



Pilot International District Manual

Revised September 2022

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I. GETTING STARTED

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Getting Started

This manual is primarily a guide for you and your leadership team. Familiarize yourself with the sections and how information is divided.

Consider the following suggestions:

- ✓ Put the manual into a 3-ring binder so you can remove and copy pages more easily. First, review the material in “Getting Started” and “Appointments and Guidelines.”
- ✓ Read carefully the material relevant to appointments before making your selections. Make sure you and your appointees understand what you are asking of them. Let them know you are behind them.
- ✓ **Copy and distribute pages of this manual** that are relevant to their responsibilities to ALL members of the leadership team. Remember, your officers and appointees will not be receiving this FROM anyone but YOU.
- ✓ Be ready to handle mail for the district quickly by preparing three file folders –
 - Requires Action
 - To Be Distributed
 - File
- ✓ A listing of Pilot clubs with contact information should be provided to Pilot Headquarters to be posted on the PI website.

Accomplish Common Goals in your District Meetings By:

- ✓ **Planning meetings that address the challenges clubs face.**
Involve the entire District Team in planning district meetings.
Be innovative and creative!
- ✓ **Combining efforts and making good use of time** when you are with club leaders. Be aware that your time is limited and come to meetings prepared!

- ✓ **Showcasing successful clubs** that provide: quality leadership training, outstanding program meetings, flexibility in their club operations, varied projects and successful focus projects, etc.
- ✓ **Encouraging Membership Team attendance at the Membership Workshops at the international convention.**
- ✓ **Showcasing club leaders and individuals** successful in retaining members and recruiting members.
- ✓ **Demonstrating how Pilots mentoring Anchors and Compass members** can mean greater visibility.
- ✓ **Encouraging clubs to use Pilot resources.**

The Pilot Log	Pilot Club Manual
Founders Fund	New Members
Anchor/Compass Club Members	Anchor Advisors & Parents
Senior Members	Fund Raising Affiliates
Public Relations Contacts	District Officers
International Officers	Pilot Headquarters

PI Website: www.pilotinternational.org

- ✓ **Helping Pilots, Anchors, their leaders and Compass members gain a greater understanding of the Founders Fund.** Your PIFF Representative and the Anchor Compass Coordinator could show sponsoring Pilot Clubs and Anchors/Compass members how to apply for a grant. Have them present a joint project idea.

THE GOVERNOR'S BULLETIN

MONTH/YEAR

VOLUME #, ISSUE #

PURPOSE

The Governor's Bulletin is an important communication tool of the organization! It not only provides the members in the district with up-to-date information, it also serves as an excellent source of ideas. Districts are required to publish a minimum of ten (10) Governor's Bulletins; however, monthly issues are encouraged and preferred. District Governors may appoint an editor to oversee the publication of the Governor's Bulletin.

DISTRIBUTION

Send a copy of each bulletin to Pilot Clubs in the district, district officers, district appointees, Past District Governors, members of the Executive Committee of Pilot International, Past International Presidents and other District Governors. Governors may choose to provide a copy of the Governor's Bulletin to International Members in the district. Copies of the bulletins should be emailed.

DISTRICT POLICIES AND PROCEDURES MANUAL

Districts should compile a Policies and Procedures Manual tailored to meet the needs of their individual district. A quick look at the Policies and Procedures Manual would provide information needed as opposed to searching through previous minutes and budgets.

Suggestions for Beginning:

- ✓ Tap DAC/DEC member(s) who write and do research well.
- ✓ Identify items, which should be covered in the manuals. For example:
 - District Convention registration fees paid from the district budget
 - How remaining funds after Fall Council may be used
 - Criteria for special district awards such as the outstanding newsletter, etc.
 - Special responsibilities assigned to district officers with instructions. (For example: growth, Anchor, leadership, development, etc.)
- ✓ Use previous minutes and budgets to list procedures and policies to be covered.

The next two pages contain examples of policies and procedures you may consider incorporating. To keep the manual current, one officer, perhaps the Governor Elect should make notes throughout the year and update the manual. Each member of the incoming DAC/DEC should receive a copy of the current manual.

Suggested Procedure for the District's Policies and Procedures Manual

- 1) Procedure for Assisting an Anchor/Compass Club When their Sponsoring Pilot Club Disbands

Sponsoring Pilot Clubs should notify the District Governor as soon as possible, if they are thinking of disbanding.

A. Before the Pilot Club Disbands:

- 1) The Incoming District Governor appoints a liaison to the club to provide training and continuity to the Anchor/Compass program. The Governor and liaison should keep each other informed and work closely together.
- 2) District Anchor Coordinators and Compass Club leaders are encouraged to attend international convention. The District Anchor Coordinator could also help Pilot clubs chaperone the Anchors attending.
- 3) If there is any indication of disbanding, the DAC/DEC should assist the officers of the disbanding Pilot club to find another Pilot club or individual sponsor in the area to assume sponsorship, if possible.
- 4) In the event the DAC/DEC cannot locate another Pilot club or individual sponsor in the area to assume sponsorship of the existing Anchor/Compass Club, the DAC/DEC should assume the sponsorship in the interim. While it is desirable to secure a sponsor geographically close to the Anchor club, it is not a requirement.

B. After the Pilot Club Disbands:

- A. The disbanding Pilot club leaders, the assigned Executive Committee Representative, the Governor and the liaison work together to find the best possible sponsor for THEIR Club.

POLICY REGARDING DISTRICT RECORDS

The following records are permanent and should be kept:

1. Minutes of District Conventions, including the Audit Report and record of votes cast
2. Minutes of Fall Council, if business is conducted Minutes of District Administrative Council Meetings
3. District Files (History), District Standing Rules (Updates), and all legal documents
4. District Treasurer's files should be kept for seven (7) years. This includes bank statements, district/club treasurer's report, and any tax returns (990, 990N and 990EZ) etc.
5. District Convention files, Official Visit Reports, and District files (correspondence) should be kept for five (5) years.
6. The Notification of Change in Membership Information Forms (filed by the Club Secretary) should be kept for two (2) years. Use the database as notification of change in membership.

Any other records may be discarded at the discretion of the District Administrative Council.

Records and materials of officers shall be delivered to their successor immediately following the close of their term of office unless otherwise specified in the PI Bylaws.

DISTRICT STANDING RULES

The District Administrative Council will review the District Standing Rules to determine whether they conform to the current PI Bylaws and policies. The District Standing Rules may be amended at any meeting by majority vote of eligible voters. (PI Bylaws, Article XXIII, Section 2).

Each year, prior to the district convention, the standing rules for the district are to be checked by the ECR. A copy of the standing rules, and any amendments thereto, will be sent to the district officers and to each club in the district. Districts incorporate standing rules changes into the district convention minutes each year.

OFFICIAL CORRESPONDENCE

Official correspondence is defined as legal and financial correspondence relative to the operation of the district and its clubs. On official correspondence, include a Pilot's title, the club name and address. The address of the sender should also be included. Reference to "sample" letter means only one copy with recipients noted i.e., "Similar letter sent to all new members during the year."

In general, "Official Correspondence" should be sent to the following: Pilot Headquarters, Governor, Governor Elect, and to the District's assigned Executive Committee Representative. Exceptions to this policy are noted below.

LETTERS WRITTEN ON BEHALF OF ALL DISTRICT OFFICERS:

Send: Copies of letters to clubs and individual Pilots concerning outstanding/unusual awards and recognition from non-Pilot sources to ECR and Pilot Headquarters.

Notification to Pilot Headquarters when there is a change in **Division or District Appointees and Club Presidents**. Staff will notify others needing information.

Do Not Send PI Headquarters copies of letters:

- ✓ welcoming new members;
- ✓ welcoming/congratulating NEW Pilot Clubs (upon chartering);
- ✓ congratulating clubs/individuals for special achievement.

OFFICIAL CLUB VISIT CORRESPONDENCE:

The Governor:

- Sends ECR and Governor a copy of Official Club Visit Report as visits are made.
- Reimbursement form with the Official Club Visit Report to PIHQ

GOVERNOR ELECT IN MAKING DISTRICT APPOINTMENTS:

Should Send:

- List of ALL members of the District Team to Pilot Headquarters with a copy to the DAC/DEC no later than December 1st.
- Letter and instructions to all appointees.

PILOT, ANCHOR, AND COMPASS RELATIONSHIP

The Responsibilities of the Sponsoring Pilot Club:

1. Maintain a spirit of friendship between Pilot and Anchor/Compass members to ensure that they understand their relationship with their sponsoring organization.
2. Have open communications, regular contact and joint activities involving Anchor/Compass members.
3. Invite Anchor/Compass club members to attend Pilot meetings during the year (including the Official Visit meeting). Encourage Pilot members to attend Anchor/Compass club meetings.
4. Pilots need to be able to offer counsel, if asked. They should not, however, monopolize the Anchor/Compass meeting or usurp the authority of the advisor.
5. Honor graduate members with a special activity before their graduation. Purchase ~~an~~ Anchor cords for graduating Anchors.

Pilot Club Anchor/Compass Division:

Chartering an Anchor/Compass club does not terminate the sponsoring Pilot club's responsibility. The Anchor/Compass club, for the most part, handles all the details of its business. However, it should not be left without guidance.

Pilot Club Anchor/Compass Coordinator: An appointed Pilot Club member who maintains contact with the sponsored Anchor/Compass Club and its faculty advisor.

Pilot Club Anchor Coordinator Duties:

1. Be familiar with the Anchor Club Handbook.
2. Be familiar with the Anchor Medical Release Form, available on the Anchor website. Work with the Anchor Club Advisor in obtaining a copy signed by the Anchor's parent(s) or legal guardian as needed for participation in Anchor club activities.
3. Promote and encourage joint Pilot/Anchor service projects and events.
4. Encourage Anchors to participate in the Anchor Awards and Scholarship programs.
5. Conduct Anchor club officer(s) and member training.
6. Be ready to assist in planning Anchor program meetings on topics such as Brain Safety & Health, Supporting Those Who Care for Others, parliamentary procedure; safety issues; career opportunities; leadership development; etc.
7. Assist the club advisor and club officers in planning and preparing the club's activities and calendar of events.
8. Maintain contact with the club advisor to ensure international Anchor dues are paid **on or before November 1** and district dues, if applicable. Send the required forms to Headquarters along with the Anchor club's international dues and applicable insurance costs.
9. Send letters of appreciation to the Anchor club, advisor, members, graduating seniors, etc.
10. Encourage and assist Anchor and Pilot attendance at district and international meetings and conventions.

Pilot Club Compass Coordinator Duties

The Pilot International Compass Coordinator is appointed by the Pilot International President. The Coordinator is selected based on the following criteria:

- Experienced with and understands the Compass program
- Communicates effectively with Compass leadership at the district and club levels
- Possesses leadership skills at the club and district levels

Responsibilities of the PI Compass Coordinator:

- Responsible for growth and expansion in the organization as directly relates to annual goals submitted by the appointed coordinator to the PI President and Executive Committee
- Reviews written material(s) pertaining to the Compass program for accuracy and updates
 - Understands the Compass Club Manual, including Bylaws and Policies
 - Maintains contact with District Compass Coordinators; assists as needed and communicates regularly with the staff PI Compass Specialist
- Keeps communication open between Compass members, Pilots and sponsors
- Promotes conference calls with Compass members/officers
- Provides District Compass news/information/pictures to headquarters for distribution of a Compass Newsletter (at least 3 during the year)

- Promotes attendance at District Conventions and annual Pilot Convention
- Contacts clubs that are delinquent in remitting their international and district dues.
- Identifies clubs that may need assistance and provides support and encouragement
- Suggests new pieces to be added to Compass resources to enhance and grow the program
- Reviews marketing pieces

Additional duties:

- Serves as a member of Compass Committees such as the Compass Advisory Committee; participates in scheduled program conference calls
- Provides guidance to Compass members as needed and supports activities and fundraisers
- Promotes ideas for Compass awards
- Assists with planning and participates at the annual Pilot Convention
- Provides support with activities at the annual Pilot Convention; may lead a workshop or activity geared specifically for Compass members
- Promotes the Compass Club program to graduating seniors and Pilot Clubs
- Utilizes the Compass website as well as the Pilot website for current information and resources

Comprehensive General Liability Insurance

A copy of the current “Certificate of Insurance” for all Pilot clubs (including any Anchor activities your Pilot club sponsors) in the United States is maintained on the Pilot International website. Questions should be directed to Club Services at Pilot International Headquarters.

The policy covers the LEGAL LIABILITY of the Pilot club and any individual member(s) who may be named in a lawsuit. It does not replace an individual’s health and/or accident insurance plans.

A claim should not be filed unless the claimant(s) feel the Pilot club and/or its member(s) are at fault, and a suit for damages is being considered by a non-Pilot.

In such cases - clubs should NOT volunteer to cover anything. Contact Club Services at Pilot International Headquarters describing the incident and furnishing the names and addresses of ALL WITNESSES.

PI’s liability insurance DOES provide protection for the club and its members against possible lawsuits resulting from injuries and/or property damage connected with approved Pilot activities.

EXECUTIVE COMMITTEE REPRESENTATIVE

Following election of international officers, the incoming International President assigns an ECR to each district. Your ECR serves as the liaison between Pilot International and your district from time of appointment through the next international convention when a new ECR is

appointed. The specific responsibility of each ECR is to be of assistance to you and to the entire DAC/DEC.

Communicate on a regular basis about your district's progress, concerns and activities. Include your ECR on your mailing list for bulletins, upcoming District Conventions and information sent by the District. Club visit reports should be sent immediately following each visit; also send a copy to Headquarters. Your ECR should receive copies of all official correspondence.

ASSISTING THE ECR

Included in this section of the manual is a list of all materials which should be sent to your ECR no later than **three weeks prior to the District Convention**. If information is available prior to the required date, forward it to your ECR.

The **District Governor** is responsible for furnishing information to your ECR regarding meetings and presentations at the convention.

Your ECR is there to provide information and assistance to district leaders and convention committees. Your ECR will participate in convention activities, which benefit the District **such as** workshops, officer training, **Anchor leadership workshops**, new member orientation. A meeting should be scheduled with the ECR and District PIFF Representative. The ECR's report is presented at the first business meeting held on Saturday. *It is recommended that any other lengthy reports be scheduled during another business session.*

Send details regarding publicity events so your ECR can be prepared and effectively **promote your District and Pilot International**.

At the District Convention, your ECR will recognize the role the incoming Governor will soon play in Pilot International. The installation of the incoming Governor to the International Administrative Council will officially take place at the pre-convention International Administrative Council Meeting held at the PI Annual Convention and Leadership Conference.

Your ECR is required to notify Headquarters of the names of the officers elected at the district convention.

Pilot International pays for transportation to/from the District Convention. The District is responsible for the registration fee and hotel (if not complimented). The ECR is responsible for meals not covered in the registration fee.

