STANDING RULES OF
SILVERLINERS INTERNATIONAL FLIGHT ATTENDANT ORGANIZATION, INC.
Silverliners International
June 2026

SECTION 1: OBJECTIVES

A. Assist, coordinate, and develop chapters together with promoting membership.

B. Encourage annual philanthropic involvement including oversight/assistance with the International charities and the HUGS Fund.

C. Publish and distribute publications.

D. Arrange and conduct International Conferences/Conventions.

E. Receive and disburse income as well as establish annual budget and maintain financial records in order to comply with all 501c3 IRS requirements.

F. Preserve International records and retain the present "registered" International logo.

SECTION 2: OFFICER'S DUTIES

USES OF SILVERLINERS INTERNATIONAL FLIGHT ATTENDANT ORGANIZATION, LLC NAME AND LOGO

No chapter or individual shall use the Silverliners International Flight Attendant Organization name or part thereof i.e. (Silverliners) and / or registered logo for monetary gain or promotion without permission and approval of the Executive Board. This applies to written, published, digital, and electronic use.

EACH OFFICER SHALL:

A. Conduct business as authorized or delegated.

B. Establish and effect term goals.

C. Submit expense reports with receipts to Treasurer within 30 days of expense incurrence and with final expense of term by June 30.

D. Present a written report at International Conferences/Conventions which will be attached to the meeting minutes and provide a written report for each International Magazine.

E. Comply with directives of the General Board.

F. Present members' views.

G. If any officer should get a change of address or address of a new member, that name/address should be given to the Directory Chair.

PRESIDENT SHALL:

A. Preside at International Conferences/Conventions and be the/or designate a representative for the office of President.

B. Assist and designate any additional duties to officers; appoint Charity, HUGS, Standing Committee Chairs, and International Conference/ Convention Chairs with the concurrence of the Executive Board. Serve as a non-voting member of all committees except Nominating.

C. Create, coordinate, and approve International Conference/Convention's meeting agendas.

D. Distribute Chapter Report Forms to each Chapter President at least 45 days prior to International Conference or Convention.

E. Maintain frequent contact with the Executive Board and with membership.

F. Be custodian or designate one of the officers to be the custodian of permanent records of the Silverliner Organization. (Minutes, Standing Rules, legal issues, Treasurer's Reports, chart of chapter growth and demise, newsletters/magazines, newsworthy publicity).

G. Confirm with the Treasurer 60 days prior to International Conferences /Conventions how many paid members each chapter has or update Executive Board of any changes affecting 501c3 status in order to determine vote allotment. Sixty-forty-five (60-45) days prior to Conferences /Conventions, confirm with the Chapter President how many votes a chapter will have and ask if Chapter President knows how many delegates will attend the International Conference/Convention. International President would then let Conference/Convention Chair know the number of delegates attending.

H. Confirm with Treasurer that all requirements for 501c3 are complied with for the State of Incorporation and IRS.

VICE PRESIDENT SHALL:

A. Perform the duties of the President in her absence or disability.

B. Serves as President of the Coast to Coast Chapter

1. Develop and maintain a relationship with CCC members and promote a sense of belonging, ensuring that each CCC member is receiving all international correspondence.
2. Designate chapter delegates and hold a CCC chapter meeting at International Conferences/Conventions**.**

C. In accordance with chapter requirements, the VP shall provide twice annual Coast to Coast articles for international magazines**.**

SECRETARY SHALL:

A. Record, maintain, and archive the minutes of all business sessions at International Meetings/Conventions, and all Executive Board Meetings.

B. Retain tabulations, attendance records, reports from officers/Charity/HUGS/Committee chairs, attachments, and written motions pertinent to each business session of the International Conferences/Conventions and Executive Board meetings for two terms, and will turn over any records to incoming secretary that are within the two-term time frame. Older minutes, Bylaws, Standing Rules, and vital records would be handed over to the President.

C. Minutes of each Conference/Convention shall be emailed to all members. Members without email shall receive the Minutes provided by their Chapter President.

