

501 THE PILOT LOG

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

The Editor

The editor of THE PILOT LOG shall be employed by and report to the Executive Director.

Size of Publication

The magazine shall be eleven (11) inches in length and eight and one-half (8 1/2) inches in width.

The number of pages in THE PILOT LOG may vary slightly from issue to issue. The editor shall determine the number of pages based on budgeted funds available and the most cost-effective means available for publishing the amount of material contained within each issue.

Subscription Cost

Annual Pilot International dues established by the voting body of the Pilot International/Pilot International Foundation Convention shall include the magazine subscription cost.

The subscription cost to members and non-members will be adjusted annually during the budgeting process.

Contents

Material published in THE PILOT LOG shall emphasize successful and noteworthy Pilot Club projects and activities, newsworthy accomplishments of individual Pilots, announcements and reports of programs and promotions of Pilot International and Pilot International Foundation, notification of the date and place of the annual convention and general helpful information for use by Pilots and Pilot Clubs.

Individual creative works such as fictional short stories, poetry, quotes, etc. will not be published in THE PILOT LOG except:

1. *when these works are solicited by the editor;*
OR
2. *when these works are contained within other material such as inspirational articles. All material incorporated in other works must be attributed to a particular author, if known.*

Freelance written articles may be considered for issues of the magazine. The editor must be queried in advance of submission, and upon acceptance, a fee for the work will be negotiated by the editor all submitted articles are on a pro bono basis for a publication by line.

501 *THE PILOT LOG (continued)*

Pilot International shall not be responsible for unsolicited manuscripts and will publish this disclaimer in each issue of the magazine.

The notice shall be published in each issue to the effect that opinions expressed in signed articles are not to be considered the official views of Pilot International.

Submission of Material by Pilots and Pilot Clubs

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

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

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

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

A listing of club anniversaries (at 5 year increments) will be included in an issue of the Log. Clubs celebrating 50 years or more will be highlighted in the Log if articles are received from the club. (1/07)

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

Advertising

THE PILOT LOG may accept advertising from companies and products deemed suitable by the editor on a space permitting basis. Advertising for tobacco products or alcoholic beverages will not be accepted. Official fund-raising affiliates shall receive a preference for available ad space over non-affiliates. The editor shall have the right to edit or reject advertising materials submitted.

502 District Bulletins/Newsletters

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

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

503 Club Bulletins/Newsletters

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

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

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

504 General Communications Policy

**PILOT INTERNATIONAL/VOLUNTEER/EMPLOYEE
INTERNET AND COMMUNICATIONS POLICIES**

General Communications/Internet Statement – Volunteer/Employee

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

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

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

Monitoring of Communications/Privacy Expectations

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

504 General Communications Policy (continued)**Use of PI/PIF Communication Equipment**

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

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

1. Creation or distribution of chain letters
2. Expressing personal views as representing those of Pilot
3. Job searches
4. Political causes or activities
5. Pools or gambling of any kind
6. Pornography, sexual comments, imagery, or content, and etc.
7. Sexual harassment
8. Solicitations or advertisements for non-PI purposes
9. Internet discussion groups or forums that do not pertain to Pilot International
10. Any messages or content that contain defamatory, libelous, offensive, harassing, disruptive, derogatory; sexual, racial or ethnic slurs; or anything that would offend on the basis of race, gender, national origin, sexual orientation, religion, political beliefs, or disability
11. Uploading, downloading, or otherwise transmitting without PI authorization:
 - Copyrighted materials
 - Trademarked materials
 - Patented materials
 - Trade secrets
 - Other confidential, private, or proprietary information or materials
 - Illegal information or materials
 - Sexually explicit materials
12. Using PI's systems to: Gain unauthorized access to remote computers or other systems and/or to damage, alter, or disrupt remote computers or systems in any way

504 General Communications Policy (continued)

13. Using - without authorization - someone else's code or password
14. Disclosing - without authorization - anyone's code or password, including the employee's own
15. Enabling unauthorized third parties to have access to or use, PI's systems
16. Jeopardizing the security of PI's systems
17. Anonymous messages
18. Illegal activities
19. Any other activities already prohibited by PI policies, but not necessarily itemized in this policy

Information protection:

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

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

Viruses/tampering:

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

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

Uploading to PI's Web Site/Intranet

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

504 General Communications Policy (continued)**Record Retention:**

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

Consequences:

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

505 PI/PIF On-Site Web Policies

This policy refers to the “message board” we had on the old web site – we are not using one now and wonder if this should stay in the policy in the event we have in the future.

