

ANCHOR CLUB BYLAWS
Grades 1 - 8

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

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 V

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 VI

Officer Qualifications, Terms of Office, Election & Installation

- Section 1. Club Officers will be President, President Elect, Secretary, Treasurer, and 1 Director. The President Elect must have been a member a full year before serving as President.
- Section 2. Anchor Clubs 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.
- Section 3. All officers, except the President, are eligible for re-election.

ARTICLE VII

Duties of Anchor Club Officers

- Section 1. Duties of **President**
- Schedule club meetings immediately after the club year begins.
 - Encourage an active, well-rounded program of club meetings, social and fundraising activities and service projects.
 - Schedule the election of officers.
 - Provide advice and assistance to new officers after election.
- Section 2. Duties of the **President Elect**:
- The office of President Elect is a training ground of the presidency. The President Elect is responsible for coordinating activities. The President Elect should:
- Assist the President, faculty or Pilot adviser..
 - Serve in the absence of the President.
 - Study the duties of the President.

- Develop a club Calendar of Events. Coordinate the meetings, fund raisers, service activities, and programs with school/Pilot calendar.
- Work with a special committee to publish a club roster.

Section 3. Duties of the **Secretary**:

- Keep the following club records up-to-date and in good order:
 - Anchor Club Bylaws
 - Club Certificate of Organization/Charter
 - Club roster
 - Club scrapbook

ARTICLE VII (continued)

Duties of Anchor Club Officers (continued)

It is the secretary's responsibility to:

- Prepare an agenda for each meeting after consulting with the President and Pilot or Faculty advisor.
- 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.
- Write prompt thank-you notes to speakers, performers, or others who give time, talents, or equipment.

Section 4. Duties of the **Treasurer**:

- Collect dues from members and keep records of these.
- Pay to Pilot Headquarters \$5 per member **on or before November 1.**
- Pay promptly club obligations.
- Seek the advice of the faculty or Pilot adviser on financial matters.

- Prepare a simple 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.)

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

- 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.

ARTICLE VIII

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. 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 IX

Meetings

Section 1. The club shall hold at least one meeting each month.

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.

ARTICLE X

Dues

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

Section 2. Each club shall pay to Pilot International 5 dollars (\$5) per member per year due November 1.

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

ARTICLE XI

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 XII

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 and/or the policies established by Pilot International for Anchor Clubs grades 1 – 8.

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 XIII

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.