

South Central Section Ninety-Nines
Chapter Chair TRANSITION Checklist 05/01/2021

Topic Reviewed	Completed Y or N	Date Completed	Notes
Activities (Flying - Online) (Folder 1)			
Chapter Bylaws- Examples (Folder 2)			
1. Chapter Bylaws	1.		
2. Chapter Standing Rules	2.		
3. SOPs	3.		
Chapter Chair Transition Checklist (Folder 3)			
Chapter Officer			
Description-Installation Example (Folder 4)			
Chapter Committees			
Chapter Expenditures-Chapter			
Dues			
Fundraisers			
Leadership Manual (Folder 5)			
Inclusive Leadership			
Legal Forms (Folder 6)			
Lets Fly Now -First Flight Program Forms (Folder 7)			
Logo's -SCS & 99 (Folder 8)			
Member Info forms (Folder 9)			
Public Relation Forms (Folder 10)			
Roberts Rules_ Parliamentary Procedures & Motions	1.		
Agenda	2.		
Meeting Minutes (Folder 11 and in Leadership Manual)	3.		
1. Section Bylaws	1.		
2. SOPs	2.		
3. StandingRules (Folder 12)	3.		
Section Meeting SOP – Supporting Documents			

(Folders 13)

Website 99s-Member Area
