

PILOT INTERNATIONAL POLICIES
100-600 Series
ALPHABETIZED

PI POLICIES
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A

Administration in Absence Policy (102)

In the absence of policy, the Executive Director or Chief Operating Officer in consultation with the President and President Elect will be empowered to act.

Anchor Charter Presentation – New Club (411)

Transportation and moderate-rate hotel/motel (single room) will be paid for the PI President, Governor, or other PI Official (approved by the President) to present the charter to a new Pilot Club or new Anchor Club. Cost of charter dinner will be paid by the club. Such representation should be cost-effective.

(1/13)

Anchor Club Dues – Collection (404)

- | | |
|----------------|--|
| September 1 | Headquarters sends international electronic dues invoice in Anchor club mailing copying Pilot Club President, District Governor, District Treasurer, District Anchor Coordinator and Executive Committee Representative assigned to that District. |
| November 1 | Deadline for payment of Anchor Club dues to Pilot International.
(International Clubs per agreement with Headquarters) |
| December 1 | Headquarters Anchor Specialist notifies Anchor Clubs that dues have not been paid (if applicable) with a copy to the sponsoring Pilot Club, District Governor, District Treasurer, District Anchor Coordinator and Executive Committee Representative assigned to that District.

Sample electronic copy sent to Governor, the District Anchor Coordinator, and assigned Executive Committee Representative with a list of their clubs receiving this letter. The sponsoring Pilot Club follows up with the Anchor Club. |
| January 15 -- | Co-signed letter from Headquarters Anchor Specialist and Pilot International Treasurer is sent to the Pilot District Governor, and the District Anchor Coordinator to follow up with the Anchor Club. (Electronically copying the assigned ECR and District Treasurer). |
| February 15 -- | Headquarters Anchor Specialist sends notification via certified mail to the Anchor Club and sponsoring Pilot Club that the Anchor Club may lose its Charter for non-payment of dues if dues are not paid during the current school year. Sample electronic copies are sent to the Pilot District Governor, District Treasurer, assigned ECR and District Anchor Coordinator, with a list of the Anchor Clubs in their District receiving this letter. |
| April 15 -- | Headquarters Anchor Specialist sends letter by certified mail to the Anchor Club stating that the Charter must be returned because dues for the current school year have not been paid. Copies of this letter are sent electronically to the sponsoring Pilot Club, school administrator, Pilot District Governor, District Anchor Coordinator, District Treasurer, assigned ECR and Pilot International Coordinator by first class mail. |

Anchor Club District Establishment (405)

Any Pilot DAC/DEC may vote to become an Anchor District without limitation of total members or Anchor Clubs unless denoted otherwise in the District Standing Rules.

A proposed Anchor District must be voted on by the DAC unless denoted otherwise in the District Standing Rules. The new Anchor District will be included in the Pilot District Standing Rules and this will ensure the support of the Pilot District, the District leaders, and sponsoring Pilot Clubs.

A proposed Anchor District budget must be approved by the Pilot DAC/DEC. The services provided to the Anchor Clubs must be balanced with the cost of Anchor District dues. Audits are required at the end of each year.

Proposed Anchor District Standing Rules must be developed with consultation of the DAC/DEC and adopted by the Anchor Membership.

Anchor Clubs – Establishment and Operations (401)

The establishment and operation of Anchor Clubs shall be governed by procedures detailed in the following Pilot International publications:

- Anchor Club Manual for Pilot Clubs
- Handbook for Anchor Clubs
- Handbook for Elementary and Junior High School Anchor Clubs
- Anchor District Meeting Manual

The Headquarters staff will be responsible for maintaining the above electronic publications in compliance with the current policies, programs, and philosophies of Pilot International.

Anchor Club – Number to Charter (401.a)

Ten Anchor Club dues-paying members are required to charter a new Anchor Club.

Anchor Leadership Grants (406)

Anchor Districts may submit requests to Pilot International annually for leadership and service grants up to \$500 as permitted by PI budget. This grant may be used for leadership programs at Anchor District conventions, Pilot International Anchor Summit, attendance to Freedoms Foundation or other similar leadership or service programs.

Anchor PI Coordinators at International Convention (408)

The current and incoming Pilot International Anchor Coordinators may be asked to make presentations at the international convention. The (2) Pilot International Anchor Coordinators will be offered a discounted registration fee if they wish to attend the Pilot International Annual Convention and Leadership Conference and assist with the implementation of scheduled Anchor activities under the direction of the Pilot International Anchor Specialist.

Anchor/Youth Awards Program (403)

Pilot International will maintain an Anchor Awards Program designed to recognize Anchor Clubs for outstanding achievement. The basic program will be adopted by the Executive Committee of Pilot International.

The Club and District Manuals will include information regarding the current awards available to Anchor Clubs. In September, Anchor Club Presidents, District Governors, Sponsoring Pilot Club Presidents and Executive Committee Members will receive electronic information on the awards available.

Approved Expenses Paid By District for District Officers (305)

Expenses for Pilot are kept at a minimum. A Pilot/Anchor eligible to receive reimbursement of expenses paid by Pilot International, district, and/or a club will only be paid approved expenses from one source - Pilot International, the district, or the club. Expense reimbursement forms should be submitted for payment within 30 days following such travel. Final expense reports should be submitted prior to the end of the fiscal year.