D. Send birthday and get-well cards to members via email or snail mail.

TREASURER SHALL:

A Receive and disburse funds in accordance with an approved budget as well as maintain and retain accounting of all financial transactions in accordance with IRS 501c3 requirements.

B. The annual financial report and supporting documents must be presented to the Audit Chair 30 days prior to each International Conference/Convention and immediately after the fiscal report is completed/approved by the Executive Board.

C. Prepare and present a written financial report to the Executive Board 15 days prior to each International Conference/Convention.

D. Forty-five (45) days prior to the business session prepare a first draft of the budget, based on the previous 12 months of financial reports, plus any extenuating circumstances (locations of next meetings, etc.) and present to the Executive Board. International Officers will make recommendations and suggestions to revisions of the first draft. The Treasurer will then prepare a final draft thirty (30) days before the business session including any adjustments. The final draft will be emailed to chapter presidents for discussion and review with their members. Barring any further revisions, a final budget proposal will be presented as the "Proposed Annual Budget" to be voted on by the General Board at the first business session.

E. Annually provide member registration forms to each chapter treasurer prior to June 1st.

Individual members – if their dues come separate from their chapter. Treasurer shall inform that Chapter's President of receipt of dues and inform the member that his/her dues have been accepted under their "home" chapter.

F. Provide paid membership name lists and addresses to Magazine Editor and Directory Editor prior to publication.

G. Verify vote allotted to each chapter with the Executive Board 60 days prior to International Conference/Convention.

H. Confirm delegate eligibility with the Credentials Chair prior to sign-in process at International Conference/Convention.

EDITOR SHALL:

A. Publish and distribute the Silverliner Magazine to each member each Fall and Spring.

B. Set advertising rates/promote sales to members/public to offset the cost of publishing and mailing.

C. At Conferences/Conventions give extra copies of Magazine to President (for files), and to the Outreach Committee for promotion/publicity/member recruitment.

SECTION 3: ELECTION STANDARDS

A. Candidates shall present a resume to the Nominating Committee 30-45 days prior to the Convention.

B. Nominations for each office shall be presented at the first business session of each convention with elections being held during the last business session.

C. Nominations for each office shall be presented at Convention for qualified candidates.

D. Elections shall be upon written ballot and simple majority vote prevails**.**

SECTION 4: EXECUTIVE BOARD

A. Members: International Officers

B. Budget:

1. The Executive Board may, by majority vote, alter disbursement of budgeted funds.

2. Any unbudgeted expenditures in excess of $500 must be approved by the Executive Board.

C. Meetings:

1. Day preceding each International Conference/Convention and day after Convention.

2. By majority request of Officers and at the call of the President and held by conference call.

D. Removal from Office

1. Upon consideration of the evidence showing non-performance of duties/obligations or protracted conflicts greatly affecting the office, the Executive Board may, by majority vote, declare the position vacant and the President can appoint the successor with concurrence of the remaining Executive Board.

2. Upon removal of the President, the Vice-President shall succeed to the presidency.

SECTION 5: THE INTERNATIONAL CHARITIES

A. The Silverliner Charities (separate entities) are currently the Hole in the Wall Gang Camp, Wings of Rescue, and HUGS (see 6A below re HUGS). They shall be administered by a Chairperson, appointed by the International President for a two-year term (renewable) with the concurrence of the Executive Board.

B. The Charity Chair (s) shall present a report at each Conference/Convention itemizing finances, income, expenses, proposed disbursements and details of the current status of the International charities. The Charity Chair (s) and the International Treasurer shall coordinate and certify the funds to be given to the appropriate charities.

C. The Charity Chair (s) shall receive chapter or individual donations to the Silverliners Charities at each Conference/Convention. Chapter or individual checks must be made payable to SILVERLINERS INTERNATIONAL with the designated charity noted on the memo line on the check.

SECTION 6: THE HUGS FUND

A. The HUGS Fund shall be administered by a Chairperson appointed by the International President for a two-year term (renewable) with the concurrence of the Executive Board. Its funds shall be administered and disbursed by the HUGS Fund Committee. A report shall be given at each Conference/Convention itemizing finances and it should include income, expenses, and including how many were granted for the past year.

