serves as our annual corporate meeting. See [Standing Rules – Meetings](#).

### **Activities**

Typically, the activities begin on Friday afternoon with meetings and seminars followed by dinner Friday evening. There is a Section Business Meeting Saturday morning or afternoon with the remainder of the day taken up with tours and/or seminars at the discretion of the hosting Chapter(s). The gathering is capped with a dinner on Saturday evening usually with a guest speaker and/or program.

### **Opportunities**

Section Meetings are a wonderful opportunity for networking, renewing established friendships and meeting new friends. As with air racing, these meetings are famous for boosting the camaraderie of our members; there are many members who simply “wouldn’t miss it for anything.” Encourage your members to join you for the next South Central Section Meeting!

# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

## ***Bylaws***

These can be found on the website at [www.scs99s.org/Publications/Bylaws.pdf](http://www.scs99s.org/Publications/Bylaws.pdf).

## ***Standing Rules***

These can be found on the website at [www.scs99s.org/Publications/StandingRules.pdf](http://www.scs99s.org/Publications/StandingRules.pdf).

## ***You and Section Meetings***

### **What, Where & When?**

As a corporation we are required by law to have an annual business meeting. Members of the South Central Section convene twice a year at various locations. The eight states that comprise our Section are Colorado, New Mexico, Nebraska, Kansas, Oklahoma, Texas, Arkansas and Louisiana. These meetings are usually held in the spring and fall. Invitations are issued to every member of South Central Section via the *Approach*.

### **Hostesses**

Local Chapters rotate hosting Section meetings. Section meetings have the additional benefit of bringing Chapter members closer to each other in the process. There is a real sense of accomplishment knowing that you've hosted a good Section meeting and, in doing so, provided important support to South Central Section.

### **Meeting Rotation Schedule**

FALL	2009	GOLDEN TRIANGLE
SPRING	2010	DALLAS
FALL	2010	FORT WORTH
SPRING	2011	LAKE CHARLES
FALL	2011	COLORADO
SPRING	2012	NORTHEAST KANSAS
FALL	2012	OKLAHOMA
SPRING	2013	SAN ANTONIO
FALL	2013	TEXAS DOGWOOD
SPRING	2014	WICHITA FALLS
FALL	2014	WILDFLOWER
SPRING	2015	ALBUQUERQUE
FALL	2015	ARKANSAS
SPRING	2016	AUSTIN
FALL	2016	BRAZOS RIVER
SPRING	2017	COLORADO
FALL	2017	DALLAS
SPRING	2018	EL PASO
FALL	2018	FORT WORTH
SPRING	2019	GOLDEN TRIANGLE
FALL	2019	HIGH COUNTRY
SPRING	2020	HOUSTON
FALL	2020	KANSAS
SPRING	2021	LAKE CHARLES
FALL	2021	NEBRASKA
SPRING	2022	NORTHEAST KANSAS
FALL	2022	OKLAHOMA
SPRING	2023	PIKES PEAK

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FALL	2023	PURPLE SAGE
SPRING	2024	RIO GRANDE NORTE
FALL	2024	SAN ANTONIO
SPRING	2025	SHREVEPORT
FALL	2025	TEXAS DOGWOOD
SPRING	2026	TIP OF TEXAS
FALL	2026	TULSA
SPRING	2027	WICHITA FALLS
FALL	2027	WILDFLOWER

\* NOTE: This schedule is subject to change. Please contact the current Vice-Governor with questions or concerns.

## **Your Role**

In addition to encouraging your Chapter members to attend Section meetings, you have several additional responsibilities as Chapter Chairman. You are an important liaison between our South Central Section and your local members. Each Section meeting includes a special convening of Chapter Chairmen, often with South Central Section Committee Chairmen and members of the Board. It is an opportunity to network with other Chairmen, ask questions and trade hints about improving your effectiveness as a Chairman. Membership, meetings, newsletters, budgets, and many other topics you have been dealing with will come up in discussion.