1. **Approved Expenses Paid by the District and Included in the District Budget:**
 - a. **Governor Elect and Lt. Governor(s) to attend the Council of Leaders and the Pilot International Annual Convention and Leadership Conference.**

Registration fee to be sent with completed Pilot International Annual Convention and Leadership Conference registration form.
 - b. **District Officers to attend District Fall Council/Workshop (if held).**

For District Governor, Governor Elect, Lt. Governor(s), Treasurer and Secretary: receipted expenses for transportation, hotel double occupancy, registration fee. Districts may determine whether or not to budget reimbursement for meal expenses not included in the registration fee. (1/13)
 - c. **District Officers to attend District Convention**

For District Governor, Governor Elect, Lt. Governor(s), Treasurer, and Secretary: registration fee. Districts may determine whether or not to budget reimbursement for meal expenses not to exceed an approved daily allowance. (1/13) Hotel should be complimentary; however, the district pays for hotel (one-half double convention rate) for a District Officer not in complimentary room.

If someone other than a District Officer shares a complimentary room, that person reimburses the District, the hotel rate for the space occupied. District also pays the transportation expenses for the District Governor, Governor Elect, Lt. Governor(s), Treasurer and Secretary. If traveling by car, mileage is paid at 75% of the current IRS rate. District will also reimburse for parking and tolls. If travelling by train, bus or plane, use most economical fare available. Cancelled ticket, stub or receipt should be attached to the expense report.
 - d. **Stationery**

Letterheads (to include electronic) and envelopes for official correspondence for the District Treasurer, District Secretary and District Appointees. (1/13)
 - e. **Postage**

Postage for District Officers and District Appointees to carry on the activities of the District and for mailing district bulletins and district convention minutes. Official correspondence for the district relates to: district meetings, conventions, budget, bulletins, greetings, welcome to new Pilots, notes of sympathy, etc. Cost for mailing district files/records to the Governor.
 - f. **Photocopying or Printing**

Photocopying or printing bulletins of District Appointees, district convention minutes, and district bulletins.

g. Miscellaneous

Filing cabinets, file folders, etc. for the preservation of district records. Purchases are approved in advance by DAC.

h. Bond for District Treasurer

2. Submitting Expense Reports to the District.

- a. Expense reports with receipts attached should be sent to the District Governor within 30 days after expenses are incurred.
- b. Expense reports are verified and approved by the Governor and Governor Elect and forwarded to the District Treasurer who issues the checks. The Governor countersigns checks. The Governor Elect may sign the checks for the Governor or the Treasurer in the event of an emergency.
- c. Checks are issued in accordance with the District Budget and District Standing Rules.

Approved Expenses – Paid by PI for District Officers (301)

Expenses for Pilot activities are kept at a minimum. A Pilot eligible to receive reimbursement of expenses paid by Pilot International, a district, and/or a club will only be paid approved receipted expenses from one source - Pilot International, the district or the club when received within 30 days of the expense. Final district expense reports are due before the end of the fiscal year.

a. Transportation for Authorized Activities in the district:

Approved transportation will be paid as follows: Plane (most economical fare available), bus, train, or mileage rate set by Pilot International Executive Committee. Cancelled ticket, stubs or receipt should be attached to the expense report covering such trip. (If traveling by car, travel reimbursement will be no more than the most economical mode of travel – plane or ground transportation.)

b. Visits to Clubs:

The club visits of an official nature are made in accordance with itineraries planned and approved by the District Administrative Council and assigned Executive Committee Representative.

Reimbursement for club visits will be based on the annual approved budget allotment by District Leadership is encouraged to use technology and visits to clubs may be made via Skype or teleconference to the board/members. Approved receipted expenses will be reimbursed by Pilot International Headquarters upon receipt of the District Travel Reimbursement Form and a review of the online District Report for Club Visits & Communications within 30 days of the visit. District Officers are to complete the District Reports for Club Visits & Communications online no later than 30 days after a visit has been made. The results are shared online via the form to the Governor, ECR, and Pilot International Headquarters

c. Presentation of Charter to New Pilot Club or New Anchor Club:

Transportation and single room lodging (up to \$100) will be paid for the PI President or other PI Official approved by the President to present the charter to a new Pilot Club or Anchor Club. Cost of the charter dinner will be paid by the Club.

d. Pilots/Anchors Traveling Together by Car to Conventions:

When two or more Pilots/Anchors (who are eligible to receive reimbursement for transportation from any source) travel together by car, approved transportation expenses are paid to the person providing transportation.

e. **Governor (Member of International Administrative Council) to Attend Pilot International Annual Convention & Leadership Conference Workshop:**

Provided the Governor attends the Council of Leaders, pre-convention and post-convention meetings of the International Administrative Council, and the Convention, Pilot International pays the following expenses:

Transportation: Round-trip transportation. Travel reimbursement will be no more than the most economical mode of travel – plane or ground transportation. Mileage rate will not exceed an amount determined by Executive Committee.

Reimbursable mileage will be prorated based on number of travelers and only that portion applicable to the International Administrative Council will be reimbursed.

Registration fee: Paid in full. (Includes meals covered in registration fee.)

Hotel: The District shall include the one-half double bedroom rate with the district officers' registration forms & list the second person in the room.

f. **Accident Travel Insurance Coverage for Governors, Governors Elect, Lt. Governors, Secretaries and Treasurers**

Pilot International's blanket travel accident medical reimbursement coverage is \$2,500 with \$50 deductible payable by the officer. This coverage pays for medical expenses that occur as the result of an accident while a District Officer is involved in official business authorized and approved by Pilot International. Tidwell & Hilburn Insurance (Tel.478-743-9318) and Pilot Headquarters should be notified at once of an accident necessitating medical expenses that would be covered under this insurance.