B. The HUGS Fund will be dispersed to approved recipients or endeavors immediately upon completion of the HUGS Fund process:

1. Applicant must have been a member for two (2) of the last five (5) years.

2. Application is to be submitted by a Silverliner member to the HUGS Fund Chair.

3. The HUGS Committee, within twenty days, shall grant or reject the application.

C. The HUGS Fund Chair shall receive any chapter/individual donations to the HUGS Fund at each Conference/Convention.

SECTION 7: CHAPTER CRITERIA

A. Existing Chapters must:

1. Support any charity and/or the International Charity and conduct at least one fundraiser annually.

2. Maintain membership of at least three (3) people.

3. Pay dues for all members prior to July 1st annually.

4. Must meet at least annually specifically to elect/appoint officers.

5. Provide written chapter articles for each Magazine issue, and written chapter reports for International Conferences/Conventions.

6. If possible, appoint at least one delegate to attend International Conferences/Conventions.

7. Must comply with 501c3 requirements as directed by the International Board**.**

8. Chapters must use official Silverliners applications, forms, stationery, business cards, and registered logo**.**

B. New Chapters must:

1. Establish local chapter Bylaws in accordance with the International Bylaws and submit them to the President, Vice-President and Bylaws Chair for review. (Sample will be given)

2. Elect and install officers and receive and retain charter.

3. Have a minimum of five (5) members in order to open a chapter.

4. Comply with requirements of existing chapters.

C. Coast to Coast Chapter

1. Must comply with all requirements of existing chapters with the exception of election or appointment of chapter officers.

D. Chapter Membership

1. Multiple chapter membership is permitted upon single payment of annual International dues through the "Home" chapter, plus local dues to chapters of choice.

2. If a member is to be a delegate of their "Home" chapter and said "Home" chapter is different from what is on the International Treasurer's books, member must notify International Treasurer and chapter from where member is transferring "Home" immediately.

E. Member Privileges:

1. Propose Bylaw and Standing Rules revisions and if a delegate, present motions at business meetings.

2. Submit bids for the International Conferences/Conventions for Chapter/CCC regions/Officers.

3. Nominate or be a candidate for an elective office; if eligible.

4. Submit application for HUGS Fund disbursement. This does not need chapter knowledge or approval.

5. Select or be chosen as a delegate to vote at International Conferences/Conventions according to Chapter Bylaws or by vote of Chapter members.

6. May be a chair or a member of International committee.

F. Chapter Dissolution

1. A chapter may dissolve upon a 2/3 vote of chapter members.

2. Upon affirmative vote, the Chapter President shall notify the International President.

3. Chapter records, including how treasury funds shall be disbursed shall be forwarded to the International President and remaining Chapter funds shall go to a 501c3 charity of choice or the International treasury, Hugs Fund, or International Charity.

SECTION 8: STANDING COMMITTEES

A. The President, upon approval of the Executive Board, shall appoint Standing Committee Chairs and General Counsel, designate additional ad hoc committees and chairs as necessary to conduct International business and serve as an ex-officio member of each committee except the Nominating Committee. The President shall not appoint a member as chair of more than one committee.

B. Committee Chair shall maintain communication with committee members and timely updates to the Executive Board.

C. Committees are to be listed in the Annual International Directory with the Chairpersons name:

Committees are:

1. Audit

2. Awards

3. Bylaws and Standing Rules

4. Communications

5. Directory

6. International Conference/Convention Chair

A. The Chair shall be recommended by the hosting chapter, appointed by the President, and approved by the Executive Board. See SECTION 8-A above. When available, an International Oversight Liaison will work with the Hosting Chapter of the Conference/Convention. The Chair shall be recommended by the hosting chapter, appointed by the President, and approved by the Executive Board. See SECTION 8-A above. When available, an International Oversight Liaison will work with the Hosting Chapter of the Conference/Convention.

