

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 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 EC/Staff Policy Manual will be provided at no cost to each member of the Executive Committee (paper copy or by email).

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.

The Pilot International strategic goals will be presented to the Executive Committee for adoption. A period of time shall be incorporated in the agenda for a review of the yearly objectives and they shall weigh the goals for next year.

The yearly action steps and budget for PI must be approved by the Executive Committee.

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 acknowledgement (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.

105 Procedure for Nominating Pilot International Officers (continued)

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. Staff will review the forms for accuracy and verify number of words in the vision statement. If time permits, the nominee will be notified of any inaccuracies and given one opportunity to correct before the postmark deadline.
 8. Pilot International Headquarters will forward to the Pilot International Nominating Committee completed Qualification Forms, Pilot references and vision statement for each nominee. **(When qualification forms are received at PI Headquarters, staff will review each form for completeness and adherence to rules. If an error is found, staff will contact the nominee so that he/she will have an opportunity to correct the form before the deadline passes and form is mailed to Nominating Committee.)**
 9. The Nominating Committee will check the vision statement for length (250 word maximum). The nominee should not include any salutary 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 web site.
 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.

105 Procedure for Nominating Pilot International Officers (continued)

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 Policy deleted 9/09.

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, Governors 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. Deleted (5/10)

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 January [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.

The Executive Committee may terminate an appointment for the following reasons:

- a. Non-attendance at agency meetings*
- b. Reports not submitted in timely manner*
- c. Accounting procedures not followed*
- d. Misrepresentation of Pilot International*
- e. Other failure to perform*

In the case of termination, the Pilot International President will notify the representative.

In case of termination during the Pilot year, the agency's year will be considered to have been completed.

In the case of the termination of the relationship between Pilot International and the agency, the representative will be released from service, with notification in writing by the current Pilot International President to the representative.

117 Eligibility and Appointment of Pilot International Agency Representatives and Alternates (continued)

Fact Sheets

Fact sheets will be developed by Headquarters staff on each agency and updated annually, to include specific information on the structure of each agency, dues/fees, services received, fiscal/working year of agency, regular meetings, conferences, cost of meetings and conferences the representative might attend.

Fact sheets will be furnished to the representative and to the alternate, and will be included in the Executive Committee Orientation Manual at the beginning of each Pilot year.

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 (photo album) and displayed in Headquarters. A picture of the current Executive Committee will be displayed at Headquarters.

A photo of the first International President and the current International President will be hung in the new Heritage Center. At the conclusion of each term, the President's photo will be placed in the memory book/photo album. (1/07)

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 shall exercise their best judgment 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.

This policy does not prohibit representatives of BOD members from engaging in business or personal relationships with others which are unrelated to PI. (Clarification to not exclude "networking" business relationships)

121 **Policy on Suspected Misconduct, Dishonesty, Fraud, and Whistle-blower Protection** (1/11)

Pilot International/Pilot International Foundation is committed to the highest possible standards of ethical, moral, and legal conduct. Consistent with this commitment, this policy aims to provide avenues for Board members to raise concerns about suspected misconduct, dishonesty, and fraud and to provide reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

PROCEDURE

Reporting

Board members and any other person who has a concern relating to suspected misconduct, dishonesty or fraud may make a report. PI/PIF wants to hear of possible problems in these areas.

Concerns or suspected misconduct, dishonesty or fraud may be reported by telephone, email or regular mail, at the Board member's preference.

Reports should be forwarded to the Chairman of the Board of Directors.

Comment: Telephone number, name of the Chairman, email and postal addresses must be kept current.

Timing

The earlier a concern is expressed, the easier it is to take action.

Investigating the Concern

121 Policy on Suspected Misconduct, Dishonesty, Fraud, and Whistle-blower Protection
(continued)

Following the receipt of any complaints submitted, the Board of Directors will investigate each matter so reported and take corrective and disciplinary actions where appropriate.

The Board of Directors may enlist a committee of members, employees of the organization and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints regarding financial reporting, accounting, internal accounting controls, auditing matters, or any other form of misconduct, dishonesty, or fraud. In conducting any investigation, the committee shall use reasonable efforts to protect the confidentiality and anonymity of the complainant.

