

**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.

If traveling by car, Pilot International will reimburse Pilots and Anchors for authorized travel at a mileage rate to be determined by the Executive Committee. The reimbursable mileage will be prorated based on number of travelers and only that portion applicable to the Pilot/Anchor eligible will be reimbursed. The PI Staff will be reimbursed at current IRS business rate.

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. Travel reimbursement will be no more than the most economical mode of travel – plane or ground transportation.

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.

**301 Approved Expenses Paid By Pilot International For District Officers (continued)**

- a. Transportation for Authorized Activities in the district:

Approved transportation will be paid as follows: Plane (most economical fare available), bus, train, or mileage rate set by Pilot International Executive Committee. Cancelled ticket, stubs or receipt should be attached to the expense report covering such trip. (***If traveling by car, travel reimbursement will be no more than the most economical mode of travel – plane or ground transportation.***) The reimbursable mileage will be prorated based on number of travelers and only that portion applicable to the person eligible will be reimbursed.

- b. Visits to Clubs:

The club visits of an official nature are made in accordance with itineraries planned and approved by the District Administrative Council.

Reimbursement for club visits will be based on the annual approved budget allotment by district. Approved receipted expenses are reimbursed by Pilot International Headquarters upon receipt of the expense reimbursement form and club visit form within 30 days of the visit. Club Visit Reports are filed with the Governor ***and Pilot International Headquarters*** no later than 30 days after a visit is made.

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

Transportation and moderate-rate hotel/motel (single room) 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.

- 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:

**301 Approved Expenses Paid By Pilot International For District Officers (continued)**

Transportation: Round-trip transportation. *Travel reimbursement will be no more than the most economical mode of travel – plane or ground transportation.*

Mileage rate will not exceed an amount determined by Executive Committee. Reimbursable mileage will be prorated based on number of travelers and only that portion applicable to the BOD will be reimbursed.

Registration fee: Paid in full. (Includes meals covered in registration fee.)

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.

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 club visits; assisting weak clubs; encouraging extension; letters to Headquarters, ECR or Pilot International officers, seeking advice, reporting situations, or answering questions.

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 Travel Insurance Coverage for Governors, Governors Elect and Lt. Governors

Pilot International's blanket travel accident medical reimbursement coverage is \$2,500 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. Bowdring & Associates (Tel.703-660-6894) 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 PI Headquarters within thirty (30) days after the charter presentation to the new club.

See Notification of Intent to Organize a New Pilot Club form for specifics concerning reimbursements and a 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.

**305 Approved Expenses Paid By the District For District Officers (continued)**

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.

**305 Approved Expenses Paid By The District For District Officers (continued)**

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 Club Visit of an official nature by 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. Club 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

**306 Expenses Paid By the Club For District Officers (continued)**

- e. If club 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.. 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 and policies, programs, 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)**

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
  - . Expense to the district
  - . 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.

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

(continued)

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 1)**

**Appointment**

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

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

**Responsibilities of the Chair and the Committee**

A club may submit nominees from any club to the Nominating Committee. In Regional Districts, nominations for Regional Lt. Governors will be made only by clubs from that region. The committee is charged with the responsibility to secure **and verify** at least one qualified nominee for each elected office if nominations for each office have not been received from the clubs. There are no nominations from the convention floor.

**November - 60 days prior to convention** Candidates are nominated and accept nominations for district office. An acceptance is not complete until the Chair of the Nominating Committee, Governor and ECR have received the nomination letter, completed Qualification Form, Vision Statement, and letter of acceptance, postmarked by the due date.

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

**60 to 45 days prior to convention** Nominating Committee verifies nominations by checking references listed by nominee and two other Pilots who have knowledge of the candidate’s qualifications. Nominee may be given opportunity to correct nomination form and/or vision statement if time permits.

312 District Nominating & Election Procedures (continued)

**RESPONSIBILITIES OF THE CHAIR AND THE COMMITTEE** (cont'd)

**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 sign report.

Saturday Morning – Chairman reads report to the convention body.

for A member of the Nominating Committee may resign from the committee to accept nomination 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**

to All members of the Nominating Committee must attend the meeting of the committee held prior 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.

**312 District Nominating & Election Procedures (continued)**

**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**

*(February 2005)*

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 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. Club, District and International dues must be current before a member can transfer to Member-at-Large or to another club.

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 PI 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 or 990EZ), bank statements, club treasurer's reports. Minutes of the club meeting where 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 Youth 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 in 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).

