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NOTES:

PILOT INTERNATIONAL POLICY MANUAL #100 Series Board Operations

POLICY MANUAL
#100 Series
Board Operations

101 Organizational Policy: Development, Coordination, and Review

Pilot International shall develop and use written policies: (1) to provide specific directions for the successful and efficient functioning of Pilot International and (2) to serve as a source of information and guidance for Pilot members, officials and PI staff.

As changes in organizational needs, conditions, purposes and objectives occur; policy revisions, deletions and additions will be made and/or recommended.

Development

The Executive Committee of Pilot International will be responsible for the policies and their review every three years.

The Pilot International's Policy Manual will be maintained at Pilot Headquarters.

Coordination and Review

A revision or a new policy will be developed and coordinated as follows:

Initiated (in writing) by any member of the Executive Committee or Pilot International staff.

Referred to the Executive Director.

Reviewed by the Executive Director and employees for comments or concurrence in writing.

Presented to the Executive Committee for revision or adoption.

If a proposed policy is not approved, the Executive Committee may refer it to the Executive Director for further action.

The Executive Director will be responsible for coordinating the periodic review and/or revision of all policies. A copy of Pilot International's Policy Manual will be provided at no cost to each member of the Executive Committee.

102 Administration in Policy Absence

In the absence of policy, the Executive Director in consultation with the President and President Elect will be empowered to act.

103 Organizational Planning

Pilot International shall have a strategic plan with yearly objectives, action steps and budget which shall be reviewed annually.

The strategic plan shall clearly state the organization's vision, mission, goals, objectives and the critical issues which must be addressed to achieve the strategic goals.

Training assistance in developing goals and plans for districts and clubs will be provided.



104 Closed Sessions of the Executive Committee

Closed sessions of the Executive Committee may be held to consider personnel matters, and/or legal matters. The Executive Director may be included or excluded from discussion of performance, compensation, or dismissal of the Executive Director at the option of the Executive Committee.

Minutes of closed sessions shall be taken separately from regular minutes.

105 Procedure for Nominating Pilot International Officers

The following is the process through which a candidate becomes a nominee for international office.

1. Clubs vote to nominate a candidate for international office for the position of: Director (2), Treasurer, Secretary, Second Vice President, and First Vice President.
2. Clubs send a letter of nomination to the proposed nominee with a copy to Pilot Headquarters.
3. Upon receipt of the nomination letter, the proposed nominee sends a letter of acknowledgment (acceptance or refusal) to the nominating club with a copy to Pilot International Headquarters.
4. When notification of nomination is received at Pilot International Headquarters, a copy of "Qualifications for Nominees for International Offices", "Position Description for Executive Committee" and "Position Description for PIF Board of Trustees" when applicable, and "Position Description" for the office for which they have been nominated are sent to the nominee. A "Qualification Form for Candidate for International Office" which includes request for two Pilot references, photograph and information regarding vision statement is also sent to nominee.

The cover letter to the mailing will advise the nominees that a nomination does not constitute qualification for office and/or a slot on the ballot. The cover letter will also indicate that the nominee is required to complete the Qualification Form and attest that the information provided is correct.

5. Clubs will be notified by mid-March of the number of nominees who have accepted nomination for each office.
6. Clubs may make additional nominations through the deadline date announced each year.
7. Each nominee will submit a completed qualification form, two Pilot references, photograph and a copy of the vision statement to PI Headquarters at least 70 days prior to International Convention.
8. Pilot International Headquarters will forward to the Pilot International Nominating Committee completed Qualification Forms, Pilot references and vision statement for each nominee.
9. The Nominating Committee will check the vision statement for length (250 word maximum). The nominee should not include any salutory remarks or reference to their name in the vision statement. If they are determined, by the Nominating Committee, to be a valid candidate they may include such statements in their presentation to the convention body (this statement is common to all opposed candidates), "Hello or Good Morning, I'm _____ and a candidate for the office of _____."



No candidate shall include their qualifications for office nor make any statements requesting a vote in the vision statement. The Nominating Committee may strike any sentence containing qualifications for office and/or requesting a vote from the vision statement.

The Nominating Committee will contact two Pilot references provided by nominee and may select at least two other individuals (Pilots) to contact who can verify that the information provided on the Qualification Form is accurate and that the nominee is qualified. Reference sources will be either District or PI Officers with whom the nominee has worked.

10. A nominee will be notified by the International President regarding the status of their nomination before the slate of candidates for PI Office is published and distributed. If a candidate should be disqualified, the International President will notify nominating club that the nomination has been withdrawn.
11. As soon as each candidate has been approved, a copy of the Qualification Form (without contact information) and photo will be placed on the PI website.
12. At least 30 days prior to the International Convention, copies of the Qualification Forms and vision statements are sent to the Pilot clubs, Board of Directors and Past International Presidents.
13. At the International Convention, nominees will participate in a forum at which a moderator will present questions to the nominees. All nominees will be given equal time to participate in the forum. Pilot members attending the convention will be invited to attend the forum.
14. The PI Nominating Committee will give a report at the International Convention.
15. Election of international officers is held at the International Convention. Officers begin their term at the close of the convention.

106 Attendance of Nominees for Pilot International Office at Council of Leaders

Nominees for Pilot International Office are not invited to attend the Council of Leaders.

107 PI Appointees Seeking International Office

By acceptance of nomination for Pilot International Office, the nominee will automatically be relieved of their responsibility as an incoming PI coordinator.

108 Executive Committee Orientation Meeting

An Executive Committee Orientation will be held annually; the agenda and topics to be determined as appropriate for that time.

108.5 The First Vice President of Pilot International will conduct ECR training at the Orientation meeting.

109 ECR Assignments

The incoming International President at Pilot International Convention may assign an International Officer as ECR to each District.

110 Insurance

1. A Group Accident Medical blanket coverage is renewed annually for travel to, in attendance and return to residence/business when involved in authorized Pilot International business for: Pilot International Board of Directors, Governor Elect, Lieutenant Governors and staff.



Coverage: Blanket Accident Medical Reimbursement
Death/Dismemberment

2. A Non-Profit Organization Liability Insurance is renewed annually for: Pilot International Board of Directors and staff.
3. An Employee Dishonesty blanket coverage is renewed annually for the Executive Director and staff.

Coverage: \$100,000 limit per occurrence

111. International Coordinators' Expenses

Registration fee is waived for outgoing and incoming PI Coordinators

One-half the difference in a special rate room and a convention rate room for a maximum of six nights for incoming coordinators.

Two day's meal allowance and two night's hotel (one-half double rate) if the President Elect invites a coordinator or a Past International President to be a participant in the Council of Leaders.

Handouts, posters, etc. for division presentation at PI/PIF Convention (maximum \$100 per division). Expense report with receipts must be submitted to PI Headquarters within 30 days following the convention.

(Cost of audio visual equipment is included in the PI budget.)

112 Executive Committee Self-Evaluations

The Executive Committee will conduct an annual self-evaluation.

113 Service Club Leaders Conference

Pilot International will maintain membership in the Service Club Leaders Conference. Each organization may be represented by not more than two elected officers and two professional staff. Pilot representatives will be the President, President Elect, and the Executive Director and, when appropriate, an additional staff member may be included.

114 Past International President's Pin

Pilot International furnishes a basic gold Past International President's Pin with either imitation emerald stones/pearls or zircon to be given at the conclusion of the term of office. If the President desires other stones in the pin, the officer may personally pay the difference in cost. The President decides and advises the Executive Director, or designee, no later than Jan. 15 regarding the kind of stones to be included in the Past International President's Pin.

115 Memorials and Remembrances

1. A \$100 memorial will be given to the Pilot International Foundation from the current Pilot International Budget for the following persons at the time of their death:
 - a. Pilot International Board of Directors Members
 - b. Past Presidents of Pilot International
 - c. Headquarters staff

Immediate written notice will be sent to members of the Pilot International Board of Directors, Past International Presidents, and DAC/DEC of the home district of the officer.

2. The death of a Past International President or a current International Officer will require fast and appropriate action by the Executive



- Director. Acting on behalf of the Pilot International Executive Committee and in consultation with the President, the Executive Director will:
- a. Secure International representation at the funeral and advise the family of those in attendance.
 - b. See that a tribute to the passing of the Pilot is included in the earliest issue of THE PILOT LOG following the death. This should include a photograph and biographical information showing service rendered Pilot International, district and clubs.
 - c. In the event of the death of a Past International President, Headquarters will immediately notify the EC, District Governors, and Past International Presidents via fax/e-mail. The EC in turn will be responsible to contact their Governors if they can only be reached by telephone.
3. A contribution (\$50) will be sent to PIF for an Executive Committee Member or Headquarters staff member at the time of the death of an immediate family member.

