

# Contents

DISTRICT ADMINISTRATIVE COUNCIL .....	50-55	DISTRICT SECRETARY .....	72-74
I. Duties and Responsibilities of the DAC .....	50-54	Status .....	72
II. Meetings of the DAC .....	54-55	Qualifications .....	72
DISTRICT GOVERNOR .....	56-60	Appointment, Term Of Office And Vacancy In Office. ....	72
Status: .....	56	Duties .....	72-74
Qualifications: .....	56	Nonperformance of Duty .....	74
Election, Term Of Office And Vacancy In Office: .....	56-57	SAMPLE DAC MEETING AGENDA .....	75-77
Duties: .....	57-60	DISTRICT FALL COUNCILS .....	78-80
Non-performance of Duties .....	60	Program includes: .....	78
DISTRICT GOVERNOR ELECT .....	61-64	If emergency business is to be transacted: .....	78
Status .....	61	Responsibilities of the Governor: .....	79
Qualifications .....	61	Responsibilities of the Governor Elect and Lt. Governor(s): .....	79
Election, Term Of Office And Vacancy In Office: .....	61-62	Responsibilities of the Secretary .....	79
Duties: .....	62-64	Host Club Responsibilities: .....	79
Nonperformance of Duty .....	64	Expenses: .....	80
DISTRICT LIEUTENANT GOVERNOR .....	65-67	DISTRICT WORKSHOPS .....	81-82
Status .....	65	I. Responsibility of Governor .....	81
Qualifications .....	65	II. Responsibility of Host Club(s) .....	81
Election, Term Of Office And Vacancy In Office: .....	65-66	III. Responsibility of Workshop Coordinator .....	82
Duties .....	66-67	IV. Registration Fee .....	82
Nonperformance of Duty .....	67		
DISTRICT TREASURER .....	68-71		
Status .....	68		
Qualifications .....	68		
Election, Term Of Office And Vacancy In Office: .....	68		
Duties: .....	69-71		
Nonperformance of Duty .....	71		

**DISTRICT  
ADMINISTRATIVE  
COUNCIL**

## DISTRICT ADMINISTRATIVE COUNCIL

### DUTIES AND RESPONSIBILITIES OF THE DISTRICT ADMINISTRATIVE COUNCIL

DAC is the abbreviation for the District Administrative Council which comprises the district officers – Governor, Governor Elect, Lt. Governor(s), Treasurer, and Secretary. The work of the DAC is under the general supervision of the Executive Committee of Pilot International.

#### **I. DUTIES AND RESPONSIBILITIES OF THE DAC**

- A. Members of the DAC are charged to further Pilot International's objectives, study and teach its principles, ideals, and ethics. As representatives of Pilot, they are expected to act at all times in a manner conducive to enhancing the prestige of Pilot. They should familiarize themselves with the bylaws, policies and principles of PI and give special emphasis to Pilot's ongoing service focus - BRAIN-RELATED DISORDERS.
- B. The DAC may propose amendments to the district standing rules.
- C. The DAC may make recommendations for consideration by the voting body at district convention, including the district budget.
- D. As district officers
  1. They should not express personal opinions to the clubs that are contradictory to the District Standing Rules, the Bylaws and/or action voted by the convention body of Pilot International, the Executive Committee or the Board of Directors. As members of a club, they have the right to express personal opinions at club meetings and, through proper channels, try to get necessary or desirable changes made. But until changes are made, it is their duty to uphold rules of the District and Pilot International.
  2. They will refrain from:
    - a. Campaigning for or against club, district or international officers. Any violations should be reported to the PI President with a copy to Pilot Headquarters.
    - b. Making commitments in the name of Pilot International involving PI, districts or clubs without prior approval of the Executive Committee.
- E. Evaluate the District's Strategic Plan
- F. Plan itineraries for club visits by district officers.
- G. Fall Council (See bulletin "District Fall Councils.")
- H. Workshops (See bulletin "District Workshops.")
- I. District Convention (Refer to "District Convention Manual.")



J. Assistance to Clubs

1. Identify "clubs at risk" and determine steps to be taken to assist club. Determine if club should be placed in "State of Reorganization." (May choose to ask District Membership Team for assistance.)
2. Identify areas in the district where a new club may be organized and encourage clubs to become actively involved in organizing clubs in these areas. (Involve the District Membership Team.)
3. Survey clubs continually for possibility of retired members and any Pilot(s) who may devote time to organizing a new club(s). Send their names to Pilot Headquarters.

K. District Standing Rules

Review the District Standing Rules to determine if they conform to the current PI Bylaws and policies.

NOTE: It is suggested that District Standing Rules should state: "Dues paid to the district will be determined by the budget amount that is approved at district convention. Dues will be pro-rated according to the number of members in the district as of March 1 of the current year."

L. District Finances

1. Prepare the proposed district budget for presentation at district convention. The Treasurer presents the budget to the convention body for approval.
2. Disbursement of district funds not included in the approved district budget cannot be made without prior approval of a majority of the clubs in a vote-by-mail or alternative voting method.
3. Determine whether the district treasurer's books will be audited by a committee composed of Pilots (other than DAC members) or by a non-Pilot auditor. If a committee is to be appointed, the DAC approves the chair. If the services of an auditor are to be secured, the DAC selects the auditor. The books should be delivered to the Audit Committee by July 31 and the report distributed to the clubs when completed. Acceptance of the audit report by the DAC should be recorded in the minutes.
4. The District files Form 990 or 990N by November 15 (the 15th day of the 5th month following the close of the fiscal year). (See bulletin TAX INFORMATION FOR U.S. PILOT CLUBS AND DISTRICTS.)



**DISTRICT  
ADMINISTRATIVE  
COUNCIL**

M. Appointments

1. Assist the Governor Elect by recommending qualified Pilots as District Division Coordinators. (Governor Elect must notify PI Headquarters of these appointments by December 1. Also include date and location of Fall Council and District Convention of their year as Governor. Governor Elect appoints Nominating Committee Chair for next year.)
2. Approve, prior to their appointment, the chairs of any special committees appointed by the Governor to develop the work of the district. It is the responsibility of the Governor to appoint these committees.
3. Appoint a District Parliamentarian. (See "District Parliamentarian Guidelines.")

N. District Nominating Committee

1. Appoint by November 1 a Nominating Committee comprised of three to five members, no two of whom will be members of the same club. In regional districts, the District Nominating Committee consists of one member from each region. The chair of the committee will be designated by the Governor (during term as Governor Elect).
2. It is the Governor's responsibility to send each member of the Nominating Committee a copy of the following:
  - Procedure for Nominating District Officers
  - Instructions for District Nominating Committee
  - Qualifications for Nominees for District Offices
  - Qualification Form for District Office in Pilot International
3. Designate the time for the committee meeting at the district convention site.

O. Attendance at Conventions

1. Encourage Pilots to attend District and International Conventions.
  - a. Point out Bylaws requirement for club representation.
  - b. Check club budgets to see that expenses for representation at District and International Conventions are included as outlined in the Bylaws.
  - c. Consider request from a Pilot Club to be excused from representation at a District or International Convention.



2. Consider advisability for chartered buses or special travel arrangements to PI Convention.
3. Decide if district functions will be held at PI convention, such as a meeting, breakfast, luncheon, dinner, etc.
4. Promote friendship among Pilot members to make the conventions more enjoyable by encouraging Pilots to be "buddies" to the members of the District who are attending their first District or PI Convention.

P. Vacancies in District Offices (Bylaws, ART. XVIII, Sec. 3)

1. If an elected or appointed member of the District Administrative Council or the District Executive Council 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.
2. Vacancies in other elected district offices will be filled by appointment of the Governor with the approval of the District Administrative Council.

Q. Vacancy in District PIF Representative

A District Representative for the Foundation will be appointed by the Governor Elect. The representative is appointed to serve for at least two years and may be reappointed; maximum term of service is four years. The District Governor will fill an unexpired term or replace a representative who is not performing.

The District Representative shall attend special training sessions that may be conducted under the auspices of the PIF Board of Trustees. When possible, the District will budget an amount

to financially assist the District Representative to attend meetings and to promote the Pilot International Foundation. Representatives will agree to promote the Foundation in the district - its programs/activities and its funding.

R. District Election by Mail if Emergency Prevents Holding District Convention

The DAC will conduct a district election by mail or an alternative voting method should an emergency prevent the holding of an annual convention. As soon as the ballots are officially counted, the results will be announced to the clubs. Officers elected will take office on July 1 or on the date of the Pilot International pre-convention Board of Directors meeting at the PI/PIF Conference, whichever date occurs first.



**DISTRICT  
ADMINISTRATIVE  
COUNCIL**

S. Installation of District Officers

Installation of the district officers is held at the district convention at a time designated by the DAC/DEC. Only the members of the DAC/DEC are installed. Incoming district appointees and incoming club presidents are sometimes included in installation services as pledging their support and cooperation to the incoming DAC. District Governors are installed to the Board of Directors at the international convention following the district convention.

**II. MEETINGS OF THE DAC**

A. Following the close of the district convention on Sunday, the incoming DAC meets with the Executive Committee Representative, other members of the Executive Committee in attendance at the district convention, and the outgoing District Governor who is a non-voting participant. The purpose of the meeting is to:

1. Evaluate the District

- a. Number of clubs. Location of clubs (mark state/province/prefecture map) Possible areas for new clubs to be organized
- b. Analysis of membership and status of clubs
  - (1) Total membership of District
  - (2) Analyze and evaluate membership of each club in relation to population of city
  - (3) Determine clubs needing immediate assistance (at risk clubs)
    - (a) Clubs with membership below 15 members
    - (b) Clubs with large number of resignations
    - (c) Static membership
    - (d) Other problems
    - (e) Develop plans for District Membership Development Team to assist clubs in increasing membership and organizing new clubs
    - (f) Encourage Share Pilot Meetings
    - (g) Plan Officers Training Programs



**DISTRICT  
ADMINISTRATIVE  
COUNCIL**

2. Plan itineraries for club visits to be made by the District Governor/Governor Elect and Lt. Governor(s).
  3. Determine non-Pilot meetings of district-wide interest
    - a. Discuss state/province/prefecture and/or district-wide meetings which emphasize Pilot's focus of brain-related disorders.
      - (1) Determine method of passing on information re: schedule of meetings to clubs and pertinent district division coordinators.
    - b. Pilot representation
      - (1) Effective representation - value of selecting a qualified representative.
        - (a) District Officers
        - (b) PI Officer living in District
        - (c) District appointees and PI division members
        - (d) Pilots working with organization or as a volunteer
- B. Other Meeting of DAC at District Convention  
As soon as possible following the election, the DAC meets with Club Presidents and district appointees (District Coordinators, District Membership Team, Chaplain, Parliamentarian, PIF Representative, Editor of District Publication, etc.) The outgoing Governor (as a non-voting participant) is invited to attend this meeting.
- C. Other Meetings of DAC as Needed
1. Meeting of DAC with District Division Coordinators at/or following District Convention to discuss plans for year. (Some districts prefer to set up a separate meeting when more time can be given to outlining the work in detail.)
  2. International Convention (If all district officers are present, meeting could be held at no extra cost.)
  3. Fall Council and/or District Workshops (Planning meeting for District Convention could be held at no extra cost.)
  4. Meeting with convention committee at convention site for completing district convention plans. (The proposed district budget could be prepared by the DAC at this time.)
  5. Preconvention meeting at district convention site.
- NOTE: Expenses for DAC meeting should be included in the district budget.



**DISTRICT  
ADMINISTRATIVE  
COUNCIL**

**DISTRICT GOVERNOR**

**STATUS, QUALIFICATIONS AND DUTIES OF THE DISTRICT GOVERNOR**

The Governor Elect automatically advances to the office of District Governor for a term of one year.

**STATUS:**

The District Governor will have general supervision of the work within the district and is:

- a. a district officer and a member of the District Administrative Council.
- b. a member of the Board of Directors of Pilot International.
- c. the official representative of Pilot International in the District and acts under the general supervision of the Executive Committee of Pilot International.
- d. the liaison officer between the clubs and Pilot International.

**QUALIFICATIONS:**

The District Governor:

- a. must be an active member of a Pilot Club.
- b. must have served as president of a Pilot Club.
- c. should have attended District and Pilot International Conventions to a creditable degree. Attendance at a recent International Convention prior to the time of assuming the office of Governor is required, except in districts less than two years old or by special permission of the Executive Committee of Pilot International.
- d. will not serve as a district officer and a club president at the same time.
- e. agrees to give the time and effort necessary to perform efficiently the duties of the Governor and understands that it will require spending some personal funds.

**ELECTION TERM OF OFFICE AND VACANCY IN OFFICE:**

- l. The term of office for the Governor is for one year and begins on July 1 or on the date of the Pilot International pre-convention Board of Directors meeting at the PI/PIF Convention, whichever date occurs first. A Governor who has served more than six months is deemed to have served a full term.



2. If the Governor becomes unable to perform the duties of the office for three (3) consecutive months, or is absent from any two(2) required meetings, except in an emergency, the Governor will forfeit the office and the position will be filled by advance of the Governor Elect.

**DISTRICT  
ADMINISTRATIVE  
COUNCIL**

**DUTIES:**

1. The District Governor:

- a. agrees to attend the Council of Leaders and the pre/postconvention meetings of the Board of Directors of Pilot International at International Convention
- b. represents Pilot International in the District (For details, see bulletin "Duties and Responsibilities of the District Administrative Council")
- c. works with the District Administrative Council (For details, see Pilot Bylaws, ART. XX, Sec. 1 and bulletin "Duties and Responsibilities of the District Administrative Council")
- d. assists in planning itineraries for Club Visits
- e. makes Visits to Clubs

2. With the Governor Elect and Lt. Governor(s)

The Governor includes the Governor Elect and Lt. Governor(s) in all planning and activities regarding the District so these officers will be familiar with the duties of the Governor and be informed about plans for the year.

3. With the District Secretary

The Governor appoints a qualified District Secretary and supervises the duties of this officer. If the District Secretary is not present at a District Administrative Council meeting, another member of the District Administrative Council is appointed to take the minutes. If the Secretary is unable to attend the district convention, an interim Secretary is appointed to serve during the convention only.

4. With the District Treasurer

- a. The Governor countersigns all district checks issued by the Treasurer. The signature of the Governor Elect is on file at the bank. In the event the Governor or Treasurer is unable to countersign checks, the Governor Elect may sign checks.



**DISTRICT  
GOVERNOR**

- b. The District Administrative Council approves the disbursement of district funds.
- c. District Finances (For details, see bulletin "Duties and Responsibilities of the District Administrative Council.")
5. District Convention (For details, see "District Convention Manual.")
6. Fall Council (For details, see bulletin "District Fall Council.")
7. District Workshops (For details, see bulletin "District Workshops.")
8. Organization of New Pilot Clubs

The Governor:

- a. encourages clubs to become actively involved in organizing new clubs (*Remind clubs the District Membership Team is eager to assist them.*)
  - b. encourages the District Membership Team to organize new clubs. (*Members of the Membership Team follow the same procedures as a club in the organization of a new club and are reimbursed according to current reimbursement guidelines.*)
  - c. approves plans for Charter Presentation and presents the charter as the authorized representative of Pilot International.
  - d. suggests that clubs make a contribution to a new club when it is chartered.
9. Organization of a club in one district by a club/individual in another district:

Clubs/individuals are not bound by state/province/prefecture lines when a new club is being organized. The Governor of the district where the club is being organized will send to Pilot Headquarters complete information regarding the obligations of a club to that district. This includes a copy of the district standing rules, including the amount of the district dues and a copy of other financial obligations to the district, information regarding district project(s), and the date and place of the next fall council, district workshop and/or district convention.

Pilot Headquarters will send the above information to the organizer(s) for discussion at the first organizational meeting with the prospective club.

10. Organization of New Anchor Clubs

The Governor:

- a. encourages Pilot Clubs to sponsor or co-sponsor Anchor Clubs - a service organization for students. (*See the "Anchor Club Manual for Pilot Clubs", the "Handbook for Anchor Clubs", and the "Anchor District Meeting Manual".*)
- b. presents the charter to a new Anchor Club as the authorized representative of Pilot International.



11. Miscellaneous Duties

The Governor:

- a. presides at meetings at which business of the District is transacted. In an emergency or the absence of the Governor, the Governor Elect presides at such meetings.
- b. appoints the committees deemed necessary, with the exception of the District Nominating Committee,\* in accordance with the district standing rules and district organization plan. Appointments are approved by the District Administrative Council.

***It is the Governor's responsibility to send each member of the Nominating Committee a copy of the following:***

***Procedure for Nominating District Officers***  
***Instructions for District Nominating Committee***  
***Qualifications for Nominees for District Offices***  
***Qualification Form for District Office in Pilot International***

\* ***The Governor, as Governor Elect, designates the chair of the District Nominating Committee (appointed by the District Administrative Council by November 1).***

*These bulletins may be found in this Manual in the section titled "District Nominee Information." The Governor's Bulletin should list all members of the nominating committee and their clubs; however, the mailing address should be given for the chair only.*

*(In Districts operating under the regional structure, addresses for each member of the nominating committee should be listed.)*

- c. appoints a parliamentarian according to the decision of the District Administrative Council. (See bulletin "District Parliamentarian Guidelines.")
- d. provides special assistance to clubs at risk. (May recommend a club be placed in a "State of Reorganization.)
- e. answers correspondence promptly. Sends copies of official correspondence to: Pilot Headquarters, Governor Elect and the District's assigned Executive Committee Representative. (See bulletin "Official Correspondence.")

**Note:** Adds the names of the incoming district officers

**DISTRICT  
GOVERNOR**



**DISTRICT  
GOVERNOR**

to the Governor's mailing list to receive copies of the Governor's Bulletins, Governor's official correspondence and District Administrative Council Minutes.

- f. keeps district appointees informed of the status and needs of the clubs.
- g. issues a Governor's Bulletin to each club in the District. (See "Governor's Bulletin.")
- h. sends to the Governor Elect and Lt. Governor(s) the current "Pilot Excellence Program" Report, the two most recent official visit reports, and the membership status of the clubs to which they will be the official visitor.
- i. encourages district officers and district appointees to attend Pilot International Convention.
- j. promotes attendance at District and International Conventions throughout the year as contacts are made with the clubs.
  - (1) Points out bylaw requirements for club representation.
  - (2) Checks club budgets for expenses to cover this representation.
  - (3) Notifies PI Headquarters of clubs requesting to be excused from attendance at international convention.
  - (4) Advises PI Headquarters of the name and address of the Pilot handling arrangements for chartered bus to the International Convention.
- k. collects club news clippings, snapshots, etc. throughout the year for the International President's scrapbook.
- l. fills vacancies in specified district offices as authorized in ARTICLE XVIII, Sec. 3 of the Pilot Bylaws.
- m. delivers the supplies, files and official material for the office of Governor to the successor in office by August 15.

**NONPERFORMANCE OF DUTY**

Failure to perform the duties of District Governor may result in disqualification from serving in any capacity on the district or international level.



## DISTRICT GOVERNOR ELECT

### **STATUS, QUALIFICATIONS AND DUTIES OF A DISTRICT GOVERNOR ELECT**

It is the duty of a Pilot Club to know and understand the Status, Qualifications and Duties of a District Governor Elect before making a nomination.

Before a Pilot accepts nomination for the office of District Governor Elect, it is recommended that the status, qualifications and duties of the office be studied. The nominee should be fully informed of the importance of the office, the qualifications required, and the duties and responsibilities assumed if elected.

#### **STATUS**

1. The office of Governor Elect was established to assist the Governor and to have a well-informed person in the district available to act for the Governor in case of an emergency.
2. The Governor Elect is a district officer and a member of the District Administrative Council.

#### **QUALIFICATIONS**

A Nominee for Governor Elect:

- a. must be an active member of a Pilot Club.
- b. must have served as president of a Pilot Club.
- c. should have attended District and Pilot International Conventions to a creditable degree. Attendance at a recent International Convention prior to the time of being elected Governor Elect is required, except in districts less than two years old or by special permission of the Executive Committee of Pilot International. None of the expenses of the Governor Elect are paid by Pilot International.
- d. will not serve as a district officer and a club president at the same time.
- e. agrees to give the time and effort necessary to perform efficiently the duties of the Governor Elect and understands that it will require spending some personal funds.

#### **ELECTION, TERM OF OFFICE AND VACANCY IN OFFICE:**

1. The Governor Elect is elected annually at the district convention, and automatically advances to the office of Governor at the close of the term as Governor Elect.

**DISTRICT  
GOVERNOR  
ELECT**



**DISTRICT  
GOVERNOR  
ELECT**

2. The term of office for the Governor Elect is for one year and begins on July 1 or on the date of the Pilot International pre-convention Board of Directors meeting at the PI/PIF Convention, whichever date occurs first. A Governor Elect who has served more than six months is deemed to have served a full term.
3. If the Governor Elect becomes unable to perform the duties of the office for three (3) consecutive months, or is absent from any two (2) required meetings, except in an emergency, the Governor Elect will forfeit the office and the position will be filled as prescribed by Pilot Bylaws, ART. XVIII, Sec. 3.

**DUTIES:**

1. The District Governor Elect:
  - a. serves directly under the supervision of the Governor and performs duties as outlined in the district organization plan.
  - b. becomes familiar with the bylaws, policies and principles of Pilot International and the duties of Governor.
  - c. agrees to attend the Council of District Leaders and the International Convention following election. Club visits cannot be made until the Governor Elect attends the Council of District Leaders.
  - d. assists in planning itineraries for Club Visits
  - e. makes Club Visits to Clubs
2. With the Governor

The Governor includes the Governor Elect in all planning activities regarding the District so the Governor Elect will be familiar with and qualified to perform the duties of the Governor and informed on the plans for the year. The Governor Elect keeps the Governor informed regarding activities of the officer by sending copies of official correspondence.
3. With the District Administrative Council (For details, see Pilot Bylaws, ART. XX, Sec. 2 and bulletin "Duties and Responsibilities of the District Administrative Council.")
4. Organization of New Pilot Clubs and New Anchor Clubs

The Governor Elect encourages clubs to become actively involved in organizing new clubs and assists them in every way possible.

**NOTE:** See Governor's responsibilities regarding organization of new clubs.



5. Miscellaneous Duties

- a. The Governor Elect may appoint an assistant secretary to help with correspondence if desired. However, this person does not have the status of a district officer.
- b. The Governor Elect:
  - (1) answers correspondence promptly. Sends copies of official correspondence to: Pilot Headquarters, Governor and the District's assigned Executive Committee Representative. (See bulletin "Official Correspondence.")
  - (2) in the absence of the Governor, presides at meetings at which business of the District is transacted.
  - (3) with the Governor, approves the disbursement of district funds.
  - (4) files signature with the bank in which district funds are deposited in order to sign checks for the Governor or Treasurer in an emergency.
  - (5) promotes attendance at District and International Conventions throughout the year as contacts are made with the clubs.
    - (a) points out bylaw requirements for club representation.
    - (b) checks club budgets for expenses to cover this representation.
  - (6) appoints, for the next year, district division coordinators and other appointees necessary to develop the district program of activities of Pilot International. (Club Presidents may be asked to recommend members who have expertise in fields which relate to these positions. Consideration could also be given to members who show an interest in assuming a leadership role in Pilot.)
    - (a) **Notifies PI Headquarters of these appointments no later than December 1.** (IMPORTANT: Confirm with appointees their acceptance, addresses and telephone numbers BEFORE submitting to Pilot Headquarters. These will be printed in the annual Club Directory.)
    - (b) By December 1, notify PI Headquarters of date and location of Fall Council and District Convention for their year as Governor.
    - (c) Appoints Nominating Committee Chair

**DISTRICT  
GOVERNOR  
ELECT**



**DISTRICT  
GOVERNOR  
ELECT**

- (d) Is responsible for seeing that the district appointees have the necessary material and understands their responsibilities.  
Suggestion: Plan a meeting of the incoming and retiring appointees for a brief training session at which files can be transferred and the incoming and retiring appointees can discuss division and district activities.
- (7) Appoint District Membership Team
- (8) Appoint District Service Program Representative
- (9) with the assistance and approval of the District Administrative Council, appoints/reappoints the District PIF Representative to serve during the next year. (See bulletin "Pilot International Foundation District Representative.") Send the name, address and telephone numbers for the district representative to Pilot Headquarters and members of the District Administrative Council no later than December 1.
- (10) appoints the District Awards Jury and makes this announcement at district convention. The name and address of the person to receive award entries should be in the July Governor's Bulletin for Pilot Clubs and again in February with deadlines for Anchor Clubs.
- (11) serves as a member of the District Convention Committee and performs the "Duties and Responsibilities of the Governor Elect". (See "District Convention Manual.")
- (12) assists in preparing the district budget as outlined in bulletin "Duties and Responsibilities of District Administrative Council."
- (13) keeps the official material as Governor Elect. All other supplies and files for the office of Governor Elect are delivered to the successor in office by August 15.

**NONPERFORMANCE OF DUTY**

Failure to perform the duties as Governor Elect may result in disqualification from serving in any capacity on the district or international level.



## DISTRICT LIEUTENANT GOVERNOR

### **STATUS, QUALIFICATIONS AND DUTIES OF A DISTRICT LIEUTENANT GOVERNOR**

### **DISTRICT LIEUTENANT GOVERNOR**

It is the duty of a Pilot Club to know and understand the Status, Qualifications and Duties of a District Lt. Governor before making a nomination.

Before a Pilot accepts nomination for the office of District Lt. Governor, it is recommended that the status, qualifications and duties of the office be studied. The nominee should be fully informed of the importance of the office, the qualifications required, and the duties and responsibilities assumed if elected.

#### **STATUS**

1. The office of Lt. Governor was established to assist the Governor.
2. The Lt. Governor is a district officer and a member of the District Administrative Council.

#### **QUALIFICATIONS**

A Nominee for Lt. Governor:

- a. must be an active member of a Pilot Club.
- b. must have served as president of a Pilot Club.
- c. should have attended District and Pilot International Conventions to a creditable degree. If nominee has not attended a recent International Convention, the member may be eligible for nomination as Lt. Governor by attending the Council of Leaders and International Convention following election. (None of the expenses of a Lt. Governor are paid by Pilot International.)
- d. will not serve as a district officer and a club president at the same time.
- e. agrees to give the time and effort necessary to perform efficiently the duties of the Lt. Governor and understands that it will require spending some personal funds.

#### **ELECTION, TERM OF OFFICE AND VACANCY IN OFFICE**

1. In districts having more than one Lt. Governor, the Lt. Governors are elected for specific offices, namely First Lt. Governor, Second Lt. Governor, Third Lt. Governor, in order. The number of Lt. Governors elected in any district is governed by the ratios established in Pilot International policies.
2. The Lt. Governor is elected annually at the district convention.
3. The term of office for the Lt. Governor is for one year and begins on July 1 or on the date of the Pilot International Pre-convention Board of Directors meeting at the PI/PIF Convention, whichever date occurs first. A Lt. Governor who has served more than six months is deemed to have served a full term.



**DISTRICT  
LIEUTENANT  
GOVERNOR**

4. If the Lt. Governor becomes unable to perform the duties of the office for three (3) consecutive months, or is absent from any two (2) required meetings, except in an emergency, the Lt. Governor will forfeit the office and the position will be filled as stated in Pilot Bylaws, ART. XVIII, Sec. 3.

**DUTIES**

1. A District Lt. Governor:
  - a. serves directly under the supervision of the Governor and performs duties as outlined in the district organization plan.
  - b. becomes familiar with the bylaws, policies and principles of Pilot International and the duties of a Lt. Governor.
  - c. agrees to attend the Council of Leaders and the International Convention following election. Club visits cannot be made until the Lt. Governor attends the Council of Leaders.
  - d. assists in planning itineraries for club visits
  - e. makes visits to clubs
2. With the Governor

The Governor includes the Lt. Governor(s) in all planning regarding the work of the District so the Lt. Governor(s) will be familiar with the duties of the Governor and be informed on the plan of activities for the year. The Lt. Governor(s) keeps the Governor and Governor Elect informed regarding activities of the officer by sending copies of official correspondence.
3. With the District Administrative Council *(For details, see Pilot Bylaws, ART. XX, Sec. 3 and bulletin "Duties and Responsibilities of the District Administrative Council.")*
4. Organization of New Pilot Clubs and New Anchor Clubs

A Lt. Governor encourages clubs to become actively involved in organizing new clubs and assists them in every way possible.

**NOTE:** See Governor's responsibilities regarding organization of new clubs.
5. Miscellaneous Duties
  - a. A Lt. Governor may appoint an assistant secretary to help with the correspondence if desired. However, this person does not have the status of a district officer.



**DISTRICT  
LIEUTENANT  
GOVERNOR**

- b. A Lt. Governor:
- (1) answers correspondence promptly. Sends copies of official correspondence to the Governor, Governor Elect, other Lt. Governor(s), Executive Committee Representative and Pilot Headquarters. (See bulletin "Official Correspondence.")
  - (2) promotes attendance at District and International Conventions throughout the year as contacts are made with the clubs.
    - (a) points out bylaw requirements for club representation.
    - (b) checks club budgets for expenses to cover this representation.
  - (3) serves as a member of the District Convention Committee and performs the "Duties and Responsibilities of the Lt. Governor." (For details see "District Convention Manual.")
  - (4) assists in preparing the district budget as outlined in the bulletin "Duties and Responsibilities of the District Administrative Council."
  - (5) delivers the supplies, files and official material for the office of Lt. Governor to the successor in office by August 15.

**NONPERFORMANCE OF DUTY**

Failure to perform the duties as Lt. Governor may result in disqualification from serving in any capacity on the district or international level.



**DISTRICT  
TREASURER**

**DISTRICT TREASURER**

**STATUS, QUALIFICATIONS AND DUTIES OF A DISTRICT  
TREASURER**

It is the duty of a Pilot Club to know and understand the Status, Qualifications and Duties of a District Treasurer before making a nomination.

Before a Pilot accepts nomination for the office of District Treasurer, it is recommended that the status, qualifications and duties of the office be studied. The nominee should be fully informed of the importance of the office, the qualifications required, and the duties and responsibilities assumed if elected.

**STATUS**

1. The District Treasurer is a district officer and a member of the District Administrative Council.
2. The Treasurer is bonded in an amount to cover the funds normally in the district treasury.

**QUALIFICATIONS**

A Nominee for Treasurer:

- a. must be an active member of a Pilot Club.
- b. should be familiar with financial management procedures.
- c. will not serve as a district officer and a club president at the same time.
- d. agrees to give the time and effort necessary to perform efficiently the duties of the Treasurer and understands that it may require spending some personal funds.

**ELECTION, TERM OF OFFICE AND VACANCY IN OFFICE**

1. The Treasurer is elected annually at the district convention.
2. The term of office for the Treasurer is for one year and begins on July 1 or on the date of the Pilot International pre-convention Board of Directors meeting at the PI/PIF Convention, whichever date occurs first. A Treasurer who has served more than six months is deemed to have served a full term.
3. The Treasurer shall serve no more than two consecutive terms in that office.
4. If the Treasurer becomes unable to perform the duties of the office for a period of three (3) consecutive months, or is absent from any two (2) required meetings, except in an emergency, the Treasurer will forfeit the office and the position will be filled as prescribed by Pilot Bylaws, ART. XVIII, Sec. 3.



**DUTIES:**

1. A District Treasurer
  - a. serves directly under the supervision of the Governor, and with the approval of the Governor, handles financial matters of the District and any other duties outlined in the district organization plan.

**NOTE:** The Treasurer shall not assign the keeping of the District's books to another person.
  - b. as requested, reports to the Governor the names of clubs delinquent in payment of district dues.
  - c. becomes familiar with the bylaws, policies and principles of Pilot International and the duties of District Treasurer.
  - d. works with the District Administrative Council (For details, see Pilot Bylaws, ART. XX, Sec. 4 and bulletin "Duties and Responsibilities of the District Administrative Council.")
  - e. receives and disburses all district funds:

**NOTE:** The District Administrative Council designates a bank for the deposit of district funds. Checks issued against district funds are signed by the Governor and Treasurer. In an emergency, the Governor Elect may sign checks for the Governor or Treasurer. The Treasurer is responsible for obtaining signature cards and authorized signatures.

    - (1) verifies all bills and expense reports (receipts must be attached). Disbursements of district funds are approved by the Governor and Governor Elect. Following approval and verification, the Treasurer issues checks in accordance with the District Budget and District Standing Rules.
    - (2) has all district financial records available for review at each District Administrative Council meeting.
    - (3) maintains in the district financial records an itemized list of the amount received from each club.
    - (4) provides a copy of the proposed district budget, including the convention budget, to all attendees at the district convention.
    - (5) furnishes a quarterly statement of receipts and disbursements of district funds to all clubs, the Executive Committee Representative to the district, and the Pilot International Treasurer. List clubs that have paid dues and amount paid, and the disbursements made during that period.

**DISTRICT  
TREASURER**

PI Policy requires that district officers with signatory authority be bonded.



**DISTRICT  
TREASURER**

- (6) as Vice Chair of the Registration Committee for the district convention, receives all funds collected and makes disbursements in accordance with the convention budget. Prepares and distributes an itemized statement of convention receipts and disbursements to district officers, clubs, Executive Committee Representative, and PI Headquarters. Any funds remaining after all authorized expenses are paid revert to the district treasury.
  - (7) orders Past Governor's Bar.
  - (8) is responsible for collection of funds and purchase of gifts, if it is the policy of the district to present a gift to the retiring Governor, Governor Elect and Lt. Governor(s).
  - (9) files Federal Forms no later than November 15 (the 15<sup>th</sup> day of the 5<sup>th</sup> month following the close of the fiscal year). Also files an annual report with state or province agency or its equivalent (in the United States usually with the Secretary of State) to keep incorporation of the district in effect, and pays fee when necessary. (*See bulletin on Information For U.S. Pilot Clubs and Districts*).
- f. serves as a member of the District Convention Committee and performs the "Duties and Responsibilities of the District Treasurer." (*For details, see "District Convention Manual."*)
- g. District Budget
- (1) The Treasurer prepares a working draft of the proposed district budget, based on previous records of income and expenses, for the District Administrative Council meeting at which the proposed district budget will be discussed. The District Administrative Council prepares the proposed district budget for presentation at the district convention. The Treasurer presents the budget to the convention body for approval.
  - (2) For required items to be included in district budget (Pilot International policy) see:  
Approved Expenses Paid By Pilot International For District Officers  
Approved Expenses Paid By the District For District Officers  
Expenses of District Operations Not Paid By Pilot International  
Expenses Paid By the Club For District Officers  
"District Convention Manual"  
"Suggested District Budget Form"  
District Standing Rules



- h. Makes a year-to-date report of receipts and disbursements at the district convention, other reports when requested by the Governor, and an annual report following the expiration of the term.
- i. Delivers the supplies, files and official material for the office to the succeeding Treasurer within 15 days following the expiration of the term of office.
- j. Delivers the district treasurer's books to the audit committee by July 31.
- k. promotes attendance at the PI/PIF Convention.
- l. as a district officer, is encouraged to attend the PI/PIF Convention and Council of Leaders.

**DISTRICT  
TREASURER**

**Nonperformance of Duty**

Failure to perform the duties of District Treasurer may result in disqualification from serving in any capacity on the district or international level.



**DISTRICT  
SECRETARY**

**DISTRICT SECRETARY**

**STATUS, QUALIFICATIONS AND DUTIES OF A DISTRICT  
SECRETARY**

**STATUS**

1. The office of Secretary was established to assist the Governor.
2. The District Secretary is a district officer and a member of the District Administrative Council.

**QUALIFICATIONS**

1. The District Secretary:
  - a. must be an active member of a Pilot Club.
  - b. should be easily accessible to the Governor to be available to assist with correspondence and other work of the district.
  - c. should be able to take and transcribe minutes.
  - d. will not serve as a district officer and a club president at the same time.

**APPOINTMENT, TERM OF OFFICE AND VACANCY IN OFFICE**

1. The District Governor appoints the District Secretary.
2. The term of office for the Secretary is for one year and begins on July 1 or on the date of the Pilot International pre-convention Board of Directors meeting at the PI/PIF Convention, whichever date occurs first. A Secretary who has served more than six months shall be deemed to have served a full term.
3. If the Secretary becomes unable to perform the duties of the office for a period of three (3) consecutive months, or is absent from any two (2) required meetings except in an emergency, the Secretary will forfeit the office.
4. If a vacancy occurs in the office of Secretary, the Governor fills such vacancy for the unexpired term by appointment. (ART. XVIII, Sec. 3.)

**DUTIES:**

1. The District Secretary:
  - a. serves under the supervision of the Governor.
  - b. works with the District Administrative Council. (See ART. XX, Sec. 5. and bulletin "Duties and Responsibilities of the District Administrative Council.") If the District Secretary is not present at a District Administrative Council meeting, another member of the District Administrative Council is appointed to take the minutes.
  - c. assists the Governor in handling correspondence of the district.



**DISTRICT  
SECRETARY**

- d. is responsible for assisting the Governor in keeping district membership records by recording changes reported by club recording secretaries on the form "Notification of Change in Membership Information."
- e. serves as a member of the District Convention Committee and performs the "Duties and Responsibilities of the District Secretary." (For details, see "District Convention Manual.") If the Secretary is unable to attend the District Convention, an interim secretary is appointed to serve during the convention only.
- f. Minutes of District Meetings:
  - (1) Takes and transcribes the minutes of the district convention, edits them and when approved by the District Administrative Council, duplicates and mails the minutes within 60 days following the convention. Copies of the minutes of the district convention are distributed by the Secretary in accordance with instructions in "District Convention Manual."
  - (2) If business is conducted at Fall Council, takes and transcribes the minutes, edits them and when approved by the District Administrative Council, duplicates and mails/emails the minutes within 30 days following the meeting. Copies of the minutes of the Fall Council are distributed by the Secretary in accordance with instructions in policies for "District Fall Council." Copies are also sent to the Executive Committee Representative. If NO business is conducted at Fall Council, the following should be included in lieu of minutes: Fall Council date, location, list of clubs represented, total attendees, and a copy of the agenda/program.
  - (3) Expenses for printing and mailing the minutes are paid from district funds.
- g. Election at District Convention:
  - (1) Following election and vote to destroy ballots, the Secretary destroys the ballots.
- h. Delivers the official material to the incoming Secretary by July 15.
- i. Sixty (60) days prior to the opening of the PI/PIF Convention, forwards the following to the Secretary of Pilot International and to the Executive Director of Pilot International:
  - (1) any recommendations voted by the district for action by the Executive Committee and/or Board of Directors.



**DISTRICT  
SECRETARY**

- (2) any proposed amendments to the Pilot International Articles of Incorporation and Bylaws voted by the district for action at the annual convention of Pilot International.
- j. promotes attendance at the PI/PIF Convention.
- k. as a District Officer, is encouraged to attend the PI/PIF Convention and the Council of Leaders.

**NONPERFORMANCE OF DUTY**

Failure to perform the duties of District Secretary may result in disqualification from serving in any capacity on the district or international level.



Mid-Year Meeting (Date)  
Meeting at Convention Site (Place)  
Call to Order (Time and Date)

**I. CALL TO ORDER**

A. Motivational Remarks

Governor  
Governor Elect  
Secretary

**II. SECRETARY'S REPORT**

A. Minutes (Date) Fall DAC Meeting

B. Fall Council Minutes (Emergency Business Conducted)

C. Secretary's Quarterly Report

D. Membership Report

1. Clubs Below Charter Strength (20)

(List Clubs with membership totals)

2. Clubs Below 15 Members

(List Clubs with membership totals)

3. Report on Clubs Below Charter Strength -  
Include information regarding sponsorship  
of Anchor Clubs.

Governor

4. Anchor Clubs from disbanded Pilot Clubs  
and DAC sponsored

5. Other Clubs

DAC  
Secretary

E. OTHER

**III. TREASURER'S REPORT**

A. Second Quarter (Oct-Nov-Dec)

Statement of Receipts and Disbursements

B. Fall Council Reconciliation Report

C. 990 or 990N Form (filed Nov 1 prior to Nov 15 deadline)

D. Proposed District Budget (working draft)

E. OTHER

Treasurer  
All

**IV. DISTRICT CONVENTION**

A. Refer to Convention Packet (provided at meeting)

B. Convention line item of District Budget

C. Schedule

D. Convention Assignments

E. Discussion of Division Activities

F. Anchor Assignments, if applicable

G. Clubs support of the Foundation & their involvement  
with Brain-related Disorders

H. Walk through with Convention Chair

**SAMPLE DAC  
MEETING  
AGENDA**



**SAMPLE DAC  
MEETING  
AGENDA**

V. GOVERNOR ELECT

A. Appointments - "District Team" - Ask DAC for their assessment of the needs of the clubs. (The Governor Elect and District Team will use this information in their plans for the district division activities.)

1. Membership Team Members
2. Division Coordinators:  
Membership, Projects, Fund Raising, and Anchor
3. PIF Representative (*every other year*)
4. District Publications Editor
5. Parliamentarian
6. Senior Programs Representative (*optional*)
7. Chaplain
8. Musician

B. Division Coordinators Planning Meeting  
Date \_\_\_\_\_ and location

C. District Convention

D. Anchor Convention or District-wide Anchor meetings

E. OTHER Governor Elect

*(Note: If District has Lt. Governor(s) their reports/responsibilities would be included.)*

VI. GROWTH All

Use information from earlier secretary reports and information gathered from official visitors. This should be a **very frank and open discussion**.

VII. UNFINISHED BUSINESS All

- A. Club Visit Summaries
- B. Club Visits yet to be made
- C. Special Concerns - Club Visits
- D. Ask DAC to suggest clubs successful in various areas to showcase at District Meetings (large and small clubs)
- E. Fall Council/District Workshop Sites
- F. OTHER

VIII. NEW BUSINESS All

- A. Recommendations to PI  
Proposed Amendment(s) to PI Bylaws
- B. District Standing Rules Update/Changes Secretary
- C. Recommendations from DAC to District
- D. OTHER All

IX. ASSIGNMENTS:

- A. Governor
  1. Personal Agenda for District Convention and Program
  2. **NOTICE TO CLUBS** - February 1 - Notification of deadline to clubs for submitting recommendations for convention business to Governor at least 60 days prior to District Convention.  
*(PI Bylaws Article XXI, Section 1-b)*



**SAMPLE DAC  
MEETING  
AGENDA**

3. **NOTIFICATION TO CLUBS** (Attached to March Governor's Bulletin or sooner if convention held in March) Any business, including the district budget, and/or recommendations for consideration at the district convention will be mailed to each club at least 30 days prior to the convention. (PI Bylaws Article XXI Section 1-b)
- B. **Governor Elect** (*No later than April 1 - Copy to Governor*)
  1. Plans for presentation of Division Activities by District Team
  2. Agendas for meetings with ECR, Coordinators, etc. at Convention
  3. Installation Plans
- C. **Treasurer** (*No later than April 1 to the Governor*)
  1. Copy of district and convention budgets which will be provided to all attendees at the district convention.
  2. Year-to-date report of receipts and disbursements - district convention.
- D. **Secretary** (*No later than April 1 to the Governor*)
  1. Data for District Awards (if applicable)
  2. District Membership Report July 1 - December 31
  3. Midyear DAC Minutes within 30 days
  4. Preconvention DAC Minutes within 30 days
  5. Convention Minutes approved by DAC - ready for distribution within 60 days
- E. **All**
  1. Complete Registration Form for District Convention and return to Treasurer.

**X. ANNOUNCEMENTS**

Schedule for Meetings:

Preconvention DAC Meeting - (day, date and time)

Postconvention DAC Meeting - (incoming DAC)  
(day, date and time)

**XI. ADJOURNMENT**



**DISTRICT  
FALL  
COUNCILS**

## District Fall Council

**A**t the discretion of the district, a Fall Council may be held to provide membership with training and fellowship opportunities. Guidelines for District Conventions may be adapted but should be simplified to meet the limited requirements of the Fall Council. After considering the needs of the clubs within the district, plans should be made early to ensure a successful Fall Council. Pilot International Headquarters has resource tools which the district leaders may choose to use.

**Programs may include:**

1. Informal workshops which address the challenges today's clubs face.
2. Idea exchange promoting Membership, Service, Leadership Development and Visibility, such as:
  - . Showcase clubs with successful projects and activities.
  - . Brainstorm and discuss member retention ideas.
  - . Involve all members in some phase of service projects, when possible.
  - . Encourage clubs to evaluate their programs and activities, for example, comparing time/cost to results achieved.
3. Presentation from the district PIF Representative giving Pilot International Foundation information on current Foundation projects and programs.
4. Presentations from District Coordinators inviting successful clubs to participate in a forum, idea exchange or exhibit.

In the case of emergency business, a District may hold an emergency business meeting.

**If emergency business is to be transacted:**

1. The nature of business should be included in the call issued by the Governor at least **60 days prior** to the date of the Council.
2. Recommendations for consideration at the meeting will be mailed to each club in the district at least thirty (30) days prior to the meeting.
3. Each club should be represented and is entitled to three (3) delegates and two alternates. The delegates will be the President, President Elect, and one delegate and two alternates elected by the club.
4. The voting body will be the club delegates and district officers and, if the district chooses, may also include the district's past governors.
5. If business is conducted at Fall Council, takes and transcribes the minutes, edits them and when approved by the District Administrative Council, duplicates and mails/emails the minutes within 30 days following the meeting. Copies of the minutes of the Fall Council are distributed by the Secretary in accordance with instructions in policies for "District Fall Council." Copies are also sent to the Executive Committee Representative.



**Responsibilities of the Governor:**

1. Issues the official call to Fall Council at least 60 days prior to date of the Council. Makes sure that Council information is sent to all clubs
2. Supervises the planning by the host club and delegates' duties in accordance with the requirements of the Council.
3. Outlines the program with the assistance of the District Administrative Council.
4. Presides as Chair.
5. Delegates responsibility for preparation of a list to certify delegates and alternates if emergency business is to be transacted.

**Responsibilities of the Governor Elect and Lt. Governor(s):**

1. Presides in the absence of the Governor.
2. Conducts workshop for instruction of club officers, division workshops, etc., when asked.

**Responsibilities of the Secretary:**

1. If no business is conducted, the follow should be included in lieu of minutes. Fall Council date, location, .....
2. If business is conducted at Fall Council, takes and transcribes the minutes, edits them and when approved by the District Administrative Council, duplicates and mails/emails the minutes within 30 days following the meeting. Copies of the minutes of the Fall Council are distributed by the Secretary in accordance with instructions in policies for "District Fall Council." Copies are also sent to the Executive Committee Representative.

**Host Club Responsibilities:**

1. With approval of the Governor, selects a meeting place with adequate facilities to conduct successful workshops. Accommodations and meals (if planned) should be negotiated at the lowest cost possible to encourage greater attendance.
2. Sets the example for fellowship and friendliness. Each member of the host club should be in attendance, circulating as much as possible and assisting with the needs of the visiting Pilots.
3. Fulfills necessary duties to ensure a successful meeting.



**DISTRICT  
FALL  
COUNCILS**

**Expenses:**

1. Registration fee shall include all expenses determined by the District Administrative Council as outlined in the district standing rules. All expenses should be kept to a minimum.
2. Refer to “Approved Expenses Paid BY the District FOR The District Officers”, and “Expenses of District Operations Not Paid by Pilot International” found in the Bylaws and Policies section of the District Manual for approved expenses for a Fall Council.
3. Any money remaining from the Fall Council reverts to the district treasury to be used as the district specifies (in Policies and Procedures Manual or District Standing Rules). An evaluation form of the Fall Council should be included in each registration packet. The results should be used in planning future district meetings and workshops.

**\*NOTE:** If business is not conducted at Fall Council, Parliamentarian is not required to sit at headtable.



## DISTRICT WORKSHOPS

The District Administrative Council should ensure that workshops are accessible to the maximum number of Pilots. A club or group of clubs can alternate as hosts.

### DISTRICT WORKSHOPS

***District Workshops should be planned to promote:***

- Leadership and Officers' training.
- Friendship and fellowship among Pilot members.
- Membership Development through recruiting, retaining, and reclaiming members.
- Greater service to local communities
- Visibility for clubs and their service.

#### **I. Responsibility of Governor**

- A. Appoints host club(s) and workshop coordinator. (Makes certain each club is aware of its responsibilities.)
- B. Assist workshop Coordinator in obtaining suggestions and topics of interest from the clubs. Assigning showcase clubs or panel participants.
- C. Publicizes workshop, emphasizing importance of attendance. This may be done through the Governor's Bulletin, during official visits, and at other district activities.
- D. Reviews workshop program and evaluates results of meetings.

#### **II. Responsibility of Host Club(s)**

- A. Assists workshop coordinator in developing plans to meet program requirements and in setting registration fee.
- B. If necessary, and with approval of the Governor, selects a meeting place with adequate facilities to conduct successful workshops. Accommodations and meals (**if meal is planned**) should be negotiated at the lowest cost possible to encourage greater attendance.
- C. Sends invitations.

*continues next page*



**DISTRICT  
WORKSHOPS**

**III. Responsibility of Workshop Coordinator**

- A. Prepares program for Governor's review and input.
- B. Secures program participants. Consider Anchor Club officers' participation.
- C. Works with host club(s) in planning arrangements and in setting registration fee.
- D. Makes an evaluation report to the Governor.

**IV. Registration Fee**

Registration fee should be kept to a minimum. The fee should include cost of meal function (**if a meal is planned**), registration fee for workshop leaders, postage for publicizing the workshop, handout materials and other necessary expenses.

