



BYLAWS

2011-2012

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**BYLAWS
OF
PILOT INTERNATIONAL**

**ARTICLE I
Name**

This organization, incorporated as PILOT INTERNATIONAL, INC. may use the name “Pilot International”.

Pilot International, Inc. is a charitable and educational organization whose purpose is to promote programs and activities that support the focus on brain-related disorders and disabilities through education, volunteerism, financial support and research.

Clubs chartered by and functioning under the supervision of Pilot International will be nonprofit, nonpartisan, nonsectarian and nondiscriminatory.

**ARTICLE II
Mission and Vision Statements**

Mission Statement: To serve by furthering Pilot International’s humanitarian efforts through charitable, educational, and research programs in communities throughout the world.

Vision Statement: To achieve universal awareness and prevention of Brain-related Disorders and Disabilities.

**ARTICLE III
Objectives**

The objectives of Pilot International are to:

- a. promote the organization and operation of Pilot Clubs;
- b. study and teach the principles and ideals of Pilot International;
- c. encourage Pilot Clubs to participate in service activities that will improve the quality of life in their communities;
- d. develop friendship and increase the opportunity for service;
- e. encourage and promote international peace and cultural relations;
- f. encourage high ethical standards among executives and professionals; and
- g. further the organization’s charitable and humanitarian efforts.

ARTICLE IV
Emblem, Motto, Colors

SECTION 1. The emblem of Pilot International will be the Pilot wheel.

SECTION 2. The motto will be "True Course Ever."

SECTION 3. The colors will be green and gold.

SECTION 4. The emblems of Pilot International and its youth organization are registered trademarks. Any unauthorized use of these emblems for commercial purposes is a violation of copyright law.

ARTICLE V
Charter

SECTION 1. Chartered Clubs. The Executive Committee of Pilot International will oversee the organization of new clubs and grant charters. A minimum of 15 members will be required for a new Club.

SECTION 2. Charter. The Pilot International President and Secretary will sign charters. The effective date of the Club will be the date on the charter. The Pilot International President or representative will present the charter.

SECTION 3. Revocation of Charter. The Board of Directors with concurrence of the District Administrative Council may revoke the charter of any Club that disbands, fails to meet regularly or fails to function. The Club will surrender the charter, pay indebtedness, return any properties of Pilot International and file forms for dissolving the corporation.

ARTICLE VI
Incorporation

Districts and Clubs will be legally incorporated within one year where required. The appropriate officer(s) will file report(s) and pay fee(s) as required.

ARTICLE VII Membership

SECTION 1. Requirements for Membership.

- a.** Election and Invitation. Any member may sponsor a person for membership. Each Pilot Club has the option to choose how it processes the invitation of prospective members. An invitation will then be extended to the candidate and will remain open for six (6) months.

- b.** Transfer. A Pilot may transfer membership to any Club by completion of transfer requirements and payment of the required transfer fee (if a fee is required).

- c.** Reinstatement. A Pilot who resigns from a Club may be reinstated to a Club upon request and payment of reinstatement fee (if a fee is required).

SECTION 2. Types of Membership. The membership of Pilot International is the members of Pilot Clubs and Members-at-Large. Membership will be granted based on business or professional qualifications or societal contributions.

- a.** Active. Active membership may be granted to qualified persons.

- b.** Privileged. Privileged membership may be granted by the Executive Board to a Pilot who is unable to participate in Club activities because of health, business or extenuating circumstances. Privileged members are not eligible for appointed or elected office; they may vote when in attendance. Amount of dues will be determined by the Club and must include District and International dues.

- c.** Emeritus. Emeritus membership may be granted to a member who can no longer actively contribute to the club due to permanent serious mental or physical disabilities. Emeritus membership may be granted by the Executive Board of a club, District or Pilot International. An Emeritus member must have been a Pilot for fifteen (15) years or a charter member of a club. All dues will be waived.

- d.** Membership-At-Large. Any current or former member of a Pilot Club may become a Member-At-Large upon request to Pilot International Headquarters. Members-At-Large have all privileges of membership, except that they cannot hold elective office or vote. Members-At-Large will pay Pilot International and District dues. (Exception: See Article XXI, Section 1.d. and Article XVIII, Section 2.)

ARTICLE VII
Membership, cont'd.

e. Honorary. Honorary membership may be conferred upon a non-Pilot in recognition of meritorious achievement. Honorary members are entitled to all privileges of membership except that they do not pay dues, hold office or vote. A Pilot may propose a non-Pilot for honorary membership in any Club, District or Pilot International.

1. International. The proposed candidate's name will be submitted to the Executive Committee. Upon approval by the Executive Committee, the name of the proposed candidate will be presented to the convention body and a majority vote of the delegates will constitute approval.

2. District. The proposed candidate's name will be submitted to the District Administrative/Executive Council. Upon approval by the District Administrative/Executive Council, the name of the proposed candidate will be presented to the convention body and a majority vote of the delegates will constitute approval.