Exceptions are to be handled by the President and the Executive Director.

116 Statement of Nondiscriminatory Policy

Pilot International affirms the policy of participation in all programs and employment without regard to race, religion, creed, color, gender, age, national origin, or disability. The Boards of Directors are committed to this policy of nondiscrimination and urges each Pilot Club to uphold the code of ethics, purpose and mission of Pilot International by reflecting the common cause of friendship and service in all activities, including the consideration of prospective members, in a nondiscriminatory manner.

117 Eligibility and Appointment of Pilot International Representatives and Alternates

Eligibility

Pilot member - active, privileged, member-at-large
Neither representative nor alternate can concurrently hold district or international office.

Appointment

Appointed by Pilot International President and approved by the Executive Committee. Pilot International President is to notify agency of representative's appointment.

Term of Appointment

Each agency will be contacted to determine its expectations of its Pilot International representatives.

The term is to correspond with the Pilot year. The initial appointment is for a two-year term and appointee may be reappointed. The alternate may or may not be appointed as the agency representative.

Resignations will be sent by letter to the Pilot International President, and a copy sent to the Executive Director.



118 Responsibilities of Pilot International Agency Representative

To promote Pilot International/Pilot International Foundation and be knowledgeable about both organizations.

To attend all regularly-called meetings at which the representative's attendance is required or expected.

To actively participate in agency work, seeking/accepting committee assignments, and leadership positions.

To give special attention to projects for possible Pilot club service involvement.

To seek contacts relative to grants or monetary awards from foundations and/or corporations.

To submit detailed proposals for agreements/contracts with the agency to the Pilot International President, for review by the Executive Committee. The Executive Committee will determine whether or not to approve the proposal.

To report quarterly (by September 1, December 1, March 1, June 1) to the President, with a copy to Headquarters.

To submit in June of each year to the Pilot International President, with a copy to Headquarters, a year-end report of the past year's activities, including recommendations for the following year.

119 Executive Committee Photos at Headquarters

A picture of each Pilot International President will be placed in a memory book and displayed in Headquarters. A picture of the current Executive Committee will be displayed at Headquarters.

120 Conflict of Interest Policy

Pilot International, Inc. serves the community as a non-profit organization and as such operates in a role that calls for a high degree of community trust.

Because Pilot International's activities are subject to public scrutiny, conscientious efforts must be continually taken to maintain the confidence of the community, and to avoid circumstances which might lead to a harmful conflict of interest and lessened credibility in pursuing the mission of Pilot International.

Therefore, it is the policy of Pilot International, Inc. that representatives of PI, including Board of Directors, members and employees, should not on behalf of PI, engage in any business or professional activity with persons or organizations outside PI, where that activity might result in personal benefit to the PI representative, and thereby result in a conflict of interest.

A PI representative should not accept gifts, monies, entertainment of significant value, or other gratuities outside PI or otherwise deal preferentially with suppliers and others where personal gain accrues to the representative.

BOD members and employees of PI and shall exercise their best judgement for the benefit of PI and shall refrain from being influenced by personal considerations of any kind in the performance of their duties. BOD members shall avoid employment, investments and personal interests which may work to the disadvantage of PI.



POLICY MANUAL #200 Series Miscellaneous

POLICY
MANUAL
#200 Series
Miscellaneous

201 The Pilot Emblem and Logotypes (Bylaw IV, Sections 1 & 4)

The emblem of Pilot International is the Pilot Wheel. Logotypes (“logos”), both using the Pilot Wheel emblem and, in some instances, without depiction of the emblem, shall be created and maintained by Pilot International to be used as identifying marks, devices or as symbols.

The emblem and/or logos shall be used to identify the organization on publications, printed materials, and property items used in connection with the advancement of the mission and goals of Pilot International.

Each logo used by Pilot International, shall be approved by the Executive Committee and then, if necessary, registered as a trademark (or service mark) in all countries in which the organization maintains affiliated clubs.

To preserve its rights and to prevent its registered and non-registered trademarks from becoming public property, the Executive Committee of Pilot International shall exercise authority over usage of all names, emblems and logos. Permission for use of the marks shall be granted only when contemplated use is appropriate to the aims, ideals and purposes of Pilot International and its member clubs. In considering requests for use of the marks, the Executive Committee shall apply reasonable standards of propriety. The proposed use must be in good taste, credible, dignified, of high quality workmanship and must be artistically and accurately reproduced.

Club and/or District Officers are not required to obtain permission to apply the marks to printed matter (e.g., letterheads, envelopes, bulletins, announcements, checks, badges), awards, trophies, clothing and items of a similar nature for their own use. However, the mark shall always be accompanied by the name of the club and/or district administration using the mark, thus employing the mark to indicate association with Pilot International. The mark shall not be used by members for personal or commercial purposes or advertising.

An organization, foundation or corporation organized and controlled by a club or group of clubs, or their members, may employ the marks, or the name “Pilot,” only upon the specific approval of the Executive Committee in each instance. However, even with such approval, if granted, the name of the sponsoring or conducting organization must always accompany the mark to make clear the facts that the event, activity or item is that of the named organization rather than Pilot International.

Pilot International reserves the right to restrict or prohibit the use of its name and logo when in its sole judgment, such usage is deemed inappropriate. Pilot International reserves the right to charge for, limit, restrict or condition the use of its name or logo. It also may prohibit any such use when, in its sole judgment, such use is deemed inappropriate. Permission to use the trademarks of Pilot International will be granted by the Executive Committee through written license agreement. Violation of any agreement for use of the trademarks shall result in revocation without advance notice.



202 Use of Titles

Miss/Mrs./Ms/Mr. and other titles will be deleted from official correspondence and listing of members.

203 Privileged Information:

Salaries of individual employees are confidential personnel records. Pilot management considers the salaries of individual employees to be a matter of personal privacy. We respect the reasonable privacy interest of Pilot employees and ask members to respect this as well.

Requests from members for staff salary and benefit information will be referred to the latest PI audit for total salaries and benefits. No individual salary or benefit information will be provided.



POLICY MANUAL #300 Series District and Club Operations

300 Travel Expenses

A Pilot/Anchor eligible to receive any reimbursement of expenses paid by Pilot International, a district and/or a club shall only be paid approved expenses from one source – Pilot International, the district or the club.

Pilot International will reimburse Pilots and Anchors for authorized automobile travel at 75% of the current IRS rate. Staff will be reimbursed at current IRS business rate.

When two or more Pilots/Anchors (who are eligible to receive reimbursement for transportation from any source) travel together by car, approved transportation expenses at the current mileage rate (75% of IRS rate) will be paid to the Pilot/Anchor providing transportation.

Round-trip transportation will be paid for most economical means of travel: auto, coach or economy class air fare, train, bus, taxi or other public transportation. Any Pilot/Anchor traveling via plane at Pilot International's expense shall make plane reservations at the lowest fare available. Should the person elect to drive rather than fly, the Pilot/Anchor shall be reimbursed for mileage plus meals and lodging in route. *(Travel reimbursement will be no more than 125% of the most economical mode of travel – plane or ground transportation...includes meals and lodging.)*

Receipted expenses will be reimbursed when received at Pilot International Headquarters within 30 days of occurrence.

301 Approved Expenses Paid By Pilot International For District Officers

Expenses for Pilot activities are kept at a minimum. A Pilot eligible to receive reimbursement of expenses paid by Pilot International, a district, and/or a club will only be paid approved receipted expenses from one source – Pilot International, the district or the club when received within 30 days of the expense. Final district expense reports are due before the end of the fiscal year.

a. Transportation for Authorized Activities in the district:

Approved transportation will be paid as follows: Plane (most economical fare available), bus, train, or 75% of the current IRS mileage rate. Pilot International will reimburse for parking and toll. Cancelled ticket, stubs or receipt should be attached to the expense report covering such trip. *(Travel reimbursement will be no more than 125% of the most economical mode of travel – plane or ground transportation)*

b. Official Visits to Clubs:

Each district will be reimbursed for receipted expenses for the Governor, Governor Elect, and/or Lt. Governor to make official visits to clubs in the district. The official visits to clubs are made in accordance with itineraries planned and approved by the District Administrative Council.



