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How to Begin

Manual Sections
are available for
FREE download
from our website
in the Resources
section.

www.pilotinternational.org

How to Begin...

This manual is meant to help you make the most of the coming year. It gives you tools to get organized and stay on schedule. Among its most important suggestions is this: Work closely with your President Elect from the very beginning and build a partnership—nurture leadership among your team. Read and study this manual! It is a great resource and guide for you and your officers. Browse through the table of contents and familiarize yourself with the sections and what information is in each. Consider the following suggestions:

- * **Put the manual in a three-ring binder** so you can remove and copy pages more easily. Review first the material in “Getting Started” and “Officers & Division Leaders.”
- * **Copy the material relevant to all appointments** and then carefully make your final selections. Make sure your appointees understand what you are asking of them. Let them know that you are behind them.
- * **Give out copies of the relevant pages of this manual to ALL members of the leadership team.**
- * Be ready to handle mail for the club quickly by **preparing three file folders:** “Requires Action,” “To be Distributed,” and “File.”
- * Add the **2011-2012 Bylaws** to your notebook. The Bylaws will be available to clubs in August. Information is not available to revise the Bylaws until after the International Convention.
- * A streamlined **Directory** that will include a listing of the Executive Committee, Board of Trustees, District officers, Past International Presidents and staff will also be available in August. The District Governor will provide the club a listing of clubs in your district. A listing of all club Presidents will be provided on the PI website.

Planning Period

Wise use of the *planning period* between your election in March and installation can make your club and administration more successful. **Establish a list of priorities and set a timetable** for accomplishment.

April:

Attend your regional or district training workshop(s) and the District Convention. Become familiar with deadlines and responsibilities. Think about your appointees and whom you need on your club leadership team. Select each team member with great care. Become familiar with your district and club standing rules and your PI Bylaws.

Next, **register for PI Conference** and make appropriate arrangements, working with your current treasurer.

May/June:

Now that you are familiar and comfortable with the manual, meet with your incoming board and your club team. ***Go over the manual material with your board and appointees and give copies of ALL relevant material to the appropriate person.*** Highlight important dates and deadlines or any other information you want the team to be especially aware of. The club installation script may be found on the PI website.



Ask the outgoing officers to meet with the incoming officers for the transition of records and status of the annual plans. This is a good time to discuss the PEP report as a group and get input from both groups for the chair (the deadline for filing the report is August 15).

July :

Use all available resources to make a list of deadlines for dues, reports, and grant and scholarship applications. Discuss these deadlines and objectives at your executive board meeting and follow up with the appropriate people.

After your leadership meeting and a meeting with the membership, complete a yearbook or roster and plans of work. Send a copy of each to the Governor, Governor Elect and Lt. Governor (if applicable).

Attend PI Conference and experience what Pilot is really all about. Participate in training and receive updates on the organization and become involved in the business of this international organization. It is your obligation to be your club's official representative and funds should be budgeted each year for the PI conference.

August:

An audit committee should complete an audit and give a report to the club. See that the PEP report (due to PI by August 15) is completed, copied and mailed. A copy should go to the Governor and the District Council Representative (DCR). Share PEP results and the report of the convention with the membership.

Prepare necessary information as requested by your DCR and mail as requested. Don't hesitate at any time to ask for assistance from headquarters staff and your district and PI leaders. They are there to assist you.

Each month review what's coming up on your schedule – **read ahead two months in your calendar and checklists** so you'll be aware of approaching deadlines well in advance. Each district or region also has its own timetable of special events like training sessions, Fall Councils and conventions, so add these to your calendar and/or checklists.

While You Are President

Prepare for your meetings in advance. Avoid waiting to the last minute. You should have the minutes of the previous meeting at least one week prior to the meeting. Read and review parliamentary procedure frequently. You may have a program or training on Parliamentary Procedure for your officers.

Read and provide each member with a copy of the Governor's Bulletin.

Continue to work closely and share everything with your President Elect throughout the year, this is important for the leadership team! Your President Elect needs to know everything in order to support you and step in if an emergency should arise.

When standing before the membership, remember that they are your friends. They have confidence in you and your abilities. You are their leader and guide but not their dictator. You set the tone. Keep your members informed and keep all lines of communication open not only with your board but also with your members. Listen to their concerns and ideas. **(Be sure to share your club mailings with members who do not have Constant Contact.)** Members who have signed up for Constant Contact now receive a copy of all club mailings.

Think and act
positively and they
will follow your
lead!



