

OPERATIONS MANUAL

This manual remains the property of the International Society of Women Airline Pilots. Revisions, corrections or questions should be directed to the Secretary at: secretary@isa21.org

(The terms “International Society of Women Airline Pilots” and “ISA+21” may be used interchangeably and have the same meaning.)

BOARD OF DIRECTORS (Term Expiry Date)

Tara Traynor (2025)
Ulrike Fay (2025)
McKenzie Emerenciana (2024)
Kyoko Kimura (2024)
Kara Hatzai (2024)
Chrissy Beattie (2025)
Erin Jackson (2025)
Natasha Shcheglova (2024)
Maggie Eickhoff (2024)

OFFICERS

President	Tara Traynor
Vice President	Ulrike Fay
Secretary	McKenzie Emerenciana
Treasurer	Kyoko Kimura

COORDINATOR POSITIONS

Communications/Newsletter	Erin Jackson
Scholarship	Natasha Shcheglova
Membership	Chrissy Beattie
Education and Outreach	Kara Hatzai
Events	Maggie Eickhoff
Webmaster	Christine Albertson
Captains Club	Katherine Wallace
WAI	Kara Hatzai
Social Media	Erin Jackson
WhatsApp	Maria Haddad
IFALPA Ambassador	Tara Traynor
Archives	<i>Position Available</i>
Operations Manual	McKenzie Emerenciana

ISA+21 Mission Statement:

The International Society of Women Airline Pilots is the global voice to inspire, support and advocate for female airline pilots.

ISA+21 Non-Discrimination Policy:

It is the policy of ISA+21 to engage with its members, and members of the public, without regard to a person's race, color, religion, gender, gender expression, national origin (ancestry), disability, age, ancestry, marital status, sexual orientation or military status.

If a member believes that they, or any other member, have been discriminated against, they are encouraged to report their concern to the ISA+21 President.

ISA+21 Software Piracy Policy:

ISA+21 will utilize all commercially purchased software in accordance with its individual licensing agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for the backup and archival purposes, is a violation of the law.

ISA+21 Organizational Structure

ISA+21 is a Non-Profit organization and public charity under IRS Code 501(c)3 in the state of Nevada, U.S.A.

Corporate Articles and Bylaws are on file, on the website, or may be requested from the ISA+21 Secretary.

Authority is vested with the Board of Directors according to the Articles and Bylaws of this corporation. The President, Vice- President, Treasurer, and Secretary are the Officers of the Corporation.

Directors are involved in all pertinent issues and are the contact representative for their respective portfolio.

Coordinators oversee special committees (as approved by the board) and retain certain, dedicated website administration rights. They are directed by, and shall report any activities to the board.

ISA+21 Election Terms & Policies

Elections and Appointments

Directors are voted into office by the active members of the organization. Officers are elected annually by the Board of Directors. Coordinator and Administrator positions are appointed by the Board of Directors.

Length of terms

Director positions have a two-year term. Officer positions serve sequential 1-year terms. Coordinator positions are served according to appointment by the Board of Directors, renewable by re-appointment.

Relinquishment of Office

Should an Officer, Director, Administrator, or Coordinator relinquish her elected office before the end of her term, the Board will convene as soon as practicable to make resolution for the replacement of the office vacated.

Transition of Office

Each outgoing Officer should contact her replacement to coordinate the transfer of files and materials. A time should be scheduled for any training and to discuss the details of the position. Each Officer, Director, Administrator, and Coordinator agrees to mentor their replacement as needed, for up to six months, to fulfil the obligations of their office, and to aid in a smooth transition of duties.

Elections

The Secretary is responsible for the conduct of elections.

Directors (Coordinator Positions)

Every attempt is made to keep Directors in the Officer or Coordinator position of their choice. When an Office or Coordinator position becomes vacant, first right of refusal goes to the remaining Directors, prior to being opened up to the general membership. The Board of Directors maintains the right to accept or reject any volunteer for a Coordinator position.

Because of the nature of the organization, the following Officer or Coordinator position must be held by a Director:

All Officer positions: President, Vice President, Secretary, Treasurer
Communications
Scholarship
Membership
Events/Conference
Education and Outreach

Board Member Code of Conduct:

- 1) Board meetings are necessary for the operation of the organization. Please make every effort to attend. If you are unable to attend in person, please be available by other electronic means.
- 2) Board communications (paper or electronic) should be copied only to other Board members.
- 3) The minutes of all formal Board of Directors meetings will be available to the membership. All private communications of the Board are to be maintained in strict confidence. No parties outside the Board shall be included unless specifically approved by majority Board vote.
- 4) Five (5) Directors are required at any official Board meeting to quorate. Any Director may give their proxy for any vote to another Director for a meeting.
- 5) A Director can make a motion to the Board. Such motion must be seconded prior to proceeding to Board vote. The Board is obliged to give fair hearing to the merits of the motion before voting. The President (or delegate) shall administer any vote.
- 6) ISA+21 forms and standard letters will be controlled by the Secretary.
- 7) Contracts must be approved by the Board. The Secretary is responsible for holding copies of all signed contracts. Contracts requiring a net spend in excess of USD\$2,000 shall be subject to independent legal review prior to signing, unless specifically waived by the President.
- 8) Board approval must be sought for any expenditures other than agreed sundry items.
- 9) The Treasurer will reimburse ISA+21 Directors' expenses after submission of an ISA+21 expense report form and original receipts.
- 10) Directors may be reimbursed to the limit of:
 - 75% of the industry rate (or advance purchase economy) fare for travel to and from their home location to the ISA+21 Board meeting place, and
 - Accommodation and meal costs in line with the current published Federal Government schedule