Pilot International pays 100% of the transportation costs (including tolls and parking), unless the annual budget necessitates reducing this amount. *Hotel, airfare, tips and meals are not reimbursable without prior approval from ECR.*

Approved receipted expenses are reimbursed by Pilot International Headquarters upon receipt of the expense reimbursement form within 30 days of the visit. Official Visit Reports are filed with the Governor *and Pilot International* no later than 30 days after a visit is made.

c. Presentation of Charter to New Pilot Club or New Anchor Club:

Transportation, moderate-rate hotel/motel (single room) and meals (actual cost of meals en route not to exceed \$40.00 per day) will be paid for the *PI President, Governor, or other PI Official (approved by the President)* to present the charter to a new Pilot Club or new Anchor Club. Cost of charter dinner will be paid by the club. Tips will be reimbursed.

d. Pilots/Anchors Traveling Together by Car to Conventions:

When two or more Pilots/Anchors (who are eligible to receive reimbursement for transportation from any source) travel together by car, approved transportation expenses are paid to person providing transportation.

e. Governor (Member of Board of Directors) to Attend Annual Convention:

Provided the Governor attends the Council of Leaders, pre-convention and post-convention meetings of the Board of Directors, and the convention, Pilot International pays the following expenses:

Transportation: Round-trip transportation. *Travel reimbursement will be no more than 125% of the most economical mode of travel - plane or ground transportation. Plane reservations should be booked through PI's official travel agent, if possible.*

Registration fee: Paid in full.

Per diem: Actual cost of meals not to exceed \$40.00 per day and tips enroute (if not included in plane fare) .

Hotel: One-half special double bedroom rate. If someone other than a district officer shares the room, that person reimburses the district the difference in the special and convention hotel rates.

Meals: Meals and tips while at the convention as authorized for the Board of Directors. Meals covered in the registration fee and complimentary meals are not eligible for reimbursement.

f. Postage for official correspondence:

Official correspondence for which postage will be reimbursed by Pilot International is correspondence necessary to advance the activities of Pilot - such as: letters connected with official visits; assisting weak clubs; encouraging extension; letters to Headquarters, ECR or Pilot International officers, seeking advice, reporting situations, or answering questions. Pilot International pays postage for mailing the Governor's Bulletin to Executive Committee members, District Governors, the Pilot International Chaplain, and Past International Presidents.



g. Telephone charges:

Long distance telephone calls for District Officers are not reimbursable except in case of emergency and if such expenses are included in an expense report (detailed information and reasons must be given). Collect calls to Headquarters are not permitted.

h. Accident Insurance Coverage for Governors, Governors Elect, and Lt. Governors:

Pilot International's blanket accident medical reimbursement coverage is \$25,000 with \$50 deductible payable by the officer. This coverage pays for medical expenses that occur as the result of an accident while a District Officer is involved in official business authorized and approved by Pilot International. Tidwell-Hilburn Insurance (478-743-9318) and Pilot Headquarters should be notified at once of an accident necessitating medical expenses that would be covered under this insurance.

302 International Expenses Paid by Pilot International

Pilot International will budget and reimburse all authorized expenses for Pilot activities, regardless of the international location of the activities, Pilot, Pilot Club, Pilot District, Anchor, Anchor Club, or Anchor District, if it is the policy to reimburse for this activity.

303 Reimbursement by Pilot International of Expenses for Formation of New Clubs

Expenses for the formation of new clubs will only be reimbursed to the club or person(s) responsible for organizing the new club. Eligible expenses include those costs incurred for organizing the club and those related to the new club's setup or operation expenses. All organizing expenses MUST be submitted to headquarters within thirty (30) days after the charter presentation to the new club.

See Notification of Intent to Organize a New Club form for list of items that will be furnished by Pilot International to the newly chartered clubs.

304 Expenses of District Operations NOT Paid by Pilot International

1. Any part of the expense for:
 - a. Governor Elect and Lt. Governor(s) to attend the Pilot International /Pilot International Foundation Convention.
 - b. Governor, Governor Elect, Lt. Governor(s), District Treasurer and District Secretary to attend the District Convention.
 - c. Any District Officer to attend Fall Council, District Workshop or meeting of the District Administrative Council/District Executive Council.
2. Rental of computer/typewriter and related expenses, if provided.
3. Stenographic services, photocopying or printing, either for the Governor, Governor Elect, Lt. Governor(s) or within the district.
4. Expenses of greeting cards and postage, gifts, awards, etc.
5. Stationery
6. Postage for District Secretary, District Treasurer, District Appointees



305 Approved Expenses Paid By the District For District Officers

Expenses for Pilot are kept at a minimum. A Pilot/Anchor eligible to receive reimbursement of expenses paid by Pilot International, district, and/or a club will only be paid approved expenses from one source – Pilot International, the district, or the club.

Expense reimbursement forms should be submitted for payment within 30 days following such travel. Final expense reports should be submitted prior to the end of the fiscal year.

1. Approved Expenses Paid by the District and Included in the District Budget:

- a. Governor Elect and Lt. Governor(s) to attend the Council of Leaders and the Pilot International/Pilot International Foundation Convention.

Registration fee to be sent with completed Pilot International/Pilot International Foundation Convention form.

- b. District Officers to attend District Fall Council/Workshop (if held).

For District Governor, Governor Elect, Lt. Governor(s), Treasurer and Secretary: receipted expenses for transportation, hotel double occupancy, registration fee, and meals not included in the registration fee.

- c. District Officers to attend District Convention

For District Governor, Governor Elect, Lt. Governor(s), Treasurer, and Secretary: registration fee and receipted meal expenses not to exceed approved daily allowance. Hotel should be complimentary; however, the district pays for hotel (one-half double convention rate) for a District Officer not in complimentary room.

If someone other than a District Officer shares a complimentary room, that person reimburses the district, the hotel rate for the space occupied.

District also pays the transportation expenses for the District Governor, Governor Elect, Lt. Governor(s), Treasurer and Secretary. If traveling by car, mileage is paid at 75% of the current IRS rate. District will also reimburse for parking and tolls. If travelling by train, bus or plane, use most economical fare available. Cancelled ticket, stub or receipt should be attached to the expense report.

- d. Stationery

Letterheads and envelopes for official correspondence for the District Treasurer, District Secretary and District Appointees.

- e. Postage

Postage for District Officers and District Appointees to carry on the activities of the District and for mailing district bulletins and district convention minutes.

Official correspondence for the district relates to: district



- meetings, conventions, budget, bulletins, greetings, welcome to new Pilots, notes of sympathy, etc.
Cost for mailing district files/records to the Governor.
- f. Photocopying or Printing
Photocopying or printing bulletins of District Appointees, district convention minutes, and district bulletins.
 - g. Miscellaneous
Filing cabinets, file folders, etc. for the preservation of district records. Purchases are approved in advance by DAC.
 - h. Bond for District Treasurer
2. Submitting Expense Reports to the District
- a. Expense reports with receipts attached should be sent to the District Governor within 30 days after expenses are incurred.
 - b. Expense reports are verified and approved by the Governor and Governor Elect and forwarded to the District Treasurer who issues the checks. The Governor countersigns checks. The Governor Elect may sign the checks for the Governor or the Treasurer in the event of an emergency.
 - c. Checks are issued in accordance with the District Budget and District Standing Rules.

306 Expenses Paid By the Club For District Officers

1. For the official visit of a District Officer, the club pays:
 - a. Transportation to and from arrival point to the place where visiting officer will stay, if visitor does not have a personal car
 - b. Official visitor's luncheon, depending upon arrival or departure, and dinner
 - c. Necessary Pilot telephone calls
 - d. Single room in hotel or motel and breakfast the morning following the visit
 - e. If official visit date is changed for the club's convenience and there should be any extra expense, this is the club's responsibility.
2. When a club invites a District or International Officer to participate in club activities on special occasions such as an Anniversary, Civic Night, etc., the club pays the transportation, lodging, and meals.

307 Prorated Dues

For new and reinstated members, Pilot International dues will be prorated starting with the month the member enters the club through the remainder of the current club year.

308 Insurance for District Officers

1. A blanket Group Accident Medical policy is renewed annually for travel to, in attendance and return to residence/business when involved in



authorized Pilot International business for District Officers.

Coverage: Blanket Accident Medical Reimbursement
Death/Dismemberment

2. A Non-Profit Organization Liability Insurance policy is renewed annually for: Pilot International Board of Directors and staff.

Coverage: \$2,000,000 aggregate limit for each policy year,
for civil claims made because of wrongful acts, etc.

309 Club Liability Insurance Policy

Pilot International will provide liability coverage for all United States Pilot Club members, which shall include coverage for Anchors. Pilot Club members will be charged an annual premium based on the total premium charged to Pilot International. If reasonable coverage can be made available for international Pilots, Anchors and Members-at-Large, premiums will be charged to these members on an individual basis to cover the cost of the total premium charged to Pilot International. Pilot International will pay all deductible amounts made against the liability insurance.