3. Club. The proposed candidate's name will be submitted to the Executive Board. Upon approval by the Executive Board, the name of the proposed candidate will be presented to the Club and a majority vote of the members present will constitute approval.

f. Associate Membership. Associate Membership may be granted to persons desiring to join Pilot International upon request to Pilot International Headquarters. Associate members shall receive the Pilot Log and shall be required to pay only International dues. Associate members have all privileges of membership except they cannot hold appointed or elective office, or vote.

g. Provisional Membership. Provisional membership may be granted to an Anchor member upon graduation and/or to a Pilot Scholarship recipient. This status may be in effect for up to six years as long as the former Anchor is a student, and as long as the Scholarship recipient is a student and receives financial support from Pilot. A Provisional Member will not be required to pay international, district or club dues. A Provisional Member cannot hold appointed or elected office, or have voting privileges, and will have no attendance requirements.

h. E-. E- membership may be granted within the structure of an existing Pilot Club. E-members may participate in club projects and fundraisers, but are not required to attend monthly meetings. They will be kept informed of the business of the club, its projects and fundraisers through e-mail. Amount of dues will be determined by the club and must include District and International dues.

SECTION 3. Responsibilities of Membership.

a. Attendance. A member is expected to attend all Club meetings. The Executive Board may determine if a member has excessive absences. The Club standing rules may include attendance requirements including make-up meetings and perfect attendance. (E- members are not required to attend monthly meetings.)

ARTICLE VII
Membership, cont'd.

SECTION 3. Responsibilities of Membership, cont'd.

- b.** Leave of Absence. The Executive Board may grant a leave of absence to a Pilot not to exceed one (1) year. Payment of all financial obligations is required.
- c.** Membership Changes. The Executive Board will make appropriate changes in types of membership.
- d.** Membership Termination. The Executive Board may terminate membership for nonattendance or failure to meet financial obligations.

**ARTICLE VIII
Club Year**

The Club year will be July 1 through June 30, or as dictated by government regulations in countries outside the United States.

**ARTICLE IX
Dues and Fees**

SECTION 1. International.

- a.** Initiation Fee and Dues. Pilot International initiation fee and annual Pilot International dues will be established by the voting body of the international convention. Dues include subscriptions to all official publications. For new members, dues will be prorated starting with the month member enters the Club through the remainder of the current Club year.
- b.** Initiation Fee. An initiation fee set by the Club (which includes the Pilot International initiation fee) will be paid by each new member with the exception of former Anchors who will not pay the Pilot International initiation fee.
- c.** Transfer and Reinstatement Fees. A reinstated or transferred member will pay a fee to Pilot International if a fee has been established.
- d.** Payment of Dues. Pilot International dues for Active, Privileged and E- members will be paid by the Club treasurer annually in advance to Pilot International Headquarters by July 1. Members-at-Large will pay Pilot International and District dues.
- e.** Establishment. The Executive Committee will set all reinstatement and transfer fees to be paid to Pilot International.

**ARTICLE IX
Dues and Fees, cont'd.**

SECTION 2. District. Each member will pay District dues as required by the District standing rules.

SECTION 3. Club. Each member will pay Club dues as required by the Club standing rules.

SECTION 4. Fifty Year, Emeritus Members. Fifty-year and Emeritus members are exempt from paying Pilot International dues.

PILOT CLUB:

ARTICLE X

Pilot Club: Officers, Terms, Qualifications

SECTION 1. Officers. Pilot Club officers will be President, President Elect, Vice President (optional), Secretary (or Recording and Corresponding Secretaries), Treasurer and two (2) or four (4) Directors as determined by the Club. At the option of the Club, the Immediate Past President may serve as a third or fifth Director.

SECTION 2. Terms.

- a. The terms of office will be one year except for Directors.
- b. Terms for elected Directors will be two (2) years.
- c. The President Elect becomes President at the close of the term.
- d. Terms of office will begin July 1.

SECTION 3. Qualifications. A nominee for office will be an Active member. A nominee for the office of President Elect will have served at least one year on the Executive Board. No person will hold two (2) offices concurrently.

ARTICLE XI

Pilot Club: Nominations, Election, Installation, Vacancy in Office

SECTION 1. Nominations. At least three (3) but no more than five (5) nominating committee members and two (2) alternates will be elected by ballot no later than March. The nominating committee will elect a chairman. Any Club member may recommend nominees. The nominating committee will select one or more nominees for each office. The nominating committee will report no later than the April meeting.

SECTION 2. Election. Officers will be elected no later than April. Nominations may be made from the floor with prior consent of the nominee. The nominating committee will verify their qualifications. If there is more than one nominee for any office, the election will be by ballot. A majority vote of those present will elect.

SECTION 3. Installation. The officers will be installed prior to July 1.

SECTION 4. Vacancy in Office. If an officer resigns between the report of the Nominating Committee and the installation, the Nominating Committee recommends a candidate for that vacancy subject to club approval.

Vacancies occurring after installation shall be filled within thirty (30) days of the vacancy. The following will apply:

- a. President. A vacancy in the office of President will be filled by the President Elect.
- b. President Elect. The Executive Board shall recommend a person for the office of President Elect, and the Club shall vote on this recommendation.
- c. Other Offices. The President shall appoint, with the approval of the Executive Board, a person for vacancies in other offices.

