



# **NINETY-NINES**

**FLORIDA GOLDCOAST CHAPTER OF THE 99S, INC.**

**International Organization of Women Pilots**

## **BYLAWS**

**Revised June 1, 2025**

# **BYLAWS OF FLORIDA GOLDCOAST CHAPTER OF THE 99s, INC.**

Bylaws Prepared by: Myra Bugbee, Ursula Davidson, and Tonika Johnson

Bylaws Reviewed by Ninety-Nines Legal Team -- May 2025

## **ARTICLE I NAME**

The name of this organization shall be Florida Goldcoast Chapter of The 99s, Inc., a nonprofit, public benefit chapter operating under the bylaws of the Southeast Section and International Organization of The Ninety-Nines, Inc.® for public and charitable purposes pursuant to the Charter. Hereafter, the name will be referred to as the Chapter.

## **ARTICLE II PURPOSE, POLICY, AND AFFILIATION**

Section 1. The object and purpose of the Florida Goldcoast Chapter of The 99s, Inc. shall be to engage in educational, charitable, and/or scientific activities as stated in the International Bylaws, and particularly to promote and support aeronautical science and aviation activities. The corporation shall operate in compliance with the regulations of the Internal Revenue Code, Section 501(c) (3), or the corresponding section of any future tax code.

Section 2. No part of the activities of the Chapter shall be the carrying on of propaganda nor otherwise attempting to influence legislation. The Chapter shall not participate in nor intervene in (including the publications or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3. Affiliation of the Florida Goldcoast Chapter of The 99, Inc. shall be governed by the Southeast Section and International Ninety-Nines Bylaws.

## **ARTICLE III CHAPTER FUNDS**

Section 1. All funds of the Chapter shall be deposited in a bank account in the name of FLORIDA GOLDCOAST CHAPTER of the 99s, INC. and shall be administered according to the Standing Rules. The fiscal year shall begin on June 1 and shall end on May 31 of the following year.

## Section 2. Dues

- A. Voluntary Chapter dues may be voted on by a majority vote of the members present and voting at a regular meeting provided written notice that such action is to be considered has been given to each member at least ten days prior to the meeting.
- B. Dues will become payable at a time determined by a majority vote of the members present and voting or by the Chapter's Board of Directors.
- C. Should a member leave the Chapter or resign her Ninety-Nines membership prior to time for her to renew her membership, any dues paid shall not be refunded.

Section 3. An annual report on the financial condition of the Chapter shall be made to the members within 60 days of the close of the fiscal year.

Section 4. In the event of a dissolution of this Chapter, the Board of Directors of the Southeast Section of The Ninety-Nines, Inc., a 501(c)(3) organization, shall have the power to dispose of the total assets of this corporation by a majority vote of the Chapter, provided that the distribution shall be for one or more exempt purposes with the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Section 5. In order for members to be reimbursed for expenditures, the expenditures must be approved by the Chapter Chair or Board of Directors, or voted on at a chapter meeting. (See Standing Rules for more details.)

## **ARTICLE IV MEMBERSHIP**

Section 1. International Bylaws shall define rules for Active Membership and the classification of members.

Section 2. Pilots with current dues paid to The International Ninety-Nines, Inc.® shall be members of THE FLORIDA GOLDCOAST 99S, INC., upon request.

Section 3. Active Members shall be entitled to attend meetings, participate in any discussion, hold office, and vote. Chapter members may attend meetings of the Southeast Section and International Conferences. An Active Chapter member in good standing is eligible to vote on any issue presented to the membership and cast one vote for each elective position.

## **ARTICLE V OFFICERS AND ELECTIONS**

The elected officers of the Chapter shall consist of the Chairperson, Vice Chairperson, Secretary, and Treasurer.