CHECKLIST FOR GOVERNOR TO USE IN ASSISTING THE EXECUTIVE COMMITTEE REPRESENTATIVE

District Material Governor sends to ECR:

- Annual Treasurer's Report
- District Budget (Plus Convention Budget **line item** breakdown)
- Current District Standing Rules
- District Convention Statement of Income and Expenses
- DAC/DEC Minutes, as they occur
- Governor's Bulletins District Publications
- Quarterly Treasurer's Reports
- Your concerns for the clubs in your district

District Convention Material Governor sends to ECR (as soon as available):

- All promotional/information bulletins
- Schedule of Convention Meetings and Activities and preliminary convention program
- Convention Business Agenda Items, including proposed amendments to the District Standing Rules, the Proposed District Budget, etc.
- Governor's script for the convention business agenda
- Outline agenda for pre-convention DAC/DEC meeting
- Items ECR could assist with at district convention

District Nominating Committee:

Send the District Nominating Committee Chair the name and address of the Executive Committee Representative. Also, inform the Chair to send the ECR copies of all district nominations and bulletins issued by the Nominating Committee.

District Representative for the Founders Fund

Every other year, the Governor Elect appoints a representative to serve as district liaison for the Founders Fund. The appointed Pilot will serve for a minimum of two and a maximum of four years. It is important for the District Officers and the PIFF Representative to establish good communication and work together in order for the district to maximize the potential of this relationship. If for any reason the PIFF Representative cannot perform the duties of the position, the Governor will appoint a successor.

District PIFF Representative Appointee should:

1. Be an active Pilot member with three or more years of membership.
2. Be committed to Pilot at the club, district and international level in accordance with PI Bylaws.
3. Be knowledgeable and enthusiastic about Founders Fund activities and goals.
4. Be willing and able to devote the time necessary to Founders Fund training and duties.
5. Be able to attend district and Pilot international conventions.

Duties of PIFF District Representative are to:

1. Prepare a minimum of two-articles per year to all clubs through the use of the Governor's Bulletin.
2. Be familiar with writing grant proposals, completing scholarship applications in order assist clubs as requested.
3. Participate in regional and district workshops/fall councils and in district conventions and when at Pilot International Conventions, attend meetings and training for PIFF Representatives.
4. Encourage club presidents to reserve one program meeting annually to emphasize the Founders Fund and provide program materials or a presenter. September is Founders Month.
5. Assist the Founders Fund in collecting important information on club and district projects. Share club success stories for possible use in official publications.
6. Responsible for presenting Founders Fund awards at district conventions.
7. Lead the district in fundraising efforts for the Founders Fund at district conventions.
8. Support Founders Fund awareness and fundraising projects at International Convention and Leadership Conference.
9. Maintain accurate records and provide them to successor with all pertinent correspondence at the end of the appointment.

DISTRICT CALENDARS AND CHECKLISTS



DISTRICT MONTH AT A GLANCE – CHECKLIST

The Checklist includes items that should be included as reminders in the Governor's Bulletin.

July

- International dues to PIHQ by July 1.
- Division Activity Plans, Programs, Budget presented at business meeting for membership approval.
- Club Approved Action Plans, Programs, Budget sent to District Governor postmarked by August 15.
- Club visit dates announced to clubs. *Discussion between District (DAC/DEC) and Club President to determine club visit.*
- Outstanding club balances paid to PIHQ by Club Treasurer no later than July 1.
- Council of Leaders - PI International Annual Convention and Leadership Conference.
- District Treasurer delivers books to the Audit Committee by July 31.
- District Awards Jury - name and address of chair to receive award entries published in 1st Governor's Bulletin following international convention.
- PI Convention Business including Bylaw actions reported in 1st Governor's Bulletin following PI Annual Convention and Leadership Conference.

August

- Division Activity Plans, Programs and Budget sent to Governor and DCR by August 15.
- Club mailing via MemberClicks. It will include Bylaws and Founders Fund information.
- Select Pilot International Ambassador
- Remind clubs that September is Founders Fund month.

September

- Promote District Fall Council/Workshop through Governor's Bulletins and the District Team.
- Anchor Club Mailing - includes Anchor Awards program, Officers' and Treasurers' Forms and Dues Invoice sent to Anchor Club Advisor with a copy to the sponsor.
- Club Ambassador Contribution Form completed and sent to PIHQ by September 30.
- PI Founders Fund Program and PI Ambassador recognized.
- Note October Grant application deadlines.

October

- Membership Month - club will be furnished sample program for Share Pilot Meeting.
- Founders Day - October 18
- Anchor Club Treasurers' and Officers' Reports should reach PIHQ on or before November 1.
- Anchor Club - download Handbook from Anchor website.
- Sponsoring Pilot Club - download Anchor Handbook from Anchor website.
- District Fall Council/Workshop Report - given at business meeting.
- IRS Forms filed - US Clubs required to file; deadline November 15.
- Make A Difference Day – October See www.makeadifferenceday.

- District Anchor Coordinator issues Fall bulletin during early months of the Pilot club year to Anchor clubs with a copy to PIHQ, Anchor Specialist, PI Anchor Coordinator, and ECR.

November

- Anchor Club Officers' and Treasurers' Reports to PIHQ on or before November 1.
- District Nominating Committee appointed by November 1. Notify clubs of the names and addresses of the committee members.
- December 1 - Deadline for Governor Elect to notify PIHQ of District Team appointments; Governor Elect to submit locations of the Fall Council and District Convention.
- IRS Forms - deadline November 15.

December

- December 1 - Deadline for Governor Elect to notify PIHQ of District Team appointments; date and locations of the Fall Council and District Convention.
- Submit Club Success Story to PIHQ, Director of Communications.
- Encourage Pilot/Anchor Club to participate in Anchor Advisor of the Year Award.

January

- District Anchor Coordinator issues Winter bulletin to Anchor Clubs. Include information regarding District Awards Jury Chair and district deadline.
- Contributions postmarked no later than February 1 - Pacesetter, 250 Club and 250 Member recognition at District Convention.
- PIHQ, Anchor Specialist sends letter to Anchor Clubs with unpaid international dues, copy to sponsoring PC/DAC, Governor, District Anchor Coordinator, and ECR.

February

- Club contributions postmarked no later than February 1 for Pacesetter/250/Goal recognition at District Convention.
- Nominate candidates for PI offices at club business meeting. Submit letter of nomination written to nominee with copy to PIHQ.
- Outstanding Anchor Club entries to District Awards Jury. Deadline set by Pilot District Governor (no later than March 15).
- Encourage participation in Brain Awareness Week in March.

March

- Three weeks prior to District Convention, Governor Elect sends agendas for required meetings to the ECR.
- Nominating Committee Chair sends list of all District nominees to clubs and ECR.
- District Team motivates clubs to attend District Convention.
- Outstanding Anchor Club of the Year entries to District Awards Jury. Deadline set by Pilot District Governor (no later than March 15). Extremely important to notify each Anchor Club of deadline and name and address of Awards Jury Chair.
- District Anchor Coordinator issues one Spring bulletin to the Anchor Clubs, with copy to PIHQ Anchor Specialist, ~~and~~ PI Anchor Coordinator, and ECR.
- COED Anchor Clubs send Outstanding Anchor Club of the Year entries directly to PIHQ, Anchor Specialist.
- Clubs report membership figures to Governor for recognition at District Convention.
- BrainMinders Month and Brain Awareness Week.
- Nominations for PI Officers at club business meeting.

April

- Club Officers Form to PIHQ, postmarked no later than May 1; copy to District Governor
- Promote the PI Annual Convention and Leadership Conference.
- Clubs report membership figures to Governor for recognition at District Convention
- Nominate candidates for PI offices. Nominees must submit completed qualification form by the announced postmark deadline. Forms will be sent to nominee from PIHQ.
- Proposed Bylaw Amendments mailed to PI Secretary and Executive Director postmarked no later than the announced postmark deadline.
- April 15 - postmark deadline for District Awards Jury Chair to send District winning entry for Outstanding Anchor Club of the Year to PIHQ.
- Anchor Advisor of the Year - postmark deadline April 15.

May

- PIHQ sends a copy of nomination forms for international officers to the clubs and the International Administrative Council.
- PI Annual Convention and Leadership Conference registrations mailed to PIHQ.
- Clubs receive annual invoice for international dues - payable by July 1.

June

- Pilot Club Officers installed prior to July 1.
- Governor notifies Anchor Specialist at PIHQ of all information concerning Anchor representative(s) attending the Anchor Leadership Summit no later than June 1.
- Club international dues sent to PIHQ no later than July 1.
- Within 50 days following District Convention, approved Minutes distributed.

A blank Monthly Calendar page is provided on the following page for you to copy as needed to assist in the planning of your yearly activities.

MONTH OF _____

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APPOINTMENTS AND GUIDELINES

APPOINTMENTS & GUIDELINES

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Appointees and Their Responsibilities

Your leadership can only be as successful as the people you surround yourself with – and each member of your team must know their **responsibilities to ensure our** organization’s ultimate success. Let them know you support them and expect them to work as a team! Provide EACH a copy of the “Getting Started” section of this manual **and request that they read it for a clear** understanding of how important their responsibilities are to the team.

Review the appointments you will need to make with the suggested skills each will need for their role. Set your **goals** for the year, whether it is to promote growth in membership, Pilot spirit, service, and leadership development or all of it. Each team member should also receive the information listed to help the team assist the clubs in reaching their goals.

District Awards Jury – *Self-motivated & good communication skills.*

Resources: Awards from Anchor section of this manual, Outstanding Anchor Club of the Year Form and the Awards Jury Evaluation Form from the District Forms section; and information and forms regarding your District awards.

District Division Coordinators –

Membership Coordinator: *Successful in promoting growth in leadership and membership development.*

Resources: Project ideas on the PI website; the entire Membership section; Membership forms from the Club Forms section; the Club Building Plan; idea material developed from Project Surveys by the district leaders.

Projects Coordinator: *Successfully leads highly visible programs and focus projects. Can think outside the box when needed.*

Resources: Project ideas on the PI website and PI section; idea materials developed from your clubs’ Project surveys by the district leaders. The Club President and the District Governor and/or District Governor Elect should take the Project ideas section on the PI website and combine it with future years to begin/expand a resource file on disk for the club/district leadership.

Fundraising Coordinator: *Successful in leading fund raising projects..*

Resources: Project ideas from the PI website and idea material developed from your clubs’ Project Surveys by the district leaders. The Club President and the District Governor or District Governor Elect should take the Project ideas section on the PI website and combine it with future years to begin/expand a resource file on disk for the club/district leadership.

Leadership Coordinator: *Successful in developing leaders on every level.*

Resources: Membership section from the Club Manual provides valuable information from delegating to dealing with Virus members. PI Section and New Officers and Divisions thoroughly explains policies, responsibilities and protocol.

Anchor Coordinator: *Successful with Anchor program, good communicator and enjoys young people.*

Responsibilities:

- **Coordinates and shares information** concerning the Anchor program with officers, advisors and clubs throughout the district.
- **Promotes Compass membership** to graduating seniors.
- **Works with the District Governor:** (a) provides district information for the Governor's Bulletin; (b) develops a proposal for the Anchor Leadership Grant; (c) notifies PI headquarters regarding the District Anchor Representative attending the Leadership Summit.
- **Presides over the District Anchor program:** (a) meets on a regular basis with the District Anchor Officers; (b) assists the District Anchor Officers in planning and executing the District Anchor Convention; (c) compiles or assigns distribution of a District Anchor newsletter (3 per year); (d) promotes attendance at the District Anchor Convention and Anchor Leadership Summit; (e) contacts clubs that are delinquent in remitting both their international and district dues and employs the assistance of the Anchor club sponsor if needed; (f) identifies Anchor clubs that may need assistance due to a change in advisor, poor recruitment, etc. and provides support and encouragement; (g) possibly pair the struggling club with a strong club as a resource and example to avoid disbanding the club; (h) encourages and promotes sponsorship of new Anchor Clubs
- **Works with Pilot International staff and Pilot International Coordinator:** (a) communicates regularly with the PI Anchor Specialist and PI Anchor Coordinator; (b) maintains records of Anchor clubs, current advisors and contact information; provides all contact information to the PI Anchor Specialist by September 30th of the current school year; (c) provides District Anchor news/information/pictures to headquarters.

Compass Coordinator: *Good communicator and enjoys young people.*

Responsibilities:

- **Coordinates and shares information** concerning the Compass program with officers, and clubs throughout the district.
- **Promotes Pilot membership to exiting Compass members**

- **Works with the District Governor:** provides district information for the Governor's Bulletin
- **Presides over the District Compass program:**
 - (a) maintains contact with all Compass clubs in the district (b) promotes the Compass program, encouraging Pilot clubs in the district to sponsor new Compass clubs (c) promotes attendance at International Convention (d) contacts clubs that are delinquent in remitting both their international and district dues (e) identifies Compass clubs that may need assistance due to a change in leadership, poor recruitment, etc. and provides support and encouragement; (f) possibly pair the struggling club with a strong club as a resource and example to avoid disbanding the club.
- **Works with Pilot International staff and Pilot International Coordinator:**
 - (a) communicates regularly with the PI Compass Specialist and PI Compass Coordinator; (b) maintains records of Compass clubs, current officers and their contact information; provides all contact information to the PI Compass Specialist by September 30th of the current school year; (c) provides District Compass news/information/pictures to headquarters.

District Membership Team – *Successful in membership growth of club and retaining members or successful in organizing a new club.*

Resources: The Membership section; Membership forms from the Club Forms section; the Membership Development Guide. Also, provide insight from the DAC. Identify clubs you feel the Membership Team should contact as soon as possible and those you feel the Membership Team should showcase or put on a panel at an upcoming district meeting. Since membership is a major focus for Pilot, put a lot of time and planning into these appointments and the material you give to them.

District PIFF Representative – *Be Knowledgeable and supportive of the focus.*

Resources: The Founders Fund section of this manual; resources and forms available on the website; and material given during the PI convention.

Inspirational Leader – *Compassion and empathy for others.*

Resources: Inspirational leader from this section and the Information for Inspirational Leader Form from the District forms section.

District Parliamentarian – *Knowledgeable of Parliamentary Procedure and Pilot Bylaws.*

Resources: District Parliamentarian Guidelines from this section, Parliamentarian's Instructions for Voting at District Convention, Pilot International Bylaws, Robert's Rules of Order – New Revised, and the District Standing Rules.

COPY and make available all material listed above in this manual and provide other items listed to the team. Some items will be provided at PI convention or can be downloaded from the Pilot International website at www.pilotinternational.org.

Arrange a meeting between both incoming and outgoing District Teams. This is an excellent time to celebrate successes, brainstorm ideas and strategies, discuss concerns and work together on action steps that will help your clubs meet the challenges that face all clubs today! **MOST IMPORTANT** – Think outside the box!

IMPLEMENTING DISTRICT DIVISION STRATEGIES

What's Next?

Your District Division Coordinators can do much toward improving relations in the clubs, building membership, improving community relations and preventing “club death.”