310 Handbook for Club Officers

Pilot International will publish a "Handbook for Club Officers" containing pertinent information and guidelines regarding club operations. Headquarters staff will review this publication annually prior to printing and will make any revisions necessary to maintain compliance with current bylaws, policies, programs, and/or philosophies of the Executive Committee and Pilot International.

The "Handbook for Club Officers" will be made available on the PI web site at no charge to the club. Or, the club may order the manual on Compact Disc or a paper copy from Catalog Sales for a charge.

311a Changing Number of Lt. Governors (Non-Regional) (July 2004)

The following ratio for electing one or more Lt. Governor(s) is to be used as a guideline:

21 - 36 clubs, one Lt. Governor 37 - 48 clubs, two Lt. Governors

49 - 60 clubs, three Lt. Governors

The procedure for electing a Lt. Governor is as follows:

1. It is recommended that the district have at least 3 or more than the minimum required number of clubs (in the ratio above) to allow for attrition.
2. The Governor, with approval of the District Administrative Council, appoints a committee to compile the following information:
 - a. Need for the office of Lt. Governor
 - b. Expense to the district
 - c. Necessary increase or resulting decrease in district dues
3. The District Administrative Council will study carefully the matter of adding or deleting a Lt. Governor, and if approved by them, the clubs in



the district will be notified 30 days in advance that it will be presented for a vote at the next Fall Council or District Convention. The information provided to the clubs will include the report of the committee referred to in item #2.

4. If the convention body votes in favor of adding or deleting a Lt. Governor, it becomes effective the following club year, with the Lt. Governor to be elected at the next District Convention. Nominations for the new office will be submitted to the District Nominating Committee.
5. Expenses of the Lt. Governor must be included in the district budget approved at the convention at which the officer is elected.
6. District Standing Rules will be amended, when necessary, as a result of the increase or decrease in the number of Lt. Governors.

311b Changing Number of Regional Lt. Governors (Regional District)

1. The Governor, with approval of the District Executive Council, appoints a committee to compile the following information:
 - a. Need to increase/decrease the number of Lt. Governors
 - b. Expense to the district
 - c. Necessary increase or resulting decrease in district dues
2. The District Executive Council will study carefully the matter of adding or deleting a Lt. Governor, and if approved by them, the clubs in the district will be notified 30 days in advance that it will be presented for a vote at the next Fall Council or District Convention. The information provided to the clubs will include the report of the committee referred to in item 311 a., #2.
3. If the convention body votes in favor of adding or deleting a Lt. Governor, it becomes effective the following club year.
4. District Standing Rules will be amended, when necessary, as a result of the increase or decrease in the number of Lt. Governors.

312 District Nominating & Election Procedure (Bylaw Article XVIII, Section I)*

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 (during term as Governor Elect)- 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: 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, ECR and PI Headquarters have received the nomination letter, completed Qualification Form, Vision Statement, 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 Nominating Committee verifies nominations by checking references listed by nominee and two other Pilots who have knowledge of the candidate's qualifications.

45 days prior to Convention Nominating Committee notifies candidates of the status of their nomination.

30 days prior to Convention Names and Qualifications of Nominees will be mailed to Clubs, District Officers, and ECR (and Past Governors if eligible to vote as delegates).

This may be mailed by either the Governor or the Chairman of the Nominating Committee.

Friday night - Committee members meet with Governor, ECR, Parliamentarian and signs report.

Saturday Morning - 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. The ECR will then approve or disapprove the qualification form and Vision Statement as quickly as possible

The Chair sends copies of all committee mailings to the DAC/DEC, the ECR assigned to the District, other members of the Nominating Committee, and PI Headquarters.

MEETING OF COMMITTEE AT DISTRICT CONVENTION

All members of the Nominating Committee must attend the meeting of the committee held prior to the first business meeting at the District Convention.



The DAC/DEC designates the time for the meeting of the committee at the convention site.

The Chair presides at the meeting of the committee. The ECR meets with the committee to discuss rules regarding nominations and to verify qualifications of nominees. If the qualifications of any nominee are questioned, this will be brought to the attention of the ECR for verification.

The Chair reminds the members of their responsibility to the organization; emphasizing their responsibility to verify that nominees are qualified. The Chair stresses the privilege of each member of the committee to add information to the qualifications of any nominee or to ask any questions concerning a nominee, and reminds them they have the right, by majority vote, to declare a nominee ineligible for office.

REPORT OF COMMITTEE

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

For Governor Elect - Name(s), club, city, state/province/prefecture

For Lt. Governor*- Name(s), club, city, state/province/prefecture

For Treasurer - Name(s), club, city, state/province/prefecture-

(Note: District Secretary is appointed by the Governor.)

*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.

2. Each member of the committee signs the report, with the Chair signing last.
3. At the first business meeting, when called upon by the Governor, the Chair reads the report to the convention body.
4. 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.

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.

313 Establishing a Pilot District

A minimum of 300 Pilot members and ten (10) Pilot clubs is required to establish a Pilot District.



314 Membership Category Definitions

Membership-At-Large: Former Pilot Club members whose resignation was requested by the Club will not be eligible for membership-at-large.

Continuous Membership: If a transfer member affiliates with a club within 12 months of date of resignation OR a member is reinstated into their former club within 12 months of date of resignation, membership shall be considered continuous for the purpose of recognition of years of continuous membership and the original entry date shall be recorded.

315 International Mailing

International mailing will be charged mailing/shipping costs above the amount to send the same item (including the PILOT LOG) at a U.S. rate.

316 Surrender of Club's Charter

Upon receipt of written notice of a club's intent to surrender its charter, the Executive Director will contact the District Governor. Headquarters will send a letter from the P.I. President acknowledging the club's decision to disband. The club will be requested to return the charter to Pilot Headquarters and to file a legal form to dissolve the corporation where required.

Disposition of funds: (1) payment of all local obligations; (2) payment of district obligations; (3) Payment of obligations to Pilot International. Any funds remaining after all indebtedness has been paid should be given to a charitable cause in the community, to an affiliated Anchor Club(s) for a service project, to the district or be sent to the Pilot International Foundation. Funds may be distributed only to be used for purposes that are consistent with the Club's charter and bylaws. No funds may be distributed to members.

A member of the disbanding club should keep the following records for 7 years: any tax returns (990, 990N or 990EZ), bank statements, and club treasurer's reports. Minutes of the meeting in which members voted to disband should be sent to PI Headquarters to be placed in the club's permanent file.

Members of a disbanded club should not thereafter use in any manner the name, the insignia or other identifying emblems of membership in Pilot International except as they may become Members-at-Large.

A disbanding Pilot Club should secure a new sponsoring Pilot Club for their Anchor Club(s) in the surrounding area if possible. Once that club has agreed to become the new sponsor, they should notify Headquarters of their intent in writing with copies mailed to the Pilot District Governor and District Anchor Coordinator.

If the disbanding Pilot Club is unable to secure a new sponsoring Pilot Club, the Pilot District Governor should contact Headquarters within 30 days of the Pilot Club's disbanding. The Governor should inform the membership department of the status of finding a new sponsor and obtain any relevant information* regarding the Anchor Club(s).

If Headquarters does not hear from the Pilot District Governor within 45 days, the membership department should contact the Governor and discuss the options the district has and give to the Governor any relevant information* concerning the Anchor Club(s).



The Anchor Club can be sponsored by:

- A Pilot Club (even if it is not in the same town).
- A Pilot District.
- A Pilot member.
- As a last resort, an Anchor Club can be sponsored by the Executive Committee of Pilot International.

A Member-at-Large from the disbanding Pilot Club should be asked to be a liaison between a Pilot Club (if not in the same town), district or the Executive Committee.

- * Relevant information includes address(es), phone and fax numbers of the school(s), status of dues, membership total(s), advisor's name(s), address(es), phone and fax number(s).

317 Revocation of Charter (Bylaw Article V, Section 3)

Should the DAC/DEC recommend to the Executive Committee that a Pilot Club is not operating within the Bylaws, policies, or principles of Pilot International, the DAC/DEC may refer the matter to the Executive Committee.

Upon review if the Executive Committee concurs that the matter warrants revocation of the club's charter, the Executive Committee will recommend this action be taken by the Board of Directors.

If dues are not paid within 90 days of the due date, the Club's Charter may be revoked.

318 Disposition of Property By Clubs Disbanded

1. Whenever a club or District owning real property ceases to be a member of Pilot International whether voluntarily or by forfeiture, such club, prior to termination of membership will convey title to its real property to Pilot International and/or Pilot International Foundation.
2. Any personal property shall be delivered to Pilot Headquarters (e.g. Bell, gavel, pins, other logo material)
Districts of Pilot International will hold and convey title to real property only in the district corporate name.
3. Any remaining funds held by the club shall be paid to Pilot International and or Pilot International Foundation.