**A. Duties**

1. **CHAPTER CHAIRPERSON** shall preside at all meetings, appoint committees, represent and be the spokesman for the Chapter, carry out the majority wishes of the membership, oversee the responsibilities of all other officers and chairmen, and perform duties customarily pertaining to the office.
2. **VICE CHAIRPERSON** shall assist the Chapter Chairperson and presides in the CHAIRPERSON'S absence. The VICE CHAIRPERSON SHALL SERVE as the Chair of at least one committee.
3. **SECRETARY** shall keep the minutes of all meetings and perform duties customarily pertaining to the office. She shall keep and bring to meetings the meeting sign-in book.
4. **TREASURER** shall be the custodian of all funds, deposit funds in accounts in the name of the Chapter, maintain records according to the fiscally accepted practices suitable for an audit and perform duties customarily pertaining to the office. Note: The audit shall be a financial review of all fiscal records to be conducted by three members of the Chapter or community appointed by the Chapter Chairperson.

- B. **Elections** shall be held in the Spring prior to June 1 every other year in odd-numbered years. Ballots may be mailed, or otherwise delivered to members, at least 30 days in advance. Electronic voting may be used or, if only one person is nominated for each position, elections may be by voice vote at a meeting where the slate is presented. Electronic voting procedures shall be in accordance with the rules set forth by The International Organization Nine-Nines, Inc.®

- C. The Nominating Committee shall be responsible for submitting a slate of candidates. The Nominating Committee shall consist of three members, generally the current Chairperson and two past Chairpersons. The Nominating Committee shall be appointed by the Chapter Chairperson and approved by majority vote at a regular Chapter meeting held at least three months prior to the election. The Nominating Committee shall elect its chairperson.

The Nominating Committee shall report at a meeting held in the spring of the election year. Additional nominations from the floor shall be held.

3. Officers shall be elected by majority vote.
4. Qualifications: Officers and Nominating Committee members shall be members in good standing of The Nine-Nines, Inc.®, for at least 12 months, and members of the Chapter, for at least 6 months, at the time of submitting their declaration to seek office and shall serve no more than two consecutive terms in the same position. Candidates for the

Chapter Chairperson shall be a member of The Florida Goldcoast Chapter of The 99s, Inc. for at least 12 months at the time of installation in office.

5. The newly elected officers shall assume office on June 1st and shall hold office for two years or until their successors are elected.
6. Vacancies shall be filled for the unexpired term by appointment of the Chapter Chairperson with approval of the Board of Directors, except the office of Chapter Chairperson to which the Vice Chairperson shall succeed. Unexcused absences, non-performance of duties, or inability to serve shall be considered a vacancy by a vote of the Board of Directors.
7. An officer of the Chapter may resign her office by submitting a letter of resignation to the Chairperson.

## **ARTICLE VI BOARD OF DIRECTORS**

1. The Board of Directors shall consist of the elected officers, Chapter Chairperson, Vice Chairperson, Secretary, and Treasurer. The Immediate past Chairperson and Permanent Trustee of the Scholarship Committee shall also serve on the Board of Directors. Additionally, the Chapter Chairperson may appoint two members who may be Committee Chairs. The Board of Directors shall govern the Chapter between meetings, have duties and powers designated to it in these Bylaws, Certificate of Incorporation and by the parliamentary authority, and carry out the collective wishes of the membership.
2. Board Meetings shall be at least one meeting a year with a minimum of 10 days' notice. The board may meet electronically, and they may transact business by electronic or postal mail to be ratified at the next meeting. Board meetings shall be open to chapter members; however, only the Board of Directors may vote at the Board of Directors' Meetings.
3. Meetings of the Board of Directors shall be called at the discretion of the Chapter Chairperson or upon request of a majority of the Board members. They may also include committee members and other interested parties. Only Board members may vote at the Board of Directors' meeting.
4. Special Board Meetings shall be at the call of the Chapter Chairperson or two Board members with a minimum of 5 days' notice.
5. A quorum shall consist of a majority of the Board members.

## **ARTICLE VII MEETINGS**

Section 1. The Chapter Chairperson shall designate specific Chapter meeting times and places, based on Chapter needs and suggestions by Chapter members.

Section 2. Business to be conducted at Chapter meetings may include election of officers, reports of officers and committees, discussion of community outreach projects, and any other business that may arise.