## **Awards**

Awards are presented at Section meetings. There is a table of awards and reports in the Reports section of this manual. It's always exciting to come home with an award. Encourage your members throughout the year to get involved in activities, to report their activities to your Chapter Committee Chairmen and then follow up to see that the reports are filed. Your Chapter deserves recognition for its involvement in aviation and with The Ninety-Nines.

## **Y'all Come**

Guests are always welcome at Section meetings. There is a lot to do and many opportunities for new friendships and experiences. Section meetings are part of the glue that holds us together. As one 99 said "It's real hard to miss one once you get hooked!"

## ***See you there!***

## ***Dues and Section Funding***

In order to have money to help pay for the bi-annual *Approach*, our section newsletter and other expenses at the Section level, a portion of our International dues (currently \$4.50) are rebated back to the Section.

The dues rebate is the only consistent income that the Section realizes. Chapters also are encouraged to make special donations to some of the Section operating expenses when they have realized a profit on some of their local events.

# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL PUBLICATIONS

## **Headquarters *DISPATCH***

The Headquarters *Dispatch* is a newsletter from The Ninety-Nines Headquarters staff and International Board of Directors and Committees. It is mailed to all Chapter Chairmen, International Board of Directors, Governors and International Committee Chairmen once per month, usually at the beginning of the month. It is also available via email for anyone who wishes to receive it. Just send your name, chapter and email address to [dispatch@ninety-nines.org](mailto:dispatch@ninety-nines.org) to be put on the email list.

Upon completion every month, the HQ *Dispatch* is then put on the "Members Only" section of The Ninety-Nines website ([www.ninety-nines.org/secure/index.php](http://www.ninety-nines.org/secure/index.php)) in an Adobe Acrobat Reader .pdf format. In this way it is available to all who wish to see it, not just those on the mailing list. This is especially helpful to Chapter and Section newsletter editors.

Linda Horn currently edits the HQ *Dispatch*. All requests to have information put in the HQ *Dispatch* should go to Linda at: 14437 W 32<sup>nd</sup> Ave, Golden, CO 80401-1475, phone 303-278-4435 or email [dispatch@ninety-nines.org](mailto:dispatch@ninety-nines.org). Deadline is the 20<sup>th</sup> of every month.

## **South Central Section *APPROACH***

The *Approach* is the official publication of the South Central Section of the Ninety-Nines, Inc. and is mailed twice a year approximately 6 weeks prior to the spring and fall Section meetings.

### **Editors:**

Ellie Block & Nan France  
PO Box 306  
Alvarado, Texas 76009  
Phone: 817-517-1600  
Email: [comtrend2@waymark.net](mailto:comtrend2@waymark.net)

### **Distribution**

Issues are distributed to every member of the South Central Section, the International Board of Directors, and the Governors of each U.S. and Canadian Section.

### **Content**

The *Approach* is made up of articles from the editor, reports from advisors, reports from chapters, the registration form and schedule for the upcoming Section meeting and any other items that are sent to the editor and will fit in the allotted space.

### **Submissions**

Send your report or article to the Editor. The preferred method is by e-mail to save her from having to manually input the information but faxing and mail are preferred to no submissions at all!

## ***Chapter Newsletters***

Your Chapter newsletter is a way to keep in touch with all your members, get useful information to everyone, and bring enthusiasm to those who read it.

### **Circulation**

Since the newsletter is such a great way to share information, you want each member of your Chapter

# SOUTH CENTRAL SECTION 99s

## CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

to receive a copy. Additional copies should be sent to the South Central Section Governor and the *Approach* editor. Some Chapters elect to send a copy to nearby Chapters, the SCS Board of Directors and the International Board of Directors.

### ***Chapter Chairman's Manual & Supplement***

#### **The Purpose**

A Chapter Chairman's Manual is available on The 99s website in the Members Only section ([http://ninety-nines.org/secure/pdf\\_ChapterChairmanManual.php](http://ninety-nines.org/secure/pdf_ChapterChairmanManual.php)). It provides a reference and guide to the myriad reports and requirements of being "Chairman". This document, the South Central Section Chairman's Supplement Manual includes addition information that is pertinent to this Section. They are useful to any Section member who wants to have a more thorough understanding of how our organization operates. You don't have to be a Chapter Chairman to use them, because even if you aren't the Chairman now, you probably will be someday!

### **99s Websites**

#### **Check Out These Sites!**

<b>The Ninety-Nines International</b>	<a href="http://www.ninety-nines.org">www.ninety-nines.org</a>
<b>South Central Section</b>	<a href="http://www.scs99s.org">www.scs99s.org</a>

Other Chapters and Sections that have websites can be reached via the International site ([www.ninety-nines.org/99sites.html](http://www.ninety-nines.org/99sites.html)).

# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

## REPORTS & OTHER FORMS

The following table is an easy-to-use reference for reports and award applications that are due throughout the year.

Some of the forms are available on either the International ([www.ninety-nines.org](http://www.ninety-nines.org)) or the SCS ([www.scs99s.org](http://www.scs99s.org)) websites. See the "Forms" section for the web links.

TYPE	REPORT TITLE	DUE DATE	PERIOD COVERED	SEND REPORT TO
Mandatory	Chapter Financial Report Form	July 1	June 1 - May 31	Section Treasurer
Mandatory	Chapter Officer and Chairmen List	June 30	Coming Year's Info	Section Secretary
Mandatory	International Membership Directory Officer List	July 1	Coming Year's Info	Int'l Headquarters
Mandatory depending on the state	State Corporate Report (not included in this manual)	Will vary by State	Will vary by State	Will vary by State
Requested	Chapter Report for The SCS <i>Approach</i>	<i>Approach</i> deadline	Last 6 months (approx)	The <i>Approach</i> Editor
Other	AE Scholarship	December 20	Jan 1 - Dec 31	Section AE Chairman
Other	99 News reports	September 1, December 1, March 1, June 1	Past three months	99 News <a href="mailto:news@ninety-nines.org">news@ninety-nines.org</a>

### ***Required Reports***

#### **Chapter Financial Report Form**

Each Chapter is responsible for filing this form with our Section Treasurer on or before July 1<sup>st</sup>. This reporting is necessary to protect the 501(c) (3) status for each Chapter individually under the "umbrella" of South Central Section. Complete instructions are printed with the form and should be carefully followed. It will be impossible for your Treasurer to correctly complete the form if your Chapter's books are not in balance. The report must correspond with your books in case of audit and the Chapter Chairman and the Treasurer's signatures are required.

#### **Chapter Officer and Chairman List (for Section)**

Once a year, the South Central Section compiles a combined list of information from each Chapter, including officers and some Committee Chairmen in your Chapter. This allows your members to contact corresponding Chairmen in other Chapters and makes it easy for you to identify current officers in other Chapters. It becomes a very important database for South Central Section.

# **SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL**

The deadline is June 30<sup>th</sup>, which closely corresponds with installation of new officers in most Chapters. Your Chapter may not have Committee Chairmen for each committee listed and that is no problem. Just list those you do have and add any additional committees at the bottom under "Other".

It is difficult to print a list with multiple Co-Chairmen, so you are requested to choose one "contact" Chairman in cases where Committee Chairmen duties are being shared. Current forms will be distributed at Spring Section Meeting by our Section Secretary and the most current is included in the forms of your manual.

Please type or print very clearly. The completed information should be sent to our South Central Section Secretary. Please note that this information is similar to that required by International.

## **Chapter Update Form (for Headquarters)**

This report is used by International Headquarters to compile our Membership Directory. Your information is directly transcribed into International's files, so you are requested to complete it as clearly as possible, preferably typed. The form will be sent to you annually by International. This information may also be updated via the International web page ([www.ninety-nines.org/chapter\\_update.html](http://www.ninety-nines.org/chapter_update.html)).