To put your strategies into action, your District Division Coordinators need to commit to focus on working with the clubs in your District. **Each club should feel empowered to:**

- ✓ Gain and maintain membership
- ✓ Provide exciting, meaningful programs
- ✓ Give members leadership and self-improvement opportunities
- ✓ Offer “value” to their members, who, in turn, feel “valued”
- ✓ Feel creative when planning fundraisers for their club
- ✓ Feel a sense of accomplishment toward improving the quality of life in their community

Member Division Coordinator works with clubs to assist and advise regarding:

- ✓ Retention of members
- ✓ Recruitment and training members
- ✓ Organization of new clubs
- ✓ Public relations, visibility in the community

Fundraising Division Coordinator works with clubs to assist and advise regarding:

- ✓ Activities to generate funds to finance club goals
- ✓ Help clubs seek alliances and local partnerships
- ✓ Support PI efforts to enhance club grant and Pilot mission opportunities

Projects Division Coordinator works with clubs to assist and advise regarding:

- ✓ Community service activities (example: community improvements, safety programs, patriotism)
- ✓ Investigate community needs

Leadership Development Coordinator works with clubs to assist and advise regarding:

- ✓ Training programs for officers
- ✓ Leadership training programs for members
- ✓ Mentoring programs for potential district leaders

Anchor Division Coordinator works with clubs to assist and advise regarding:

- ✓ All Anchor activities
- ✓ Promote Student Pilot memberships for graduating seniors
- ✓ Educational and mentoring programs for Anchors

Compass Division Coordinator

- ✓ All Compass activities
- ✓ Promote the Compass program and chartering new clubs
- ✓ Educational, marketing and mentoring programs for the Compass clubs

DIVISION COORDINATORS should set a goal to know each club president in their district by name and to regularly correspond during the Pilot year.

DISTRICT OFFICERS' DIVISION RESPONSIBILITIES

All members of the District Administrative Council/District Executive Council should recommend Pilot members **with proven abilities** for leadership positions in district division activities. Work to identify outstanding club members for district.

GOVERNOR

1. Prepares and distributes a roster of Club Division Coordinators to District Division Coordinators and Governor Elect.
2. Ensures District Division Coordinators distribute periodic bulletins to clubs and furnishes information to be included in issues of the Governor's Bulletin.
3. Directs and supports the efforts of the District Team's district division activities.
4. Shares success stories/information through Governor's Bulletin.

GOVERNOR ELECT

Assess needs of clubs and work with Coordinators to ensure the success of the district division activities.

1. Appoints District Coordinators for each division prior to December 1.
2. Sends roster of District Team to Pilot Headquarters (deadline December 1) and sends a copy to each member of the district team. Set the standard for communication within the district team.
3. Sends date and location of the next year's Fall Council and District Convention to PI Headquarters no later than December 1.

4. Makes copies of all relevant materials from the District Manual and gives to appointees. See the “Appointees and their Tools” for specific information.
5. Attends planning meetings of the District Coordinators.
 - a. Works with Coordinators to assess needs of clubs.
 - b. Helps determine action steps for District Division Activities.
 - c. Identifies clubs with success stories.
 - d. Determines format to showcase club’s success stories. (Use large and small clubs.)
6. Makes copies of the approved plans and sends to the Governor-and the ECR.
7. Directs division activities at the District Convention.

DISTRICT DIVISION COORDINATORS

The District Coordinators are directly responsible to the Governor (Governor Elect prior to July 1) for the division’s activities. The incoming Division Coordinators are responsible for motivating clubs to be the best they can be! The **keys to success** are thoughtful planning, input from members, good preparation, working as a team, following up and reflecting. During each step, **needs of the clubs should be foremost in your mind.**

From Time of Appointment to July 1:

- First, determine the needs of the clubs in relation to each division area. Remember that clubs want new ideas – so look for and determine resource clubs as well as needs in the district. *[Planning and Preparation Keys]*
- At meetings, brainstorm as a TEAM – combine ideas, talents, experiences and energy of the team. Don’t be afraid to try NEW things. *[Teamwork Key]*
- Outline plans to showcase clubs that are successful in areas where many clubs need assistance. Remember to use CREATIVE FORMATS when showcasing successful clubs, give them as much time as possible to prepare and involve the club members. *[Planning and Teamwork Keys]*
- Send division activity plans to Governor Elect for review three (3) weeks prior to district convention. *[Planning and Preparation Keys]*
- Attend the meeting of division appointees at District Convention and other meetings as requested by the Governor Elect *[Teamwork Key]*
- Coordinate the division activities at District Convention. Use evaluation forms to determine if attendees like format – content – and free time is adequate for sharing ideas. *[Follow up and Reflecting Keys]*

- Prepare a Division Bulletin of District Convention Activities and send to clubs in May. Ask clubs to add your name to the club newsletter mailing list, offer assistance, and encourage them to share success stories. *[Follow up Key]*
- Attend PI Annual Convention & Leadership Conference. In August, send information and new ideas to clubs from PI Annual Convention & Leadership Conference in the Governor's Bulletin
- Continue to provide assistance to clubs through the Governor's Bulletins and showcase success stories. *[Teamwork Key]*
- Coordinate Fall workshops of district team as requested by the Governor. Use evaluation form to determine if attendees like format – content – and free time is adequate for sharing of ideas. **Send summary of workshop and results of attendee evaluation to Governor.** *[Teamwork and Reflecting Keys]*
- Attend meeting with incoming coordinators to ensure a smooth transition. Share experiences and ideas freely and encourage them to use you as a resource if needed. *[Teamwork and Reflecting Keys]*

DISTRICT MEMBERSHIP TEAM

The purpose of the District Membership Team is to assist Pilot Clubs:

- ✓ Increase the membership in existing clubs.
- ✓ Retain current members and reclaim former club members.
- ✓ Organize new clubs.

The District Membership Team is supervised by the District Governor and is comprised of:

- ✓ District Membership Coordinator – Director of the Team
- ✓ Dedicated and enthusiastic members who are interested in the future of Pilot – may be reappointed if successful and interested in serving another team.

Understanding Club Needs

The Membership Development Team should work closely with the District Administrative Council (DAC). Together they can determine the needs of the clubs and how to meet those needs with the resources of the district. Through these discussions the team should identify which clubs have leaders and members that are proactive. The Membership Team should work with the entire District team to showcase proactive clubs and develop mentoring programs within the district as soon as possible. **Make membership a priority!** Talk with your clubs and help them set and meet their goals.

Unavailable Pilot Clubs also known as Clubs “at risk”: These clubs avoid and ignore problems and this often leads to membership crisis and leaves members feeling overwhelmed. Members and club officers may feel isolated, and communication is minimal. Club members who fall into this category frequently focus on the negative side of things. A member of the District Membership Team may need to find a former or sitting District Officer to whom this club would be receptive. These clubs may need to make difficult choices. They may need assistance in understanding all their options for the future; they need new ideas and help in implementing them.

“Consider assigning a “proactive” or “available” Pilot Club as a mentor to an “at risk” club.

How To Divide Responsibilities

After the team member determines how it will address the needs of the clubs, it is time to divide the responsibility. Here are some ideas:

- Each Membership Team member can be assigned to a certain geographic area.
- The Membership Team can divide into two groups with one group working to organize new clubs and the other group working with existing clubs to increase and strengthen membership.
- The Membership Team responsibilities can be assigned according to the talents of team members – for instance.

INSPIRATIONAL LEADER

The Inspirational Leader is a member of the district team and is appointed by the Governor Elect when division appointments are made.

The Inspirational Leader submits a message to be included in the Governor’s Bulletin. ***Pilot International is a nonsectarian organization and all messages should be written with this principle in mind.***

The message should:

- Be motivating and uplifting.
- Express gratitude and encouragement to clubs and membership.
- Address a concern of the DAC for the district and the clubs.
Examples: unity, better communication, the need for a positive attitude, hope, love and the willingness to serve. All Pilots appreciate a message of Friendship and Service.
- Be placed near the “Get Well” and “Sympathy To” information.

The Inspirational Leader may plan, or assist in planning, the memorial/inspirational service at district convention (if one is held). All costs of this service should be a line item under District Convention in the District Budget. The Inspirational Leader may give the Invocation and/or the Benediction at the service. Special recognition should be given to a Past International President who is being memorialized; for example, include the date of death, year of presidency, club, city/state/ province/prefecture of residency.

A sample form for clubs to use to notify the Inspirational Leader of a death may be found in the Forms Section of this manual.

DISTRICT PARLIAMENTARIAN GUIDELINES

The District Parliamentarian is a member of the District Team and is appointed by the Governor Elect when division appointments are made. The District Governor and other district officers may call upon the District Parliamentarian when matters of parliamentary procedure and protocol are being considered.

The District Parliamentarian cannot be a member of the District Administrative Council and should take no part in the deliberations and decisions of that body. The Governor may appoint a District Administrative Council member to serve as parliamentarian during any meetings of the district officers.

The District Parliamentarian should . . .

- Be a member of a Pilot club within the district, be a member of the district and knowledgeable about parliamentary procedure;
- Have a current copy of the ***Pilot International Bylaws; Pilot International Policies, Roberts Rules of Order, Newly Revised; and the District Standing Rules.***
- Serve as directed by the District Governor at the district convention, and any district meeting where business is to be conducted (such as Fall Council). Assist the Governor as discreetly as possible.
- Review with the Governor and the Executive Committee Representative the Governor's personal district convention agenda prior to the Convention's opening. Fulfill any other assignments given by the Governor for the district convention, and/or at the district meetings.
- See "*Parliamentarian's Instructions for Voting at District Convention*" in the District Convention Manual for additional information.

Pilot International policy prohibits a nominee for district office from serving as District Parliamentarian. The appointee also cannot serve as a club delegate.

DISTRICT AWARDS JURY

The purpose of the Awards Program is to recognize outstanding Pilot and Anchor Clubs. As a member of the District Awards Jury, you need to be enthusiastic and promote the Awards Program. Your committee is made up of a cross-section of Pilots. Use the information and forms from this manual.

The District Awards Jury should:

- Use the current forms and judging criteria to judge entries. Call PI Headquarters with any questions regarding criteria.
- Promote awards program in the Governor's Bulletin.

- Showcase award winning club entries at district or regional meetings.
- Ensure a greater understanding of district and international awards competitions by the members of the district
- Assist in providing the opportunity for an Anchor in the district (incoming President of the Outstanding Anchor Club of the Year) to attend the Pilot International Convention & Leadership Conference and represent Anchor clubs in the district.

District Awards Jury judges:

Outstanding Anchor Club of the Year entries; Pilot District awards

DISTRICT AWARDS JURY SCHEDULE:

JULY

Jury receives relevant pages for the District Manual from the District Governor.

FALL COUNCIL

Assist in promoting and training Pilot and Anchor Clubs in preparing entries; display past winners; provide time for an exchange of ideas and information regarding district and international awards entries, etc.

DISTRICT DEADLINE

Deadline set by the Governor for Anchor Clubs to send Outstanding Anchor Club of the Year nominations to District Awards Jury Chair. ***Ensure that Anchor Clubs know where and when this is needed – include this information in Governor’s Bulletins; also have the District Anchor Coordinator send this information to all Anchor Clubs.***

INTERNATIONAL ANCHOR DEADLINE – APRIL 15

Postmark deadline for Awards Jury Chair to send District Outstanding Anchor Club of the Year winners to PI Headquarters for international competition. All COED Anchor clubs send entries directly to PI Headquarters.

DISTRICT CONVENTION

Jury assists Governor in setting up the awards ceremony for club recognition.

Officers' Duties & Meeting Tips

OFFICERS' DUTIES & MEETING TIPS

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DISTRICT ADMINISTRATIVE COUNCIL

DAC is the abbreviation for the District Administrative Council which comprises the district officers; Governor, Governor Elect, Lt. Governor(s), Treasurer and Secretary. The work of the DAC is under the general supervision of the Executive Committee of Pilot International.

PI Bylaws, District Leadership, Article XVII, Section 1, Structure.

Districts may elect to operate with or without regions. Districts will be classified as small or large districts depending on the total membership of the district as follows:

- a. Small District: Districts with a total membership of 250 Pilots or less.
- b. Large District: Districts with a total membership of more than 250 Pilots.

PI Bylaws, District Leadership, Article XVII, Section 7, Terms.

- a. The Governor Elect, Lt. Governors, Secretary and Treasurer will be elected for one-year terms. The Lt. Governors, Secretary and Treasurer may serve two (2) consecutive terms. Exceptions in the term of office for Lt. Governor, Secretary and/or Treasurer may be granted by the Executive Committee.
- b. Terms of office will begin on July 1.
- c. An officer who has served more than six (6) months in office will have served a full term. An officer who has served less than one (1) term will be eligible for re-election.

PI Bylaws, District Leadership, Article XVII, Section 8, Qualifications.

All nominees will be dues paying members of a Club and have the following qualifications:

- A. A nominee for Governor, Governor Elect or Lt. Governor will have served as President of a Pilot Club. A nominee for Governor Elect of a regional District will have served as a Lt. Governor.
- B. A nominee for Secretary or Treasurer of a Small District will have served on a Pilot Club Executive Board.
- C. A nominee for Secretary or Treasurer of a Large District will have served as President of a Pilot Club.
- D. A Pilot will not serve as a District officer, International officer and/or club President at the same time.

DUTIES AND RESPONSIBILITIES OF THE DAC

- A. Members of the DAC are charged to further Pilot International's objectives, study and teach its principles, ideals and ethics. They should familiarize themselves with the Bylaws, Policies of PI and give special emphasis to Pilot's ongoing service focus –Brain Safety & Health, and Supporting Those Who Care for Others.
- B. The DAC may propose amendments to the district standing rules.
- C. The DAC may make recommendations for consideration by the voting body at district convention, including the district budget.

- D. As district officers:
 - a. They should not express personal opinions to the clubs that are contradictory to the District Standing Rules, the Bylaws and/or action voted by the convention body of Pilot International or the Executive Committee. As members of a club, they have the right to express personal opinions at club meetings and, through proper channels, try to get necessary or desirable changes made. However, until changes are made, it is their duty to uphold rules of the District and Pilot International.
 - b. They will refrain from:
 - 1. **Campaigning for or against club, district or international officers.** Any violations should be reported to the PI President with a copy to Pilot Headquarters.
 - 2. Making commitments in the name of Pilot International involving PI, districts or clubs without prior approval of the Executive Committee.
- E. Evaluate the District's Strategic Plan
- F. Plan itineraries for club visits by district officers.
- G. Fall Council (*See bulletin "District Fall Councils."*)
- H. Workshops (*See bullet "District Workshops."*)
- I. District Convention (*Refer to "District Convention Manual."*)
- J. Assistance to Clubs
 - a. Identify "clubs at risk" and determine steps to be taken to assist the club. (May choose to ask District Membership Team for assistance.)
 - b. Identify areas in the district where a new club may be organized and encourage clubs to become actively involved in organizing clubs in these areas. (Involve the District Membership Team.)
 - c. Survey clubs continually for possibility of retired members and any Pilot(s) who may devote time to organizing a new club(s). Send their names to Pilot Headquarters.
- K. District Standing Rules
 - a. Review the District Standing Rules to determine if they conform to the current PI Bylaws and policies.
 - b. NOTE: It is suggested that District Standing Rules should state: "Dues paid to the district will be determined by the budget amount that is approved at district convention. Districts may determine whether or not to pro-rate dues."
- L. District Finances

- a. Prepare the proposed district budget for presentation at district convention. The Treasurer presents the budget to the convention body for approval.
- b. Disbursement of district funds not included in the approved district budget cannot be made without prior approval of a majority of the clubs in a vote-by-mail or alternative voting method.
- c. Determine whether the district treasurer's books will be audited by a committee composed of Pilots (other than DAC members) or by a non-Pilot auditor. If a committee is to be appointed, the DAC approves the chair. If the services of an auditor are to be secured, the DAC selects the auditor. The books should be delivered to the Audit Committee by July 31 and the report distributed to the clubs when completed. Acceptance of the audit report by the DAC should be recorded in the minutes.
- d. The District files Form 990 or 990N by November 15 (the 15th day of the 5th month following the close of the fiscal year). (See bulletin TAX INFORMATION FOR U.S. PILOT CLUBS AND DISTRICTS.)