319 Dissolution of a Pilot International District

A vote on whether or not to dissolve a Pilot International District will be taken at the District's annual convention, or a vote by mail.

A recommendation from a club for dissolution shall be received by the Governor sixty (60) days prior to the District Convention. A recommendation also may come from the DAC or DEC.

The Governor is responsible for mailing the recommendation to all clubs thirty (30) days prior to the District Convention or vote by mail.



320 Disposition of Funds by Disbanded Districts

1. Payment of all (1) District Convention, (2) District, and (3) Pilot International obligations shall be made.
2. A majority vote of delegates at District Convention will determine the disposition of remaining funds. Any funds remaining shall be given to a charitable cause or sent to the Pilot International Foundation.
3. A copy of the final Treasurer's Report and Audit Committee Report will be forwarded to Pilot International Headquarters within ninety (90) days from the close of the District Convention.

321 Surrender of District Charter

The President of Pilot International and the Executive Director will be notified of the action taken at the close of the District Convention by the Executive Committee Representative.

If dissolution is approved, the District will return the charter to Pilot International Headquarters within ninety (90) days, and file a legal form to dissolve the corporation where required.

Members of a disbanded district shall not thereafter use in any manner the name, the insignia, or other identifying items of membership in Pilot International except as they may become members of Clubs of Evolving Districts (COED) or Members-at-Large.

322 Money Solicitations from Pilots

Any activities of Pilot International requiring money solicitations from Pilots must be approved by the Executive Committee.

323 IRS Form 990

The Club Manual will contain the most current rules and regulations from the Internal Revenue Service regarding the filing of IRS Form 990, 990N or 990EZ by Pilot Clubs located in the United States.

It will be the responsibility of the Executive Director to notify and inform United States Pilot Clubs of any changes in IRS rulings regarding Form 990, 990N or 990EZ which may occur after distribution of the most current Club Manual.

324 Distribution of District Manuals

Pilot International will publish a "District Manual" containing pertinent information and guidelines regarding district operations. Headquarters staff will review this publication annually and will make any revisions necessary to maintain compliance with current bylaws and policies, programs, or philosophies of the Executive Committee and Pilot International.

The "District Manual" will be made available on the PI web site at no charge to the District. Or, the District Officers may order the manual on Compact Disc or a paper copy from Catalog Sales for a charge.



325 Distribution of Club Manuals

Pilot International will publish a “Club Manual” containing pertinent information and guidelines regarding club operations. Headquarters staff will review this publication annually and will make any revisions necessary to maintain compliance with current bylaws and policies, programs or philosophies of the Executive Committee and Pilot International.

The “Club Manual” will be made available on the PI web site at no charge to the Clubs. Or, the club may order the manual on Compact Disc or a paper copy from Catalog Sales for a charge.

326 Club Directory

An annual Club Directory of Pilot International shall be printed each year. The directory is a record that should be held in trust and is reserved for use of Pilots and for Pilot purposes. Use of the directory for advertising, solicitation of funds or propaganda is strictly prohibited. Requests from non-Pilots for a mailing list of club presidents in specific districts shall also be denied. Exceptions may be granted only with the authorization of the Executive Director.

The directory will be made available as soon as possible after July 1. One copy will be sent to each: Board of Directors, Past International Presidents, International Parliamentarian, Chaplain, Convention Chair and Vice Chair, and Division Coordinators.

One directory will be mailed to each club. Additional copies are available from Pilot International Headquarters at a cost to be determined by the Executive Director. The cost shall be sufficient to cover the expense of printing, shipping and handling of orders.

327 Religion and Politics

Pilot Clubs do not engage in political debates or in discussion of religion, nor do they endorse partisan measures or candidates for public office.

328 Mergers

Mergers require two or more clubs to give up their charters, unincorporate, and disband and charter a new club.

329 Official Visits: In Case of Emergency

In case of an emergency, the Governor may request that a member of the Executive Committee or the Immediate Past Governor of the District conduct, on behalf of the assigned member of the DAC/DEC, an official visit to a club.

330 Official Correspondence to Districts and Clubs

Official correspondence to Districts and Clubs should be limited to the



International President, ECR to the District, and Headquarters.

331 Club and District Web Sites

The following are policies regarding a number of areas relating to PI/District/Club web sites.

Links:

Pilot International will allow all Pilot and Anchor Clubs and Districts to link to the PI web site.

PI will link to other related organizations, agencies, and etc. where it is deemed relevant and beneficial for us to do so. PI will seek to obtain links which do not carry a cost.

PI will evaluate any requests for commercial links on a one by one basis.

PI assumes no responsibility, nor liability, for the content or accuracy of the sites to which it is linked, including Pilot and Anchor Clubs and Districts.

Logos, Emblems, Trademarks:

The same policies that guide the use of PI logos remain in effect in this medium.

Contact Information @www.pilotinternational.org:

The web site directory for Pilot International will include a listing of Board of Directors, Staff and Pilot Districts, as well as a listing of Pilot and Anchor clubs with e-mail addresses when available.

Club Web Sites:

To maintain the quality of PI's image globally, Pilot and Anchor Clubs and Districts are required to maintain a minimum standard on their web sites.

Pilot or Anchor Clubs or Districts, including those already having web sites, will be required to go through an approval process, in order to ensure that minimum standards are met.

Before the web site is released onto the Internet, the site must meet the minimum quality standards listed below. The Club must submit a review request to Headquarters. Within 30 days of receipt of the request, a response will be issued to the Club or District for approval to put the site on the Internet. Sites which have not gone through the approval process will not be able to link to the PI site.

Pilot International prefers that clubs and districts maintain a high standard and consistency in the sites. However, all sites must minimally have:

1. Pilot International logo
2. Pilot International contact information: address, telephone, fax, web site address, e-mail address
3. Pilot or Anchor Club name
4. City, State, and Country of the club's location
5. Contact information or a way in which interested parties can notify the club
6. A list of community service projects
7. A statement requiring adherence to copyright regulations
8. A statement requiring adherence to no profanity, libel or slander, offensive or discriminatory messages, pornography, or illegal activity



(see sample policy which can be streamlined for the clubs)

9. A disclaimer of the club's liability for content or interaction on the site
Should PI become aware that this minimum standard is not being met, or that inappropriate activity is occurring on a club's web site, appropriate action will be taken with that club's leadership.

Any club using another developer for its site, voluntary or paid, should obtain from the developer a written agreement that the content of the site belongs to the Pilot or Anchor Club or District, and that in the event the individual or company is no longer to provide this service, all code for the site reverts to the ownership of the Pilot or Anchor Club or District.

Commercial Activity

Should PI or a Pilot or Anchor Club or District entertain commercial advertisements on their page, it should clearly be labeled as an advertisement. Any Pilot entity posting advertising on its site should obtain an agreement from the advertiser indemnifying Pilot against loss resulting from the advertisement, including, without limitation, losses caused by trademark, copyright, or libel or defamation.

Any links to commercial sites should be part of the advertisement. PI, and all Clubs and Districts, will use the highest degree of judgement in determining the appropriateness of linking any site to a commercial entity; keeping in mind any reflection this may have on PI as a non-profit, service club organization, with a charitable intent.

Solicitation

The policy regarding solicitation of other Pilots applies to web sites and e-mail. No chain solicitations will be tolerated. The advent of such may result in the immediate termination of the web site.

Political Activity

Neither PI, nor its club or district sites, will carry any endorsements for specific candidates for office at any level on their sites.

332 Multi-membership in Pilot Club and District

When accepting a nomination to run for international office, a nominee must declare membership in only one district.

333 Disaster Relief

In the event of a disaster within a district, it is the responsibility of the Governor to notify Headquarters of the affected clubs. Headquarters will communicate the information to the Board of Directors. Clubs and Districts may request additional information from the reporting Governor or President of clubs impacted by the disaster.



334 Waiver of Club Dues

Upon written request, for extenuating circumstances, the Executive Committee may waive payment of a club's Pilot International dues for one year.

335 District Convention Information

By December 1, the District Convention information including date and locations, will be provided to the District Governor, ECR and Pilot International Headquarters by the District Governor Elect.

336 Number to Charter New Club

Twenty actual Pilot International dues paying members are required to charter a new Pilot club.

337 State of Reorganization

THE PURPOSE "State of Reorganization"

- Recognizes that the club needs assistance in rebuilding its membership
- To assist the club with its efforts to rebuild.