7. Magazine Support

8. Membership Outreach

9. Nominating

10. Strategic Planning

11. Tax Coordination

12. Fundraising/ Ways and Means

C. Chairs shall:

1. Conduct duties pertinent to committee designation and select at least two additional members to assist with duties.

2. Present annual report at each International Conference/Convention and give report to the International Treasurer.

3. Submit Expense Reports with all receipts to Treasurer within thirty (30) days of expenditure incurrence and deliver records to successor within thirty (30) days of term closure.

COMMITTEE DUTIES

AUDIT:

A. Review the annual Financial Report submitted by the International Treasurer.

B. Submit a written audit report to the General Board at each International Conference/Convention and that report shall be attached to the minutes.

C. A final fiscal year report will be sent to chair, audit conducted and results sent to members and added to minutes of that fiscal year.

AWARDS:

A. The Awards Committee will administer the nominations, voting, and tabulation of all awards.

B. Award categories shall be determined by the Awards Committee.

C. Awards (within budget) shall be presented by the Awards Chair at the Convention Banquet.

BYLAWS/STANDING RULES:

A. The Committee Chair shall send any proposed revisions to the Executive Board 45 days and chapter presidents at least 30 days prior to International Conferences/Conventions.

B. The committee will edit submission as to form only unless asked to do minor/major revisions by the Executive Board.

C. Present the changes for vote at International Conferences/Conventions.

D. Provide revised entire Bylaws/Standing Rules to the Directory Editor for publication in the next edition.

COMMUNICATIONS

A. Send out Jet Blasts and communication via email when requested by the President, Executive Board, Committee Chairs, and in some cases, members**.**

B. Chapter officers, Executive Board members, and general membership shall not send a mass email to the Silverliner General Board or membership without prior approval of the Executive Board.

DIRECTORY

A. The Directory Chair will publish an Annual Directory of Membership in October of each year. Members who have paid between July – September and confirmed by International Treasurer that fiscal year will be included.

B. Complete (revised) Bylaws/Standing Rules will be emailed to each member as well as new members as they join. Chapter Presidents will be responsible for ensuring chapter members without email receive a copy.

C. Directory Chair shall do monthly updates via mass email after printing through April 30 of fiscal year.

INTERNATIONAL CONFERENCE/CONVENTION

A. The Chair shall be recommended by the hosting chapter, appointed by the President, and approved by the Executive Board**.** See SECTION 8-A above.

B. The Chair will select committee members as necessary and they will coordinate social activities around scheduled business sessions.

A. The Chair shall coordinate with Magazine editor, Web Manager, and social media to ensure timely submission to promote annual Conferences/Convention.

B. Conference/Convention Chair will present hotel/registration information to the Executive Board as early as possible but not less than six months prior to International Conference/Convention and specify what registration fees cover, to encourage members to attend.

C. Chair shall coordinate with International President and obtain approval as to the Business Agenda prior to publication of any promotional material.

F. Chapters/ individuals will need to be notified if they are to bring door prizes and auction items.

G. International Conference/Convention profit will be retained by the hosting chapter.

H. Conference/Convention Chair shall present a final financial report to the Executive Board and overall report to the General Board following Conference/Convention and prior to the end of that fiscal year period**.**

I Conference/Convention Chair shall reimburse the International treasury for any Conference/Convention advance before the end of that fiscal year period following the Conference/Convention.

MAGAZINE SUPPORT

A. Assist Magazine Editor with the publication of the biannual magazine in the areas of copy editing, distribution, inside ad solicitation, and may support outside ad, donations, and sponsorship solicitation.

1. The chair shall coordinate all the duties of committee members for a successful publication**.**

MEMBERSHIP OUTREACH

The Membership Outreach Chair, with the assistance of committee members and the Vice President, shall

A. Publicize the existence of Silverliners through:

1. Print media when financially feasible.

2. Social media.

B. Monitor and respond to inquiries on:

1. thesilverliners@myyahoo.com.

2. www.silverlinersinternational.com

C. Where there is enough interest in opening a new chapter (5 or more members) notify the President and the Vice President.