Discussion Forums:

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

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

Terms of Participation in PI Discussion Forums:

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

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

505 PI On-Site Web Policies (continued)

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

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

General usage policies: (This is not posted on the web site other than in the Policies under Resources/Documents– should it be somewhere else – link on home page to this wording???)

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

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

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

Terms and Conditions:

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

505 PI On-Site Web Policies (continued)

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

Question #4 since not one posts to web site other than staff????

4. Any communication or material you transmit to the site by electronic mail or otherwise, including any data, questions, comments, suggestions, or the like is, and will be treated as, nonconfidential and non-proprietary. Anything you transmit or post may be used by PI or its affiliates for any purpose, including, but not limited to, reproduction, editing, disclosure, transmission, publication, broadcast, and posting. Furthermore, PI is free to use any ideas, concepts, know-how, or techniques contained in any communication you send to the site for any purpose whatsoever including, but not limited to, developing, manufacturing and marketing products, members services, and etc. using such information.
5. Images of people or places displayed on the site are either the property of, or used with permission by PI. The use of these images by you, or anyone else authorized by you, is prohibited unless specifically permitted by the Terms and Conditions, or specific permission provided elsewhere on the site. Any unauthorized use of the images may violate copyright laws, trademark laws, the laws of privacy and publicity, and communications regulations and statutes.
6. The trademarks, logos, and service marks (collectively the "Trademarks") displayed on the site are registered and unregistered Trademarks of PI and others. Nothing contained on the site should be construed as granting, by implication, estoppel, or otherwise, any license or right to use any Trademark displayed on the site without the written permission of PI or such third party that may own the Trademarks. Your use of the Trademarks displayed on the site, or any other content on the site, except as provided in these Terms and Conditions, is strictly prohibited. You are also advised that PI will aggressively enforce its intellectual property rights to the fullest extent of the law, including the seeking of criminal prosecution.
7. PI has not reviewed all of the sites linked to, or framed within the site, and is not responsible for the content of any off-site pages or any other sites linked to, or framed within, the site. Your linking to any other off-site pages or other sites, or use of information framed within the site, is at your own risk.

505 PI On-Site Web Policies (continued)

8. Although PI may, from time to time, monitor or review discussions, postings, transmissions, and etc. on the site, PI is under no obligation to do so and assumes no responsibility or liability arising from the content of any such locations, nor for any error, defamation, libel, slander, omission, falsehood, obscenity, pornography, profanity, danger, or inaccuracy contained in any information within such locations on the site.

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

9. Software from this site is further subjected to United States (U.S.) Export Controls. No software from this site may be downloaded or exported (i) into (or to a national or resident of) Cuba, Iraq, Libya, North Korea, Iran, Syria, or any other country to which the U.S. has embargoed goods; or (ii) anyone on the U.S. Treasury Department's list of Specially Designated Nationals or the U.S. Commerce Department's Table of Deny Orders. By downloading or using the software, you represent that you are not located in, under the control of, or a national or resident of any such country or on any country on such list.
10. PI may, at any time, revise these Terms and Conditions by updating this posting. You are bound by any such revisions and should therefore periodically visit this page to review the then current Terms and Conditions to which you are bound.

550 *Press Releases*

News releases shall be written, duplicated, and distributed from Pilot Headquarters. These include news releases about the organization; news of Pilot International officers and appointees; and sample releases for use by clubs and district. Media lists are compiled from directories and, in the case of media listings for Pilot officers, are provided by those individuals. The lists are updated periodically. Press clippings sent to Pilot Headquarters by Pilot Clubs are kept in club files for one year.

551 *Informational Literature*

Information about Pilot International and its programs, including Anchor Clubs, shall be developed by Pilot Headquarters. Material such as brochures, media kits, and fact sheets shall be distributed to Pilots, clubs and districts through the Catalog Sales Department or through mailings. Costs shall be held to a minimum to encourage use of the material, however, Pilot International shall recover the cost of producing and printing through a regular schedule of charges.

Where necessity mandates and budget permits, some manuals and other literature may be made available at no charge, except, in some instances, for mailing costs.

Inventory is maintained through the Catalog Sales Department.

552 *Use of TV/Radio Tapes and PSAs*

TV/radio tapes and videos shall be produced under the direction of the Communications Department for use by Pilot International, its clubs and districts. These materials shall be updated when budget permits.

The tapes and videos may be used without restrictions as to market areas. Clubs and districts are also encouraged to use Pilot videos for officer training, organizing new clubs, and the orientation of new members.

Public Service Announcements (PSAs) written by Pilot Clubs should be given a decided local slant.