WHO MAY REQUEST THAT A CLUB BE PLACED IN A "STATE OF REORGANIZATION?"

- A club,
- District Governor,
- International President

QUALIFICATIONS

- When the membership falls below 15 members;
- lack of attendance at district and international conventions,
- non-payment of international dues,
- failure to present a slate of club officers.



DISTRICT REQUIREMENTS FOR “STATE OF REORGANIZATION”

(District Governor, with the Assistance of the District Membership Development Team and Official Visitor)

- Forty-five days after a club has been placed in a “State of Reorganization”, a “rebuilding” plan should be submitted to PI Headquarters and should be signed by the ECR and DAC. This plan should include a timeline as to how and when the club plans to regain charter strength.
- Maintain close contact with the club – by phone and personal meetings
- Work with the club to plan a Share Pilot Meeting or other type of member-building activity (someone from DAC should attend)
- DAC member conducts training with club for club officers and Pilot Information
- Waiving or reducing district dues for one year may be considered after the Reorganization Plan has been submitted.

Encourage club members to attend district functions (*Fall Council, District Convention*) –

May consider waiving registration fee for one district convention or help pay expenses for attending convention

PI PRESIDENT’S RESPONSIBILITY while a club is in a “State of Reorganization,:

- Notify ECR and instruct him/her to maintain close contact with the club
- May consider waiving or reducing international dues for one year after the Reorganization Plan has been submitted.
- Encourage club members to attend international convention

May consider waiving registration fee for one convention

COMMUNICATION:

District Officers, International President and International Headquarters should maintain close contact, sharing all pertinent information about the club.



338 Organization of a new Pilot Club

Once the area for the new club has been selected, the “Intent To Organize a New Club” should be submitted to Pilot International Headquarters with a copy to the District Governor. When form is received, PI Headquarters will send brochures, membership forms, etc. to assist in organization of new club.

Charter for the new club will be issued when at least 20 completed membership forms along with payment of initiation fees, dues, and insurance (when applicable) are received at headquarters.

Pilot International will furnish the following to a new club upon receipt of the necessary forms and payment:

- New Member Folder for each member
- 2 Club Manuals
- 6 Handbooks for Club Officers
- 3 Club Directories
- 1 Community Development Plan
- 1 Publicity Guide
- 1 PIF Resource Manual
- Charter pin for each charter member
- 1 Club Banner

Refer to the “Pilot International Recognition Program” for any additional benefits.

339 Policy Regarding Club Records

The following Club records are **permanent** and should be kept indefinitely.

- 1.) Minutes of Club Meetings
- 2.) Any Votes-by-Mail and records of votes cast

Club Treasurer’s files should be kept for seven (7) years. This includes bank statements, club treasurer’s report, and any tax returns (990, 990N or 990 EZ), etc.

The Notification of Change in Membership Information Forms (filed by the Club Secretary) should be kept for two (2) years.

Any other records may be discarded at the discretion of the Executive Board.

The outgoing officer shall pass the files on to the incoming officer and each current officer is the custodian of the Club files for that office.

The files should be kept on a revolving basis and the current custodian is responsible for removing the records to be discarded during that term of office.



340 Policy Regarding District Records

The following District records are **permanent** and should be kept indefinitely.

- 1.) Minutes of District Conventions, including the Audit Report
- 2.) Minutes of Fall Council
- 3.) Minutes of District Administrative Council Meetings
- 4.) Any Votes-by-Mail and records of votes cast

District Treasurer's files should be kept for seven (7) years. This includes bank statements, district treasurer's report, and any tax returns (990, 990N and 990 EZ), etc.

The Notification of Change in Membership Information Forms (filed by the Club Secretary) should be kept for two (2) years.

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



POLICY MANUAL #400 Series

Anchor Operations

401 Establishment and Operation of Anchor Clubs

The establishment and operation of Anchor Clubs shall be governed by procedures detailed in the following Pilot International publications:

Anchor Club Manual for Pilot Clubs

Handbook for Anchor Clubs

Anchor District Meeting Manual

Anchor Bylaws

The Headquarters staff will be responsible for maintaining the above publications in compliance with the current bylaws, policies, programs, and philosophies of Pilot International.

402 Reimbursement to a Pilot Club from Pilot International for Expenses for the Formation of a New Anchor Club

Expenses for the formation of a new Anchor club will only be reimbursed to the club or person(s) responsible for organizing the new club. The total reimbursement will be limited to the annual dues generated for one year by the number of chartering members of the new club up to a maximum of \$250.00. Eligible expenses include those costs incurred for organizing the club; not those related to the new club's set-up or operation expenses. All organizing expenses MUST be submitted to Headquarters within 30 days after the charter presentation to the new club. (*Effective July 1, 2002*)

403 Anchor/Anchor Awards Programs

Pilot International will maintain an Awards Program designed to recognize Anchor Clubs for outstanding achievement. The basic program will be adopted by the Executive Committee of Pilot International.

The Club and District Manuals will include information regarding the current awards available to Anchor Clubs. In September, Anchor Club Presidents will receive information on Awards available.

404 Collection of Anchor Club Dues

September 1 – Headquarters sends international dues invoice in Anchor club mailing.

November 1 – Deadline for payment of Anchor Club dues to Pilot International.

January 1 – Headquarters Anchor Coordinator notifies Anchor Clubs that dues have not been paid (if applicable) with a copy to the sponsoring Pilot Club. Sample copy sent to Governor, and the District Anchor Coordinator with a list of their clubs receiving this letter. The sponsoring Pilot Club follows up with the Anchor Club.



404 Collection of Anchor Club Dues (continued)

- February 15 – Co-signed letter from Headquarters Anchor Coordinator and Pilot International Treasurer is sent to the Pilot District Governor, and the District Anchor Coordinator to follow up with the Anchor Club.
- March 15 – Headquarters Anchor Coordinator sends notification via certified mail to the Anchor Club and sponsoring Pilot Club that the Anchor Club may lose its charter for non-payment of dues if dues are not paid during the current school year. Sample copies are sent to the Pilot District Governor and District Anchor Coordinator, with a list of the Anchor Clubs in their district receiving this letter.
- May 15 – Headquarters Anchor Coordinator sends letter by certified mail to the Anchor Club stating that the charter must be returned because dues for the current school year have not been paid. Copies of this letter are sent to the sponsoring Pilot Club, school administrator, Pilot District Governor, District Anchor Coordinator and Pilot International Anchor coordinator by first class mail.

405 Establishing an Anchor District

There must be a total membership of 750 Anchors or 20 Anchor Clubs.

Pilot International Headquarters must be notified by January of the previous year in order to insure the new Anchor District has a representative present at the Pilot International/Pilot International Foundation Annual Convention. The cost will be included in the Anchor section of the Pilot International budget for the following club year.

Anchor Clubs must be active in the Pilot International/Pilot International Foundation Awards Program to ensure that the clubs are taking full advantage of the opportunities of the Anchor organization.

A proposed Anchor District must be voted on by the DAC. The new Anchor District will be included in the Pilot District Standing Rules and this will ensure the support of the Pilot District, the District leaders and sponsoring Pilot Clubs.

A proposed Anchor District budget must be approved by the Pilot DAC. The services provided to the Anchor Clubs must be balanced with the cost of Anchor District dues. Audits are recommended at the end of each year.

Proposed Anchor District Standing Rules must be developed.

406 Anchor Program Seed Grants

Seed grants will be provided to Districts for use with Anchor Programs.



407 Authorized Anchor Representatives at PI/PIF International Convention

Each Pilot District, with an Anchor Club winning Outstanding Anchor Club of the Year, is entitled to at least one authorized representative at the annual convention. In addition, all Anchors will receive training at International Convention.

In Pilot Districts with an organized Anchor District, there are two representatives - the incoming Anchor District President and the incoming President of the Outstanding Anchor Club of the Year. In Pilot Districts without an organized Anchor District, the representative is the incoming President of the Outstanding Anchor Club of the Year. If the designated Anchor officer cannot attend, this opportunity is offered to the next officer in line. This is an investment in the Anchor Program, and is meant to strengthen its clubs and districts.