**Annual Renewal Of
Incorporation
For
United States Pilot
Clubs**

ANNUAL RENEWAL OF INCORPORATION FOR UNITED STATES PILOT CLUBS AND DISTRICTS

District and Club Treasurers are reminded that incorporation information should be reviewed annually. If required, a Corporate Annual Registration form should be filed and fee paid to the Secretary of State to keep the corporation status current. Failure to do so can result in penalties.

If the treasurer does not know the current corporate filing status of the club or district, the Secretary of State's office will check the record upon request.

If the club or district is required to pay a fee, the treasurer's calendar should include the date this payment is due. Also, where feasible, having the same person act as agent for the club or District - receiving and completing the form each year - is recommended.

A new club is required to incorporate within one year of its charter date.

**Comprehensive
General
Liability
Insurance**

March 2012

TO: ALL PILOT CLUBS IN THE UNITED STATES
AND CANADA

FROM: PI Headquarters

RE: Comprehensive General Liability Insurance,
Policy Number CAP5879434

Following is the “Certificate of Insurance” for all Pilot clubs (including any Anchor clubs your Pilot club sponsors) in the United States and Canada. This certificate is proof of your comprehensive general LIABILITY coverage. It should be kept with the files containing the club’s permanent records. Any previous certificates should be discarded.

In an effort to help Pilot members better understand this liability coverage, we offer the following:

- (a) The policy was not purchased to cover injuries to members, even when on club business, but to cover the LEGAL LIABILITY of the Pilot club and any individual member(s) who may be named in a lawsuit. It does not replace an individual’s health and/or accident insurance plans.
- (b) A claim should not be filed unless the claimant(s) feel the Pilot club and/or its member(s) are at fault and a suit for damages is being considered by a non-Pilot.

In such cases – clubs should NOT volunteer to cover anything. Contact the insurance company FIRST, describing the incident and furnishing the name and address of ALL WITNESSES.

Your liability insurance DOES provide protection for the club and its members against possible lawsuits resulting from injuries and/or property damage connected with approved Pilot activities.

Sometimes a special certificate is required by the property owner before an event can be held. Such a certificate can be requested from Tidwell & Hilburn Insurance but remember to ALLOW SUFFICIENT TIME for processing your request.

Please direct any questions you have to:

Tidwell & Hilburn Insurance
P.O. Box 1796
Macon, Georgia 31202
478-743-9318
FAX 478-742-5688





CERTIFICATE OF LIABILITY INSURANCE

OP ID: JAD

DATE (MMDDYYYY)
03/23/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Tidwell & Hilburn Insurance P O BOX 1796 MACON, GA 31202-1796 Coleman "Cole" Tidwell Jr, AAI		478-743-9318 478-742-5688	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER ID #: PILOT-1
INSURED Pilot Int'l Inc Pilot Int'l Foundation Inc P O Box 4844 Macon, GA 31208-4844		INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company INSURER B: The Hartford INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CAP5879434	04/25/11	04/25/12	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMPROP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> WC STAT-UTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	20WECRU5104	06/01/10	06/01/11	E.L. DISEASE - EA EMPLOYEE	\$ 100,000
A	General Liability			CAP5875438- TEXAS	04/25/11	04/25/12	Ooour	1,000,000
							Aggregate	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER FOR INFORMATION PURPOSES ONLY	CANCELLATION CUSTOMER SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Coleman "Cole" Tidwell Jr, AAI
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STANDING RULES

STANDING RULES

The club may establish **standing rules** which are pertinent to local club activities. These rules shall not be in conflict with Pilot International Bylaws, Policies, or District Standing Rules. A Standing Rules Committee should be appointed by the incoming president. This committee will review the club's Standing Rules which should reflect the requirements of **options** offered in the Pilot International Bylaws.

Following is a list of Pilot International Bylaws that offer options or would affect a club's standing rules.

AMENDING THE CLUB'S STANDING RULES

The Pilot Club's Standing Rules may be amended at any meeting by majority vote of eligible voters. (PI Bylaw ART XVI Sec. 2)

ARTICLE VII MEMBERSHIP

Section 3 (b) Types of Membership - Privileged

Amount of dues will be determined by the club and must include district and international dues.

Section 4 (a) Responsibilities of Membership - Attendance

The club standing rules may include attendance requirements.

ARTICLE X PILOT CLUB OFFICERS

Section 1 Officers

Pilot Club officers will be President, President Elect, Vice President (optional), Secretary (or Recording and Corresponding Secretaries), Treasurer and two or four 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 (a) Terms

Club officers to be elected each year but may serve consecutive terms, with no limit indicated.

ARTICLE XI PILOT CLUB: NOMINATIONS, ELECTION, INSTALLATION, VACANCY IN OFFICE

Section 1 Nominations

At least three but no more than five nominating committee members and two alternates will be elected by ballot **no later than March**. The nominating committee will report no later than the April meeting.