**316 Surrender of Club's Charter (cont'd)**

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
- And 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), adviser'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 Outside 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 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 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 compiled each year and made available to Pilots on the PI web site. 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 lists the names, addresses, telephone and fax numbers, and e-mail addresses of the Executive Committee of Pilot International; International Parliamentarian, Chaplain, Convention Chair and Vice Chair, and Division Coordinators; District Administrative Councils; District Division Coordinators, Pilot International Foundation Trustees and District Representatives, Membership Teams, and Senior Programs Representatives; Past International Presidents; and staff members, their titles, and departments.

Each District Governor will provide PI Headquarters with a listing of the clubs in the district with the president's name, address, telephone and fax numbers, e-mail addresses. The Directory will also list the number of clubs in each district, the federal ID number for each district (U.S. Districts only) and the place, date and host clubs for district conventions.

The directory will be made available on the PI web site 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.

Clubs will be notified when directory is available and provided pass word to access the directory on the web site. Paper copies will be available from Pilot International 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.

An appropriate statement to indicate compliance with this policy shall be printed in the annual Club Directory.

**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, dissolve the incorporation, 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, a visit of an official nature 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.

**331 Club and District Web Sites (continued)****Contact Information @ [www.pilotinternational.org](http://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

**Club Web Sites continued:**

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.

**333 Disaster Relief** *(revised 7/11)*

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

Donors to the Pilot International Foundation Disaster Relief Fund may donate to the fund in general by designating the funds to the Disaster Relief Fund.

*If the donor would like to donate to a specific disaster, they must designate the specific disaster to ensure the donation will be used in that manner; otherwise monies will be placed in the general Disaster Relief Fund.*

Potential recipients of funds from the Pilot International Foundation Disaster Relief Fund must use the following steps to receive applied for funds:

**Must understand:** That the funds are only to help pay for limited types of essential living expenses, which are:

- **Medical expenses not eligible for reimbursement by insurance**
- **Housing**
- **Utilities**
- **Food**
- **Clothing**
- **Shelter**
- **Other Basic Necessities**

The Fund is not replacement for insurance and cannot pay to rebuild houses or for insurance deductibles. Additionally, the program cannot pay to replace non-essential items, such as cable, electronics or furnishings.

**Once the Pilots' needs are met the funds can be used to help others affected by the disaster.**

**Approval:** Applicants must submit completed applications to Pilot International Headquarters for review and endorsement. Pilot Internationals members will forward all endorsed applications to Pilot International Headquarters. The Board of Trustees will review the applications to determine need for and amount of assistance.

**Payment:** When assistance has been approved, the Pilot International Foundation will send a letter and check to the applicant with a copy of the letter to the District Governor. Thus, the District will be aware that the application has been approved and disaster relief has been granted and disbursed.

**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**

Fifteen 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

The club completes the "Request to be Placed in a State of Reorganization" form and submits to the District Governor.

**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"**

- When the form is received from the club, the District Governor completes the District portion of the "**Request to be Placed in a State of Reorganization**" form and sends a letter to the Club President, advising the club if they are eligible for State of Reorganization. A copy of the letter and "**Request to be Placed in a State of Reorganization**" form is sent to the District Administrative Council, Membership Team Chair, Executive Committee Representative and PI Headquarters.

**District and Club Operations****337 State of Reorganization (continued)**

- Forty-five days after a club has been placed in a “State of Reorganization”, a “rebuilding” plan should be completed and signed by the Club President and District Governor. This plan is to be submitted to the District Administrative Council, Membership Team Chair, Executive Committee Representative and PI Headquarters. A timeline as to how and when the club plans to regain charter strength should be included.
- 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, 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

**PILOT INTERNATIONAL’S RESPONSIBILITY** while a club is in a “State of Reorganization:

- PI President writes club to acknowledge club has been approved for State of Reorganization.
- ECR maintains close contact with the District Administrative Council and Membership Team
- A club’s request to waive or reduce international dues for one year after the Reorganization Plan has been submitted will be considered by the Executive Committee.
- Club members will be encouraged to attend international convention and any requests to waive registration fee for one convention (if reorganization plan has been submitted) will be presented to the Executive Committee.

**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 15 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
- 8 Handbooks for Club Officers
- 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
- 5.) Any tax returns (990, 990N or 990 EZ)

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.

The outgoing officer shall pass the files on to the incoming officer and each current officer is the custodian of the district 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.

### **341 Bonding**

Each Pilot District is required to bond each district officer who has signatory authority within the district.

### **342 Payment of Catalog Sales Invoices**

Invoices for Club/District purchase of Catalog Sales items must be paid within 30 days of receipt. A charge of 1 ½% Finance Charge will be added to the invoice after that time. Clubs/Districts with outstanding balances more than 60 days old will not be allowed charge privileges. (9/09)