Pilot International Pays:

- Registration fee
- Transportation*
- Ticket for PIF Event (if held)
- Receipted Meals (not to exceed \$40 per day and less meals included in the registration fee)

Pilot International Does NOT Pay:

- Hotel Room
- Chaperone's Expenses

Procedures:

- The Governor will notify the Anchor Coordinator at Pilot Headquarters who the Anchor representative and Anchor chaperone will be as soon as possible following the Pilot District Convention. Upon notification, the Anchor Coordinator will notify Pilot's Official Travel Agent that the Anchor will be traveling at PI's expense. All information regarding Anchor representatives **must be received no later than June 1** in order to receive the benefits.
- The District Anchor Coordinator or sponsoring Pilot Club sees that the registration form is completed and mailed to PI Headquarters. A convention acknowledgment packet will be mailed from Pilot Headquarters.
- The District Anchor Coordinator or sponsoring Pilot Club contacts Pilot's Official Travel Agent to make travel arrangements* for the Anchor representative(s).
- The chaperone is responsible for the Anchor representative(s) during travel and at the convention site. Anchor representatives must attend and participate in all Anchor meetings. The chaperone should remind the Anchor that only meals with receipts are eligible for reimbursement.

** See Travel Policy in the 300 series for additional information regarding reimbursement of travel expenses.*



POLICY MANUAL #500 Series Communications/Publicity/Publications

POLICY
MANUAL
#500 Series
Communications/
Publicity/
Publications

501 THE PILOT LOG

THE PILOT LOG magazine shall be the official publication of Pilot International.

Submission of Material by Pilots and Pilot Clubs

Pilots and Pilot Clubs are encouraged to submit material for consideration, and every effort will be made to acknowledge receipt of the material upon its arrival in the publications office.

There will be no charge for publishing material submitted by clubs and members.

News of Pilot projects and activities is published on a first-come basis.

Due to space limitations, news and photos of activities common to all Pilot Clubs such as installations, Founder's Day activities, news of district fall councils, regional workshops and conventions will not be published.

A listing of club anniversaries (in 5 year increments) will be included in an issue of the LOG. Clubs celebrating 50 years or more will be highlighted in the LOG, if articles are received from the club. (Effective 1/2007)

Club news may be accompanied by either black-and-white or color photographs, but publication of these photos is decided by the editor. Photographs will not be returned unless accompanied by a stamped, self-addressed envelope.

502 District Bulletins/Newsletters

Each District Governor is required to issue a bi-monthly district bulletin/newsletter. Additional issues are optional. In districts, the bulletin shall be known as the Governor's Bulletin. There are no restrictions as to the number of pages except as the cost relates to the amount approved in the district budget, but distribution should be carried out on the regular basis at set intervals. Standard format size shall be 8 1/2" X 11".

A copy of each edition should be sent to each Pilot Club in the district, to members of the Pilot International Executive Committee, to other District Governors; Past International Presidents and to Pilot Headquarters.

503 Club Bulletins/Newsletters

Each Pilot Club is strongly encouraged to produce and disseminate a regular club bulletin/newsletter, preferably at set intervals. There are no restrictions as to the number of pages, but standard format shall be 8 1/2" X 11". The bulletin/newsletter should include the club name, an address, club meeting place and time. Postcards, personal or business stationary may not substitute for a club bulletin/newsletter.

The publication should include, but not necessarily be limited to, the following information: items of club business, project activities, program announcements, schedules of upcoming events, personal news about members, district activities and information from Pilot International.



Pilot Clubs shall send bulletins/newsletters to each member of the club and to the District Governor. Copies may be sent to Pilot Headquarters.

504 General Communications Policy

PILOT INTERNATIONAL/VOLUNTEER/EMPLOYEE INTERNET AND COMMUNICATIONS POLICIES

General Communications/Internet Statement - Volunteer/Employee

All communications by employees and District or International leaders (hereafter referred to as “volunteers”) of Pilot International (PI) are the property of PI. In the use of any communications vehicle including, but not limited to, voice mail, fax, e-mail, written communications, web site postings, etc., there is no expectation of personal privacy. All communications equipment is to be primarily dedicated to the business uses of PI.

Volunteers and employees should be mindful that any communication can be subpoenaed by legal or government request. In creating any communication, employees and volunteers should take great care in remembering that all communications reflect on PI’s reputation.

All volunteers and employees will sign a statement indicating receipt and compliance with the Internet and Communications Policies in their entirety. PI reserves the right to change this policy at any time.

Monitoring of Communications/Privacy Expectations

There should be no expectations of privacy in the use of any and all communications vehicles, of any type. PI reserves the right to monitor, access, retrieve, read and disclose all communications at any time. Volunteers and employees should exercise good judgment in the use of all communications vehicles and assume that they may be reviewed/monitored at any time by PI. A standard of professional business conduct is expected in the use of PI communications equipment including voice mail, fax, e-mail, etc. An overall guide for communicating via PI equipment is that all communications, business or personal, sent or received, may be reviewed at any time by PI.

Use of PI/PIF Communication Equipment

Whereas the expectation is that all communications equipment is to be primarily dedicated to the business uses intended of PI, it is understood that with the easy use of e-mail communications and no cost to PI, employees may wish to send personal messages. Limited personal use will be permitted. However, employees should be cognizant that, just as too many personal phone calls may lead to a reprimand, excessive personal use of e-mail on PI time will not be tolerated. This policy also applies to internet surfing. As employees will have regular occasions to be on the internet posting information to our site; pulling e-mails from the site and researching information for projects/proposals, it is also understood that excessive use of the internet for personal use, or use which results in poor job performance, may result in a reprimand or termination.



The Following Uses of Internet and Communications Vehicles
are Expressly Prohibited:

1. Creation or distribution of chain letters
2. Expressing personal views as representing those of Pilot
3. Job searches
4. Political causes or activities
5. Pools or gambling of any kind
6. Pornography, sexual comments, imagery, or content, and etc.
7. Sexual harassment
8. Solicitations or advertisements for non-PI purposes
9. Internet discussion groups or forums that do not pertain to Pilot International
10. Any messages or content that contain defamatory, libelous, offensive, harassing, disruptive, derogatory, sexual, racial or ethnic slurs, or anything that would offend on the basis of race, gender, national origin, sexual orientation, religion, political beliefs or disability
11. Uploading, downloading, or otherwise transmitting without PI authorization:
 - Copyrighted materials
 - Trademarked materials
 - Patented materials
 - Trade secrets
 - Other confidential, private or proprietary information or materials
 - Illegal information or materials
 - Sexually explicit materials
12. Using PI's systems to: Gain unauthorized access to remote computers or other systems and/or to damage, alter or disrupt remote computers or systems in any way
13. Using - without authorization - someone else's code or password
14. Disclosing - without authorization - anyone's code or password, including the employee's own
15. Enabling unauthorized third parties to have access to, or use, PI's systems
16. Jeopardizing the security of PI's systems
17. Anonymous messages
18. Illegal activities
19. Any other activities already prohibited by PI policies, but not necessarily itemized in this policy

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Bylaws & Policies - Section V

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**POLICY
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Information protection:

All volunteers and employees are to consider this policy a warning:

1. regarding the ease of interception on the internet
2. regarding the ease of inadvertent forwarding of information on the internet
3. regarding transmitting confidential, proprietary, and sensitive information under any circumstances
4. regarding sending any passwords or means of accessing the network in readable form
5. regarding giving confidential information to other employees only on a need to know basis
6. regarding giving confidential information to third parties without management's written approval.

Viruses/tampering:

All volunteers and employees are to follow the following procedures to prevent viruses and tampering:

1. Scan any files downloaded from the Internet with virus detection software before installation and execution
2. Scan any computer discs received from non-association sources with virus detection software before PI installations and execution
3. Prohibit introduction of viruses, attempts to breach system security, or other malicious tampering with any of PI's electronic systems
4. Employees must immediately report any viruses, tampering, or other system breaches to the system administrator

Uploading to PI's Web Site/Intranet

1. All copyrights and trademarks are to be cleared.
2. No "trade secrets" are to be published on the web site
3. Appropriate notices and disclaimers are to be used.

Record Retention:

Employees are to keep all communications, including electronic documents in paper format, according to the regular records retention practices of PI and applicable laws. Records that do not need to be maintained are to be regularly deleted by each employee to reduce space on the computer network.

Consequences:

Failure to follow the communications policies of PI may result in suspension of privileges in using communication vehicle(s), or other disciplinary action, up to and including termination. All employees and volunteers should be aware that failure to adhere to these policies may result in personal liability.



505 PI On-Site Web Policies

Discussion Forums:

The following policy will be posted at the location of discussion forums on PI's web site:

PI welcomes all Pilots and Anchors to engage fully and openly in discussions related to Pilot and Anchor service and activities. In order to make this an enjoyable experience for everyone, and to prohibit any unfortunate and/or unintended results for any Pilot, Anchor, or PI, we ask that all participants follow the guidelines below. All participants are to understand that by participating in a discussion forum, they have individually accepted the following terms of participation. Anchors participating in discussion forums on this site acknowledge the parental awareness of their use of the discussion forums prior to their first posting.