Section 3. Special meetings may be called by the Chapter Chairperson or by 10% of the members with at least 10 days' notice to the members. In the call for a special meeting, the exact purpose of the meeting shall be stated, and no other business shall be transacted at that meeting.

Section 4. Regular meetings are open to guests, except they may be asked to leave the meeting if sensitive information is to be discussed. To participate at a Board of Directors' Meeting, the person must be recognized by the Chairperson or called upon at the end of the meeting. Issues discussed must appear on the agenda except for those at the end of the meeting. Board meetings may be limited to Board of Directors only for the discussion of sensitive financial or confidential issues.

## **ARTICLE VIII RIGHTS AND REPRESENTATIVES**

Section 1. Each Active Member, as defined in the International Bylaws may, at any International, Section, or Chapter meeting, participate in any discussion, vote on any issue presented to the membership, and cast one vote for each elective position. Members may attend meetings and vote in person or virtually, if technology is available.

Section 2. Delegates must be members as set forth in Article IV of this document.

Section 3. Delegate attendance shall be in accordance with the organization's procedures as set forth in the Standing Rules.

Section 4. Each Active Member shall be entitled to one vote by voice, electronically, or in writing for the election of each of the Chapter's elective positions.

Section 5. Members shall have access to Chapter records for the purpose of reviewing them upon written request made to the Chapter Chairperson, with reasonable notice and at a time mutually agreed upon between the custodian of said records and the member making the request. Some sensitive information may be redacted from the Board of Director minutes.

## **ARTICLE IX QUORUM**

The higher number of five percent (5%) or (seven) 7 of the Chapter members in good standing shall constitute a quorum for the transaction of business for each specific meeting.

## **ARTICLE X COMMITTEES**

Committees shall be appointed to plan and coordinate specific Chapter activities. The Chapter Chairperson, with approval of the Board of Directors, shall appoint the Committee Chair(s). The Chapter Chairperson shall serve as an ex-officio member of all committees. Special Committees may be appointed as necessary. Committee Chairs shall make regular reports.

## **ARTICLE XI AMENDMENTS**

Section 1. These bylaws may be amended at any Chapter meeting, provided the amendment shall have been submitted to all Chapter members at least 30 days prior that meeting.

Section 2. In order for an amendment to become effective, there must be a two-thirds vote of all members present at the meeting and a quorum of 5% or at least 7 chapter members present.

Section 3. The Secretary shall officially notify each member of the final action taken on each proposed amendment at the next meeting.

## **ARTICLE XII RULES AND PARLIAMENTARY AUTHORITY**

Section 1. The Standing Rules and the Standard Operating Procedures of each Chapter Committee shall direct the specific duties of all appointees.

Section 2. The most recent edition of Robert's Rules of Order, Newly Released shall govern the conduct of all meetings of the membership, in all cases where it is applicable, and in which it is consistent with these Bylaws the Standing Rules and any Special Rules the Chapter may adopt.

Section 3. If any conflict arises with Chapter Articles or Bylaws, International Articles and Bylaws shall govern.

### **ARTICLE XIII INDEMNIFICATION**

No part of the net earnings shall inure to the benefit of any private individual or officer. The private property of the members or officers shall not be subject to corporate debt.

### **ARTICLE XIV DISSOLUTION**

In the event of the dissolution of the Florida Goldcoast Chapter of The 99s, Inc., the International Bylaws shall govern provided the funds remaining after payment of its obligations shall be distributed in accordance with the International Bylaws and these Bylaws and provisions in Section 501(c)(3) of the current Internal Revenue Service Code.

**Bylaws adopted on: June 1, 2025**

Note: By the adoption of this Bylaw revision, ALL previous Bylaws of the Florida Goldcoast Chapter of The 99s, Inc. are hereby rescinded and are no longer in effect.

Myra Bugbee, Bylaws Chairperson or Emi Kennedy Secretary certifies the above as being a true and correct copy of the Bylaws duly Revised on June 1, 2025.

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Heather Grimes Chapter Chairperson Florida Goldcoast Chapter of The 99s, Inc.