TIP: Your club may want to consider reviewing your Standing Rules annually. This will help your club stay flexible and open to new ideas.



STANDING RULES

ARTICLE XI PILOT CLUB: NOMINATIONS, ELECTION, INSTALLATION, VACANCY IN OFFICE (continued)

Section 2 Election

Officers will be elected no later than April.

ARTICLE XII PILOT CLUB: EXECUTIVE BOARD

The Executive Board consisting of the club officers will have the option to meet monthly or quarterly.

ARTICLE XIII PILOT CLUB: DUTIES OF THE OFFICERS

Section 1(k) President

Authorize expenditures of non-budgeted amounts within limits established in the club standing rules.

ARTICLE XIV PILOT CLUB: MEETINGS - REGULAR, SPECIAL AND QUORUM

Section 1

The club will hold at least one meeting each month, at a place, date and time determined by the members. If one meeting is held, it may include a program or a business session, or both.

Section 3

Quorums will be set by the club.

ARTICLE XV PILOT CLUB: DIVISIONS OF ACTIVITY AND SPECIAL COMMITTEES

Section 1 (d) Division of Activity

Anchor (optional) division is responsible for all activities related to Anchor.

ARTICLE IX DUES AND FEES

Section 2 and 3 Dues

Each member will pay club and district dues as required by the district and club standing rules.

Section 1(b) Fees

An initiation fee set by the club (which includes the Pilot International initiation fee) will be paid by each new member.

PLEASE NOTE: Other matters relating to individual clubs should be included in club standing rules in addition to those listed. These were cited because they call for action by clubs or are designated as OPTIONS in the Pilot International Bylaws.



Club Newsletters

Choosing an Editor

Your newsletter's editor should be a member who possesses good writing and communication skills, in addition to an enthusiasm for the responsibility itself. Your club's editor should also be someone who can meet deadlines regularly.

Newsletter Contents

Contents vary from club to club, but often include club business, a listing of project activities, announcements, schedules of upcoming events, member news, district activities and information from Pilot International. On-going and one time hands-on service projects should be listed. This encourages members to schedule and participate in projects that fit with their personal schedules. A reader-friendly newsletter will also appeal to prospective members and outside agencies.

Graphics may be used. When giving statistics or using quotes – always credit the source. Meeting minutes can be included in club newsletters in lieu of reading them at future meetings.

Format

Newsletter design varies greatly from club to club. The standard format for a club newsletter is 8 ½" x 11"—standard paper size—and when folded, fits easily into a business envelope. This bulletin should portray a professional image of the club and be used as a "PR" tool. The newsletter should include the **club name, address, contact person/information** (including e-mail or Web site listing if available), **meeting site** and **time** of meetings. Pilot International policy states that information written on printed postcards, personal or business stationery should not be substituted for a club newsletter.

Dissemination

Each club member, as well as the District Governor, District Council Representative and Pilot International Headquarters should receive a copy of each newsletter/bulletin.

Club Newsletters

Club
Newsletters
may be emailed
to
pihq@pilothonline.org



Club Yearbook

Club Yearbook

Pilot Clubs have the option of publishing a Club Yearbook for the use of the individual club. Consider including the following items:

- **Club Name** - "Inc." also part of the club name
- **Club Officers** - name & office held in the club
- **Meeting Times and Place**
- **Membership Listing** - address (postal code), telephone numbers (with area codes), fax number, e-mail address, business affiliation or professional status, date member became a Pilot and birthday, etc.
- **Club Division Listing** - Coordinators and division members
- **Special Club Appointments** - chaplain, parliamentarian, PIF Representative, etc.
- **Member(s)-At-Large** - name(s) and address(es)
- **Honorary Members** - name(s) and address(es)
- **Club Past Presidents** - year of office and name
- **Anchor Club(s) Sponsored By Club** - date, time and place of meetings; name and address of faculty advisor(s), if applicable; and list of Anchor club officers
- **District Listings** - names and addresses of district officers and district division coordinators
- **District Convention** - date and place
- **Club Budget**
- **Club Goals**
- **Club Plan of Work**
- **Club Standing Rules** - and District Standing Rules if feasible
- **Pilot International Listings** - Pilot web site www.pilotinternational.org, names and addresses of PI officers, PI division coordinators, and PIF Board of Trustees
- **Pilot Headquarters** - Headquarters address, telephone number, FAX number, e-mail address and name of the Executive Director
- **Pilot International Mission & Vision Statement** - The Mission of Pilot International is to serve by furthering Pilot International's humanitarian efforts through charitable, educational, and reserach programs in communities throughout the world. The Vision of Pilot International is to achieve universal awareness and prevention of Brain-related Disorders and Disabilities.
- **Pilot International Conference** - date and place
- **Schedule of Club Meetings** - by months
- **Service Focus** - information concerning the PI/PIF service focus of Brain-related Disorders
- **Dates To Remember** - important dates for your club members, including District and International conventions, District Fall Councils, Workshops, club anniversary, special projects, etc.
- **Code of Ethics**
- **Sail On International**



A copy of the yearbook should be given to each club member, the District Governor, District Council Representative, and to others as requested by the Governor.

SAMPLE FACT SHEET

(Adapt as needed.)

For the PILOT CLUB OF _____

**SAMPLE
FACT
SHEET**

Who you are: Your club is a group of caring people who come together in friendship and service, to learn and develop into stronger individuals. Come grow with us...

Service: Tell about Pilot's focus of Brain-related disorders and explain how your club is involved. List major activities and information about Anchor if your club sponsors an Anchor club. Use phrases from your members' testimonials that will inspire others.

Meetings:

Regular meeting(s) of the Pilot Club of _____ :

Business Meetings:	Date: 1st Monday Time: 7:00 P.M. Place: Reed Restaurant
Program Meetings:	Date : Time: Place:

(Include lunch or dinner meal prices not included in the dues.)

Initiation Fees and Dues:

Initiation Fee: \$	A one-time fee payable upon acceptance of membership invitation. (No fee for former Anchors)
Dues: \$	Payable in advance prior to _____.

Pilot Membership provides an opportunity to:

- Develop personal friendships and gain valuable leadership skills.
- Help people through community service at home and throughout the world.
- Attend district and international conventions and workshops.
- Learn more about the community and its needs especially in the area of brain-related disorders.
- Work with youth through sponsoring an Anchor Club.
- Network with people who share similar interest.
- Develop new social and business relationships both locally and internationally.
- Make a difference in the lives of people throughout the world.



**SAMPLE
FACT
SHEET**

A Pilot Member...

- ✓ Aspires to the principles in The Pilot Code of Ethics.
- ✓ Attends meetings and projects whenever possible.
- ✓ Is an active participant in club decision-making.
- ✓ Supports decisions made by the majority, regardless of personal preference.
- ✓ Encourages decisions which affect “the greater whole.”
- ✓ Is professional in all matters concerning Pilot business.
- ✓ Keeps club strong by inviting new members to join.
- ✓ Encourages cultural diversity in club membership.
- ✓ Does their “fair share” to plan and carry out service projects and fund raisers, whenever possible.
- ✓ Becomes familiar with District and International issues and Pilot’s service focus of Brain-related Disorders. Visit the Pilot website www.pilotinternational.org
- ✓ Enhances the club’s image within the community by promoting the club’s projects and activities.
- ✓ Networks with other civic/service organizations and local agencies.
- ✓ Encourages contributing to the Pilot International Foundation and Pilot International special appeals.

Have fact sheets available at all club fund raisers and activities where you interact with the public. Include a club fact sheet, with a letter of invitation, to perspective members.



Sail On International

Piano

Sail on, In - ter na - tional with the Pi - lots at your
Pi - lot In - ter na - tional keeps a course that's ev - er

The first system of musical notation for the piano accompaniment. It consists of two staves, treble and bass clef, with a piano (P) dynamic marking. The music is in 4/4 time and the key signature has two flats (B-flat and E-flat). The lyrics are: "Sail on, In - ter na - tional with the Pi - lots at your Pi - lot In - ter na - tional keeps a course that's ev - er".

wheel. The ship of state needs guide - ing on a true and stead - y
true. We work and live for o - thers and we al - ways fol - low

The second system of musical notation. It continues the piano accompaniment with the same two-staff format. The lyrics are: "wheel. The ship of state needs guide - ing on a true and stead - y true. We work and live for o - thers and we al - ways fol - low".

keel. With your co - lours green and gold, ear - nest hearts are in your
through. Let's be faith - ful to our creed, help some - one who is in

The third system of musical notation. It continues the piano accompaniment. The lyrics are: "keel. With your co - lours green and gold, ear - nest hearts are in your through. Let's be faith - ful to our creed, help some - one who is in".

hold. Sail on safe to har - bor In - ter - na - tional.
need. So be true to Pi - lot In - ter - na - tional.

The fourth and final system of musical notation. It concludes the piano accompaniment. The lyrics are: "hold. Sail on safe to har - bor In - ter - na - tional. need. So be true to Pi - lot In - ter - na - tional.".

Compliments of Viola E. Young - Florida Governor 1948 - 1949