ARTICLE XII

Pilot Club: Executive Board

The Executive Board consisting of the Club officers will have the option to meet monthly or quarterly. Officers should attend all Board meetings. A majority of the members will constitute a quorum. A summary of the Board actions will be reported to the Club. Special meetings of the Board may be called by the President or three (3) members. Each member will be notified of the time, place and purpose of the meeting.

The Board will:

- a. conduct all routine business of the Club;
- b. approve division plans and the Club budget;
- c. review types of membership; and
- d. supervise the organization of new Clubs.

ARTICLE XIII
Pilot Club: Duties of the Officers

SECTION 1. President. The President will:

- a.** preside at Club and Executive Board meetings;
- b.** serve as activities director;
- c.** serve without vote as a member of the divisions;
- d.** serve on the budget committee;
- e.** appoint and serve without vote on special committees authorized by the Executive Board;
- f.** appoint a board member to serve as board parliamentarian (if desired);
- g.** sign all official communications except as delegated to another officer;
- h.** supervise the work of Club officers;
- i.** countersign Club checks;
- j.** appoint a Club parliamentarian (who retains full privileges of membership), a chaplain and may appoint a historian;
- k.** authorize expenditures of unbudgeted amounts within limits established in the Club standing rules;
- l.** appoint an audit committee; and
- m.** perform other duties as required.

ARTICLE XIII
Pilot Club: Duties of the Officers, cont'd.

SECTION 2. President Elect. The President Elect will:

- a. preside in the absence of the President;
- b. serve as Club program director and on the divisions without vote;
- c. serve as a member of the budget committee;
- d. countersign checks in emergencies;
- e. appoint division coordinators for the next year;
- f. assign each member to a division for the next year; and
- g. perform other duties as required.

SECTION 3. Vice President (optional). The Vice President will:

- a. serve without vote as a member of the divisions;
- b. serve as a member of the budget committee; and
- c. perform other duties as required.

SECTION 4. Recording Secretary. (If the Club has only one Secretary, the responsibilities of Recording and Corresponding Secretaries will be combined.) The Recording Secretary will:

- a. record and transcribe minutes of all Club and Board meetings;
- b. present a summary of Executive Board action to the Club;
- c. maintain a file of members including home and business addresses, telephone numbers, firm name and position;

ARTICLE XIII
Pilot Club: Duties of the Officers, cont'd.

SECTION 4. Recording Secretary, cont'd.

- d.** report membership changes within thirty (30) days to Pilot International Headquarters and prepare and submit reports as requested;
- e.** keep attendance records according to Club policies and report to Executive Board as required; and
- f.** perform other duties as required.

SECTION 5. Corresponding Secretary. The Corresponding Secretary will:

- a.** prepare all communications as directed by the Club, the President or the Executive Board;
- b.** prepare all letters for the signature of the President with a copy for the President's files;
- c.** order and maintain supplies of Pilot materials and emblem items; and
- d.** perform other duties as required.

SECTION 6. Treasurer. The Treasurer will:

- a.** receive and deposit all Club funds;
- b.** serve as chair of the budget committee;
- c.** pay all authorized bills;
- d.** sign checks;
- e.** give a financial report to the Executive Board and to the Club as required;
- f.** file state/province/prefecture reports, and pay all fees;
- g.** deliver books to the audit committee by July 31; and
- h.** perform other duties as required.

ARTICLE XIII
Pilot Club: Duties of the Officers, cont'd.

SECTION 7. Directors. The Directors will:

- a. keep the Club informed on the bylaws and procedures of the organization;
- b. encourage regular attendance;
- c. encourage unity and friendship among members; and
- d. perform other duties as required.

SECTION 8. Official Records. Unless otherwise specified in the Article, officers will deliver their records and materials relating to their duties to their successors immediately following the close of their term of office.

ARTICLE XIV
Pilot Club: Meetings - Regular, Special and Quorums

SECTION 1. Regular. The Club will hold at least one meeting each month. Clubs may exclude the month in which the PI Convention is held. The place, date and time will be determined by the members. If one meeting is held, it may include a program or a business session, or both.

Meetings of the Club will be open to any Pilot and to non-Pilot guests with consent of the President.

SECTION 2. Special. Special meetings may be called by the President, by the Executive Board or by five members, provided each member is notified of the time, place, and the purpose(s) for the meeting.

SECTION 3. Quorums. Quorums will be set by the Club.

ARTICLE XV
Pilot Club: Divisions of Activity and Special Committees

SECTION 1. Divisions of Activity. The program of the Club will be accomplished through the divisions of activity.

- a. Membership. Responsible for activities related to recruiting, reclaiming, and retaining members; organization of new clubs; new member orientation; and any other activities related to membership.
- b. Fund Raising. Responsible for activities that generate funds to finance Club operations, projects and youth activities. Profits from fund raisers for designated service projects must be spent for that purpose.
- c. Projects. Responsible for activities related to community service and improvement; safety; education; patriotism; international relations; Pilot International endorsed projects; assistance to people who are aged, needy or have disabilities; and any other projects. The Executive Committee must approve any national or international project sponsored by a Club.
- d. Anchor. (Optional) Responsible for all activities related to Anchor.
- e. Leadership Development. (Optional) Responsible for activities related to training of members and leadership development.