M. Appointments

- a. Assist the Governor Elect by recommending qualified Pilots as District Division Coordinators. (Governor Elect must notify PI Headquarters of these appointments by December 1. Also include date and location of Fall Council and District Convention of their year as Governor. Governor Elect appoints Nominating Committee Chair for next year.)
- b. Approve, prior to their appointment, the chairs of any special committees appointed by the Governor to develop the work of the district. It is the responsibility of the Governor to appoint these committees.
- c. Appoint a District Parliamentarian. (See "District Parliamentarian Guidelines.")

N. District Nominating Committee

- a. Appoint by November 1 a Nominating Committee comprised of three to five members, no two of whom will be members of the same club. In regional districts, the District Nominating Committee consists of one member from each region. The chair of the committee will be designed by the Governor (during term as Governor Elect).
- b. It is the Governor's responsibility to send each member of the Nominating Committee a copy of the following:
 - i. Procedure for Nominating District Officers
 - ii. Instructions for District Nominating Committee
 - iii. Qualifications for Nominees for District Offices
 - iv. Qualification Form for District Office in Pilot International
- c. Designate the time for the committee meeting at the district convention site.

O. Attendance at Conventions

- a. Encourage Pilots to attend district and international conventions.
 - i. Point out Bylaw requirement for club representation.

- ii. Check club budgets to see that expenses for representation at district and international conventions are included as outlined in the Bylaws.
- iii. Consider request from a Pilot Club to be excused from representation at a district or international convention.
- iv. Consider advisability for chartered buses or special travel arrangements to Pilot International Annual Convention & Leadership Conference.
- v. Decide if district functions will be held at PI international convention, such as a meeting, breakfast, luncheon, dinner, etc.

P. Vacancies - District Offices (Bylaws, ART. XVII, Sec. 12)

If a District Administrative Council or District Executive Council member becomes unable to perform their duties for three (3) consecutive months, or is absent from two (2) required meetings, except in an emergency, the office will be forfeited.

- a. Governor. A vacancy in the office of Governor will be filled by the Governor Elect. If the Governor Elect chooses to not fill the vacancy, the vacancy will be filled by a postal mail vote of the Clubs from up to two (2) nominees submitted by the District Administrative Council. The nominee receiving the majority of the total number of votes will become Governor.
- b. Governor Elect.
 - i. Non-Regional Districts. A vacancy in the office of Governor Elect will be filled by advance of the Lt. Governor, or appointment by the Governor with the approval of the District Administrative Council if there is no Lt. Governor or if there is more than one (1) Lt. Governor.
 - ii. Regional Districts. A vacancy in the office of Governor Elect will be filled by appointment of a current or past Lt. Governor by the Governor with approval of the District Administrative Council.
 - iii. Other Offices. Vacancies in other elected district offices will be filled by appointment of the Governor with the approval of the District Administrative Council.

Q. Vacancy – District PIFF Representative

A District Representative for the Founders Fund will be appointed by the Governor Elect. The representative is appointed to serve for at least two years and may be reappointed; maximum term of service is four years.

The District Representative shall attend special training sessions that may be conducted under the auspices of the Executive Committee. When possible, the district will budget an amount to financially assist the District Representative to attend meetings and to promote the Founders Fund. Representatives will agree to promote the Founders Fund in the district – its programs activities and funding.

R. District Election by Mail if Emergency Prevents Holding District Convention

The DAC will conduct a district election by mail or an alternative voting method should an emergency prevent the holding of an annual convention. As soon as the

ballots are officially counted, the results will be announced to the clubs. Officers elected will take office on July 1 or on the date of the Pilot International pre-convention International Administrative Council meeting at international convention, whichever date occurs first.

S. Installation of District Officers

Installation of the district officers is held at the district convention at a time designated by the DAC/DEC. Only the members of the DAC/DEC are installed. Incoming district appointees and incoming club presidents are sometimes included in installation services as pledging their support and cooperation to the incoming DAC. District Governors are installed to the International Administrative Council at the international convention following the district convention.

MEETINGS OF THE DAC

- A. Following the close of the district convention, the incoming DAC meets with the Executive Committee Representative, other members of the Executive Committee in attendance at the district convention, and the outgoing District Governor who is a non-voting participant. The purpose of the meeting is to:

a. Evaluate the District

- i. Number of clubs. Location of clubs ~~(A)~~. Possible areas for new clubs to be organized.
- ii. Analysis of membership and status of clubs:
 1. Total membership of district
 2. Analyze and evaluate membership of each club in relation to population of city
 3. Determine clubs needing immediate assistance
 - a. Clubs with membership below 5 members
 - b. Clubs with large number of resignations
 - c. Static membership
 - d. Other problems
 - e. Develop plans for District Membership Development Team to assist clubs in increasing membership and organizing new clubs
 - f. Plan Officers Training programs

b. Plan itineraries for club visits to be made by the DAC/DEC

c. Determine non-Pilot meetings of a district-wide interest

- i. Discuss state, province, prefecture and/or district-wide meetings, which emphasize Pilot's focus of Brain Safety & Health, and Supporting Those Who Care for Others.
- ii. Determine method of passing on information re: schedule of meetings to clubs and pertinent district division coordinators.
- iii. Select Pilot representation
 1. District Officers
 2. PI Officer living in district
 3. District appointees and PI division members

4. Pilots working with organization or as a volunteer
- d. Other Meeting of DAC at District Convention
 - i. As soon as possible following the election, the DAC meets with Club Presidents and district appointees (District Coordinators, District Membership Team, Inspirational Leader, Parliamentarian, PIFF Representative). The outgoing Governor (as a non-voting participant) is invited to attend this meeting.
- e. Other Meetings of DAC as Needed
 - i. Meeting of DAC with District Division Coordinators at/or following district convention to discuss plans for year. (Some districts prefer to set up a separate meeting when more time can be given to outlining the work in detail.)
 - ii. International convention (if all district officers are present, meeting could be held at no extra cost.)
 - iii. Fall Council and/or District Workshops (planning meeting for district convention could be held at no extra cost.)
 - iv. Meeting with convention committee at convention site for completing district convention plans. (The proposed district budget could be prepared by the DAC at this time.)

DISTRICT GOVERNOR

STATUS, QUALIFICATIONS AND DUTIES

The Governor Elect automatically advances to the office of District Governor for a term of one year.

STATUS:

The District Governor will have general oversight of the work within the district and is:

- A. a district officer and a member of the District Administrative Council (DAC).
- B. a member of the International Administrative Council (IAC) of Pilot International.
- C. the official representative of Pilot International in the district and acts under the directions of the Executive Committee of Pilot International.
- D. the liaison officer between the clubs and Pilot International.

QUALIFICATIONS:

The District Governor:

- A. must be a dues-paying active member of a Pilot club.
- B. must have served as president of a Pilot club.
- C. should have attended district and Pilot international conventions to a creditable degree. Attendance at a recent international convention prior to the time of assuming the office of Governor is required, except in districts less than two years old or by special permission of the Executive Committee of Pilot International.
- D. will not serve as a District officer, International officer and/or a club president at the same time.

- E. agrees to give the time and effort necessary to perform efficiently the duties of the Governor and understands that it will require spending some personal funds.

ELECTION TERM OF OFFICE AND VACANCY IN OFFICE:

1. The term of office for the Governor is for one year and begins on July 1 or on the date of the Pilot International pre-convention International Administrative Council meeting at the PI Annual Convention & Leadership Conference, whichever date occurs first. A Governor who has served more than six months is deemed to have served a full term.
2. If the Governor becomes unable to perform the duties of the office for three (3) consecutive months, or is absent from any two (2) required meetings, except in an emergency, the Governor will forfeit the office and the position will be filled by advance of the Governor Elect.

DUTIES:

1. The District Governor:
 - a. Agrees to attend the Council of Leaders and the pre/post-convention meetings of the International Administrative Council of Pilot International at international convention.
 - b. Represents Pilot International in the district (for details, see bulletin "Duties and Responsibilities of the District Administrative Council").
 - c. Works with the District Administrative Council (for details, see Pilot Bylaws, Article XVIII.
 - d. Assists in planning itineraries for club visits.
 - e. Makes visits to clubs.
2. With the Governor Elect and Lt. Governor(s)

The Governor includes the Governor Elect and Lt. Governor(s) in all planning and activities regarding the district so these officers will be familiar with the duties of the Governor and be informed about plans for the year.
3. With the District Secretary

The governor supervises the duties of this officer. If the District Secretary is not present at a DAC meeting, another member of the DAC is appointed to take the minutes. If the Secretary is unable to attend district convention, an interim Secretary is appointed to serve during the convention only.
4. With the District Treasurer
 - a. The Governor countersigns all district checks issued by the Treasurer. The signature of the Governor Elect is on file at the bank. In the event the Governor or Treasurer is unable to countersign checks, the Governor Elect may sign checks.
 - b. The DAC approves the disbursement of district funds.
 - c. District finances. (For details, see bulletin "Duties and Responsibilities of the District Administrative Council.")
5. District Convention. (For details, see "District Convention Manual.")

6. Fall Council. (For details, see bullet “District Fall Council.”)
7. District Workshops. (For details, see bulletin “District Workshops.”)
8. Organization of New Pilot Clubs.

The Governor:

- a. Encourages clubs to become actively involved in organizing new clubs. (*Remind clubs the District Membership Team is eager to assist them.*)
 - b. Encourages the District Membership Team to organize new clubs. (*Members of the Membership Team follow the same procedures as a club in the organization of a new club and are reimbursed according to current reimbursement guidelines.*)
 - c. Approves plans for charter presentation and presents the charter as the authorized representative of Pilot International.
 - d. Suggests that clubs make a contribution to a new club when it is chartered.
9. Organization of a club in one district by a club/individual in another district:
Clubs/individuals are not bound by state/province/prefecture lines when a new club is being organized. The Governor of the district where the club is being organized will send to Pilot International Headquarters complete information regarding the obligations of a club to that district. This includes a copy of the district standing rules, the amount of the district dues, a copy of other financial obligations to the district, information regarding district project(s), and the date and place of the next fall council, district workshop and/or district convention.

Pilot International Headquarters will send the above information to the organizer(s) for discussion at the first organizational meeting with the prospective club.

10. Organization of New Anchor/Compass Clubs

The Governor:

- a. Encourages Pilot clubs to sponsor or co-sponsor Anchor/Compass clubs – a service organization for students. (*See the Anchor/Compass Club Handbook*).
 - b. Presents the charter to an Anchor/Compass club as the authorized representative of Pilot International.
11. Miscellaneous Duties
The Governor:
 - a. Presides at meetings at which business of the district is transacted. In an emergency or the absence of the Governor, the Governor Elect presides at such meetings.
 - b. Appoints the committees deemed necessary, with the exception of the District Nominating Committee, *in accordance with the district standing rules and district organization plan. Appointments are approved by the DAC.

It is the Governor’s responsibility to send each member of the Nominating Committee a copy of the following:

- ***Procedure for Nominating District Officers***
- ***Instructions for District Nominating Committee***
- ***Qualifications for Nominees for District Offices***
- ***Qualification Form for District Office in Pilot International***
- ***The Governor, as Governor Elect, designates the chair of the District Nominating Committee (appointed by the DAC by November 1).***

These bulletins may be found in this Manual in the section titled “District Nominee Information. The Governor’s Bulletin should list all members of the nominating committee and their clubs; however, the mailing address should be given for the chair only.

(In Districts operating under the regional structure, addresses for each member of the nominating committee should be listed.)

- c. Appoints a parliamentarian according to the decision of the DAC. (See bullet “District Parliamentarian Guidelines.”)
- d. Provides special assistance to clubs at risk.
- e. Answers correspondence promptly. Sends copies of official correspondence to: Pilot Headquarters, Governor Elect and the district’s assigned Executive Committee Representative. (See bullet “Official Correspondence.”)

NOTE: Add the names of the incoming district officers to the Governor’s mailing list to receive copies of the Governor’s Bulletins, Governor’s official correspondence and DAC Minutes.

- f. Keeps district appointees informed of the status and needs of the clubs.
- g. Shares with the Governor Elect and Lt. Governor(s) the two most recent club visit reports, and the membership status of the clubs to which they will be the official visitor.
- h. Encourages district officers and district appointees to attend Pilot International Convention.
- i. Promotes attendance at district and international conventions throughout the year as contacts are made with the clubs.
 - i. Points out bylaw requirements for club representation.
 - ii. Checks club budgets for expenses to cover this representation.
 - iii. Notifies PI Headquarters of clubs requesting to be excused from attendance at international convention.
- j. Fills vacancies in specified district offices as authorized in ARTICLE XVII, Sec. 12 of the Pilot Bylaws.
- k. Delivers the supplies, files and official material for the office of Governor to the successor in office by August 15.

NON-PERFORMANCE OF DUTY

Failure to perform the duties of District Governor may result in disqualification from serving in any capacity on the district or international level.

DISTRICT GOVERNOR ELECT

STATUS, QUALIFICATIONS AND DUTIES OF A DISTRICT GOVERNOR ELECT

It is the duty of a Pilot club to know and understand the Status, Qualifications and Duties of a District Governor Elect before making a nomination.

Before a Pilot accepts nomination for the office of District Governor Elect, it is recommended that the status, qualifications and duties of the office be studied. The nominee should be fully informed of the importance of the office, the qualifications required, and the duties and responsibilities assumed if elected.

STATUS

1. The office of Governor Elect was established to assist the Governor and to have a well-informed person in the district available to act for the Governor in case of an emergency.
2. The Governor Elect is a district officer and a member of the District Administrative Council.

QUALIFICATIONS

A Nominee for Governor Elect:

- A. Must be a dues-paying active member of a Pilot club.
- B. Must have served as president of a Pilot club.
- C. Should have attended district and Pilot international conventions to a creditable degree. Attendance at a recent international convention prior to the time of being elected Governor Elect is required, except in districts less than two years old or by special permission of the Executive Committee of Pilot International. None of the expenses of the Governor Elect are paid by Pilot International.
- D. Will not serve as a district officer and a club president at the same time.
- E. Agrees to give the time and effort necessary to perform efficiently the duties of the Governor Elect and understands that it will require spending some personal funds.
- F. A nominee for Governor Elect of a regional District will have served as a Lt. Governor.