Terms of Participation in PI Discussion Forums:

Pilots, Anchors and staff will consider the Pilot International Code of Ethics to be their guide in the use of the discussion forums. The posting of any defamatory, discriminatory, abusive, profane, threatening, offensive, sexually explicit or illegal materials is expressly prohibited. Inappropriate discussions about individual Pilots, Anchors, leaders or staff are not appropriate topics for discussion forums.

Any material posted on the discussion forum that is copyrighted must either be posted by the copyright owner or with the written permission of the copyright owner. By posting material, the party posting it warrants and represents that it owns the copyright with respect to such material or has received written permission from the copyright owner. In addition, the posting party grants PI and the users of this "members only" discussion forum section the non-exclusive right and license to display, copy, publish, distribute, transmit, print and use the information posted.

PI does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that an inappropriate posting is brought to PI's attention, appropriate action may be taken. PI reserves the right to terminate access to any user who does not abide by these guidelines.

PI accepts no responsibility for the opinions, nor for the information posted on this site by others. PI disclaims all warranties with regard to information posted on this site, whether posted by PI or any third party. This disclaimer includes all implied warranties of merchantability and fitness. In no event shall PI be held liable for any special, indirect, or consequential damages, or any damages whatsoever, resulting from any posting made on this web site or arising out of, or in connection with, the use, performance or communication of any information or personal exchange, posted on this site.



General usage policies:

The following “General usage” policies will be posted on the PI web site:

The Pilot International (PI) web site is provided as a service to Pilot and Anchor members and those in the brain-related disorders community, whether families, caregivers, scientists, journalists, and etc. We welcome all who have an interest in community volunteerism and encourage you to enjoy the wide variety of services on the site. You may download material displayed on the site for non-commercial, personal use only related to PI volunteer activities, provided you also retain all copyright and other proprietary notices contained on the materials. You may not, however, distribute, modify, transmit, reuse, report or use the content of the site for public or commercial purposes, including the text and images, without PI’s written permission.

Your access to and use of the site is subject to the following terms and conditions and all applicable laws. By accessing and browsing the site you accept, without limitation or qualification, these terms and conditions.

Terms and Conditions:

1. PI neither warrants nor represents that your use of materials displayed on the site will not infringe rights of third parties not owned or affiliated with PI.
2. While PI uses reasonable efforts to include accurate and up-to-date information in the site, PI makes no warranties or representations as to its accuracy. PI assumes no liability or responsibility for any errors or omissions in the content of the site.
3. Your use of and browsing in the site are at your risk. Neither PI, nor any party involved in creating, producing, delivering or updating the site, is liable for any direct, incidental, consequential, indirect or punitive damages arising out of your access to, or use of, the site. Without limiting the foregoing, everything on the site is provided to you “as is,” without warranty of any kind, either expressed or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose or non-infringement.

Please note that some jurisdictions may not allow the exclusion of implied warranties, so some of the above exclusions may not apply to you. Check your local laws for any restrictions or limitations regarding the exclusion of implied warranties. PI also assumes no responsibility, and shall not be liable for, any damages to, or viruses that may infect your computer equipment or other property on account of your access to, use of, or browsing in the site, or downloading of any materials, data, text, images, video or audio from the site.

4. Any communication or material you transmit to the site by electronic mail or otherwise, including any data, questions, comments, suggestions or the like is, and will be treated as, non-confidential and non-proprietary. Anything you transmit or post may be used by PI or its affiliates for any purpose, including, but not limited to, reproduction, editing, disclosure, transmission,

publication, broadcast and posting. Furthermore, PI is free to use



any ideas, concepts, know-how or techniques contained in any communication you send to the site for any purpose whatsoever including, but not limited to, developing, manufacturing and marketing products, members services etc., using such information.

5. Images of people or places displayed on the site are either the property of, or used with permission by, PI. The use of these images by you, or anyone else authorized by you, is prohibited unless specifically permitted by the Terms and Conditions, or specific permission provided elsewhere on the site. Any unauthorized use of the images may violate copyright laws, trademark laws, the laws of privacy and publicity and communications regulations and statutes.
6. The trademarks, logos and service marks (collectively the "Trademarks") displayed on the site are registered and unregistered Trademarks of PI and others. Nothing contained on the site should be construed as granting, by implication, estoppel, or otherwise, any license or right to use any Trademark displayed on the site without the written permission of PI or such third party that may own the Trademarks. Your use of the Trademarks displayed on the site, or any other content on the site, except as provided in these Terms and Conditions, is strictly prohibited. You are also advised that PI will aggressively enforce its intellectual property rights to the fullest extent of the law, including the seeking of criminal prosecution.
7. PI has not reviewed all of the sites linked to, or framed within the site, and is not responsible for the content of any off-site pages or any other sites linked to, or framed within, the site. Your linking to any other off-site pages or other sites, or use of information framed within the site, is at your own risk.
8. Although PI may, from time to time, monitor or review discussions, postings, transmissions etc. on the site, PI is under no obligation to do so and assumes no responsibility or liability arising from the content of any such locations, nor for any error, defamation, libel, slander, omission, falsehood, obscenity, pornography, profanity, danger or inaccuracy contained in any information within such locations on the site.

You are prohibited from posting or transmitting any unlawful, threatening, libelous, defamatory, obscene, scandalous, inflammatory, pornographic or profane material, or any material that could constitute or encourage conduct that would be considered a criminal offense, give rise to civil liability or otherwise violate any law or proprietary right of any third party. PI will fully cooperate with any law enforcement authorities or court order requesting or directing PI to disclose the identity of anyone posting any such information or materials.

9. Software from this site is further subjected to United States (U.S.) Export Controls. No software from this site may be downloaded or exported (i) into (or to a national or resident of) Cuba, Iraq, Libya, North Korea, Iran, Syria, or any other country to which



the U.S. has embargoed goods; or (ii) anyone on the U.S. Treasury Department's list of Specially Designated Nationals or the U.S. Commerce Department's Table of Deny Orders. By downloading or using the software, you represent that you are not located in, under the control of, or a national or resident of any such country or on any country on such list.

10. PI may, at any time, revise these Terms and Conditions by updating this posting. You are bound by any such revisions and should therefore periodically visit this page to review the then current Terms and Conditions to which you are bound.



POLICY MANUAL #600 Series Awards/Recognition

POLICY
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601 Special Courtesies to Past International Presidents

In recognition of their service as Presidents of Pilot International, the following courtesies will be extended to the Past International Presidents:

1. Personal listing indicating year of service in the annual Club Directory of Pilot International.
2. Personal listing indicating year of service in the printed program for the annual convention.
3. Personal introduction of those in attendance at the annual convention to the assembled delegates.
4. A delegate at the annual convention.
5. Registration fee for the annual convention waived.
6. An informal, dutch treat, meal function at the annual convention.
7. Furnished copies of mailings to Pilot Clubs, reports to the Board of Directors on business transacted by the Executive Committee and announcements of charter presentation dates for new Pilot Clubs.
8. Official picture placed in memory book and displayed in Pilot Headquarters.
9. A Past International President who becomes an Emeritus member will continue to receive THE PILOT LOG (at no charge).
10. Upon the death of a Past International President, a memorial contribution of \$100.00 will be made to the Pilot International Foundation and a memorial tribute will be included in THE PILOT LOG.

602 Certificates of Appreciation

The President of Pilot International may authorize and issue a Certificate of Appreciation on behalf of the Executive Committee to thank and commend Pilots for special assignments for Pilot International. Such certificates will be designed in Headquarters. The President will draft the letter to accompany the certificate. The letter, with certificate, will be mailed from Headquarters unless the President prefers to mail from her/his hometown post office.

603 Pilot Awards Program

Pilot International will maintain an Awards Program designed to recognize individuals, clubs and districts for outstanding achievement. The basic program will be adopted by the Executive Committee of Pilot International and will include the program for recognition of growth and other achievement of objectives and strategies established.



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The Club and District Manuals will include information regarding the awards available to Pilot members, Pilot Clubs and Pilot Districts. It will be the responsibility of the Executive Director to notify clubs if any changes in the Awards Programs occur after release of the manuals.

604 Awards to Members with 50 Years of Service

Pilots who have been a member of Pilot International for a period of 50 years will be presented a special 50-year pin either at the District Fall Council, District Convention or a special club meeting. The 50-year pin will be accompanied by a letter and certificate from the International President and a press release.

Bylaws will Be
Mailed To Clubs
In August

Please Insert
Bylaws in this
Section

Thank you!

Bylaws & Policies - Section V

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NOTES:

