

ANCHOR CLUB BYLAWS

ARTICLE I

Name

The name of an Anchor Club will be that under which it was chartered. The name should reflect the name of the school or community in which the club is organized.

ARTICLE II

Sponsorship and Organization

- Section 1. It shall be sponsored or co-sponsored by a District, Pilot Club(s) or a Pilot member in accordance with the policies established by the Executive Committee of Pilot International and the bylaws governing Anchor Clubs.
- Section 2. An Anchor Club can be organized in a school with a faculty adviser working with the Anchor Division Coordinator of the sponsoring Pilot Club; or it can be organized outside a school with the Anchor Coordinator, or a Pilot adviser assuming the duties of a faculty adviser.

ARTICLE III

Charter

- Section 1. A minimum of fifteen (15) members shall be required for a new Anchor Club.
- Section 2. The charter for an Anchor Club shall be issued by Pilot International. The charter shall be presented to the Anchor Club by the sponsoring Pilot Club.
- Section 3. The Executive Committee shall set the amount of the charter fee to be paid to Pilot International by the sponsoring Pilot Club(s).

ARTICLE IV

Districts

The guidelines for establishing an Anchor District are:

- a. Total membership of 750 Anchors or 20 Anchor Clubs.
- b. Notification to Pilot International Headquarters by January of the previous year must be given to insure the new Anchor District representation at the PI Convention. The cost will have to be included in the Pilot International budget in the Anchor section of the next club year.

ARTICLE IV (continued)

Districts (continued)

The guidelines for establishing an Anchor District are: (continued)

- c. Anchor Clubs should be active in the Pilot International/Pilot International Awards program to insure that the clubs are taking advantage of the opportunities of the Anchor organization.
- d. Proposed Anchor District to be voted on by the Pilot District Administrative Council so the new Anchor District will be included in the Pilot District Standing Rules. This will insure the support of the Pilot District, District Leadership, and sponsoring Pilot Clubs.
- e. Proposed Anchor District Budget shall be approved by the Pilot District Administrative Council. 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.
- f. Proposed Anchor District Standing Rules shall be developed.

ARTICLE V

Objectives

The Anchor Club objectives are:

- a. To give Anchors leadership opportunities.
- b. To provide Anchors experience in working together to meet the needs of their school and/or community.
- c. To advance the goals of Pilot International and its' Brain-related Disorders service focus.
- d. To prepare Anchors for possible Pilot membership.

ARTICLE VI

Membership

- Section 1. Student membership selection and criteria shall be set by the sponsoring Pilot Club, in accordance with school or other applicable policies.
- Section 2. Members should demonstrate a willingness to serve those in need, leadership ability, and good character.
- Section 3. A member should attend meetings regularly. The Anchor Club's standing rules (see addendum after Article XV) may include attendance requirements.
- Section 4. With the approval of the club adviser, the Executive Board may terminate membership for nonpayment of financial obligations.

- Section 5. Provisional Membership- Provisional Membership may be granted to an Anchor member upon graduation and/or to a Pilot Scholarship recipient. This status may be in effect for up to six years as long as the former Anchor is a student, and as long as the Scholarship recipient is a student and receives financial support from Pilot. A Provisional Member will not be required to pay international, district or club dues. A Provisional Member cannot hold appointed or elected office, or have voting privileges, and will have no attendance requirements.
- Section 6. Anchor-at-Large Membership- This type of membership may be granted for elementary, middle, or high school students who live in a city where there is not a Pilot Club or the Pilot Club is unable to sponsor an Anchor Club. An Anchor-at-Large will pay International and District Anchor dues. Only a Pilot Member may propose a youth for the Anchor-at-Large position and the sponsoring Pilot is responsible for mentoring and maintaining contact with that Anchor.

ARTICLE VII

Officer Qualifications, Terms of Office, Election & Installation

- Section 1. Club Officers will be President, President Elect, Secretary, Treasurer, and 3 Directors. The President Elect must have been a member a full year before serving as President.
- Section 2. Anchor Clubs not in an organized District will hold election for club officers prior to the end of the club year. The installation should be at a program meeting. If the club is school connected, school policies will govern time of election and installation. The election of officers will be held prior to the District Anchor Convention with installation at the end of the club year.
- Section 3. All officers, except the President, are eligible for re-election.

ARTICLE VIII

Duties of Anchor Club Officers

- Section 1. Duties of incoming **President** (election to installation period):
- Appoint committee chairmen and committees. (The President Elect serves on each committee.)
 - Prepare a file for all official records and correspondence of the President. Maintain files pertinent to the office.
 - Consider new/existing brain-related disorders projects as well as other service projects that meet the needs of the community, to be carried out during the next club year.

- Hold a meeting of the incoming Executive Board to study the club's service and activity program. Ask for suggestions and support from the sponsoring Pilot Club and advisers.
- Encourage club to participate in projects and/or fund raisers with sponsoring Pilot Club.
- Hold club meetings during the summer, if possible.

ARTICLE VIII (continued)

Duties of Anchor Club Officers (continued)

Section 2. Duties of **President** (first half of the school year):

- Schedule a club meeting immediately after the club year begins.
- Schedule business and/or program meeting(s) each month.
- Assign every member a responsibility on a standing or special committee.
- Request a brief report from committee chairman once month.
- Encourage an active, well-rounded program of club meetings, social and fundraising activities and service projects.

Section 3. Duties of **President** (second half of the school year):

- Schedule the election of officers.
- Direct active program of club activities.
- Provide advice and assistance to new officers after election.

Section 4. Duties of the **President Elect**:

The office of President Elect is a training ground of the presidency. The President Elect (who serves as chairman of the program committee) is responsible for coordinating activities. The President Elect should:

- Assist the President, faculty or Pilot adviser and committee chairmen.
- Serve in the absence of the President.
- Study the duties of the President, Executive Board, and committees.

- Be familiar with parliamentary procedure, Anchor Bylaws, school regulations for activities, and Pilot policies regarding Anchor/Pilot relationship.
- Attend all committee meetings and coordinate their activities, communicating plans to the President and faculty adviser. (The President is an ex officio member of all committees and should be consulted about committee meetings and plans.)
- Develop a club Calendar of Events. Coordinate the meetings, fund raisers, service activities, and programs with school/Pilot calendar.

ARTICLE VIII (continued)

Duties of Anchor Club Officers (continued)

Section 4. Duties of the **president elect**: (continued)

- Contact the sponsoring Pilot Club to plan a Pilot information meeting, or a meeting concerning the focus of brain-related disorders.
- Work with a special committee to publish a club roster.
- Conduct program planning meeting(s) to develop informative and interesting program meetings. (Consider community agency representatives in brain-related disorders field for speakers and seminars.)
- Consider getting in touch with local agencies in the brain-related disorders field to assess greatest needs in community. Use this information to plan next year's service projects.

Section 5. Duties of the **secretary**:

- Keep the following club records up-to-date and in good order:
 - Anchor Club Bylaws
 - Monthly committee reports
 - Club Certificate of Organization/Charter
 - Club roster
 - List of committees, chairman and members
 - Club scrapbook

It is the secretary's responsibility to:

- Prepare an agenda for each meeting after consultation with the President.
- Record the minutes of each meeting. (Be sure to include the Treasurer's Report and motions voted on by the membership and results.)

- Handle correspondence.
- Collect reports from committee chairmen.
- Write prompt thank-you notes to speakers, performers, or others who give time, talents, or equipment.

ARTICLE VIII

Duties of Anchor Club Officers (continued)

Section 6. Duties of the **Treasurer**:

- Receive from the past Treasurer files and records pertaining to the office.
- Collect dues from members and keep records of these.
- Pay to Pilot Headquarters \$10 per member **on or before November 1.**
- Pay District dues as designated in the Anchor District Standing Rules, if in an organized Anchor District.
- Pay promptly, on order of the Executive Board, club obligations.
- Write checks and have them countersigned by the President. (**Note:** The school may require a different method of accounting.)
- Attend meetings of the Executive Board and give financial reports.
- Collect money from fund raising or special activities and keep an accurate account of the income and expenses of each club activity.
- Seek the advice of the faculty or Pilot adviser on financial matters.
- Prepare a budget each year, with the assistance of the Executive Board and faculty or Pilot adviser. (This should include expected sources of income and anticipated expenditures.)
- Keep the books up-to-date and available for club officers, sponsoring Pilot Club, faculty or Pilot adviser to review.
- Check to make sure each committee operates within its budget.

Section 7. Duties of the **Directors**:

- Be familiar with the duties of all club officers.

- Assist new officers in becoming acquainted with their duties.
- Attend Executive Board meetings.
- Encourage club meeting attendance.
- Serve on any committee assigned by the President.

ARTICLE IX

Executive Board

Section 1. The Executive Board (club officers) will meet monthly or quarterly. All officers should attend each board meeting. A summary of board actions will be reported to the club.

Section 2. The Executive Board will:

- a. conduct routine business of the club including approving the club budget;
- b. approve appointments of committees and determine their duties;
- c. approve activities and service projects including brain-related disorders projects;
- d. assist in preparing entry(s) for the awards program available to the club;
- e. Fill vacancies in club offices as needed.

All action by the club and Executive Board will be subject to the approval of the faculty or Pilot adviser.

ARTICLE X

Meetings

Section 1. The club shall hold at least one meeting each month (a business and/or program).

Section 2. The faculty/Pilot adviser or a designated adult should be present at all meetings. Members of the sponsoring Pilot Club should attend regularly.

Section 3. Joint and/or regional meeting and Anchor District Convention may be held only in accordance with approved policies.

ARTICLE XI

Committees

Section 1. An Anchor Club shall have the following committees:

- a. Projects Committee – responsible for activities related to service projects of the club.
- b. Fund Raising Committee – responsible for activities that generate funds to finance club operation, projects and other club activities.

ARTICLE XI (continued)

Committees (continued)

Section 1. An Anchor Club shall have the following committees: (continued)

- c. Program Committee – responsible for the programs for the club throughout the year. This committee is made up of the chairmen of the other committees.
- d. Awards Committee – responsible for compiling and submitting the club entry for District and PI awards competition. (Outstanding Anchor Club of the Year)

Section 2. Special Committees – Other committees may be established to support special activities of the club. These special committees and their respective duties shall be determined by the Executive Board of the club.

ARTICLE XII

Dues

Section 1. The fiscal year of the Anchor Club shall begin July 1.

Section 2. Each club shall pay to Pilot International 10 dollars (\$10) per member per year due November 1. Dues for new members for the current year shall be paid within sixty (60) days after their selection to membership.

Section 3. Dues must be paid to Pilot International as stated in Section 2 in order to participate in awards programs.

Section 4. Each Anchor Club shall determine its own club dues in the Club Standing Rules. (See addendum after Article XV.)

Section 5. In districts having approved Anchor district organization, each club shall pay dues according to the Anchor District Standing Rules.

ARTICLE XIII

Insignia, Motto, Colors

Section 1. The insignia, motto and colors of the Anchor Club shall be:

- a. The insignia shall be an Anchor with the Pilot Wheel centered. The words “Service” and “Friendship” are imprinted upon the Pilot Wheel. The Anchor and Pilot Wheel are encompassed by a circle.

- b. The motto shall be "Impressions for Life."
- c. The colors shall be blue and gold.

Section 2. Members can use and wear the Anchor insignia. The emblems of Anchor Club are registered trademarks of Pilot International. Any unauthorized use of these emblems is a violation of copyright law.

ARTICLE XIV

Termination of an Anchor Club

Section 1. Pilot International may revoke the charter of an Anchor Club for failure to function in accordance with the bylaws for Anchor Clubs and/or the policies established by Pilot International for Anchor Clubs.

Section 2. An Anchor Club shall automatically lose its charter upon the revocation or surrender of the charter of its sponsoring Pilot Club(s) unless the Anchor Club requests and receives sponsorship by the Pilot International District/COED organization or the Executive Committee of Pilot International.

Section 3. The Anchor Club may vote, by majority vote of its members to disband and surrender its charter.

Section 4. Upon revocation or surrender of charter, all rights and privileges relating to the name, insignia -- emblems -- and material shall be relinquished by the club and by its members, individually and collectively.

ARTICLE XV

Amendments

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the Executive Committee of Pilot International with the following requirements:

- a. the proposed amendment(s) shall have been proposed by an Anchor Club, an Anchor District, a Pilot Club, a District Administrative Council, the Anchor Division of Pilot International, or the Executive Committee of Pilot International.
- b. the proposed amendment(s) shall have been mailed to Pilot International Headquarters postmarked no later than February 1 or May 1.

Section 2. A proposed amendment(s) submitted by an Anchor Club must meet the following requirements:

- a. the proposed amendment(s) must be approved by two-thirds (2/3) vote of the members present at a regular meeting, provided at least one week's notice has been given to each member either in writing or by reading the proposed amendment at the prior regular meeting.
- b. the proposed amendments(s) must be submitted to the sponsoring Pilot Club for approval before submission to the Executive Committee of Pilot International.

ADDENDUM TO ANCHOR BYLAWS

CONCERNING

CLUB STANDING RULES

Standing rules are the special regulations governing the individual club. They specify time and place of meetings, amount of dues, etc. and are never in conflict with the bylaws of the organization of which the club is a member.

Anchor Club Bylaws for Grades 1-8
Are available upon request