ELECTION, TERM OF OFFICE AND VACANCY IN OFFICE

1. The Governor Elect is elected annually at the district convention, and automatically advances to the office of Governor at the close of the term as Governor Elect.
2. The term of office for the Governor Elect is for one year and begins on July 1 or on the date of the Pilot International pre-convention meeting at the Pilot International Annual Convention & Leadership Conference, whichever date occurs first. A Governor Elect who has served more than six months is deemed to have served a full term.

3. If the Governor Elect becomes unable to perform the duties of the office for three (3) consecutive months, or is absent from any two (2) required meetings, except in an emergency, the Governor Elect will forfeit the office and the position will be filled as prescribed by Pilot Bylaws, ART. XVII, Sec. 12.

DUTIES

1. The District Governor Elect:
 - a. Serves directly under the supervision of the Governor and performs duties as outlined in the district organization plan.
 - b. Becomes familiar with the bylaws, policies and principles of Pilot International and the duties of Governor.
 - c. Agrees to attend the Council of District Leaders and the international convention following election. Club visits cannot be made until the Governor Elect attends the Council of District Leaders.
 - d. Assists in planning itineraries for club visits.
 - e. Makes club visits to clubs.
2. With the Governor

The Governor includes the Governor Elect in all planning activities regarding the District so the Governor Elect will be familiar with and qualified to perform the duties of the Governor and informed on the plans for the year. The Governor Elect keeps the Governor informed regarding activities of the officer by sending copies of official correspondence.
3. With the District Administrative Council (For details, see Pilot Bylaws, ART. XVIII).
4. Organization of New Pilot clubs and New Anchor/Compass Clubs

The Governor Elect encourages clubs to become actively involved in organizing new clubs and assists them in every way possible. NOTE: See Governor's responsibilities regarding organization of new clubs.
5. Miscellaneous Duties
 - a. The Governor Elect may appoint an assistant secretary to help with correspondence if desired. However, this person does not have the status of a district officer.
 - b. The Governor Elect:
 - i. Answers correspondence promptly and sends copies of official correspondence to: Pilot Headquarters, Governor and the District's assigned Executive Committee Representative. (See bullet "Official Correspondence.")
 - ii. In the absence of the Governor, presides at meetings at which business of the district is transacted.
 - iii. With the Governor, approves the disbursement of district funds.
 - iv. Files signature with the bank in which district funds are deposited in order to sign checks for the Governor or Treasurer in an emergency.

- v. Promotes attendance at district and international conventions throughout the year as contacts are made with the clubs: (a) points out bylaw requirements for club representation; (b) checks club budgets for expenses to cover this representation.
- vi. Appoints, for the next year, district division coordinators and other appointees necessary to develop the district program of activities of Pilot International. (Club Presidents may be asked to recommend members who have expertise in fields, which relate to these positions. Consideration could also be given to members who show an interest in assuming a leadership role in Pilot.)
 - 1. Notifies PI Headquarters of these appointments no later than December (IMPORTANT: Confirm with appointees their acceptance, addresses and telephone numbers BEFORE submitting to Pilot Headquarters. These will be printed in the annual PI Directory.)
 - 2. By December 1, notify PI Headquarters of date and location of Fall Council and district convention for their year as Governor.
 - 3. Appoints Nominating Committee Chair
 - 4. Responsible for seeing that the district appointees have the necessary material and understands their responsibilities. Suggestion: Plan a meeting of the incoming and outgoing appointees for a brief training session at which files can be transferred and the incoming and retiring appointees can discuss division and district activities.
- vii. Appoint District Membership Team
- viii. With the assistance and approval of the District Administrative Council, appoints/reappoints the District PIFF Representative to serve during the next year. Send the name, address and telephone numbers and email address for the district representative to Pilot Headquarters and members of the District Administrative Council no later than December 1.
- ix. Appoints the District Awards Jury and makes this announcement at district convention. The name and address of the person to receive award entries should be in the July Governor's Bulletin for Pilot clubs and again in February with deadlines for Anchor Clubs.
- x. Serves as a member of the District Convention Committee and performs the "Duties and Responsibilities of the Governor Elect". (*See District Convention Manual.*)
- xi. Assists in preparing the district budget as outlined in bullet "Duties and Responsibilities of District Administrative Council."
- xii. Keeps the official material as Governor Elect. All other supplies and files for the office of Governor Elect are delivered to the successor in office by August 15.

NON-PERFORMANCE OF DUTY

Failure to perform the duties as Governor Elect may result in disqualification from serving in any capacity on the district or international level.

DISTRICT LIEUTENANT GOVERNOR

STATUS, QUALIFICATIONS AND DUTIES OF A DISTRICT LIEUTENANT GOVERNOR

It is the duty of a Pilot club to know and understand the Status, Qualifications and Duties of a District Lt. Governor before making a nomination.

Before a Pilot accepts nomination for the office of District Lt. Governor, it is recommended that the status, qualifications and duties of the office be studied. The nominee should be fully informed of the importance of the office, the qualifications required, and the duties and responsibilities assumed if elected.

STATUS

1. The office of Lt. Governor was established to assist the Governor.
2. The Lt. Governor is a district officer and a member of the District Administrative Council.

QUALIFICATIONS

A nominee for Lt. Governor:

- A. Must be a dues-paying active member of a Pilot club.
- B. Must have served as president of a Pilot club.
- C. Should have attended district and Pilot international conventions to a creditable degree. If nominee has not attended a recent international convention, the member may be eligible for nomination as Lt. Governor by attending the Council of Leaders and international convention following election. (None of the expenses of a Lt. Governor are paid by Pilot International.)
- D. Will not serve as a district officer and a club president at the same time.
- E. Agrees to give the time and effort necessary to perform efficiently the duties of the Lt. Governor and understands that it will require spending some personal funds.

ELECTION, TERM OF OFFICE AND VACANCY IN OFFICE

1. In districts having more than one Lt. Governor, the Lt. Governors are elected for specific offices, namely First Lt. Governor, Second Lt. Governor, Third Lt. Governor, in order. The number of Lt. Governors elected in any district is governed by the ratios established in Pilot International policies.
2. The Lt. Governor is elected annually at the district convention.
3. The term of office for the Lt. Governor is for one year and begins on July 1 or on the date of the Pilot international pre-convention International Administrative Council meeting at the Pilot international convention, whichever date occurs first. A Lt. Governor who has served more than six months is deemed to have served a full term.

4. If the Lt. Governor becomes unable to perform the duties of the office for three (3) consecutive months, or is absent from any two (2) required meetings, except in an emergency, the Lt. Governor will forfeit the office and the position will be filled as stated in Pilot Bylaws, Article. XVII, Sec. 12.

DUTIES

1. A District Lt. Governor:

- a. Serves directly under the supervision of the Governor and performs duties as outlined in the district organization plan.
- b. Becomes familiar with the bylaws, policies and principles of Pilot International and the duties of a Lt. Governor.
- c. Agrees to attend the Council of Leaders and the international convention following election. Club visits cannot be made until the Lt. Governor attends the Council of Leaders.
- d. Assists in planning itineraries for club visits.
- e. Makes visits to clubs.

2. With the Governor

The Governor includes the Lt. Governor(s) in all planning regarding the work of the District so the Lt. Governor(s) will be familiar with the duties of the Governor and be informed on the plan of activities for the year. The Lt. Governor(s) keeps the Governor and Governor Elect informed regarding activities of the officer by sending copies of official correspondence.

3. With the District Administrative Council *(For details, see Pilot Bylaws, ART. XVIII and bulletin "Duties and Responsibilities of the District Administrative Council.")*

4. Organization of New Pilot Clubs and New Anchor/Compass Clubs

Lt. Governor encourages clubs to become actively involved in organizing new clubs and assists them in every way possible.

NOTE: See Governor's responsibilities regarding organization of new clubs.

5. Miscellaneous Duties

- a. A Lt. Governor may appoint an assistant secretary to help with the correspondence if desired. However, this person does not have the status of a district officer.
- b. A Lt. Governor:
 - i. Answers correspondence promptly; sends copies of official correspondence to the Governor, Governor Elect, other Lt. Governor(s), Executive Committee Representative and Pilot Headquarters. (See bulletin "Official Correspondence.")
 - ii. Promotes attendance at district and international conventions throughout the year as contact are made with the clubs.
 1. points out bylaw requirements for club representation

2. checks club budgets for expenses to cover this representation
- iii. Serves as a member of the District Convention Committee and performs the “Duties and Responsibilities of the Lt. Governor.” (For details, see “District Convention Manual.”)
- iv. Assists in preparing the district budget as outlined in the bulletin “Duties and Responsibilities of the District Administrative Council.”
- v. Delivers the supplies, files and official material for the office of Lt. Governor to the successor in office by August 15.

NONPERFORMANCE OF DUTY

Failure to perform the duties as Lt. Governor may result in disqualification from serving in any capacity on the district or international level.

DISTRICT TREASURER

STATUS, QUALIFICATION AND DUTIES OF A DISTRICT TREASURER

It is the duty of a Pilot Club to know and understand the Status, Qualifications and Duties of a District Treasurer before making a nomination.

Before a Pilot accepts nomination for the office of District Treasurer, it is recommended that the status, qualifications and duties of the office be studied. The nominee should be fully informed of the importance of the office, the qualifications required, and the duties and responsibilities assumed if elected.

PI Bylaws, Article XVII, District Leadership, Section 8. Qualifications, b, c and d.

- b) A nominee for Secretary or Treasurer of a Small District will have served on a Pilot Club Executive Board.
- c) A nominee for Secretary or Treasurer of a Large District will have served as President of a Pilot Club.
- d) A Pilot will not serve as District officer, International officer and/or Club President at the same time.

STATUS

1. The District Treasurer is a district officer and a member of the District Administrative Council.
2. The Treasurer is bonded in an amount to cover the funds normally in the district treasury.

QUALIFICATIONS

A Nominee for Treasurer:

- A. Must be a dues-paying active member of a Pilot club.
- B. Should be familiar with financial management procedures.
- C. Agrees to give the time and effort necessary to perform efficiently the duties of the Treasurer and understands that it may require some personal funds.

ELECTION, TERM OF OFFICE AND VACANCY IN OFFICE

1. The Treasurer is elected annually at the district convention.
2. The term of office for the Treasurer is for one year and begins on July 1 or on the date of the Pilot international pre-convention International Administrative Council meeting at the Pilot international convention, whichever date occurs first. A Treasurer who has served more than six months is deemed to have served a full term.
3. The Treasurer shall serve no more than two consecutive terms in that office.
4. If the Treasurer becomes unable to perform the duties of the office for a period of three (3) consecutive months, or is absent from any two (2) required meetings, except in an emergency, the Treasurer will forfeit the office and the position will be filled as prescribed by Pilot Bylaws, Article. LVII, Sec. 12.

DUTIES

1. District Treasurer

- a. Serves directly under the supervision of the Governor, and with the approval of the Governor, handles financial matters of the district and any other duties outlined in the district organization plan.

NOTE: The Treasurer shall not assign the keeping of the district's books to another person.

- b. Reports to the Governor the names of clubs delinquent in payment of district dues.
- c. Becomes familiar with the bylaws, policies and principles of Pilot International and the duties of District Treasurer.
- d. Works with the District Administrative Council (*For details, see Pilot Bylaws, ART. XVIII and bullet "Duties and Responsibilities of the District Administrative Council."*)
- e. Receives and disburses all district funds:

NOTE: The District Administrative Council designates a bank for the deposit of district funds. Checks issued against district funds are signed by the Governor and Treasurer. In an emergency, the Governor Elect may sign checks for the Governor or Treasurer. The Treasurer is responsible for obtaining signature cards and authorized signatures.

- Verifies all bills and expense reports (receipts must be attached). Disbursements of district funds are approved by the Governor and Governor Elect. Following approval and verification, the Treasurer issues checks in accordance with the District Budget and District Standing Rules.
- All district financial records will be available for review at each District Administrative Council meeting.
- Maintains in the district financial records an itemized list of the amount received from each club.

- Provides a copy of the proposed district budget, including the convention budget, to all attendees at the district convention.
 - Furnishes a quarterly statement of receipts and disbursements of district funds to all clubs, the Executive Committee Representative to the district, and the Pilot International Treasurer. List clubs that have paid dues and amount paid, and the disbursements made during that period.
 - As Vice Chair of the Registration Committee for the district convention, receives all funds collected and makes disbursements in accordance with the convention budget. Prepares and distributes an itemized statement of convention receipts and disbursements to district officers, clubs, and Executive Committee Representative. Any funds remaining after all authorized expenses are paid revert to the district treasury.
 - Orders Past Governor's Bar/Pin.
 - Is responsible for collection of funds and purchase of gifts, if it is the policy of the district to present a gift to the retiring Governor, Governor Elect and Lt. Governor(s).
 - Files Federal Forms no later than November 15 (the 15th day of the 5th month following the close of the fiscal year). Also files an annual report with state or province agency or its equivalent (in the United States usually with the Secretary of State) to keep incorporation of the district in effect, and pays fee when necessary. (*See bulletin on Information For U.S. Pilot Clubs and Districts*).
- f. Serves as a member of the District Convention Committee and performs the "Duties and Responsibilities of the District Treasurer." *For details, see "District Convention Manual."*)
- g. District Budget
- The Treasurer prepares a working draft of the proposed district budget, based on previous records of income and expenses, for the District Administrative Council meeting at which the proposed district budget will be discussed. The District Administrative Council prepares the proposed district budget for presentation at the district convention. The Treasurer presents the budget to the convention body for approval.
 - For required items to be included in district budget (Pilot International policy) see:
 1. Approved Expenses Paid By Pilot International For District Officers
 2. Approved Expenses Paid By The District For District Officers
 3. Expenses of District Operations Not Paid By Pilot International
 4. Expenses paid By the Club For District Officers "District Convention Manual"
 5. "Suggested District Budget Form"
 6. District Standing Rules
- h. Makes a year-to-date report of receipts and disbursements at the district convention, other reports when requested by the Governor, and an annual report following the expiration of the term.

- i. Delivers the supplies, files and official material for the office to the succeeding Treasurer with 15 days following the expiration of the term of office.
- j. Delivers the district treasurer's books to the audit committee by July 31.
- k. Promotes attendance at the Pilot International Convention.
- l. Attends the Pilot International Convention and Council of Leaders.

NONPERFORMANCE OF DUTY

Failure to perform the duties of District Treasurer may result in disqualification from serving in any capacity on the district or international level.

DISTRICT SECRETARY

STATUS, QUALIFICATIONS AND DUTIES OF A DISTRICT SECRETARY

It is the duty of a Pilot Club to know and understand the Status, Qualifications and Duties of a District Secretary before making a nomination.

Before a Pilot accepts nomination for the office of District Secretary, it is recommended that the status, qualifications and duties of the office be studied. The nominee should be fully informed of the importance of the office, the qualifications required, and the duties and responsibilities assumed if elected.

PI Bylaws, Article XVII, District Leadership, Section 8. Qualifications, b, c and d.

- b. A nominee for Secretary or Treasurer of a Small District will have served on a Pilot Club Executive Board.
- c. A nominee for Secretary or Treasurer of a Large District will have served as President of a Pilot Club.
- d. A Pilot will not serve as District officer, International officer and/or Club President at the same time.