Further Information

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

Report to Complainant

The complainant will be given the opportunity to receive follow-up on their concern within two weeks:

- **Acknowledging that the concern was received;**
- **Indicating how the matter will be dealt with;**
- **Giving an estimate of the time that it will take for a final response;**
- **Telling them whether initial inquiries have been made; and**
- **Telling them whether further investigations will follow, and if not, why.**

Information

Subject to legal constraints the complainant will receive information about the outcome of any investigations.

Document Retention

The Audit Committee shall retain as a part of the records of the Committee any such complaints or concerns for a period of at least seven years.

SAFEGUARDS**No Retaliation**

No director, officer, or employee or other person who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise concerns within the organization prior to seeking resolution outside the organization.

121 Policy on Suspected Misconduct, Dishonesty, Fraud, and Whistle-blower Protection
(continued)

Additionally, no employee shall be adversely affected because they refuse to carry out a directive which, in fact, constitutes corporate fraud, or is a violation of state or federal law.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Every effort will be made to protect the complainant's identity.

Anonymous Allegations

Employees are encouraged to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to:

- **The seriousness of the issue raised;**
- **The credibility of the concern; and**
- **The likelihood of confirming the allegation from attributable sources.**

Acting in Good Faith

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct, dishonesty, or fraud. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

DEFINITION OF TERMS

For purposes of this policy, the definition of misconduct, dishonesty, and fraud includes but is not limited to:

- **Acts which are inconsistent with Association policy**
- **Theft or other misappropriation of Association assets**
- **Misstatements or other irregularities in Association records**
- **Incorrect financial reporting**
- **Misuse of Association resources**
- **Illegal activities**
- **Immoral activities**
- **Forgery or alteration of documents**
- **Any other form of fraud**

Pilot International/Pilot International Foundation reserves the right to modify or amend this policy at any time as it may deem necessary.

150 *Executive Committee Meeting Agendas and support Materials*

The agenda and material for each meeting of the Executive Committee shall be prepared by the Executive Director in consultation with the President. Members of the Executive Committees and the Executive Director shall be invited to submit items of business for inclusion on the agenda.

Agenda items shall be sent to the President with a copy to the Executive Director.

The President shall issue the call to the meeting, giving the meeting date, time and place, and the deadline for receiving agenda items. An agenda and support materials shall be sent to the Executive Committee at least 10 days prior to the meeting. (2/97) Any items added at a later date may only be considered by unanimous agreement of the EC.

151 *Board of Directors Meeting Agendas and Materials*

The agenda and materials for each meeting of the Board of Directors shall be prepared by the Executive Director in consultation with the President. Members of the Executive Committee, District Governors and Executive Director shall be invited to submit items of business for inclusion on the agenda.

Agenda items shall be sent to the President with a copy to the Executive Director.

The President shall issue the call to the meeting, giving the meeting date, time and place, and the deadline for receiving agenda items. An agenda and support materials shall be sent to members of the Board of Directors at least ~~15~~ 30 days prior to the meeting. (to bring in line with District and club policies)

152 *Minutes*

The Secretary of Pilot International shall prepare a written record of the action taken at all meetings of the Board of Directors, and Executive Committee and distribute a draft to the EC within 21 days of the meeting's adjournment. The minutes shall be a brief, accurate record of all motions, resolutions, and decisions.

Purpose

a clear, objective statement of actions taken

a reminder of future expected actions, assignments and dates

a historical background and official record

152 *Minutes (continued)**Contents*

The minutes shall include:

1. *Place, date and time of meeting*
2. *Listing by name and officer-title all attendees, participants, and those absent*
3. *Notice of approval, corrections or amendments to minutes of the previous meeting*
4. *Reports made by officers and committees (attached to minutes)*
5. *A record on the disposition of all reports to include one of the following:*
 - a. *"was received for information purposes only"*
 - b. *"was considered, but no action taken at this meeting"*
 - c. *"was accepted with the following changes and amendments"*
 - d. *"was adopted and the following actions will be taken based on the report"
(list or reference each action or decision)*
6. *A verbatim copy of all motions made, the name of the maker of the motion and whether the motion was seconded, carried, defeated, tabled, etc.*
7. *A verbatim copy of any resolution adopted by the group.*

Corrections

Any corrections to the first draft of the minutes by Executive Committee will be sent, within two weeks from the postmark date, to the Pilot International secretary with a copy to the Executive Director.

Corrected minutes shall then be sent to the EC for final approval.

Approval

Once approved, the minutes shall be signed by the Secretary and are a part of the permanent official records at Pilot International's Headquarters. After approval of the written minutes, any electronic audio recordings of the proceedings shall be destroyed by the Secretary.

Distribution

Minutes of the Board of Directors meetings shall be distributed to the Board of Directors.

Minutes of the Executive Committee meeting shall be distributed to the Executive Committee.

Official minutes of Executive Committee and Board of Directors' meetings will be available to any Pilot upon request with an enclosed self-addressed stamped 8 1/2 x 11 envelope.

153 *Pilot International Committee Reporting*

All Pilot International Committees shall send a written report to the President with a copy to the Executive Director at least 45 days before the next Executive Committee Meeting. The Executive Director shall send the reports, where applicable, to members of the Executive Committee and/or Board of Directors at least 10 days prior to the next scheduled meeting.

154 *Executive Committee Expenses*

Pilot International will reimburse the Pilot International officers for travel expenses, per established policy; hotel expenses; meeting registration fees; and gratuities.

The cost of other expenses directly related to the responsibilities of the officer also will be reimbursed by Pilot International including: postage and long distance phone calls.

155 *Duties of International Officers*

Qualifications for Nominees for international offices will be mailed to each Pilot who accepts nomination for an international office as a part of the nominee information material. The content is to be reviewed and amended, from time to time, by the Executive Committee and will be included in the Pilot Club Manual and the Pilot District Manual.

156 *Pilot International Travel Agency*

Pilot International annually budgets funds for volunteers and staff travel to participate in authorized activities necessary to conduct business. With that in mind, Pilot International may contract with a travel agency to arrange travel when necessary.

Pilot International requests Pilot International officers, staff or other volunteers travelling on official Pilot business to utilize the services of Pilot's official travel agent as Pilot International expects revenue-sharing income for the Pilot International Budget. The travel agent will bill Pilot directly. At his/her discretion, a traveler may refuse a travel booking. However, if this refusal and subsequent re-booking requires a penalty or a higher fare, the difference in said amounts will be payable by the individual unless prior approval has been received from the Executive Director, or designee.

Pilot International pays most economical roundtrip transportation from the airport to the hotel/motel.

157 *Holiday Greetings*

The President of Pilot International will write a holiday message to all Pilots to be printed in the November/December issue of THE PILOT LOG.

Pilot International will furnish a holiday greeting card to be mailed in the name of the President of Pilot International, the Executive Committee, the Board of Trustees and the Headquarters staff. The President selects the card and advises the Executive Director, or designee, and the Headquarters Staff, no later than August 1st so that the order may be placed. The cards will be addressed at Headquarters and mailed to the following:

Executive Committee

Board of Trustees

Past Pilot International Presidents

Official fund raising affiliates

Service Club Presidents/Presidents Elect/Administrators

Business associates/contacts (Allstate, attorney, travel agency, office suppliers, auditor, hotel representative, etc.)

158 *Congratulatory Messages*

The President of Pilot International will write a congratulatory letter on behalf of the Executive Committee, Headquarters staff and/or Board of Directors to functions when deemed necessary-- such as new clubs for charter presentation, congratulations to organizing clubs, letter to district conventions, Anchor Club conventions and regional meetings, etc. The President of Pilot International will also furnish the Executive Director, or designee, samples of other types of congratulatory letters such as invitations to club anniversaries, letter to Pilots who sponsor new members, letter when a member becomes a 50-year member, etc.

159 *Payment of Agency Fees and Reimbursement of Travel and Expense Costs*

Pilot International will pay basic dues and fees as the cost of maintaining the relationship with each agency.

The Executive Committee determines the benefit of each agency's meetings/conferences. Costs for meetings/conferences that the Executive Committee approves will be included in the Pilot International budget as part of the annual budget for each agency.

Requests for reimbursement for trips or for attending meetings are not included in the annual budget and must be submitted to the Executive committee and approved prior to participation.

All reimbursement will be receipted and submitted within 30 days of the expenditure.

Agency representatives are permitted to participate in agency events at their own personal expense.

160 *Distribution of Information from Pilot International Agency Representatives*

Summaries of information from the agency representatives will be prepared by Headquarters for publication on a regular basis in official Pilot International/Pilot International Foundation publications.

At the discretion of the Pilot International President, information from agency representatives may be included in the regular mailings to club presidents and Board of Directors.

The District Governors will be encouraged to publish information from the representatives in their regular communications to their members.

Questions and comments from Pilot members regarding agency involvement will be answered by the Pilot International President, or her/his designee. The designee may be the agency representative.

161 *Pilot International Stationery and Business Cards*

Pilot International is responsible for supplying stationery and business cards to the Executive Committee, and stationery to the Parliamentarian. Stationery will be used only for official correspondence and should not be used for personal correspondence.

162 *Board Travel Policy*

Whenever financially feasible and schedules permitting, the President, President Elect, and Executive Director, in any combination, will not travel together on behalf of Pilot International. (10/96)

163 *Passports*

The President, President Elect, First Vice-President, and Second Vice-President will have valid passports. Upon election to one of these positions, if the board member does not have a passport, Pilot International will reimburse for its acquisition. (10/97)

164 RECORD RETENTION AND DESTRUCTION POLICY (Files at Headquarters)

1) Policy

This Policy represents Pilot International’s policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

2) Administration

Following is the Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Pilot International and the retention and disposal of electronic documents. The Executive Director (the “Administrator”) is in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Pilot International; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

3) Suspension of Record Disposal In Event of Litigation or Claims

In the event Pilot International is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Pilot International or the commencement of any litigation against or concerning Pilot International, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

4) Applicability

This Policy applies to all physical records generated in the course of Pilot International’s operation, including both original documents and reproductions. It also applies to the electronic documents described above.

(This Policy was approved at the Executive Committee of Pilot International July 4-5, 2010.)

<i>E.C. Files (correspondence)</i>	<i>At discretion of staff</i>
<i>District/COED Files (correspondence)</i>	<i>At discretion of staff</i>
<i>District/COED Files (History)</i>	<i>All Years</i>
<i>DAC/DEC Minutes</i>	<i>5 years</i>
<i>District Standing Rules (Updates)</i>	<i>All Years</i>
<i>District Financial Statements</i>	<i>5 Years</i>
<i>District Convention Programs</i>	<i>0 years</i>
<i>Club Files (Correspondence)</i>	<i>0 years</i>
<i>(History)</i>	<i>All Years</i>

<i>Club Incorporation Papers</i>	<i>As long as club is active</i>
<i>Clubs Federal Identification Records</i>	<i>As long as club is active</i>
<i>Membership Forms</i>	<i>As long as member is active</i>
<i>Club Newsletters</i>	<i>0 years</i>
<i>Division Files</i>	<i>0 years</i>
<i>Itineraries</i>	<i>0 years</i>
<i>Official Visits</i>	<i>5 years</i>
<i>Secretary's Reports (change of membership information)</i>	<i>2 years</i>
<i>Treasurer's Reports (Dues statements)</i>	<i>5 years</i>
<i>Convention files</i>	<i>5 years</i>
<u><i>Minutes</i></u>	
<i>Executive Committee Meeting Minutes</i>	<i>All Years</i>
<i>Board of Directors Meeting Minutes</i>	<i>All Years</i>
<i>PI Convention Minutes</i>	<i>All Years</i>
<i>District Convention Minutes</i>	<i>All Years</i>