SECTION 2. Planning. Incoming coordinators and division members will meet and plan the Club activities.

SECTION 3. Budget Committee. The committee will be incoming officers: Treasurer (chairman), President, President Elect, Vice President (if applicable) and the Fundraising Coordinator. The committee will prepare the budget.

SECTION 4. Special Committees. Committees may be established to support special activities sponsored by Pilot International, the District or by Club officers.

SECTION 5. Reports. Following recommendation by the Executive Board, the Club budget and division activities will be presented for approval by the Club membership. Unbudgeted expenditures must be approved by the Club. Division coordinators will present progress reports as required.

ARTICLE XVI
Pilot Club: Standing Rules

SECTION 1. Pilot International Bylaws. Standing rules will not conflict with the Pilot International Bylaws.

SECTION 2. Amendment. Standing rules may be amended at any regular meeting by majority vote of eligible voters after the amendment has been presented at a previous club business meeting for discussion.

DISTRICT:

ARTICLE XVII
District: Structure, Officers, Terms, Qualifications

SECTION 1. Structure. Districts may elect to operate with or without regions.

SECTION 2. Officers. The District Administrative Council of a non-regional District will be: Governor, Governor Elect, one or more Lt. Governors (optional), Treasurer, and a Secretary who is appointed by the Governor.

The District Administrative Council of a regional District will be: Governor, Governor Elect, Treasurer, and Secretary who is appointed by the Governor. The Regional Lt. Governors and the District Administrative Council will make up the District Executive Council.

The Governor Elect becomes Governor at the close of the term.

SECTION 3. Terms.

a. The Governor Elect, Lt. Governors and Treasurer will be elected for one-year terms. The Treasurer may serve two (2) consecutive terms. Exceptions in the term of office for Lt. Governor and/or Treasurer may be granted by the Executive Committee.

b. The Regional Lt. Governors may serve two (2) consecutive terms. In non-regional Districts, Lt. Governors are elected for specific offices and may serve only one term, unless the District elects to have multiple, equal Lt. Governors, in which case a Pilot may only serve two consecutive terms as Lt. Governor.

c. Terms of office will begin on July 1 or on the date of the Pilot International Pre-convention Board of Directors meeting at the PI/PIF Annual Meeting and Convention, whichever date occurs first.

d. An officer who has served more than six (6) months in office will have served a full term. An officer who has served less than one (1) term will be eligible for re-election.

ARTICLE XVII

District: Structure, Officers, Terms, Qualifications, cont'd.

SECTION 4. Qualifications. All nominees will be Active members of a Club and have the following qualifications:

- a.** A nominee for Governor Elect or Lt. Governor will have served as President of a Pilot Club. A nominee for Governor Elect of a regional District will have served as a Regional Lt. Governor.
- b.** A Pilot will not serve as a District officer, International officer and/or a Club President at the same time.

ARTICLE XVIII

District: Nominations, Election, Vacancy in Office

SECTION 1. Nominations. 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 (2) will be members of the same Club. The chairman will be designated by the Governor. The committee will verify and present at least one (1) qualified nominee for each elected District office to the District Convention body.

A Club may submit nominees from any Club to the nominating committee. In regional Districts, nominations for Regional Lt. Governor will be made only by Clubs from that region. Postmark deadline for nominations is 60 days prior to the first day of District Convention.

The nominating committee will send to the Clubs, District officers and Past Governors (if applicable) the names and qualifications of nominees for District office 30 days prior to District Convention.

SECTION 2. Election. Election of officers will be held at the District convention.

Unopposed nominees will be declared elected by acclamation of the Governor. All opposed nominees' names will appear on the ballot.

Election will be by a majority of ballots cast. If a runoff is necessary, the names of the two (2) nominees receiving the highest number of votes for each office will be placed on the ballot.

The voting body will be the Club delegates and District officers and, if the District chooses, may also include the District's past governors. In regional Districts, Lt. Governors will be elected by all delegates who are members of clubs within the region, including club delegates, members of DAC/DEC and past governors, if past governors are given the right to vote by the district.

When a convention cannot be held, election will be by mail or an alternative voting method and the results announced to the Clubs.

ARTICLE XVIII
District: Nominations, Election, Vacancy in Office, cont'd.

SECTION 3. Vacancy In Office. If a District Administrative Council or District Executive Council member becomes unable to perform their duties for three (3) consecutive months or is absent from any two (2) required meetings, except in an emergency, the office will be forfeited.

a. Governor. A vacancy in the office of Governor will be filled by the Governor Elect.

b. Governor Elect.

1. **Non-Regional Districts.** A vacancy in the office of Governor Elect will be filled by advance of the Lt. Governor or appointment by the Governor with the approval of the District Administrative Council if there is no Lt. Governor or if there is more than one (1) Lt. Governor.

2. **Regional Districts.** A vacancy in the office of Governor Elect will be filled by appointment of a current or past Lt. Governor by the Governor with approval of the District Administrative Council.

c. Other Offices. Vacancies in other elected offices will be filled by appointment of the Governor with the approval of the District Administrative Council.