STATUS

- 1. The office of Secretary is to assist the Governor.
- 2. The District Secretary is a district officer and a member of the District Administrative Council.

QUALIFICATIONS

- 1. The District Secretary:
 - a. Must be a dues-paying active member of a Pilot club.
 - b. Should be easily accessible to the Governor to be available to assist with correspondence and other work of the district.
 - c. Should be able to take and transcribe minutes.

ELECTION TERM OF OFFICE AND VACANCY IN OFFICE

- 1. The Secretary is elected annually at the district convention.

2. The term of office for the Secretary is for one year and begins on July 1 or on the date of the Pilot international pre-convention International Administrative Council meeting at the Pilot international convention, whichever date occurs first. A Secretary who has served more than six months shall be deemed to have served a full term.
3. The Secretary shall serve no more than two consecutive terms in that office.
4. If the Secretary becomes unable to perform the duties of the office for a period of three (3) consecutive months, or is absent from any two (2) required meetings except in an emergency, the Secretary will forfeit the office.
5. If a vacancy occurs in the office of Secretary, the Governor fills such vacancy for the unexpired term by appointment. (Bylaws Article. XVII, Section 12.)

DUTIES

1. District Secretary

- a. Serves under the supervision of the Governor.
- b. Works with the District Administrative Council. (See Bylaws Article XVIII *and* bullet *"Duties and Responsibilities of the District Administrative Council."*)

NOTE: If the District Secretary is not present at a District Administrative Council meeting, another member of the District Administrative Council is appointed to take the minutes.

- c. Assists the Governor in handling correspondence of the district.
- d. Responsible for assisting the Governor in keeping district membership records by recording changes reported by the club recording secretaries through the database or the form "Notification of Change in Membership Information."
- e. Serves as a member of the District Convention Committee and performs the "Duties and Responsibilities of the District Secretary." (For details, see "District Convention Manual.") If the Secretary is unable to attend the District Convention, an interim secretary is appointed to serve during the convention only.
- f. **Minutes of District Meetings**
 - i. Takes and transcribes the minutes of the district convention, edits them and when approved by the District Administrative Council, duplicates and mails/emails the minutes within 60 days following the convention. Copies of the minutes of the district convention are distributed by the Secretary in accordance with instructions in "District Convention Manual."
 - ii. If business is conducted at Fall Council, takes and transcribes the minutes, edits them and when approved by the District Administrative Council, duplicates and mails/email the minutes within 30 days following the meeting. Copies of the minutes of the Fall Council are distributed by the Secretary in accordance with instructions in policies for "District Fall Council." If NO business is conducted at Fall Council, the following should be included in lieu of minutes: Fall Council date, location, list of clubs represented, total attendees, and a copy of the agenda/program.

- iii. Expenses for printing and mailing the minutes are paid from district funds.
- g. Election at District Convention
Following election and vote to destroy ballots, the Secretary destroys the ballots.
- h. Delivers the official material to the incoming Secretary by July 15.
- i. Sixty (60) days prior to the opening of the international convention, forward the following to the Secretary of Pilot International and to the Executive Director of Pilot International:
 - i. Any recommendations voted by the district for action by the Executive Committee and/or International Administrative Council.
 - ii. Any proposed amendments to the Pilot International Bylaws voted by the district for action at the annual convention of Pilot International.
- j. Promotes attendance at the international convention.
- k. Attends the international convention and the Council of Leaders.

NON-PERFORMANCE OF DUTY

Failure to perform the duties of District Secretary may result in disqualification from serving in any capacity on the district or international level.

SAMPLE MEETING AGENDA

Mid-Year Meeting (Date) Meeting at Convention Site (Place) Call to Order (Time and Date)

- I. **CALL TO ORDER** Governor
Governor Elect
 - a. Motivational remarks (optional)

- II. **SECRETARY'S REPORT** Secretary
 - a. Minutes (Date) Fall DAC Meeting
 - b. Fall Council Minutes (emergency business conducted)
 - c. Secretary's quarterly report
 - d. Membership Report
 - i. Clubs below charter strength
 - 1. (List clubs with membership totals)
 - ii. Report on clubs below charter strength Governor
 - 1. Include information regarding sponsorship of Anchor/Compass clubs.
 - iii. Anchor/Compass clubs from disbanded Pilot clubs and DAC sponsored
 - iv. Other clubs DAC
 - e. Other Secretary

- III. **TREASURER'S REPORT** Treasurer
 - a. Second quarter (Oct-Nov-Dec)
 - i. Statement of Receipts and Disbursements
 - b. Fall Council Reconciliation Report
 - c. 990 or 990N Form (filed Nov 1 prior to Nov 15 deadline)
 - d. Proposed district budget (working draft)
 - e. Other Treasurer

- IV. **DISTRICT CONVENTION** All
 - a. Refer to convention packet (provided at meeting)
 - b. Convention line item of district budget
 - c. Schedule
 - d. Convention assignments
 - e. Discussion of division activities
 - f. Anchor/Compass assignments, if applicable

- g. Clubs support of the Founders Fund and their involvement with Brain Safety & Health, and Supporting Those Who Care for Others
- h. Walk through with Convention Chair

V. GOVERNOR ELECT

- a. Appointments – “District Team” – ask DAC for their assessment of the needs of the clubs. (The Governor Elect and district team will use this information in their plans for the district division activities.)
 - i. Membership team members
 - ii. Division coordinators: Membership, Projects, Fundraising, Leadership and Anchor/Compass
 - iii. PIFF Representative (*every other year*)
 - iv. District publications editor
 - v. Parliamentarian
 - vi. Inspirational Leader
- b. Division Coordinators Planning Meeting
 - i. Date_____and location
- c. District convention
- d. Anchor convention or District-wide Anchor meetings
- e. Other Governor Elect

(Note: If District has Lt. Governor(s), their reports/responsibilities would be included.)

VI. GROWTH

ALL

Use information from earlier secretary reports and information gathered from club visits. This should be a very frank and open discussion.

VII. UNFINISHED BUSINESS

ALL

- a. Club visit summaries
- b. Club visits yet to be made
- c. Special concerns – club visits
- d. Ask DAC to suggest clubs successful in various areas to showcase at District meetings (large and small clubs)
- e. Fall Council/District Workshop Sites
- f. Other

VIII. NEW BUSINESS

ALL

- a. Recommendations to PI Proposed amendment(s) to PI Bylaws
- b. District standing rules update/changes
- c. Recommendations from DAC to district

Secretary

d. Other

ALL

IX. ASSIGNMENTS

a. Governor

- i. Personal agenda for district convention and program
- ii. NOTICE TO CLUBS – February 1 – Notification of deadline to clubs for submitting recommendations for convention business to Governor at least 60 days prior to District Convention. (PI Bylaws Article XX, Section 1.b)
- iii. NOTIFICATION TO CLUBS (**Attached to March Governor's Bulletin or earlier if convention held in March**). Any business, including the district budget, and/or recommendations for consideration at the district convention will be mailed to each club at least 30 days prior to the convention. (PI Bylaws Article XX, Section 1.b)

b. Governor Elect (**No later than April 1 – Copy to Governor**)

- i. Plans for presentation of division activities by district team
- ii. Agendas for meetings with ECR, coordinators, etc. at convention
- iii. Installation plans

c. Treasurer (**No later than April 1 to the Governor**)

- i. Copy of district and convention budgets, which will be provided to all attendees at the district convention.
- ii. Year-To-date report of receipts and disbursements – district convention.

d. Secretary (**No later than April 1 to the Governor**)

- i. Data for district awards (if applicable)
- ii. District membership report July 1 – December 31
- iii. Midyear DAC Minutes within 30 days
- iv. Preconvention DAC Minutes within 30 days
- v. Convention Minutes approved by DAC – ready for distribution within 60 days

e. All

- i. Complete registration form for district convention and return to Treasurer.

X. ANNOUNCEMENTS

a. Schedule for meetings:

- a. Preconvention DAC meeting – (day, date and time)
- b. Post-convention DAC meeting – (incoming DAC) (day, date and time)

XI. ADJOURNMENT

DISTRICT FALL COUNCIL

At the discretion of the district, a Fall Council may be held to provide membership with training and fellowship opportunities. Guidelines for district conventions may be adapted but should be simplified to meet the limited requirements of the Fall Council. After considering the needs of the clubs within the district, plans should be made early to ensure a successful Fall Council. Pilot International Headquarters has resource tools, which the district leaders may choose to use.

Programs may include:

1. Informal workshops, which address the challenges that clubs face today.
2. Idea exchange promoting membership, service, leadership development and visibility, such as:
 - a. Showcase clubs with successful projects and activities.
 - b. Brainstorm and discuss member retention ideas.
 - c. Involve all members in some phase of service projects, when possible.
 - d. Encourage clubs to evaluate their programs and activities, for example, comparing time/cost to results achieved.
3. Presentation from the district PIFF Representative giving Founders Fund information on current projects and programs.
4. Presentations from district coordinators inviting successful clubs to participate in a forum, idea exchange or exhibit.

In the case of emergency business, a District may hold a business meeting.

If emergency business is to be transacted:

1. The nature of business should be included in the call issued by the Governor at least 60 days prior to the date of the Fall Council.
2. Recommendations for consideration at the meeting will be sent to each club in the district at least thirty (30) days prior to the meeting.
3. Each club should be represented and is entitled to three (3) delegates and two alternates. The delegates will be the President, President Elect, and one delegate and two alternates elected by the club.
4. The voting body will be the club delegates and district officers and, if the district chooses, may also include the district's past governors.
5. If business is conducted at Fall Council, the secretary takes and transcribes the minutes, edits them and when approved by the District Administrative Council, duplicates and mail/emails the minutes within 30 days following the meeting. Copies of the minutes of the Fall Council are distributed by the Secretary in accordance with instructions in policies for "District Fall Council." Copies are also sent to the Executive Committee Representative.

Responsibilities of the Governor:

1. Issues the official call to Fall Council at least 60 days prior to the date of the Council. Makes sure that Council information is sent to all clubs.
2. Supervises the planning by the host club and delegates' duties in accordance with the requirements of the Council.
3. Outlines the program with the assistance of the District Administrative Council.
4. Presides as Chair.
5. Delegates responsibility for preparation of a list to certify delegates and alternates if emergency business is to be transacted.

Responsibilities of the Governor Elect and Lt. Governor(s):

1. Presides in the absence of the Governor.
2. Conducts workshop for instruction of club officers, division workshops, etc., when asked.

Responsibilities of the Secretary:

1. If no business is conducted, the following should be included in lieu of minutes. Fall Council date, location.
2. If business is conducted at Fall Council, takes and transcribes the minutes, edits them and when approved by the District Administrative Council, duplicates and mails/emails the minutes within 30 days following the meeting. Copies of the minutes of the Fall Council are distributed by the Secretary in accordance with instructions in policies for "District Fall Council." Copies are also sent to the Executive Committee Representative.

Host Club Responsibilities:

1. If necessary, and with approval of the Governor, selects a meeting place with adequate facilities to conduct successful workshops. Accommodations and meals (if planned) should be negotiated at the lowest cost possible to encourage greater attendance.
2. Sets the example for fellowship and friendliness. Each member of the host club should be in attendance, circulating as much as possible and assisting with the needs of the visiting Pilots.
3. Fulfills necessary duties to ensure a successful meeting.

Expenses:

1. Registration fee shall include all expenses determined by the District Administrative Council as outlined in the district standing rules. All expenses should be kept to a minimum.
2. Refer to "Approved Expenses Paid BY the District FOR The District Officers", and "Expenses of District Operations Not Paid by Pilot International" found in the Bylaws and Policies section of the District Manual for approved expenses for a Fall Council.
3. Any money remaining from the Fall Council reverts to the district treasury to be used as the district specifies (in Policies and Procedures Manual or District Standing Rules). An evaluation form for the Fall Council should be included in each registration packet. The results should be used in planning future district meetings and workshops.

NOTE: If business is not conducted at Fall Council, Parliamentarian is not required to sit at head table.

DISTRICT WORKSHOPS

The District Administrative Council should ensure that workshops are accessible to the maximum number of Pilots. A club or group of clubs can alternate as hosts.

District Workshops should be planned to promote:

- Leadership and officers' training.
- Friendship and fellowship among Pilot members.
- Membership development through recruiting, retaining, and reclaiming members.
- Greater service to local communities
- Visibility for clubs and their service.

I. Responsibility of Governor

- a. Appoints host club(s) and makes certain each club is aware of its responsibilities.
- b. Obtains suggestions and topics of interest for workshops
- c. Publicizes workshop, emphasizing importance of attendance. This may be done through the Governor's Bulletin during official visits, and at other district activities.
- d. Evaluates workshops.

II. Registration Fee

Registration fee should be kept to a minimum. The fee should include cost of meal function (if a meal is planned), registration fee for workshop leaders, handout materials and other necessary expenses.

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DISTRICT BUDGET INFORMATION

Please refer to:

Travel Expenses

Approved Expenses Paid By Pilot International for District Officers

Approved Expenses Paid By the District For District Officers

Expenses of District Operations Not Paid By Pilot International

Expenses Paid By the Club for District Officers

in the Bylaws and Policies Section of this manual for information concerning the district budget. Fall Council, if held, should be line item in the district budget.

I. APPROVED BILLS PAYABLE

Any outstanding bills must be provided for in the district budget.

II. DISTRICT BUDGET ITEMS REQUIRED BY PI POLICY:

a. For District Convention

- i. District Governor, Governor Elect, Lt. Governor(s), Treasurer, Secretary
 1. The most economical means of transportation shall be used: plane fare, ground transportation, car rental or mileage. For travel by car, the District shall reimburse parking and tolls, plus the less expensive of mileage at 75% of the current IRS rate, or cost of rental car plus gasoline. Cancelled ticket stub, or receipt shall be attached to the expense report.
 2. Registration fee (only charge to district budget the cost of the meals)
 3. Hotel rooms are shared by District Officers. If someone other than a District Officer shares a room, that person reimburses the District at the hotel rate for the space occupied.
 4. Meals. Districts may determine whether or not to budget reimbursement for meal expense not included in the registration fee.
- ii. Executive Committee Representative
 1. Registration fee (only charge the district budget the cost of the meals)
 2. Hotel for 3 nights (a single or twin room – may be complimented)
 3. Meals (less those covered by the registration)
- iii. Duplicating bulletins and minutes (estimate).

REMINDER: When two or more Pilots (who are eligible to receive reimbursement for transportation from any source) travel together by car, approved transportation expenses will be paid to Pilot furnishing transportation.

All approved expenses shall be reimbursed from only one source – Pilot International, the district, or the club.

b. For District Administrative/Executive Council Meetings

Travel, hotel and meals for Governor, Governor Elect, Lt. Governor(s), Treasurer and Secretary to attend meetings of the District Administrative Council and the District Executive Council.

c. Other Expense

i. Stationery:

Letterheads and envelopes for official correspondence for District Officers and District Appointees.

ii. Postage:

Postage for mailing district files/records and official correspondence.