NOMINATING

A. The Chair shall send candidate resume forms to all members six months prior International conventions with a specific date due. If no resumes are received, the Chair and committee will be responsible for obtaining candidates for the ballot.

B. Chair must advise and copy Executive Board upon receipt of each resume.

C. Committee shall verify and qualify candidates and present candidates at the first business session of the convention.

D. Accept nominations from the floor. If qualified, and nomination is seconded, include nominee on the ballot.

E. Prepare printed ballots and conduct elections at the final business session.

1. Election requires a majority vote of delegates with repeat voting process until majority is obtained.

2. Announce election results upon tabulation.

3. Ballots must be sealed and immediately delivered to the Secretary for attachment to the minutes. These sealed ballots will be kept for a minimum of two (2) years.

F. Assure Nominating Committee confidentiality.

G. Prepare and conduct the installation ceremony. International treasury will pay for installation expenses.

H. A committee member nominated for International office must resign from Nominating Committee.

STRATEGIC PLANNING

A. In concurrence with Executive Board plan for the future of the organization.

TAX COORDINATION

A. Stay informed of all 510c3 regulations and requirements, keep Treasure and chapters updated.

B. Coordinate and assist chapters in filing of chapter taxes.

FUNDRAISING/WAYS AND MEANS

In concurrence with the Executive Board, plan and effect International fundraising.

SECTION 9: INTERNATIONAL CONFERENCES AND CONVENTIONS

A. Conventions: Each even-numbered year.

B. Conferences: Each odd-numbered year.

C. At the time of bid, the hosting chapter shall declare the event as a Chapter, CCC, or Executive Board event. Chapters who wish to host a conference or convention will submit a bid which will then be voted on by the delegates**.**

D. Hotel/Dates to be set by host chapter/committee in agreement with the Executive Board.

E. Registration Fees:

1. Set by the host chapter with approval by the Executive Board.

2. Paid prior to admission.

3. Attendees shall display registration identification at all functions.

F. International President, upon approval of the Executive Board, shall appoint Credentials, Parliamentarian, Sargeant-at-Arms and Tellers. **Their duties are:**

CREDENTIALS

1. Obtain delegate list from host committee who has verified the delegates have paid registration.

A. These delegates are paid members.

B. Number of votes each chapter is allowed.

C. Determines required number of votes to pass a motion. (Some chapters may not have as many delegates as they have votes.)

2. Staff the accreditation desk, 30 minutes prior to, and during all sessions. Delegates must check in and out with Credentials Committee every time they leave or enter the business session room, or register and alternate.

3. Provide International Secretary with the delegate list prior to each business session, number of votes to which each chapter is entitled, and number of votes needed to pass a motion. Such lists shall be attached to minutes.

4. At commencement of each business session, the Credentials Chair shall:

A. Affirm that a quorum is established. See ByLaws ARTICLE VIII – VOTING QUORUM, SECTION 1.

B. Report registered chapters in attendance and announce the required number of votes to pass a motion.

PARLIAMENTARIAN

1. Shall have a good knowledge of parliamentary procedure and extensive knowledge of International Bylaws and Standing Rules.

2. Shall rule on parliamentary issues as requested/needed.

SARGEANT – AT – ARMS

1. Assist delegates, members, and guests during business sessions.

2. Maintain order.

3. Time speakers as directed.

TELLERS

1. At the direction of the President, Nominating, or Awards Chair, distribute and collect ballots.

2. Present written ballots for tabulation and assist in counting hand votes.

3. At least two tellers shall be appointed for each business session.

RESEARCH/REFERENCES

This section is maintained in the on-file copies of the Bylaws and Standing Rules housed with the International Officer's files and Legal Counsel's files. The research/reference files will be available to members upon request.

** Resolution to become a 501(c) (3) was proposed and passed at the Conference/ Board Meeting in DFW April 2023. It was passed electronically with a Chapter vote in July 2023, thereby creating a 501(c) (3) corporation under the name Silverliners International Flight Attendant Organization, Inc. DBA Silverliners International.