ARTICLE XIX
District: District Administrative Council and District Executive Council

The District Administrative and District Executive Councils will:

- a.** propose amendments to the District standing rules;
- b.** make recommendations for consideration by the voting body at District convention, including the District budget;
- c.** approve appointments made by the Governor;
- d.** plan and approve official visits to Clubs;
- e.** serve on the committees for all District meetings;
- f.** determine the dates and sites for District convention and other District meetings;
- g.** approve minutes of District meetings when required; and
- h.** perform other duties as required.

ARTICLE XX
District: Duties of the Officers

The work of the District officers will be under the general supervision of the Executive Committee. Officers will attend meetings of the District Administrative Council and/or District Executive Council, the District convention and other District meetings. All officers serve under the supervision of the Governor.

SECTION 1. Governor. The Governor will have general supervision of the work within the District and will:

- a. serve as a member of the Pilot International Board of Directors;
- b. represent Pilot International in the District;
- c. attend the council for District officers, meetings of the Board of Directors and the international convention;
- d. make official visits as required by the District structure;
- e. preside at all District meetings;
- f. appoint the District Secretary for a one (1) year term;
- g. countersign all checks issued against District funds;
- h. appoint committees as required;
- i. assure the treasurer's records are audited by August 31 and a copy of the audit mailed to the Clubs;
- j. perform duties relating to the District convention as outlined in the "District Convention Manual";
- k. deliver the files of the District to successor by August 15; and
- l. perform other duties as required.

ARTICLE XX
District: Duties of the Officers, cont'd.

SECTION 2. Governor Elect. The Governor Elect will:

- a. appoint the District division coordinators for the next Pilot year;
- b. sign checks as required;
- c. attend the international convention and the council for District officers;
- d. make official visits as assigned; and
- e. perform other duties as required.

SECTION 3. Lieutenant Governor. The Lieutenant Governors will:

- a. attend the international convention and the council for District officers;
- b. make official visits as assigned;
- c. in regional District, supervise the Clubs of the region and preside at the region meetings; and
- d. perform other duties as required.

SECTION 4. Treasurer. The Treasurer will:

- a. receive and disburse all District funds and sign all checks issued;
- b. furnish required statements of receipts and disbursements of District funds to all Clubs within the District;
- c. provide a copy of the District and convention budgets to all attendees at the District convention;
- d. file reports and keep incorporation of the District in effect;
- e. deliver the District books to the audit committee by July 31; and
- f. perform other duties as required.

ARTICLE XX
District: Duties of the Officers, cont'd.

SECTION 5. Secretary. The Secretary will:

- a. record, transcribe and distribute the minutes of the meetings of the District Administrative Council, District Executive Council and all District meetings as required;
- b. mail copies of District minutes to District officers and Pilot International Headquarters; and
- c. perform other duties as required.

ARTICLE XXI
District: Conventions and Other Meetings

SECTION 1. Conventions - Representation and Business.

- a. District Convention. A convention will be held in each District annually, at least forty-five (45) days before the Pilot International convention with the exception of the COED District Convention which will be held in conjunction with the PI/PIF Annual Meeting and Convention. The call to a District meeting will be issued by the Governor to every Club in the District at least sixty (60) days prior to the meeting. Other meetings may be held as determined by vote of the District. Delegates will attend all business meetings and official functions and report to the Club.
- b. Business. A Pilot or a Club will submit any recommendations in writing for the convention business to the District Governor at least sixty (60) days prior to the District convention. The budget and recommendations for consideration at the convention will be mailed, either by postal service or electronic mail, to each Club in the District at least thirty (30) days prior to the convention.
- c. Club Representation. Each Club should be represented and is entitled to three (3) delegates and two (2) alternates. The delegates will be the President, President Elect, and one delegate and two alternates elected by the Club.

A Pilot Club may be excused from representation at the District convention by the District Administrative Council.

- d. Voting Body. The voting body will be the Club delegates and District officers and, if the District chooses, may also include the District's past governors.

The voting body for a region will be the delegates from the Clubs in that region.

Only delegates may introduce motions or vote, but any Pilot may speak to a motion.

SECTION 2. Club Expenses. Each Club will pay registration fee(s) and transportation costs for at least one delegate to each convention and may pay lodging expenses and per diem.

ARTICLE XXII

District: Divisions of Activity and Special Committees

SECTION 1. Divisions of Activity. The program of Pilot International will be accomplished through the divisions of activity and the District division coordinators will serve as liaison to the international division and the Club division coordinators.

- a. Membership. Serves as Chair of the District Membership Team consisting of three to five members and responsible for all activities related to recruiting, reclaiming and retaining members; organization of new clubs; new member orientation; and any other activities related to membership.
- b. Fund Raising. Responsible for activities that generate funds to finance Club operations, projects, and youth activities. Profits from fund raisers for designated service projects must be spent for that purpose.
- c. Projects. Responsible for activities related to community service and improvement; safety; education; patriotism; international relations; Pilot International endorsed projects; assistance to people who are aged, needy or have disabilities; and any other projects. The Executive Committee must approve any national or international project sponsored by a Club.
- d. Anchor. Responsible for all activities related to Anchor.
- e. Leadership Development: (Optional) Responsible for activities related to training of members and leadership development.

SECTION 2. Terms of Office

- a. Coordinators may serve two (2) consecutive terms.
- b. Terms of office will begin July 1.

SECTION 3. Special Committees.

- a. Convention Committee. Will assist the Governor in planning the District convention.
- b. Audit Committee. Will audit the District financial records.
- c. Others. As established by the District standing rules.

ARTICLE XXIII District: Standing Rules

SECTION 1. Pilot International Bylaws. Standing rules will not conflict with the Pilot International Bylaws.

SECTION 2. Amendment. Standing rules may be amended at any meeting by majority vote of eligible voters.

PILOT INTERNATIONAL:

ARTICLE XXIV PI: Board of Directors

SECTION 1. Governing Body. The Board of Directors, consisting of the Executive Committee and the District Governors, will be the governing body of Pilot International and will be installed at the international convention.

SECTION 2. Duties of the Board of Directors. The Board will:

- a. establish the boundaries of Districts. Changes may be made in the boundaries of established Districts with the approval of two-thirds (2/3) of the Clubs in the District(s);
- b. approve the District organization;
- c. direct the operations of the District and the Clubs of Pilot International;
- d. approve convention sites recommended by the Executive Committee; and
- e. consider and recommend action to the convention body concerning proposed amendments to the Pilot International Bylaws.

SECTION 3. Meetings of the Board of Directors. The Board of Directors will meet prior to the Pilot International Convention. Special meetings may be held at the call of the President or of the Executive Committee.

The Board of Directors will transact necessary business of Pilot International by alternative voting methods if a convention cannot be held as required.

ARTICLE XXV
PI: Officers, Terms, Qualifications

SECTION 1. Officers. The officers of Pilot International will be: President, President Elect, Vice President, Secretary, Treasurer and two (2) Directors.

SECTION 2. Terms.

- a. The President Elect becomes President at the close of the term; the Vice President becomes President Elect at the close of the term.
- b. The Vice President, Secretary and Treasurer will be elected for a term of one year, or until their successors assume office.
- c. Directors will serve terms of two (2) years each, or until their successors assume office, with the terms alternating: one (1) Director retiring every other year and one (1) Director retiring the alternate year and the same number of Directors elected as retired that year.
- d. The Secretary and the Treasurer may serve two (2) consecutive terms.
- e. Terms of office begin at the close of international convention.
- f. An officer elected or appointed to a one-year term who has served more than six (6) months will have served one (1) term. An officer elected or appointed to a two-year term who has served at least twelve (12) months will have served a full term. An officer who has served less than one (1) term may seek re-election.
- g. If a member of the Executive Committee is unable to perform duties of the office for a period of three (3) successive months, or is absent from two (2) of the required meetings, except in an emergency, the member will forfeit the office.

SECTION 3. Qualifications. A nominee will:

- a. be an Active member of a Pilot Club;
- b. not be on leave of absence;
- c. have served as a District Governor;
- d. have served at least two (2) years on the Executive Committee if a candidate for Vice President,
- e. have fulfilled the commitments and obligations of any office to which appointed or elected;
and
- f. not serve as an International officer, District officer and/or a Club President at the same time.

ARTICLE XXVI
PI: Nominations, Election, Vacancy in Office

SECTION 1. Nominations. The Executive Committee will appoint by November 1, a nominating committee of three (3) to five (5) members. No two (2) will be members of the same District. The chairman will be designated by the Executive Committee. The committee will verify and present at least one (1) qualified nominee for each elected international office.

A Club may submit nominees from any Club to the nominating committee. Nominations may be made February through April. Each nominee will submit a completed qualification form to Pilot International Headquarters at least seventy (70) days prior to international convention. Pilot International will send a copy of the qualification forms to each Club and the Board of Directors at least thirty (30) days prior to the convention.

SECTION 2. Election. Election of officers will be held at the international convention.

a. Unopposed nominees will be declared elected by acclamation of the Chair. All opposed nominees' names will appear on the ballot.

b. Election will be by a majority of ballots cast. If a runoff is necessary, the names of the two (2) nominees receiving the highest number of votes for each office will be placed on the ballot.

c. The voting body will be the delegates from the Clubs, the Board of Directors and Past Pilot International Presidents.

d. When a convention cannot be held, election will be by mail or an alternative voting method and the results announced to the Clubs.

SECTION 3. Vacancy in Office.

a. President. A vacancy in the office of President will be filled by the President Elect assuming the duties of President in addition to fulfilling the requirements of President Elect.

ARTICLE XXVI
PI: Nominations, Election, Vacancy in Office, cont'd.

SECTION 3. Vacancy in Office, cont'd.

b. President Elect. A vacancy in the office of President Elect will be filled by the Vice President assuming the duties of the President Elect.

c. Vice President.

1. If a vacancy occurs within the first nine (9) months following the election, the office of Vice President will be filled by vote of the Clubs by mail on the two (2) nominees submitted by the Executive Committee. The nominee receiving the majority of the total number of votes cast will become Vice President.

2. If the vacancy occurs more than nine (9) months following election, a vacancy in the office of Vice President will not be filled.

d. Other Offices. Vacancies in other offices will be filled for the unexpired term by appointment of the President with the approval of the Executive Committee.

ARTICLE XXVII
PI: Executive Committee

The Executive Committee will be the elected officers: President, President Elect, Vice President, Secretary, Treasurer, and two (2) Directors. In addition, the Executive Director serves without vote. (Becomes effective in 2011-2012.)

SECTION 1. Responsibilities. The Executive Committee will administer the affairs of Pilot International, including the business, property, funds and investments. The Executive Committee will not incur indebtedness in excess of the estimated income of Pilot International for the current fiscal year, exclusive of restricted funds.

ARTICLE XXVII
PI: Executive Committee, cont'd.

SECTION 2. Duties. The Executive Committee will:

- a.** act for the Board of Directors between meetings, report to the board on business transacted and conduct business by alternative voting methods;
- b.** meet prior to and following the Board of Directors meeting at the international convention and at least one other time during the year. Special meetings may be called by the President or five (5) members of the Committee;
- c.** approve applications for the organization of new Clubs and direct extension work;
- d.** employ an Executive Director (chief operating officer) and define the duties and fix compensation for the position; and
- e.** consider convention sites and make recommendations to the Board of Directors, set dates, approve the plans, budget and minutes of the convention.

ARTICLE XXVIII
PI: Duties of Officers

All officers will:

- a.** attend meetings of the Executive Committee, Board of Directors and international convention.
- b.** make Executive Committee visits as assigned; and
- c.** perform other duties of their offices.

SECTION 1. President. The President is the chief executive officer, exercising general supervision of the organization and will:

- a.** preside at business sessions of the international convention, meetings of the Board of Directors and the Executive Committee;
- b.** send to all Pilot Clubs a summary of action taken by the Board of Directors and the Executive Committee at meetings held between international conventions;

ARTICLE XXVIII
PI: Duties of Officers, cont'd.

SECTION 1. President, cont'd.

- c. report on the work and state of the organization at the international convention;
- d. be authorized to call special meetings of Pilot international, the Board of Directors and the Executive Committee;
- e. appoint special committees authorized by the Executive Committee or the Board of Directors and make appointments to fill vacancies. Serve without vote as a member of all committees appointed;
- f. fill vacancies of international coordinators;
- g. appoint, with the approval of the Executive Committee, persons to fill vacancies on the Executive Committee, in accordance with the bylaws;
- h. serves as Chair of the Board of Trustees presiding at all Trustees' meetings and at the Foundation's Annual Meeting; and
- i. perform other duties as required.

SECTION 2. President Elect. The President Elect will:

- a. appoint the division coordinators for the next year;
- b. appoint the Pilot International Chaplain for the next year;
- c. appoint the Pilot International Parliamentarian for the next year (who retains the privilege of voting when the vote is by ballot);
- d. appoint the convention chairman and any special committees to serve during the next year and serve without vote on these committees, and
- e. serve as a Foundation Trustee.

ARTICLE XXVIII
PI: Duties of Officers, cont'd.

SECTION 3. Vice President. The Vice President will discharge the duties assigned and serve as a Foundation Trustee.

SECTION 4. Secretary. The Secretary will:

- a. record minutes of the meetings of the Executive Committee and of the Board of Directors. Records of the meetings will be kept in permanent form in Pilot International Headquarters; and
- b. perform other duties as required.

SECTION 5. Treasurer. The Treasurer will:

- a. assure expenditures are made in accordance with the approved budget or special authorization by the Executive Committee;
- b. serve as Chair of the Budget Committee and furnish the Board of Directors the proposed annual budget and the annual audit report; and
- c. perform other duties as required.

SECTION 6. Directors. A director will perform assigned duties.

ARTICLE XXIX
PI: Finances

SECTION 1. Fiscal Year. The fiscal year of Pilot International will be from July 1 through June 30.

SECTION 2. Depositories. The Executive Committee will designate depositories for the investment of Pilot International funds.

SECTION 3. Accounting. A proposed line item budget recommended by the Budget Committee (see Article XXXI, Section 2) shall be provided to the Board of Directors and Clubs at least thirty (30) days prior to the annual convention. A line item budget shall be adopted by the voting body at the annual convention. A financial statement and a copy of the adopted line item budget will be provided annually to the Board of Directors and the Clubs within sixty (60) days of the close of convention.

ARTICLE XXIX
PI: Finances, cont'd.

SECTION 4. Disbursements. Checks will require two (2) signatures as authorized by the Executive Committee. The Executive Director will authorize disbursements in accordance with the approved budget or special authorization of the Executive Committee.

SECTION 5. Annual Audit The financial records of Pilot International will be audited annually by a certified public accountant.

SECTION 6. Annual Report. An annual report will be furnished to the membership.

ARTICLE XXX
PI: Conventions and Other Meetings

SECTION 1. International Conventions.

a. Convention Title: The annual convention held by the organization shall be called and/or referred to as the Pilot International Annual Convention and Leadership Conference.

b. Registration Fees. The annual convention will be open to any member upon payment of a registration fee. Each Club will pay registration fee(s) and transportation costs for at least one delegate to each convention and MAY pay lodging expenses and per diem.

The convention committee with the approval of the Executive Committee will set the registration fees.

c. Club Representation. Each Club should be represented and is entitled to one delegate and one alternate. A Pilot Club may be excused from representation at the international convention by the District Administrative Council.