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Emi Kennedy Secretary, Florida Goldcoast Chapter of The 99s, Inc.



## **FLORIDA GOLDCOAST CHAPTER OF THE 99S, INC. STANDING RULES**

- A. **CHAPTER CHAIRPERSON** shall preside at Chapter and Board of Directors' Meetings, initiate the chapter calendar, oversee all other officers and chairwomen in the performance of their duties, communicate with International headquarters and committee chairpersons, submit officer names by June 1 to headquarters for the Membership Directory, submit a chapter report to the Florida Southeast Section at each Section Meeting, represent the Florida Goldcoast Chapter at all times or may appoint her representative. The Chapter Chairperson or any Active Chapter member, appointed by the Chairperson, may serve as a voting delegate to the International Conference. The Chapter Chairperson, or delegate, shall be custodian of photos, equipment, memorabilia, etc. She shall also keep inventory, location, and maintain care of Chapter banners, property, and other equipment.
- B. **VICE CHAIRPERSON** shall assist the Chapter Chairperson and serve as Chairperson of at least one or more committees.
- C. **SECRETARY** shall keep the minutes of meetings, distribute minutes to members, update officer and committee lists, bylaws, and standing rules in a timely manner and keep and bring the attendance book to all meetings.
- D. **TREASURER** shall in addition to the description in Bylaws, ensure that the Operating Fund Account has properly executed signature authorization bearing names of at least the Treasurer and Chairperson, or as directed by the Board of Directors. Treasurer shall make sales tax exemption certificates available upon request, provide a report at each meeting with an itemized list of all chapter income/expenses, file required forms and chair the Finance Committee.
- E. **DIRECTORS, TRUSTEES, and COMMITTEE CHAIRS** shall assist the Chapter Chairperson and Board of Directors as needed.
- F. **DELEGATES** of the Chapter shall be any member who attends the International and Section business meetings, casts votes on behalf of the Florida Goldcoast Chapter and makes a report to the chapter upon return.
- G. **COMMITTEE CHAIRPEOPLE** shall carry out and make regular reports about their assignments. They shall coordinate with members who volunteer to help with committee activities.

**H. COMMITTEES** that support the goals of the Chapter shall consist of the following. Additional committees may be named, as needed.

1. **AUDIT** Committee of three members shall perform and report an audit. The Chapter audit shall include financial reports, profit and loss statements, bank and securities statements, income tax returns and all other documents that reflect the financial condition of the Chapter.
2. **AVIATION ACTIVITIES CHAIRPERSON** shall sponsor such events and activities as Spot Landing Contests, Virtual Runs, Poker Runs, Fly-ins, Etc., voted on by the membership.
3. **AVIATION EDUCATION CHAIRPERSON** shall assist the Chapter Chairperson in arranging speakers for educational events/seminars at meetings or make presentations herself, about topics relevant to The 99s, career opportunities, and aviation in general. The Chairperson, or designee, shall mentor student pilots and prospective members to encourage attaining a pilot license and additional ratings. The Aviation Education Chairperson will also assist the Chapter Chairperson in community outreach activities.
4. **EXHIBITS & EVENTS CHAIRPERSON** shall maintain the exhibits and coordinate events with other associations, including such events as the Let's Fly Now! First Flight Program, Girl Scout Aviation Education Day, and the Scholarship Brunch.
5. **FINANCE** committee consists of the Treasurer and two members who shall prepare the budget (if deemed necessary). It may propose to the Board of Directors that excess funds should be invested in Money Market Accounts, Certificates of Deposit, other secure investment vehicles or transfer funds to the scholarship account. Such investments shall be handled by the Treasurer as directed by the Board of Directors.
6. **MEMBERSHIP CHAIRPERSON** shall issue membership applications to women pilots, contact prospective student and licensed pilots and promote membership drives. She shall provide Bylaws to members. She shall contact new chapter members and provide a welcome message, brochures, etc. to new members. She and her committee members shall reach out to members to encourage attendance at meetings and other activities.

7. **NOMINATING COMMITTEE** shall seek candidates and present a slate of candidates for each position at least 3 months prior to the election. The Nominating Committee Chair shall prepare a ballot for each member containing all candidates with a write-in space for each open position. Ballots may be presented at a meeting, sent electronically, or by mail. If the ballot is sent by mail, it must be accompanied by an official envelope marked return to the Teller sometime prior to June 1 in consideration of deadlines to submit results of elections to the Membership Directory. A voice vote at a general meeting is acceptable if only one person is nominated per office.
8. Media **EDITOR** shall notify members of meetings. Shall compile articles and report to the Ninety-Nines News Editor and prepare and send announcements of events to media and other Associations.
9. **SCHOLARSHIP CHAIRPERSON** shall encourage and assist members to apply for scholarships and to submit applications to the Southeast Section in accordance with rules and deadlines specified by Chapter, Section, or International Scholarships, including the Amelia Earhart Scholarship. She shall collect scholarship applications (electronically or physically) and provide those applications to the other committee members.
10. **FRAN SARGENT SCHOLARSHIP TRUSTEES** Three (3) Florida Goldcoast Chapter members shall serve as trustees of the scholarship funds. One person shall serve as the Permanent Trustee, appointed by the Chapter Chairperson and approved by members at a meeting. The trustees shall oversee the management of the funds and the operation of the scholarship committee. A separate committee shall select the scholarship recipients.
11. **TELLERS** Chapter Chairperson shall appoint two tellers to count ballots. In the event that more than one person is nominated for each position and a mail-in ballot is needed, the Tellers shall receive ballots in official ballot envelopes or via electronic means, and then count and report the ballot counts to the Chapter Chairperson. The Chapter Chairperson shall announce the winners at the next meeting or before the next meeting at her discretion.

12. **SECTION MEETING HOST CHAIRPERSON** shall arrange the venue and coordinate the events for Southeast Section business meeting with the Governor. The Section meetings shall be hosted by rotation of chapters within Southeast Section. Registration fees shall cover meals, printing, and educational sessions or tours. Registration fees shall be moderate to encourage attendance.

The Section may pay registration for the Southeast Section Governor and one International representative. The chapter may request Southeast Section funds to initiate planning. The Host Chairperson shall submit a financial report to the Chapter and to the Southeast Section Treasurer.

13. **WAYS AND MEANS COMMITTEE** shall provide ideas and carry out fundraising activities to build the operating account and scholarship account.

## **I. EXPENDITURES**

No member may authorize expenditures or otherwise incur financial obligations in the name of the Florida Goldcoast Chapter of The 99s, Inc. except as expressly provided for in these Standing Rules or other regulations duly promulgated by the chapter membership.

### **1. OPERATING FUND**

The Treasurer is authorized to expend funds in payment for all normal fixed costs of the Chapter (i.e., taxes, fees, SunBiz renewal, etc.). In addition, the Treasurer is also authorized to expend operating costs not in excess of (\$50.00) fifty dollars.

All other expenditures from the Operating fund require approvals as follows:

	Approval Authority	Type of approval
Up to and including \$50.00	Treasurer or Chairman	Written/by email
Between \$50.01 and \$150.00	Treasurer and Chapter Chairman or Vice Chairman	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.

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; inappropriate sales tax will not be reimbursed. The expense report has to be submitted within 60 days of the day the expense was incurred. Failure to comply with the rules can result in the rejection of an expense claim.

## **2. Fran Sargent Scholarship Fund & Scholarship Fund**

Any expenditure from the Scholarship Fund requires written or email approval by one of the scholarship trustees. Approval of expenditures is required before the expenses are incurred. Expenditures will be reimbursed only after a written expense report is submitted to the Scholarship Trustee with all original receipts for the full amount of the expense report.

Myra Bugbee, Standing Rules Chairman certifies the above as being a true and correct copy of the Standing Rules as revised **June 1, 2025**

\_\_\_\_\_, Chairperson, FL Goldcoast Chapter  
Heather Grimes

\_\_\_\_\_, Secretary, FL Goldcoast Chapter  
Emi Kennedy