Official correspondence includes: district meetings, conventions, budget, bulletins, greetings, welcome to new Pilots, notes of sympathy, etc.

iii. Photocopying or Printing:

Photocopying or printing district meeting materials, district convention minutes and district bulletins.

iv. Miscellaneous:

Purchases must be approved in advance by DAC.

v. Bond for District Treasurer

d. Assistance to District Officers to attend Council of Leaders and Pilot International Annual Convention & Leadership Conference

Provided the Governor attends the Council of Leaders, the International Administrative Council meeting, and the Convention, Pilot International pays the following expenses:

- Transportation: Round-trip transportation. Travel reimbursement shall be no more than the most economical mode of travel - plane or ground transportation. Mileage rate shall not exceed an amount determined by the Executive Committee.
- Registration fee: Paid in full.
- Hotel: One-half double room rate.

Districts are encouraged to budget for all district officers to attend the Council of Leaders and the Pilot International Annual Convention and Leadership Conference.

****Provided the Governor Elect, Lt. Governor(s), Secretary and Treasurer attend the Council of Leaders and PI Convention, the following expenses are eligible for reimbursement by the District:**

- Registration fee to be submitted with completed Pilot International Annual Convention and Leadership Conference registration form.
- The most economical means of transportation

- Double occupancy hotel

Districts may determine whether or not to budget reimbursement for meal expenses not included in the registration fee.

** Only the Governor Elect and Lt. Governor(s) are required to attend at district expense. Districts usually provide partial or all expenses of the District Treasurer and District Secretary when they attend.

III. DISTRICT BUDGET ITEMS REQUIRED BY DISTRICT STANDING RULES

Review District Standing Rules for all items of expense, which must be included in the district budget. In lieu of gifts, honorary donations to the Founders Fund in the honoree's name are appropriate.

IV. DESIRABLE ITEMS IF FUNDS PERMIT

(Some of the following items might already be required by district standing rules.)

1. Pilot international convention expense for PIFF District Representative
2. Telephone/FAX expense
3. District workshops, if held
4. District publication
5. Past Governor's Bar/Pin and/or past Governor's plaque
6. District division expense (other than required items of postage and supplies)
7. District convention registration for incoming District Coordinators, Inspirational Leader, PIFF District Representative, District Parliamentarian and other appointees

SAMPLE DISTRICT BUDGET

REVENUE	EXPENSE	INCOME
TOTAL		
Dues (____ members @\$____ x 12)		_____
Interest Income		_____
Fall Council/Workshop		
Registration Fees		_____
District Convention		
Registration Fees		_____
Saturday Luncheon (Partials)		_____
Saturday Banquet (Partials)		_____
Sunday Breakfast/Brunch		_____
TOTAL REVENUE		_____
ESTIMATED EXPENSES		
DAC Meetings		
Governor (Travel & Meals)	_____	
Governor Elect (Travel & Meals)	_____	
Lt. Governor(s) (Travel & Meals)	_____	
Treasurer (Travel & Meals)	_____	
Secretary (Travel & Meals)	_____	
Total DAC Meetings		_____
FALL COUNCIL		
Governor (Travel, Hotel & Meals)	_____	
Governor Elect (Travel, Hotel & Meals)	_____	
Lt. Governor(s) (Travel, Hotel & Meals)	_____	
Treasurer (Travel, Hotel & Meals)	_____	
Secretary (Travel, Hotel & Meals)	_____	
Minutes & Reports		
Total DAC Fall Council Expenses		_____
Decorations	_____	
Registration Supplies	_____	
Entertainment for Banquet	_____	
Room Rental	_____	
Postage	_____	
Telephone	_____	
Programs	_____	
Meals	_____	
Miscellaneous (Speakers, Honorariums, Presentation, etc.)	_____	
Total Remaining Fall Council Cost		_____

DISTRICT CONVENTION

Governor & Governor Elect	_____
(Hotel, Meals, Travel)	
Lt. Governor(s)	_____
(Hotel, Meals, Travel)	
Treasurer (Hotel, Meals, Travel)	_____
Secretary (Hotel, Meals, Travel)	_____
ECR (Hotel, Meals)	_____

Total DAC & ECR Expenses for District Convention

Decorations	_____
Programs	_____
Room Rental	_____
Registration Supplies	_____
Banquet Entertainment	_____
Memorial Service	_____
Telephone & Postage	_____
DAC Reception	_____
Installation	
Meals	_____
Miscellaneous	_____

Total Remaining Cost of District Convention

INTERNATIONAL CONVENTION

Incoming Governor – PI pays authorized exp.	_____
Incoming Governor Elect, Lt. Governor(s)	_____
(Travel, Hotel, Registration Fee & Other Meals)	
Secretary & Treasurer	_____

DISTRICT CONVENTION OR DISTRICT WIDE**ANCHOR MEETING**

Governor &/or District Anchor Coordinator	_____
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OTHER EXPENSES

District Officers' Postage & Supplies	_____
Governor's Bulletins (Printing & Postage)	_____
Bond for District Treasurer	_____
Telephone Expense	_____
District Audit Expense	_____
Division Coordinators (Postage, Supplies)	_____
District Roster (Printing)	_____
District Growth Team	_____
PIFF Rep. (Printing, Postage, etc.)	_____
Nominating Committee	_____
Awards Jury (Postage, Telephone, etc.)	_____
Inspirational Leader Expense (Cards, Postage, etc.)	_____
Past Governor's Pin	_____
Gifts or Honorariums	_____
Compass	_____
Miscellaneous	_____

Total Other Expenses

TOTAL ESTIMATED EXPENSES (Should not exceed revenues) _____

Financial Responsibilities Of A Pilot Club To Pilot International And The District

International Dues

Pilot International dues will be established by the voting body of the international convention. Dues will be paid annually to Headquarters by July 1. For new members, dues will be assessed based on the month a member enters the Club through the remainder of the current club year. **(Effective July 1, 2014) Bylaws Article VIII, Section**

1. a.

Pilot International dues will be waived for (a) Fifty Year Members, (b) current students, including former Anchors, who are seeking higher education degrees and not paying club dues, (c) scholarship recipients, at all levels of Pilot, who are not paying club dues, (d) Emeritus Members and (e) military personnel who are deployed from their home station.

Pilot International dues structure will be based on the Country Classifications as indicated in the World Bank's four economic income groupings. Dues will be paid to Pilot International in the currency of the country where the member resides:

The dues structure will be as follows:

1. High Income Economies: Full dues;
2. Upper Middle Income Economies: One-half dues;
3. Lower Middle Economies: One-third dues;
4. Low Income Economies: One-third dues.

Dues for each member must be paid in advance to Pilot International by every chartered club in accordance with the Bylaws.

Note: Dues are not tax deductible as a charitable contribution.

Liability Insurance - US \$6.00 Per Member

Each member of clubs in the United States pay annually for liability insurance. Payment is made with the advance payment of international dues.

Representation at Conventions

The Pilot International Bylaws state that each club should be represented at the annual district and international conventions. (Number of club delegates and alternates is specified in the Bylaws.)

Transportation expenses and registration fee for one delegate to each convention will be paid from the club treasury and will be included in the annual club budget. The club itself decides whether or not to pay for the individual's lodging expenses and per diem. Each Pilot Club will pay a minimum of one registration fee for each convention of Pilot International whether or not anyone attends the convention; with the exception being the new clubs chartered during the Pilot year. Pilot International will provide a complimentary registration fee for the Club delegate at first Pilot International Convention after charter date.

The delegate for a Pilot Club must be a member of the club they represent at the international convention. For those holding dual membership, they may serve as delegate only for the club through which they pay international dues. Three dollars of each Co-Pilot's full registration fee will be donated to the Co-Pilot Fund.

District Dues

District expenses are financed by district dues paid by each member. The district budget may include any expenses approved by the district.

Miscellaneous Expenses

Each club is encouraged to contribute to the Pilot International Founders Fund and Pilot International special appeals.

The District or International Officer as a Member of a Pilot Club:

A district or an international officer has the same privileges and responsibilities as any other member of the Pilot Club, such as:

- Pays regular dues and serves on a club division.
- Does not expect to be consulted concerning club, district, or international activities any more than any other active member.
- Is knowledgeable about Pilot International Policies and Bylaws, and if consulted by the club of which the officer is a member, a specific and adequate reply would be expected.

Special Invitations to PI and District Officers to Participate in Club Activities:

PI Officers, District Officers, and Headquarters Staff appreciate receiving invitations to speak at special club meetings such as anniversaries, civic nights, installations of officers, etc.

The invitation should be issued as early as possible to avoid scheduling conflicts.

Expenses to be paid by the Pilot Club issuing the invitation are:

- Cost of airline ticket, if travel requires flying or mileage when driving (75% of current IRS rate)
- Lodging and meals

These expenses should be considered when planning begins and included in the club budget.

Visiting other clubs:

When traveling, Pilots often visit cities where other clubs exist. Pilots should always pay their own way when visiting other Pilot clubs or members.

Tax Information for U.S. Pilot Clubs and Districts

General Information

Pilot clubs in the United States are recognized by the International Revenue Service. Civic/Service organizations are exempt from paying income tax under Section 501(c)(4) of the Internal Revenue Code. In 1976 a group exemption number – 0669- was assigned to Pilot International and ALL Pilot clubs. In addition to the group exemption number, each club and district is required to apply for a federal identification number.

Each new club should send the identification number to Pilot headquarters as soon as it is assigned. Make sure the club's identification number is on file at Pilot headquarters.

NOTE: Strict application of the IRS Tax Code means donations to Pilot clubs with 501(c)(3) status are tax deductible.

Reserve Fund

The U.S. Internal Revenue Service has indicated that a non-profit can have reserve funds in reasonable amounts to insure continuity of its mission. This means that accumulating funds for a specific project should pose no problem – as long as the funds are used for that project as approved by club membership.

The IRS will be interested in how passive (invested) funds are spent. **Make sure that the club minutes reflect all action concerning finances.** When audited, the first item checked will be the Minutes.

Disclosure Regulations

Recent disclosure requirements make it mandatory that clubs carefully consider fundraising activities in regard to current regulations. Many states are more closely regulating solicitation activities. Clubs should check with their Secretary of State Office regarding registration and regulation requirements for organizations participating in fund raising activities.

IRS Instructions for Filing:

All clubs must report to IRS regardless of amount of income. Beginning in 2008, tax-exempt organizations like Pilot clubs that previously were not requested to file tax returns, are now required to file an annual electronic notice, Form 990-N, Electronic Notice (e-postcard) for Tax Exempt Organizations not required to file form 990 or 990-EZ. This filing requirement applies to tax periods beginning after December 31, 2006 (for Pilot clubs, the tax period will be July 1 through June 30).

Clubs whose gross receipts are over \$100,000 will still need to file the IRS Form 990. Clubs whose gross receipts are over \$25,000 a year and under \$100,000 will still need to file the IRS Form 990 EZ. In the past, clubs whose gross receipts fell below \$25,000 were not required to file any 990 form with the IRS. With the enactment of the Pension Protection Act of 2006 (PPA), these clubs will now be required to electronically file Form 990-N each year. This form is also known as the e-Postcard. The form should be filed by the fifteenth day of the fifth month after the close of the tax year (for Pilot clubs that will be November 15, 2009).

This electronic postcard form of the 990 can ONLY be filed on line – so each Pilot club will be required to find someone who has Internet access to assist them with this filing. No additional software is required other than the Internet connection and there is no charge to file the form. This does not mean your club will have to pay taxes; however, clubs that fail to file the 990-N for three years will lose their tax exempt status.

You may want to review the frequently asked questions about Form 990-N at the following website: www.irs.gov

You will need to click on “charities and nonprofits” found at the top of the page. This will take you to the IRS explanation of the new form. One more click for “frequently asked questions” will provide you with the questions and answers.

Definitions:

1. **Accounting period** (Fiscal Year) Pilot’s accounting period is July 1 through June 30.
2. **When and where to file** www.epostcard.form990.org
 - a. U.S. districts/clubs are required to file by the 15th day of the 5th month following the close of the fiscal year (November 15).

3. Penalties

Failure to file on time/incomplete return

If you do not file your e-Postcard on time, the IRS will send you a reminder notice but you will not be assessed a penalty for filing the e-Postcard. However, an organization that fails to file required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization’s tax-exempt status will not take place until the filing due date of the third year.

Gross Receipts

“Gross receipts” means the gross amount received by the organization during its annual accounting period from all sources without reduction of any costs or expenses, such as cost of goods sold, cost of assets sold, cost of operations expenses for earning, raising, or collecting such amounts. Thus, “gross receipts” includes, but is not limited to:

- a. The gross amount received from contributions, gifts, grants etc.
- b. Gross amount received as dues or assessments from members. (Including dinner fees.)
- c. Gross sales or receipts from business activities including activities unrelated to the purpose for which the organization received an exemption.
- d. The gross amount received from the sale of assets without reduction for the cost or other basis of the property and expenses of sale.
- e. The gross amount received from investment income interest, dividends and royalties.

The Treasurer must keep accurate financial records and determine if the club or district should file Form 990, 990N or 990EZ for the fiscal year. The treasurer must file on time and maintain accurate records at all times should the Internal Revenue Service require further information on the financial activities of the club/district.

If you have questions, consult a local accountant and/or local or regional IRS service center.

ANNUAL RENEWAL OF INCORPORATION FOR UNITED STATES PILOT CLUBS AND DISTRICTS

District and Club Treasurers are reminded that incorporation information should be reviewed annually. If required, a Corporate Annual Registration form should be filed and fee paid to the Secretary of State to keep the corporation status current. Failure to do so can result in penalties.

If the treasurer does not know the current corporate filing status of the club or district, the Secretary of State’s office will check the record upon request.

If the club or district is required to pay a fee, the treasurer’s calendar should include the date this payment is due. Also, where feasible, having the same person act as agent for the club or district – receiving and completing the form each year – is recommended.

A new club is required to incorporate within one year of its charter date.

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QUALIFICATIONS FOR NOMINEES FOR DISTRICT OFFICES

Qualifications of a Nominee for the office of Governor Elect, Lt. Governor, Secretary or Treasurer:

A nominee will: (Bylaw requirements)

1. Be a dues-paying active member of a Pilot club.
2. A nominee for Governor, Governor Elect or Lt. Governor will have served as President of a Pilot Club. A nominee for Governor Elect of a regional District will have served as a Lt. Governor.
3. A nominee for Secretary or Treasurer of a Small District will have served on a Pilot Club Executive Board.
4. A nominee for Secretary or Treasurer of a Large District will have served as President of a Pilot Club.
5. A Pilot will not serve as a District officer, International officer and/or Club President at the same time.

A nominee: (Policy)

1. Should have attended district conventions to a creditable degree.
2. Agrees to give the time and effort necessary to perform efficiently the duties of the office and understands that it will require spending some personal funds.
3. **For Governor Elect:** attendance at a recent international convention prior to the time of being elected is required, except in districts less than two years old or by special permission of the Executive Committee of Pilot International.
4. **For Lt. Governor:** who has not attended a recent International convention may be eligible for nomination by attending the Council of Leaders and international convention following election.
5. **For Governor Elect or Lt. Governor:** should be qualified to address the clubs on the activities and plans of the district and Pilot International.
6. **For Treasurer:** should be proficient in financial management procedures.
7. **For Secretary:** should be qualified to record, transcribe and distribute the minutes of various meetings related to administration of the District.