The Club President will be the delegate and the President Elect will be the alternate. If either the President or President Elect is unable to attend, the delegate will be elected by the Club. Delegates will attend all business meetings and official functions and report to the Club.

d. Voting Body. The voting body will be the delegates from the Clubs, the Board of Directors and Past Pilot International Presidents. Only delegates may introduce motions or vote, but any Pilot may speak to a motion.

ARTICLE XXXI

PI: Divisions of Activity and Special Committees

SECTION 1. Divisions of Activity. The program of Pilot International will be accomplished through the divisions of activity and the international division coordinators will serve as liaison to the District division coordinators.

- a. Membership. Responsible for activities related to recruiting, reclaiming and retaining members; organization of new clubs; new member orientation; and any other activities related to membership.
- b. Fund Raising. Responsible for activities that generate funds to finance Club operations, projects, and youth activities. Profits from fund raisers for designated service projects must be spent for that purpose.
- c. Projects. Responsible for activities related to community service and improvement; safety; education; patriotism; international relations; Pilot International endorsed projects; assistance to people who are aged, needy or have disabilities; and any other projects. The Executive Committee must approve any national or international project sponsored by a Club.
- d. Anchor. Responsible for all activities related to Anchor.
- e. Leadership Development. Responsible for activities related to training of members and leadership development.

SECTION 2. Special Committees.

- a. Budget Committee. This committee will consist of Treasurer (chairman), President, President Elect and Vice President. The Executive Director and Controller will serve without vote.
- b. Convention Committee. This committee will assist the President to plan the international convention and submit the plans for approval to the Executive Committee.
- c. Grants Committee. This committee will consist of the Chair and three members to be appointed by the President with approval by the Executive Committee. The Committee will review applications received and submit a recommendation to the Executive Committee on which Grants should be funded in a ranked order.
- d. Scholarship Committee. This committee will consist of the Chair and three members to be appointed by the President with approval by the Executive Committee. The Committee will review applications received and submit a recommendation to the Executive Committee on which Scholarships should be funded in a ranked order.

OTHER:

**ARTICLE XXXII
Anchor Organization**

Anchor clubs may be sponsored or co-sponsored by a District, Pilot Club(s) or a Pilot member in accordance with the policies established by the Executive Committee of Pilot International and the bylaws governing these organizations.

Anchor Club is a service organization for students. Membership criteria will be established by the sponsoring Pilot Club, in accordance with applicable law.

Annual Pilot International dues for Anchor clubs will be established by the voting body of Pilot International convention.

**ARTICLE XXXIII
Pilot International Headquarters**

SECTION 1. The Executive Director will serve at the direction of the President and the Executive Committee.

SECTION 2. Official records will be retained by Pilot International Headquarters.

SECTION 3. The Headquarters of Pilot International will be located in Macon, Georgia.

**ARTICLE XXXIV
Policies**

SECTION 1. The membership rosters will not be used for commercial or political purposes.

SECTION 2. A Pilot Club or its members will not solicit support for any office.

SECTION 3. Club, District, and Pilot International minutes are permanent records and will be retained. Financial records will be retained for seven (7) years. Other records should be retained for at least five (5) years.

ARTICLE XXXV
Alternative Voting

Alternative voting methods may be authorized by the Executive Committee who will prescribe the appropriate procedure. The following matters may be included: (1) election of officers; (2) amendments to bylaws; and (3) matters of policy or principle, or such other questions as may be authorized. The vote required for adoption is the same as prescribed in these bylaws.

ARTICLE XXXVI
Parliamentary Authority

The current edition of ROBERTS RULES OF ORDER, NEWLY REVISED will govern Pilot International where they apply and are not inconsistent with these bylaws and any special rules of order which Pilot International may adopt.

ARTICLE XXXVII
Amendments

SECTION 1. These bylaws may be amended by a two-thirds (2/3) vote at any international convention with the following requirements. The proposed amendment will have been:

- a.** presented by a Club, a District, a District Administrative/Executive Council, the Executive Committee, or the Board of Directors;
- b.** mailed, either by postal service or electronic mail, to the Secretary of Pilot International and to the Executive Director of Pilot International postmarked no later than sixty (60) days prior to the opening of the Convention; and
- c.** postmarked by the postal service or electronically dated to each Pilot Club, the Board of Directors and Past International Presidents at least thirty (30) days prior to convention.

SECTION 2. Amendments to the bylaws will be effective at the close of the international convention unless a later date is stipulated by the voting body.

Note:

These Bylaws constitute the written operating practices of Pilot International, Inc. They are complemented by Pilot International Policies, District and Club Manuals that are available from Pilot International Headquarters. Recognizing the International scope of the Pilot Organization, it is understood that the Bylaws, Policies and Manuals' contents do not supercede the laws or Non-Profit Organization Regulations applicable to Pilot Districts and Clubs operating in countries other than the United States of America.

Ordering Instructions:

Copies of the
Pilot International Bylaws
may be ordered through
Pilot International
Headquarters
102 Preston Court
Macon, GA 31210-5768
(\$2.25 per copy plus
shipping and handling)
FAX 478-477-6978
1-800-824-2872
www.pilotinternational.org

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