The deadline is July 1 and it goes to International Headquarters (OKC), not to the Section Secretary. Remember that Headquarters and South Central Section maintain separate databases, so both Chapter lists, respectively, should to be filed before the end of June.

## **State Corporate Report**

A sample form is not included because requirements and forms vary by state. This is an annual or a bi-annual filing. Not all chapters are incorporated in their state, so this report may not be required.

Your Chapter's files should include previous years' filings showing due dates and how to obtain information. Usually the responsible state agency (i.e. Secretary of State) mails forms annually. The purpose of this accounting is to maintain your corporate standing with your state and usually includes information about your officers. Your Chapter may need to choose a member as "agent" to sign for the Chapter.

In some states this report can be sent to and completed by the same member/agent year after year that may be to your Chapter's advantage. Since filing of this form is critical to the tax status of your Chapter, maintaining continuity reduces the possibility of overlooking it. There is usually a nominal filing fee.

## ***Requested Reports***

### **Chapter Report**

This written reports does not have to be polished (though many are very inventive). This is your chance to "brag" about your Chapter's programs, contributions, and flying achievements. The report will be included in the next issue of the *Approach* as space permits.

# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

## AWARDS

Appropriately every Chapter sets different priorities for their activities. The purpose of South Central Section's award program is to recognize Chapters that excel during any year in the activities we enjoy and which contribute to the aviation world and to Ninety-Nines. Your Chapter is encouraged to keep good records of Chapter activities and, as with Aerospace Education, what all your members are participating in and accomplishing throughout the year.

Please continue to use any forms you may have developed internally to assist your Committee Chairmen. But PLEASE use copies of the forms included in the "Forms" section of your manual when reporting to South Central Section. It is difficult to evaluate and compare applications that have been altered or word processed by the applicants. Please provide your Officers and Chapter Committee Chairmen with a copy of this page along with the appropriate awards application information so that they know when and to whom the reports are to be submitted.

### **Section Awards**

#### **Annual Award**

To recognize Chapter-sponsored efforts, an Awards Committee of two is appointed by the Governor.

The report form is included in the "Forms" section of this manual and is also available either on the South Central Section website ([www.scs99s.org/Forms/AwardsForm.pdf](http://www.scs99s.org/Forms/AwardsForm.pdf)) or by mail from the current Awards Chairman. It consists of four categories, Aerospace Education, Aviation Activities, Safety and Chapter Operations. The Chapter Chairman will complete the form and submit to the Awards Committee to tally the results and present awards during the fall Section Meeting.

Place an "x" beside the items, or indicate the number if the Chapter has participated in the activity more than once. A method will be used in scoring when Chapter size needs to be considered. First and second place awards will be presented in each category. The same report will be used to determine the Governor's award to the Outstanding Chapter of the Year.

"Other" lines are included for activities that are not listed, but should be recognized, as aviation legislation, service/support for an airport, instigating a proclamation recognizing aviation, etc. One Chapter's creativity may encourage others.

The report covers the fiscal year June 1st through May 31st and needs to be returned by August 1 each year.

Send the completed report forms to: Gloria Blank 140 Calk Ln Apt 1404, Boerne, TX 78006-3251, or you may print it, fill it out, scan it into your computer and send it to [luv2fly@gvtc.com](mailto:luv2fly@gvtc.com).

#### **Travel Award**

The Travel Award will be given at each Section meeting. This will be computed using a formula reflecting the percentage of Chapter members attending and the distance to the Section meeting.

#### **Scrapbook Award**

The Scrapbook Award is given at the fall Section meeting. Judging is done by a committee appointed by the Governor.

# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

## SCHOLARSHIPS

Established in 1940 to help deserving members to further accomplishments, today the Amelia Earhart Memorial Scholarship Fund exceeds \$4 million and provides:

- **Amelia Earhart Memorial Scholarships** for licensed pilot members to advance in training and education in aviation and aerospace, including scholarships to complete additional pilot certificates and ratings, jet type ratings, college degrees, and technical training.
- **Research Scholar Grants** to add to the world's knowledge of women in aviation and aerospace.
- **New Pilot Awards** of up to \$1500 towards completion of the recreational pilot, sport pilot, or private pilot certificate.
- **Maule Tailwheel Training Award** for back-to-basics conventional tailwheel aircraft training, donated by the Maule Aircraft family.

*For more information:* Contact [Joy Parker Blackwood](#), Chairman, AEMSF

Deadlines for submission of AEMSF applications, New Pilot Awards and Maule Tailwheel Awards are included in the application packets available on the [Ninety-Nines.org](#) website each year.

# **SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL**

## **GLOSSARY OF TERMS**

The Ninety-Nines have developed a number of activities and programs through the years. Here is an explanation of terms that you hear frequently at our business meetings or read about in newsletters.

### ***APPROACH***

The *Approach* is the newsletter of the South Central Section. It is published twice a year and is provided at no charge to all Section members.

### ***INTERNATIONAL MEMBERSHIP DIRECTORY***

A Membership Directory containing the names, addresses, e-mail and telephone numbers of every 99 in the world. It is published annually and is mailed to every member. Besides member listings, the Directory contains some organization history, listings of current Officers and Directors and other useful information.

### ***SOUTH CENTRAL SECTION***

The Ninety-Nines organization is made up of Sections and Chapters. We are members of the South Central Section which is composed of Arkansas, Colorado, Kansas, Louisiana, Nebraska, New Mexico, Oklahoma and Texas. The South Central Section holds two Section meetings per year, one in the Spring and one in the Fall. These meetings are not only fun, but educational. Tours, seminars and award programs are provided. The Section is governed by a seven member Board elected every two years.

# SOUTH CENTRAL SECTION 99s CHAPTER CHAIRMAN'S SUPPLEMENT MANUAL

## FORMS

Included in this section are the following form web links. Please be aware that these forms do change from time. Where a form is available online, that information is included in this list.

Amelia Earhart Scholarship Application ([www.ninety-nines.org/aemsf.html](http://www.ninety-nines.org/aemsf.html))

Badge Order ([www.scs99s.org/Forms/BadgeForm.pdf](http://www.scs99s.org/Forms/BadgeForm.pdf))

Donations ([www.scs99s.org/Forms/Donations.pdf](http://www.scs99s.org/Forms/Donations.pdf))

Forest of Friendship Application ([www.ninety-nines.org/fof.html](http://www.ninety-nines.org/fof.html))

International Intent to Seek Election ([http://www.ninety-nines.org/secure/pdf\\_intent.php](http://www.ninety-nines.org/secure/pdf_intent.php))

International Chapter Information Update form  
([http://www.ninety-nines.org/secure/chapter\\_update.php](http://www.ninety-nines.org/secure/chapter_update.php))

Manual Corrections and Comments form (<http://scs99s.org/Forms/Corrections.pdf>)

Membership Application ([www.ninety-nines.org/pdf/application.pdf](http://www.ninety-nines.org/pdf/application.pdf))

New Pilot Awards ([www.ninety-nines.org/aemsf.html](http://www.ninety-nines.org/aemsf.html))

Reporter's Form for The 99 News (<http://www.ninety-nines.org/pdf/99sReporterForm.pdf>)

South Central Section Annual Awards Report (<http://www.scs99s.org/Forms/AwardsForm.pdf>)

South Central Section Chapter Information Update ([www.scs99s.org/Forms/SCSChapterupd.pdf](http://www.scs99s.org/Forms/SCSChapterupd.pdf))

South Central Section Financial Report (<http://scs99s.org/Forms/FinReport.pdf>)

South Central Section Intent to Seek Election (<http://scs99s.org/Forms/IntenttoSeekElection.pdf>)