DUTIES OF DISTRICT OFFICERS ARE OUTLINED IN THE PILOT INTERNATIONAL BYLAWS - ARTICLE XVII

QUALIFICATION FORM FOR DISTRICT OFFICE
[ORIGINAL TO BE COMPLETED AND MAILED TO NOMINATING COMMITTEE CHAIR]

Name of Nominee: _____

Nominee's Home Club/District: _____

Nominee's Address: _____

Nominated for Office of: _____

Nominee's Phone: _____

Email: _____

NOMINEE'S PILOT LEADERSHIP:

Club/Elected Offices held:

Appointments:

District/Elected Offices held:

District Appointments held:

International Appointments held:

Years in Pilot:

Number of Conventions attended: _____

District: _____

International: _____

Profession or Business Affiliation:

Title of present position: _____

How long? _____

Status and scope of main responsibilities:

Previous business/professional experience:

List no more than three (3) civic/professional organizations (**other than** Pilot and religious affiliations) you are actively serving or have actively served with the last five (5) years, with positions of responsibility held:

**I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND
CORRECT, TO THE BEST OF MY KNOWLEDGE.**

Date: _____

Nominee's Signature: _____

NOMINEE'S PLEDGE

I understand the duties and responsibilities of District Officers as stated in the Bylaws and Policies of Pilot International; my obligations to Pilot International and the District; the time required to attend meetings; and the obligation Pilot International and the District accepts relative to my expense. I understand that failure to have performed the duties of prior elected offices may result in my disqualification from serving in any capacity on the District level. I pledge that:

I am an active member of a Pilot club.

At no time will I campaign or solicit votes for myself or any other nominees.

I will uphold and abide by the District Standing Rules, the Bylaws and Policies of Pilot International, the action of governing bodies, and be loyal to Pilot International.

I will carry out the duties and responsibilities of the office and conduct myself in a manner becoming a District officer in Pilot International.

Date: _____

Nominee's signature: _____

REFERENCES

I give the nominating committee permission to contact the following persons and any other Pilots in order to determine my qualification to see election to District office:

Name, Club, Phone Number: _____

Name, Club, Phone Number: _____

INSTRUCTIONS TO PROPOSED NOMINEE:

Immediately upon receiving letter of nomination, nominee should send a letter of acknowledgment (acceptance or refusal) to the nominating club, with a copy to the chairman of the Nominating Committee and Governor.* **Only one copy** of a response letter should be sent to the President of the nominee's home club.

A candidate for District office is required to state how he/she would contribute to Pilot International's mission and goals. The statement should be 300 words or less and sent to the Chairman of the Nominating Committee along with the completed qualification form. A copy of the statement should be sent to the Governor and ECR.* Nominee **may not state** their qualifications in the statement. The salutary greeting and opening statement, "Hello or Good morning, I'm _____ and I am a nominee for the office of _____" **should not** be included in the vision statement (these words are not counted towards the total words.) (A, an, the, or, etc. are counted as words. A hyphenated word will count as one word.) **Candidates who submit statements in excess of 300 words will be disqualified.** This statement will be presented by the candidate to the convention body at the District Convention.

Please use 12 pt. font for your statement and do not double space. **The statement will be placed on this page below the signature line and reproduced as it was received.** Forward this completed original form to the chairman of the Nominating Committee along with two Pilot references (names and addresses). This form will be reproduced and sent to all Pilot clubs with the candidate's statement. **It is necessary to complete only ONE nomination/qualification form.**

The qualification form, acceptance letter, references and statement must be postmarked no later than 60 days prior to convention.

A letter will be sent to each candidate 45 days prior to convention notifying the nominee of the status of their candidacy for District office.

* **Copy does not need to be sent to PI Headquarters.**

INSTRUCTIONS FOR DISTRICT NOMINATING COMMITTEE

APPOINTMENT

The District Administrative Council will appoint by November 1, a NOMINATING COMMITTEE of three (3) to five (5) members, or one (1) member from each region in Regional Districts. No two will be members of the same club. The Chair will have been designated by the Governor – no later than December 1 in the prior year as one of the Appointees.

The Governor will announce the appointment of the committee, including the name, address and the club of each member of the nominating committee. The Governor is responsible for sending each member of the committee a copy of the following via email or postal mail: Procedure for Nominating District Officers, Instructions for District Nominating Committee, Qualifications for Nominees for District Offices, and Nomination of Candidate for District Office in Pilot International.

RESPONSIBILITIES OF THE CHAIR AND THE COMMITTEE

A club may submit nominees from any club to the nominating committee. In Regional Districts, nominations for Regional Lt Governors will be made only by clubs from that region.

The committee is charged with the responsibility to secure **and verify** at least one qualified nominee for each elected office if nominations for each office have not been received from the clubs. There are no nominations from the convention floor.

November 60 days prior to convention

Candidates are nominated and accept nominations for district office. An acceptance is not complete until the Chair of the Nominating Committee, Governor and ECR have received the nomination letter, completed Qualification Form, Vision Statement, references and letter of acceptance, postmarked by the due date.

Clubs may nominate candidates for office, but if no candidate has accepted by February 1 at the latest, it is the Nominating Committee's responsibility to search out and persuade qualified persons to stand for election. (Once a Pilot agrees to run, his/her club or another club must still make the official nomination and complete the nomination process.)

60 to 45 days prior to convention

Nominating Committee verifies candidates' qualifications.

45 days prior to Convention

Nominating Committee notifies candidates of the status of their nomination.

Nominating Committee sends names and qualifications of nominees for district officer to the Governor

30 days prior to convention

Governor sends to the Clubs, District Officers and Past Governors (if applicable) the names and qualifications of nominees for District office no less than thirty (30) days prior to the first day of District Convention.

Committee members sign the report and submit it to the Governor prior to it being read at convention.

Business Session – Chairman reads report to the convention body.

A member of the Nominating Committee may resign from the committee to accept nomination for a district office.

As soon as a nomination is complete, the Chair sends the ECR a copy of the completed qualification form for each nominee and any necessary comments regarding qualifications. All such matters are held in confidence. If the qualifications of any nominee are questioned, this will be brought to the attention of the ECR for verification. The Chair sends copies of all committee mailings to the DAC/ DEC, the ECR assigned to the District, and other members of the Nominating Committee.

REPORT OF COMMITTEE

The Chair prepares the report in duplicate, listing names of all qualified nominees.

For Governor Elect – Name(s), club

For Lt. Governor* - Name(s), club

For Secretary – Name(s), club

For Treasurer – Name(s), club,

*If a District has more than one Lt. Governor, nominees will be designated as 1st Lt. Gov., 2nd Lt. Gov., etc. In Regional Districts, the names of all nominees for each REGION are shown on the report.

1. Each member of the committee signs the report, with the Chair signing last.
2. At the first business meeting, when called upon by the Governor, the Chair reads the report to the convention body.
3. After reading the report, the Chair gives it to the Governor, with a copy to the District Secretary.

PREPARATION OF BALLOTS

1. The names of all nominees included on the Nominating Committee's Report will appear on the ballot EXCEPT any office that has only one nominee.
2. Nominees' names are listed alphabetically by office.

DISTRICT GOVERNOR'S RESPONSIBILITY

The District Governor is responsible for seeing that the committee fulfills the responsibilities as outlined. The Governor has no responsibility regarding the function of this committee and does not meet with them.

PROCEDURE FOR NOMINATING DISTRICT OFFICERS

District governors will provide clubs with the names of members of the district nominating committee.

Clubs will elect a District Governor Elect, one or more Lt. Governors (optional), a Treasurer, and a Secretary. **For Regional Districts:** Clubs in each Region will nominate and elect a Regional Lt. Governor from the membership of their own Region.

Nominations

The Bylaws give clubs the privilege (by majority vote of the membership) to nominate qualified nominees for district office from clubs within the district. A club may submit nominees from any club to the nominating committee. In regional districts nominations for Regional Lt. Governors will be made only by clubs from that region. **Deadline for nominations to be sent to the Nominating Committee is 60 days prior to the first day of District Convention.**

NOTE: Do not send a copy of the nomination letter or the Qualification Form to PI Headquarters.

It is recommended that the president request a vote by ballot of the club members when considering nominations for district office.

1. Club Making Nomination

When a club votes to nominate a person for district office, the president sends a letter of nomination to the proposed nominee. A copy of the nominating letter should be sent to the president of the proposed nominee's club, the district governor and the chair of the district nominating committee. The letter should instruct the nominee to inform the club of their acceptance or refusal of the nomination in writing.

2. The Nominee

If the nominee accepts the nomination, he/she should complete the Qualification Form for District Office which may be obtained from the PI website, the Club and District Manuals, or PI Headquarters.

The nominee should inform each nominating club of their acceptance or refusal in writing with a copy to the district governor and the chair of the district nominating committee. (Nominees for Regional Lt. Governor should also send a copy of the letter to the regional member of the nominating committee.)

3. Nominee for District Governor Elect, Lt. Governor*, Treasurer and Secretary

After the qualification form is completed in its entirety, the nominee:

- a. Sends a copy of the completed qualification form to:
 - i. Chair, District Nominating Committee (*Nominees for Regional Lt. Governor should also send a copy of the form to the regional member of the nominating committee.)
 - ii. Governor
 - iii. ECR
- b. Each letter of nomination should be acknowledged (acceptance or refusal) and a copy of each letter should be sent to the District Nominating Committee Chair and the Governor.
- c. A candidate for district office is required to state how he/she would contribute to Pilot International's mission and goals. The statement should be 300 words or less and sent to the Chairman of the Nominating Committee along with the completed qualification form. A copy of the statement should be sent to the Governor and the ECR. Nominee **may not state** their qualifications in the statement.

The salutary greeting and opening statement, "Hello or Good Morning, I'm _____ and I am a nominee for the office of _____ **should not** be included in the vision statement (those words are not counted towards the total words). (A, an, the, or, etc. are counted as words. A hyphenated word will count as one word.) **Candidates who submit statements in excess of 300 words will be disqualified.** This statement will be presented by the candidate to the convention body at the district convention.

- d. Each nominee will provide two Pilot references (name, address, contact phone) that can be contacted by the nominating committee.

Postmark Deadline

Completed nominations for district officers must be sent to the District Nominating Committee no later than **60 days prior to the first day of the district convention.**

"Completed Nomination" means all of the following has been completed and submitted:

- Letter of acceptance from the candidate to the club
- Completed Qualification Form
- Vision Statement
- Two Pilot references

The Chair of the District Nominating Committee will send the clubs the names and qualifications of each nominee at least **30 days prior to the district convention.** The names of the nominees and their qualifications will be presented to the club membership prior to district convention.

DISTRICT NOMINATING COMMITTEE

The district nominating committee is responsible for preparing a list of one or more qualified nominees for each elected office to be presented to the district convention body. The nominating committee will verify that each nominee is properly qualified for nomination to the office. All qualified nominee's names shall appear on the ballot. There shall be no nominations from the floor.

See ARTICLES XVII and XX of the PI Bylaws for the qualifications and duties of district officers. These bylaws and the bulletin "Qualifications for Nominees for District Offices" should be studied by clubs making nominations and Pilot members accepting nominations for district office.

Code of Ethics

Pilot International

Realizing that whatever a Pilot touches should be ennobled by that touch, we, as business leaders, are resolved to make our business standards high, to do our work in every place in which we are employed as if it were our life work, never omitting an opportunity of doing a kindness or making a friend; to put into our business dealings a note of sympathy for humanity; to follow truth; to do our best from dawn till night; and so to live in the discharge of our duty, so to take care of every responsibility that comes before us that we shall radiate that which is unselfish, beautiful and true; and when we shall have finished with our tasks we shall have given an upward impetus to human ideals and achievements.

With this resolution before us then, we believe it is our duty as Pilots:

To consider our work worthy and ourselves worthy of our work, exemplifying in it at all times the Pilot motto, "True Course Ever."

To work each day at that which is before us seriously, vigorously, calmly, cheerily; to improve ourselves in every possible way; to increase our efficiency; to enlarge our visions.

To be ambitious to succeed, but always to be ethical, desiring nothing that is not achieved by justice, honesty and fairness.

To live in the presence of the great eternal laws, which will keep us patient when the task is irksome and calm and unspoiled when we seem to succeed.

To acquire self-control and self-reliance; to be ready to give as well as take; to develop in ourselves an appreciation of the finer things of life; to be honest and generous; to help, not to hinder; to be slow of criticism and quick with praise.

To cherish our visions and our ideals; to cherish the music that stirs our hearts, the beauty that forms in our minds, knowing that on these things we can build our world, for visions and dreams are the seedlings of reality.

To be loyal to Pilot in thought, word and deed.

To see no evil, hear no evil, speak no evil, think no evil of a Pilot, but to be no more loyal to a Pilot in this respect than we are to every other person, for the genius of Pilot is in its kindness, and justice is the soul and substance of life.

---Pearl Sparks
Pilot Club of Florence, AL - 1926

Sail On International

Piano

Sail on, In - ter na - tional with the Pi - lots at your
Pi - lot In - ter na - tional keeps a course that's ev - er

wheel. The ship of state needs guide - ing on a true and stead - y
true. We work and live for o - thers and we al - ways fol - low

keel. With your co - lours green and gold, ear - nest hearts are in your
through. Let's be faith - ful to our creed, help some - one who is in

hold. Sail on safe to har - bor In - ter - na - tional.
need. So be true to Pi - lot In - ter - na - tional.

Compliments of Viola E. Young - Florida Governor 1948-1949

DISTRICT AWARDS JURY EVALUATION

OUTSTANDING ANCHOR CLUB OF THE YEAR

DISTRICT

DATE

1st Place

2nd Place

3rd Place

List other entries received below in order to determine the district's level of participation.

Other entries received were:

Submit form as soon as completed to Pilot Headquarters.

First place winner should be forwarded to Pilot Headquarters for International Competition, deadline April 15.

Chair, District Awards Jury

District Governor

Daytime phone: (____)_____

Email

Address:_____

Mailing Address

Move to back of Manual

C: Governor Elect

INFORMATION FOR THE INSPIRATIONAL LEADER

NOTE TO CLUB SECRETARIES:

This form should be completed and forwarded to the District Inspirational Leader
(Form may be reproduced as needed.)

Name of deceased Pilot or family member: _____

If family member, what is relationship to Pilot member:

Pilot Club of: _____

If Pilot member, name of closest relative:

Address of Closest Relative:

Offices held by deceased Pilot:

Name of deceased Compass member: _____

Compass Club name: _____

Name of deceased Anchor member: _____

Anchor Club Name: _____

Letter of sympathy to be sent to: _____

To enable the Inspirational Leader to send a personalized letter of sympathy to the closest relative of a Pilot or Anchor/Compass, or in the event of the death of a Pilot's spouse or family member, the above information should be promptly furnished to the Inspirational Leader (name and address below).

Inspirational Leader:
