

## INTRODUCTION

Connie: It is now my pleasure to introduce Laura Keever, 2000-2001 Pilot International President and 5 time PI Parliamentarian. Helping her today is Deb Hayes, Pilot International Director. They will be covering our sections on PI Bylaws and Policies.

Laura: Thank you Connie. Now – I have to admit that Deb and I have both been rather busy. We did not have time to talk about what we are going to do and so I decided how we should handle this session.

Deb: No problem. I am sure I will agree with what you decided.

Laura: Great. Today Deb and I are going to take turns reading you the PI Bylaws and the PI Policies.

Deb: UH – Laura

Laura: I figured the best way for you to learn what was in them was to hear them read.

Deb: UH – Laura

Laura: We will take turns reading the sections.

Deb: UH – Laura

Laura: What – Deb?

Deb: Have you totally lost your mind? (Ad lid here)

Laura: Well maybe we should begin by asking them a question.

Deb: OK – Who Wants To Be A Millionaire?

Deb: We need for one person from each District to go to the back of the room at the door where Maryann is. Choose someone and head to the back.

Laura: You really think this is going to be better than reading to them.

Deb: (ad lib)

[Wait till all 20 are out of room.]

Deb: Here are the rules.

Laura will draw the name of a District and that District will choose a number between 1 and 20.

You may not choose the number that the person from your District is holding.

I will read you your question and you will have 60 seconds to talk about the answer and then one person from your group will give the answer.

You will then get your prize from “the case”.

We do have one “Million Dollar case.”

Any questions?

Deb: [When Maryann gives the sign that they are ready – say]

LADIES, PLEASE!

Deb: [When they are all in place]

Laura – our ladies don't look like Howie's ladies.

Laura: You're right – they don't – do they? Well – we have to work with what we got.

[Laura draw name of District]

## Question 1

**The Pilot International Bylaws are divided into 5 Sections.  
What are they?**

Club

District

Pilot International

Other (Very original)

No Name – Articles 1 through 8 do not have a name!

Deb: Laura – why don't the first 8 Articles have a title? (ad lib)

Laura: Beats me! The first 8 Articles deal with general things like the name of the organization and what the fiscal year is. They also cover things like Membership and Dues. So they are things that do tend to cut across all three levels of Pilot. Don't know why we didn't name them.

## Question 2

**What section of the PI Bylaws tells you how much International Dues will be?**

Not in Bylaws –

Laura: The amount of Dues and other dollar amounts are dealt with in the BUDGET. You should check the Standing Rules of your Districts and if any of them still have dollar amounts in their Standing Rules, please recommend that they amend them out and deal with all funds through their budget. It is much cleaner to do it through the budget and the members are still voting on changes.

## Question 3

**A member of a District must be a member of**

\_\_\_\_\_.

Pilot International

Deb: I think a lot of people are confused about this, Laura.

Laura: A person who just wants to be a member of a District without being a member of a Club may do so. Maybe there is not a club in their area.

Now - A member of a Club has to be a member of a District and PI. And, of course, someone can just be a member of PI.

Deb: When we had the major changes to our Bylaws at the Vegas convention, a lot of Membership categories went away. I think there is still a lot of confusion about that.

Yes – I think there is. It is so simple, people have had trouble with it.

We have 3 categories of Membership. Emeritus is for those who can no longer participate because of age or illness.

Honorary is for who, Deb?

Everyone else is a member – period.

The key is the Dues section of the bylaws.

Pilot International Dues will be waived for (a) Fifty Year Members, (b) current students, including former Anchors, who are seeking higher education degrees and not paying club dues, (c) Scholarship recipients, at all levels of Pilot, who are not paying Club dues, (d) Emeritus Members, and (e) military personnel who are deployed from their home station.

## Question 4

**Name the officers that a Club must have.**

President

President Elect

Secretary

Treasurer

(After they name them – be sure they know Secretary & Treasurer may be one person)

Laura: This comes straight from Roberts Rules of Order.



## Question 5

### **What are the duties of a Club Treasurer?**

- a. receive and deposit all Club funds;
- b. serve as a member of the Budget Committee;
- c. pay all authorized bills;
- d. sign all checks issued;
- e. ensure that unbudgeted expenditures are approved by the Club members;
- f. give a financial report to the Executive Board and to the Club as required;
- g. file state/province/prefecture reports, and pay all fees;
- h. deliver books to the audit committee by July 31; and
- i. perform other duties as required.

Deb: Laura . . . a little help here.

Laura: I have no idea what they all are – and I just finished my third year as Club Treasurer.

The point is that you know where to find the answer. Under the Club Section – Duties of Officers.

Deb: Connie wants you to practice on your Smart Books – so we are going to let Connie handle this.

## Question 6

**How many meetings must a Club have each year and how long should they last?**

6 and as long as needed or as long as they want

Deb: But Laura what if something comes up and they are not having a regular meeting – maybe they are having a party instead?

Laura: This is important because this is the type of question you can get. Oh my gosh – we forgot to elect our third delegate to District Convention and we are having a party tomorrow night instead of a meeting. What do you tell them to do? (Call it to order – vote – adjourn – continue with party) (Secretary takes minutes)

## Question 7

### **Who may serve 2 consecutive terms at the District Level?**

Secretary

Treasurer

Laura: Deb – that is right – but – there are exceptions that can be approved by the Executive Committee. Do you (District answering question) know which offices you can ask for an exception for?

(Exceptions in the term of office for Lt. Governor, Secretary and/or Treasurer may be granted by the Executive Committee.)

AND - There are two more exceptions in the Bylaws ,. . .

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.

Deb: I guess this is why you read the entire section and don't stop when you think you have the answer.

## Question 8

### **When does the Nominating Committee have to get the slate of officers to the Governor?**

The nominating committee will send to the Governor the names and qualifications of nominees for District office no less than forty-five (45) days prior to the first day of District Convention.

Laura: What happens they do not have a full slate of officers 45 days prior to convention? (Keep trying – phone calls)

Laura: How far in advance does the information on Nominees have to go to the Clubs? (30 days)

Laura: What happens if you do not have a full slate of officers 30 days in advance? (Nominating Committee in force until give their report at Convention – they have to find someone – can have help from everyone! – If name does not go out 30 days in advance – Committee gives report but Governor must open floor for nominations for that position.

## Question 9

**Who declares unopposed nominees elected by acclamation?**

Governor

Laura: I once had a District Parliamentarian argue with me that the Chair of the Nominating Committee declared people elected by acclamation. She lost that one!

Laura: By the way - How many votes must a person get to win?

Majority

## Question 10

**What is the name of the Standing Committee for Districts required by PI Bylaws?**

Audit Committee

Laura: Who appoints the Audit Committee?

Governor with approval of DAC/DEC

Laura: Three places in the Bylaws on this one – Under Committees you see that the Audit Committee is a Standing Committee – you have to have one – and information about the committee.

But it does not mention who appoints the Committee – that is under the duties of the Governor.

But that section does not mention that the DAC/DEC has to approve the appointment – of all committees – that is under the duties of the DA/DEC

Again – be sure you have the entire answer.

## Question 11

### **What does it take to amend the Standing Rules of a District?**

Proposed by a Club or the DAC/DEC.

Sent out to Clubs (Past Governors if Delegates) 30 days in advance – to have a pending motion. If do not get it out in time – must have motion and second.

Approved by majority of eligible voters at convention.

Laura: Explain about pending motions –

Ask how know who eligible voters are (DAC/DEC, Club Delegates and maybe Past Governors)

## Question 12

**How many members does it take to charter a Pilot Club**

And

**How many members does it take to charter an Anchor Club**

5 for Pilot as per **Bylaws**

10 for Anchor as per **Policies**

The only things the Bylaws say about Anchor is:

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 at the international convention.

Must go to Policies to guide you on Anchor organization.



## Question 13

**What is the rate that PI will use to reimburse for mileage and where is this information found?**

Policies say the rate is established by the Executive Committee.

Laura: Normally it is 75% of the IRS rate, but the Executive Committee looks at it each year and has the ability to change it – or not change it – based on what the IRS rate is each year.

## Question 14

**When a Club votes to disband, how are the funds of the Club disbursed?**

**Hint: This is a two step process.**

Disposition of funds: (1) payment of all local obligations; (2) payment of district obligations; (3) Payment of obligations to Pilot International.

Any funds remaining after all indebtedness has been paid should be given to a charitable cause in the community, to an affiliated Anchor Club(s) for a service project, to the district or be sent to the Pilot International Founders Fund.

Funds may be distributed only to be used for purposes that are consistent with the Club's charter and bylaws. No funds may be distributed to members.

Laura: Connie – this would be a good one to look at in the Smartbook.

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## Question 15

**When a District or PI officer is invited to participate in a Club event – such as an anniversary celebration, what expenses does the Club pay for the officer?**

transportation, lodging, and meals

Laura: This doesn't happen all the time does it? Now, I know if you live 5 minutes away, you are not going to charge the club anything. But – what if you live hours away. Most Pilots have no idea they should be paying you anything when you make an extra trip that cost you money.

You know, you may want to consider doing a workshop just like this one today – but have your questions totally related to the Club sections of the Bylaws and Policies.

## Question 16

**When are dues for Anchor Clubs due at Headquarters each year?**

Bills go out September 1

Money is due November 1

Laura: Then there are several other entries in Policies that deal with getting the money. Guess what – not all Anchor clubs pay by November 1. You will be called upon to help get the money or let PI know they have disbanded if money is not received.

## Question 17

### **Where is information found on Governor's Bulletins?**

Policies

How many must be sent out each year?      6

Who gets a copy of them?

A copy of each edition should be sent to:

each Pilot Club in the district;

to members of the Pilot International Executive Committee;

to other District Governors;

Past International Presidents and

to Pilot Headquarters

## Question 18

**OK – you are lucky – this is a “Yes” or “No” answer!!!**

**A District may do a vote by mail if they need to?**

[If answer – “Yes” – tell them they are wrong.]

[If answer – “No” – tell them they are wrong.]

Laura: Must be in standing rules in order to do. Can fashion your Standing Rule after PI Blaws.

A vote by postal mail 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.

## Question 19

### **What is the difference between a Bylaw and a Policy?**

A Bylaw tells you what

A Policy tells you how

Laura: PI Bylaws tells us that:

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

They do not tell us how we are going to do it. That is up to you – there may be certain things you want in your Policies concerning your Conventions – there may not be – The Bylaws just tell you you have to do it – not how.

## Question 20

**If you can not find the answer you are looking for in the Bylaws.**

**If you can not find the answer you are looking for in Policies.**

**Where do you go to find the answer?**

Deb: I mean – I call Laura or Maryann . . .

Laura: You are not the only one!

Laura: Robert's Rules of Order Newly Revised is, of course, the next place to look. Be careful – it is not unusual to have to look at more than one place in Robert's to get an answer. If you are not sure your answer is complete – contact your District Parliamentarian. Maryann is PI Parliamentarian next year and you or your Parliamentarian may contact her.

However – sometimes it is just common sense. You do not find an answer anywhere and so good old common sense works.



Give example – Dog who is a member

Deb: You may check your prize.

**This is our Million Dollar prize!!!!**

What does your note say?

[A \$50 brick will be placed in the Garden at Headquarters in honor of your District officers for the coming year.]

Laura: I am happy to pay for the brick honoring your District officers

AND

Deb is going to give you the One Million Dollars!!!!

Ad Lib