Authorized Anchor Representatives – International Convention (407)

Each Pilot District is entitled to **one authorized** Anchor representative at the annual convention.

Pilot DAC/DEC may select one Anchor representative with their own set criteria. Suggested example: they may select the incoming Anchor District President **OR** the incoming President of the Outstanding Anchor Club of the Year. In Pilot Districts without an organized Anchor District, the representative could be the incoming President of the Outstanding Anchor Club of the year or this opportunity is offered to the next officer in line. This is an investment in the Anchor Program, and is meant to strengthen its clubs and districts.

For the Representative, Pilot International Pays:

- Registration fee
- Transportation (Not exceeding \$250)

Procedures:

The Governor will notify the Anchor Specialist at Pilot Headquarters who the Anchor representative will be. All information regarding Anchor representatives **must be received no later than May 1st** in order to receive the financial benefits described above. Any request after May 1st will not be considered due to budgetary deadlines.

The District Anchor Coordinator or sponsoring representative sees that the registration form is completed and electronically submitted to PI Headquarters. A convention acknowledgement packet will be mailed from Pilot Headquarters.

The compensated Anchor representatives must attend and participate in all Anchor meetings by signing in at each session to receive reimbursement for travel.

C

Certificates of Appreciation (602)

The President of Pilot International may authorize and issue a Certificate of Appreciation on behalf of the Executive Committee to thank and commend Pilots for special assignments for Pilot International. Such certificates will be designed at Headquarters. The President will draft the letter to accompany the certificate. The letter and certificate will be mailed from Headquarters unless the President prefers to mail from her/his hometown post office.

Club Bulletins/Newsletters (503)

Newsletters are optional and are not required.

Newsletter Content

Newsletter content varies from club to club, but often includes club business, a listing of project activities, announcements, a schedule of upcoming events, member news, district activities and information from Pilot International. Ongoing and one time hands-on service projects should be listed.

Dissemination

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

Club Charter – Revocation (Charter (Bylaw Article IV, Section 3) (317)

Should the DAC/DEC recommend to the Executive Committee that a Pilot Club is not operating within the Bylaws, policies, or principles of Pilot International, the DAC/DEC may refer the matter to the Executive Committee.

Upon review, if the Executive Committee concurs that the matter warrants revocation of the club's charter, the Executive Committee will recommend this action be taken by the International Administrative Council.

If dues are not paid within 90 days of the due date, the Club's Charter may be revoked.

Club Charter – Surrender (316)

Upon receipt of written notice of a club's intent to surrender its charter, the Executive Director will contact the District Governor. Headquarters will send a letter from the PI President acknowledging the club's decision to disband. Pilot International Headquarters will contact the club with instructions regarding the disposition of the Club Charter and Banner. Pilot International Headquarters will also instruct the Pilot club to file a legal form to dissolve the corporation where required. (Revised 6/16)

Note: Where possible, clubs are encouraged to share their Charter and Banner with local museums, etc. to preserve the history. Should a club bell still exist, it is recommended that it be passed on to the District Governor or Pilot International Headquarters for issuance to another club. (Revised 6/16)

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.

A member of the disbanding club should keep the following records for 7 years – any tax returns (990 or 990EZ), bank statements, club treasurer's reports. Minutes of the club meeting where members voted to disband should be sent to PI Headquarters to be placed in the club's permanent file. Members of a disbanded club should not thereafter use in any manner the name, the insignia or other identifying emblems of membership in Pilot International.

A disbanding Pilot Club should secure a new sponsoring Pilot Club for their Anchor Club(s) in the surrounding area if possible. Once that club has agreed to become the new sponsor, they should notify Headquarters of their intent in writing with copies mailed to the Pilot District Governor, PI Anchor Coordinator, and District Anchor Coordinator.

If the disbanding Pilot Club is unable to secure a new sponsoring Pilot Club, the Pilot District Governor should contact Headquarters within 30 days of the Pilot Club's disbanding. The Governor should inform the membership department of the status in finding a new sponsor and obtain any relevant information* regarding the Anchor Club(s).

If Headquarters does not hear from the Pilot District Governor within 45 days, the membership department should contact the Governor and discuss the options the district has and give to the Governor any relevant information* concerning the Anchor Club(s).

The Anchor Club can be sponsored by:

- A Pilot Club (even if it is not in the same town)
- A Pilot District
- A Pilot Member
- And as a last resort, an Anchor Club can be sponsored by the Executive Committee of Pilot International

A Pilot from the disbanding Pilot Club who continues to pay their international membership dues should be asked to be a liaison between a Pilot Club (if not in the same town), district or Pilot International. (1/13)

* Relevant information includes address(es), phone and fax numbers of the school(s), status of dues, membership total(s), adviser's name(s), address(es), phone and fax number(s).

Club Liability Insurance Policy (309)

Pilot International will provide liability insurance coverage for all entities of Pilot International. (1/13) Pilot club members will be charged an annual premium based on the total annual premium charged to Pilot International.

Club Manuals – Distribution (325)

Pilot International will publish a "Club Manual" containing pertinent information and guidelines regarding club operations. The Headquarters staff will review this publication annually and will make any revisions necessary to maintain compliance with current bylaws and policies, programs, or philosophies of the Executive Committee and Pilot International.

Club Official Visit (306)
Approved Expenses – Paid by PI for District Officers

Visits to Clubs

The club visits of an official nature are made in accordance with itineraries planned and approved by the club, the District Administrative Council, and assigned Executive Committee Representative. It is preferred that these visits take place before December 31.

Reimbursement for club visits will be based on the annual approved Pilot International budget which includes the allotment for club visits. District Leadership is encouraged to use technology, and club visits may be made via Skype or teleconference to the board/members. As District Leadership may visit multiple clubs in a single trip, the number of clubs visited should be included on the Travel Reimbursement Form. The total reimbursed will not exceed the allotment per club multiplied by the number of clubs visited.

A district may request that its unused funds be applied to travel reimbursement requests that are in excess of the per club allotment. Examples of this would be club visits requiring air travel or long distance travel. The request must be signed by the District Governor and include minutes where the District Administrative Council authorized the request and a copy of the original reimbursement request. The request must be made after all clubs visits have been made and reimbursements paid.

The approved District Travel Reimbursement Form and the District Report for Club Visits & Communications should be completed and submitted to Pilot International Headquarters within 30 days of the visit. The District Report for Club Visits & Communications form should also be shared with the Governor and ECR.
(Revised August, 2016)

Club Records Policy (339)

The following Club records are **permanent** and should be kept indefinitely.

- 1 . Minutes of Club Meetings
2. Any Votes-by-Mail (when authorized per PI Bylaw Article XXXV) and records of votes cast

Club Treasurer's files should be kept for seven (7) years. This includes bank statements, club treasurer's report, and any tax returns (990, 990N or 990 EZ), etc.

The Notification of Change in Membership Information Forms (filed by the Club Secretary) should be kept for two (2) years.

Any other records may be discarded at the discretion of the Executive Board.

The outgoing officer shall pass the files on to the incoming officer and each current officer is the custodian of the Club files for that office.

The files should be kept on a revolving basis and the current custodian is responsible for removing the records to be discarded during that term of office.

Club Visits – In Case of Emergency (329)

In case of an emergency, the Governor may request that a member of the Executive Committee or the Immediate Past Governor of the District conduct, on behalf of the assigned member of the DAC/DEC, a visit of an official nature to a club.

Club/District Websites (331)

The following are policies regarding a number of areas relating to PI/District/Club websites.

Links:

Pilot International will allow all Pilot and Anchor Clubs and Districts to link to the PI website.

PI will link to other related organizations, agencies, and etc. where it is deemed relevant and beneficial for us to do so. PI will seek to obtain links which do not carry a cost.

PI will evaluate any requests for commercial links on a one by one basis.

PI assumes no responsibility, nor liability, for the content or accuracy of the sites to which it is linked, including Pilot and Anchor Clubs and Districts.

Logos, Emblems, Trademarks:

The same policies that guide the use of PI logos remain in effect in this medium.

Contact Information @ www.pilotinternational.org:

The website directory for Pilot International will include a listing of the International Administrative Council, Staff and Pilot Districts, as well as a listing of Pilot and Anchor Clubs with e-mail addresses when available.

Club Websites:

To maintain the quality of PI's image globally, Pilot and Anchor Clubs and Districts are required to maintain a minimum standard on their websites.

Pilot or Anchor Clubs or Districts, including those already having websites, will be required to go through an approval process, in order to ensure that minimum standards are met.

Before the website is released onto the internet, the site must meet the minimum quality standards listed below. The Club must submit a review request to Headquarters. Within 30 days of receipt of the request, a response will be issued to the Club or District for approval to put the site on the internet. Sites which have not gone through the approval process will not be able to link to the PI site.

Pilot International prefers that clubs and districts maintain a high standard and consistency in the sites. However, all sites must minimally have:

1. Pilot International logo
2. Pilot International contact information: address, telephone, fax, website address, e-mail address
3. Pilot or Anchor Club name
4. City, State, and Country of the club's location
5. Contact information or a way in which interested parties can notify the club
6. A list of community service projects
7. A statement requiring adherence to copyright regulations
8. A statement requiring adherence to no profanity, libel or slander, offensive or discriminatory messages, pornography, or illegal activity (see sample policy which can be streamlined for the clubs)
9. A disclaimer of the club's liability for content or interaction on the site

Should PI become aware that this minimum standard is not being met, or that inappropriate activity is occurring on a club's website, PI staff will contact that club's leadership.

Any club using another developer for its site, voluntary or paid, should obtain from the developer a written agreement that the content of the site belongs to the Pilot or Anchor Club or District, and that in the event the individual or company is no longer to provide this service, all code for the site reverts to the ownership of the Pilot or Anchor Club or District.

Commercial Activity

Should PI or a Pilot or Anchor Club or District entertain commercial advertisements on their page, it should clearly be labeled as an advertisement. Any Pilot entity posting advertising on its site should obtain an agreement from the advertiser indemnifying Pilot against loss resulting from the advertisement, including, without limitation, losses caused by trademark, copyright, or libel or defamation.

Any links to commercial sites should be part of the advertisement. PI, and all Clubs and Districts, will use the highest degree of judgment in determining the appropriateness of linking any site to a commercial entity; keeping in mind any reflection this may have on PI as a non-profit, service club organization, with a charitable intent.

Solicitation

The policy regarding solicitation of other Pilots applies to websites and e-mail. No chain solicitations will be tolerated. The advent of such may result in the immediate termination of the website.

Political Activity

Neither PI, nor its club or district sites, will carry any endorsements for specific candidates for office at any level on their sites.

Conflict of Interest Policy (120)

Pilot International, Inc. serves the community as a non-profit organization and as such operates in a role that calls for a high degree of community trust. Because Pilot International's activities are subject to public scrutiny, conscientious efforts must be continually taken to maintain the confidence of the community, and to avoid circumstances which might lead to a harmful conflict of interest and lessened credibility in pursuing the mission of Pilot International.

Therefore, it is the policy of Pilot International, Inc. that representatives of PI, including International Administrative Council members and employees, should not on behalf of PI, engage in any business or professional activity with persons or organizations outside PI, where that activity might result in personal benefit to the PI representative, and thereby result in a conflict of interest.

A PI representative should not accept gifts, monies, entertainment of significant value, or other gratuities outside PI or otherwise deal preferentially with suppliers and others where personal gain accrues to the representative.

International Administrative Council members and employees of PI shall exercise their best judgment for the benefit of PI and shall refrain from being influenced by personal considerations of any kind in the performance of their duties. International Administrative Council members shall avoid employment, investments, and personal interests which may work to the disadvantage of PI.

This policy does not prohibit representatives of International Administrative Council members

from engaging in business or personal relationships with others which are unrelated to PI. (Clarification to not exclude “networking” business relationships).

D

Disbanded Clubs – Disposition of Property (318)

1. Whenever a club or District owning real property ceases to be a member of Pilot International whether voluntarily or by forfeiture, such club, prior to termination of membership will convey title to its real property to Pilot International and/or Pilot International Founders Fund.

2. Any personal property shall be delivered to Pilot Headquarters (e.g. Bell, gavel, pins, other logo material).

Districts of Pilot International will hold and convey title to real property only in the district corporate name.

3. Any remaining funds held by the club shall be paid to Pilot International and or Pilot International Founders Fund.

Disposition of Funds by Disbanded Districts (320)

1. Payment of all (1) District Convention, (2) District, and (3) Pilot International obligations shall be made.

2. A majority vote of delegates at District Convention will determine the disposition of remaining funds. Any funds remaining shall be given to a charitable cause or sent to Pilot International and/or Pilot International Founders Fund.

3. A copy of the final Treasurer's Report and Audit Committee Report will be forwarded to Pilot International Headquarters within ninety (90) days from the close of the District Convention.

District Bulletins/Newsletters (502)

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

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

District Charter - Surrender (321)

The President of Pilot International and the Executive Director will be notified of the action taken at the close of the District Convention by the Executive Committee Representative.

If dissolution is approved, the District will return the charter to Pilot International Headquarters within ninety (90) days, and file a legal form to dissolve the corporation where required.

Members of a disbanded district shall not thereafter use in any manner the name, the insignia, or other identifying items of membership in Pilot International except as they may become members of Clubs Outside of Evolving Districts (COED) or dues-paying international members.

District Convention Information (335)

By December 1, the District Convention information including date and location, will be provided to the District Governor, ECR and Pilot International Headquarters by the District Governor Elect.

District Nominating/Election Procedures – Bylaw Art. XVII, Sec. 9 (312)

The District Administrative Council will appoint by November 1, a Nominating Committee of three (3) to five (5) members, or one (1) member from each region in Regional Districts; no two will be members of the same club. The Chair will have been designated by the Governor – no later than December 1 in the prior year as one of the Appointees.

The Governor will announce the appointment of the committee, including the name, address and the club of each member of the Nominating Committee. The Governor is responsible for sending each member of the committee a copy of the following: Procedure for Nominating District Officers, Instructions for District Nominating Committee, Qualifications for Nominees for District Offices, and Nomination of Candidate for District Office in Pilot International.

Responsibilities of the Chair, the Committee, Governor and ECR

A club may submit nominees from any club to the Nominating Committee. In Regional Districts, nominations for Regional Lt. Governors will be made only by clubs from that region. The committee is charged with the responsibility to secure **and verify** at least one qualified nominee for each elected office if nominations for each office have not been received from the clubs. There are no nominations from the convention floor.

November – 60 days prior to convention:

Candidates are nominated and accept nominations for district office. An acceptance is not complete until the Chair of the Nominating Committee, Governor, and ECR have received the nomination letter, completed Qualification Form, Vision Statement, and letter of acceptance postmarked by the due date.

Clubs may nominate candidates for office, but if no candidate has accepted by February 1 at the latest, it is the Nominating Committee's responsibility to search out and persuade qualified persons to stand for election. (Once a Pilot agrees to run, his/her club or another club must still make the official nomination and complete the nomination process.

60 to 45 days prior to convention:

Nominating Committee verifies nominations by checking references listed by nominee and two other Pilots who have knowledge of the candidate's qualifications. Nominee may be given opportunity to correct nomination form and/or vision statement if time permits.

45 days prior to convention:

Nominating Committee notifies candidates of the status of their nomination. The Nominating Committee sends to the governor the names and qualifications of nominees for district office.

30 days prior to convention:

Names and Qualifications of Nominees will be sent out by the Governor either electronically or by postal mail to Clubs, District Officers, ECR, and Past Governors (if applicable).

Friday night – Committee members meet with Governor, ECR, Parliamentarian and sign report.

Saturday Morning – Chairman reads report to the convention body.

A member of the Nominating Committee may resign from the committee to accept nomination for a district office.

As soon as a nomination is complete, the Chair sends the ECR a copy of the completed qualification form for each nominee and any necessary comments regarding qualifications. All such matters are held in confidence. The ECR will then review for accuracy and content the qualification form and Vision Statement as quickly as possible

REPORT OF COMMITTEE

1. The Chair prepares the report in duplicate, listing the names of all qualified nominees.

For Governor Elect-----Name(s), club, city, state/province/prefecture
For Lt. Governor*-----Name(s), club, city, state/province/prefecture
For Secretary-----Name(s), club, city, state/province/prefecture
For Treasurer-----Name(s), club, city, state/province/prefecture

*If a District has more than one Lt. Governor, nominees will be designated as 1st Lt. Gov., 2nd Lt. Gov. etc. In Regional Districts, the names of all nominees for each REGION are shown on the report.

2. Each member of the committee signs the report, with the Chair signing last.
3. At the first business meeting, when called upon by the Governor, the Chair reads the report to the convention body.
4. After reading the report, the Chair gives it to the Governor, with a copy to the District Secretary.

PREPARATION OF BALLOTS (February 2005)

1. The names of all nominees included on the Nominating Committee's Report will appear on the ballot EXCEPT any office that has only one nominee.
2. Nominees' names are listed alphabetically.

DISTRICT GOVERNOR'S RESPONSIBILITY

The District Governor is responsible for seeing that the committee fulfills the responsibilities as outlined. The Governor has no responsibility regarding the function of this committee and does not meet with them.

District Manuals – Distribution (324)

Pilot International will publish a "District Manual" containing pertinent information and guidelines regarding district operations. Headquarters staff will review this publication annually and will make any revisions necessary to maintain compliance with current bylaws and policies, programs, or philosophies of the Executive Committee and Pilot International.

The "District Manual" will be made available on the PI website at no charge to the District.

District Records Policy (340)

The following District records are **permanent** and should be kept indefinitely.

1. Minutes of District Conventions, including the Audit Report
2. Minutes of Fall Council
3. Minutes of District Administrative Council Meetings
4. Any Votes-by-Mail (when authorized per PI Bylaw Article XXXV) and records of votes cast
5. Any tax returns (990, 990N or 990 EZ)

District Treasurer's files should be kept for seven (7) years. This includes bank statements, and district treasurer's report.

The Notification of Change in Membership Information Forms (filed by the Club Secretary) should be kept for two (2) years.

Any other records may be discarded at the discretion of the District Administrative Council.

The outgoing officer shall pass the files on to the incoming officer and each current officer is the custodian of the district files for that office.

The files should be kept on a revolving basis and the current custodian is responsible for removing the records to be discarded during that term of office.

Dues – Assessed (307)

For new and reinstated members, Pilot International dues will be assessed starting with the month the member joins the club through the remainder of the current club year.

E

Executive Committee – Board Travel Policy (162)

Whenever financially feasible and schedules permitting, the President, President Elect, and Executive Director, in any combination, will not travel together on behalf of Pilot International. (10/96)

Executive Committee – Business Cards (161)

Pilot International is responsible for supplying business cards to the Executive Committee.

Executive Committee – Closed Sessions (104)

Closed sessions of the Executive Committee may be held to consider personnel matters and or legal matters. The Executive Director or Chief Operating Officer may be included or excluded from discussion of performance, compensation, or dismissal of the Executive Director or Chief Operating Officer at the option of the Executive Committee. Minutes of closed sessions shall be taken separately from regular minutes.

Executive Committee – Expenses (154)

Pilot International will reimburse the Pilot International officers for travel expenses, per established policy; hotel expenses; meeting registration fees; and gratuities. The cost of other expenses directly related to the responsibilities of the officer also will be reimbursed by Pilot International including postage and long distance phone calls.

Executive Committee – Meeting Agendas/Support Materials (150)

Support materials shall be shared with the Executive Committee at least 3 days prior to the meeting.

Executive Committee/IAC – Minutes (152)

The Secretary of Pilot International shall prepare a written record of the action taken at all meetings of the International Administrative Council, and Executive Committee and distribute a draft to the EC within 21 days of the meeting's adjournment. The minutes shall be a brief, accurate record of all motions, resolutions, and decisions.

Purpose:

A clear, objective statement of actions taken.

A reminder of future expected actions, assignments and dates.

A historical background and official record.

Contents

The minutes shall include:

1. Place, date and time of meeting.
2. Listing by name and officer-title all attendees, participants, and those absent.
3. Notice of approval, corrections or amendments to minutes of the previous meeting.
4. Reports made by officers and committees (attached to minutes).
5. A record on the disposition of all reports to include one of the following:
 - a. "was received for information purposes only"
 - b. "was considered, but no action taken at this meeting"
 - c. "was accepted with the following changes and amendments"
 - d. "was adopted and the following actions will be taken based on the report" (list or reference each action or decision)
6. A verbatim copy of all motions made, the name of the maker of the motion and whether the motion was seconded, carried, defeated, tabled, etc.
7. A verbatim copy of any resolution adopted by the group.

Corrections

Any corrections to the first draft of the minutes by Executive Committee will be sent, within two weeks from the postmark date, to the Pilot International secretary with a copy to the Executive Director. Corrected minutes shall then be sent to the EC for final approval.

Approval

Once approved, the minutes are a part of the permanent official records of Pilot International. After approval of the written minutes, any electronic audio recordings of the proceedings shall be destroyed by the Secretary. The Secretary shall maintain electronic copies of the minutes for the Executive Committee, auditors and legal entities.

Distribution

Minutes of the International Administrative Council meetings shall be distributed to the International Administrative Council.

Minutes of the Executive Committee meeting shall be distributed to the Executive Committee. Official minutes of Executive Committee and International Administrative Council will be available to any Pilot upon request with an enclosed self-addressed stamped 8 1/2 x 11 envelope.

Executive Committee – Orientation Meeting – Training (108)

An Executive Committee Orientation will be held annually with the agenda and topics to be determined as appropriate for that time.

108.5

The President Elect of Pilot International will conduct ECR training at the Orientation meeting.

Executive Committee – Passports (163)

The President, President Elect, and Vice-President will have valid passports. Upon election to one of these positions, if the board member does not have a passport, Pilot International will reimburse for its acquisition. (10/97)

Executive Committee – Photos at Headquarters (119)

A picture of each Pilot International President will be placed in a memory book (photo album) and displayed in Headquarters. A picture of the current Executive Committee will be displayed at Headquarters.

A photo of the first International President and the current International President will be hung in the new Heritage Center. At the conclusion of each term, the President's photo will be placed in the memory book/photo album. (1/07)

Executive Committee Representatives – Assignments (109)

The Incoming International President may assign an International Officer as Executive Committee Representative (ECR) to each District. These assignments will be announced before the close of the Pilot International Annual Convention and Leadership Conference.

Executive Committee – Self Evaluations (112)

The Executive Committee will conduct an annual self-evaluation.

Expenses of District Operations Not Paid by PI (304)

1. Any part of the expense for:
 - a. Governor Elect and Lt. Governor(s) to attend the Pilot International Annual Convention and Leadership Conference.
 - b. Governor, Governor Elect, Lt. Governor(s), District Treasurer and District Secretary to attend the District Convention.
 - c. Any District Officer to attend Fall Council, District Workshop or meeting of the District Administrative Council/District Executive Council.
2. Rental of computer/typewriter and related expenses, if provided.
3. Stenographic services, photocopying or printing, either for the Governor, Governor Elect, Lt. Governor(s) or within the district.
4. Expenses of greeting cards and postage, gifts, awards, etc.
5. Stationery.
6. Postage for District Secretary, District Treasurer, District Appointees.

F

Founders Fund – Memorials & Remembrances (115)

1. A \$100 memorial will be given to the Pilot International Founders Fund from the current Pilot International Budget for the following persons at the time of their death:
 - a. International Administrative Council Members
 - b. Past Presidents of Pilot International
 - c. Headquarters staff

Immediate written notice will be sent to members of the International Administrative Council, Past International Presidents, and DAC/DEC of the home district of the officer.

2. The death of a Past International President or a current International Officer will require fast and appropriate action by the Executive Director. Acting on behalf of the Pilot International Executive Committee and in consultation with the President, the Executive Director will:
 - a. Secure international representation at the funeral and advise the family of those in attendance.
 - b. See that a tribute to the passing of the Pilot is included in the earliest issue of THE PILOT LOG following the death. This should include a photograph and biographical information showing service rendered Pilot International, district and clubs.
 - c. In the event of the death of a Past International President, Headquarters will immediately notify the EC, District Governors, and Past International Presidents via fax/e-mail. The EC in turn will be responsible to contact their Governors if they can only be reached by telephone.
3. A contribution (\$50) will be sent to PI Founders Fund from the current Pilot International Budget for an Executive Committee Member or Headquarters staff member at the time of the death of an immediate family member (spouse, sibling, child).

Exceptions are to be handled by the President and the Executive Director.

G

General Communications Policy (504)

PILOT INTERNATIONAL/VOLUNTEER/EMPLOYEE INTERNET AND COMMUNICATIONS POLICIES

General Communications/Internet Statement – Volunteer/Employee

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

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

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

Monitoring of Communications/Privacy Expectations

There should be no expectations of privacy in the use of any and all communications vehicles, of any type. PI reserves the right to monitor, access, retrieve, read, and disclose all communications at any time.

Volunteers and employees should exercise good judgment in the use of all communications vehicles and assume that they may be reviewed/monitored at any time by PI. A standard of professional business conduct is expected in the use of PI communications equipment including voice mail, fax, e-mail, Facebook and any other forms of social networking. An overall guide for communicating via PI equipment is that all communications, business or personal, sent or received, may be reviewed at any time by PI.

Use of PI/PIF Communication Equipment

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

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

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

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

Information protection:

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

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

Viruses/tampering:

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

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

Uploading to PI's Website/Intranet

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

Record Retention:

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

Consequences:

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



Informational Literature (551)

Information about Pilot International and its programs, including Anchor Clubs, shall be developed by Pilot Headquarters. Material such as brochures, media kits, and fact sheets shall be distributed to Pilots, clubs and districts through Pilot International Headquarters through templates or through mailings. Costs shall be held to a minimum to encourage use of the material, however, Pilot International shall recover the cost of producing and printing through a regular schedule of charges. Where necessity mandates and budget permits, some manuals and other literature may be made available at no charge, except, in some instances, for mailing costs.

Insurance – District Officers (308)

1. A blanket Group Accident Medical policy is renewed annually for travel to, in attendance and return to residence/business when involved in authorized Pilot International business for District Officers.
Coverage: Blanket Accident Medical Reimbursement
Death/Dismemberment

2. A Non-Profit Organization Liability Insurance policy is renewed annually for: Pilot International Board of Directors and staff.

Coverage: \$2,000,000 aggregate limit for each policy year, for civil claims made because of wrongful acts, etc.

Insurance – Group Accident Medical Blanket Coverage (110)

1. A Group Accident Medical blanket coverage is renewed annually. This covers travel to/from and attendance at authorized Pilot International business for: Pilot International Administrative Council, Governors Elect, Lieutenant Governors, Secretaries, Treasurers and PI HQ Staff.

Coverage: Blanket Accident Medical Reimbursement
Death/Dismemberment

2. International Administrative Council.

3. An Employee Dishonesty blanket coverage is renewed annually for the Executive Director and staff.

Coverage: \$100,000 limit per occurrence

International Administrative Council – Meeting Agenda/Materials (151)

The agenda and materials for each meeting of the International Administrative Council shall be prepared by the Executive Director in consultation with the President. Members of the Executive Committee, District Governors and Executive Director shall be invited to submit items of business for inclusion on the agenda.

Agenda items shall be sent to the President with a copy to the Executive Director. The President shall issue the call to the meeting, giving the meeting date, time and place and the deadline for receiving agenda items. An agenda and support materials shall be sent to members of the International Administrative Council at least 30 days prior to the meeting. (To bring in line with District and club policies)

IRS Form 990 (323)

The Club Manual will contain the most current rules and regulations from the Internal Revenue Service regarding the filing of IRS Form 990 by Pilot Clubs located in the United States.

It will be the responsibility of the Executive Director to notify and inform United States Pilot Clubs of any changes in IRS rulings regarding Form 990 which may occur after distribution of the most current Club Manual.

L

Lt. Governors (Non-Regional) – Changing Number (311a)

The following ratio for electing one or more Lt. Governor(s) is to be used as a guideline:

- 21 - 36 clubs, one Lt. Governor
- 37 - 48 clubs, two Lt. Governors
- 49 - 60 clubs, three Lt. Governors

The procedure for electing a Lt. Governor is as follows:

1. It is recommended that the district have at least 3 or more than the minimum required number of clubs (in the ratio above) to allow for attrition.
2. The Governor, with approval of the District Administrative Council, appoints a committee to compile the following information:
 - a. Need for the office of Lt. Governor
 - b. Expense to the district
 - c. Necessary increase or resulting decrease in district dues
3. The District Administrative Council will study carefully the matter of adding or deleting a Lt. Governor, and if approved by them, the clubs in the district will be notified 30 days in advance that it will be presented for a vote at the next Fall Council or District Convention. The information provided to the clubs will include the report of the committee referred to in Item #2.
4. If the convention body votes in favor of adding or deleting a Lt. Governor, it becomes effective the following club year, with the Lt. Governor to be elected at the next District Convention. Nominations for the new office will be submitted to the District Nominating Committee.
5. Expenses of the Lt. Governor must be included in the district budget approved at the convention at which the officer is elected.
6. District Standing Rules will be amended, when necessary, as a result of the increase or decrease in the number of Lt. Governors.

Lt. Governors (Regional District) – Changing Number (311b)

1. The Governor, with approval of the District Executive Council, appoints a committee to compile the following information:
 - a. Need to increase / decrease the number of Lt. Governors
 - b. Expense to the district
 - c. Necessary increase or resulting decrease in district dues
2. The District Executive Council will study carefully the matter of adding or deleting a Lt. Governor, and if approved by them, the clubs in the district will be notified 30 days in advance that it will be presented for a vote at the next Fall Council or District Convention. The information provided to the clubs will include the report of the committee referred to in item 311 a., #2.
3. If the convention body votes in favor of adding or deleting a Lt. Governor, it becomes effective the following club year.
4. District Standing Rules will be amended, when necessary, as a result of the increase or decrease in the number of Lt. Governors.

M

Members – 50 Years of Service (Recognition) (604)

Pilots who have been a member of Pilot International for a period of 50 years will be presented a special 50 year pin either at the District Fall Council, District Convention or a special club meeting. The 50-year pin will be accompanied by a letter and certificate from the International President and a press release.

Mergers (328)

Mergers require two or more clubs to give up their charters, dissolve the incorporation, and disband and charter a new club.

Money Solicitations From Pilots (322)

Any activities of Pilot International requiring money solicitations from Pilots must be approved by the Executive Committee.

N

New Club Formation – Reimbursement of Expenses (revised 1/13) (303)

Expenses for the formation of new clubs will only be reimbursed to the club or person(s) responsible for organizing the new club, with approved receipts, **up to 50% of the dues paid to Pilot International**. Eligible expenses include those costs incurred for organizing the club and those related to the new club's setup or operation expenses. All organizing expenses **MUST** be submitted to PI Headquarters within thirty (30) days after the charter presentation to the new club. As indicated on the *Notification of Intent to Organize a New Pilot Club* form, new members of the Club will receive a complimentary *New Member Guide* from Pilot International. **(effective July 1, 2013)**

New Pilot Club – Number to Charter (336)

Five Pilot International dues-paying members are required to charter a new Pilot Club. In addition, Charter members may include existing Pilots with dual membership.

New Pilot Club – Organization (338)

Once the area for the new club has been selected, the *Notification of Intent To Organize a New Pilot Club* (found in the Club Manual) should be submitted to Pilot International Headquarters with a copy to the District Governor. The Executive Committee must “approve applications for the organization of new Clubs” (PI ARTICLE XXVII, SECTION 2. d.). When the form is received, PI Headquarters will share brochures, membership forms, etc. to assist in the organization of new club. The charter will be presented to the new club by the Pilot International President or a designee at the club’s charter event.

In order for a charter to be issued for the new club, at least 5 completed membership forms for Pilots new to the organization, along with payment of initiation fees, dues, and insurance (when applicable) are received at Headquarters. Pilot International will furnish the following to a new club upon receipt of the necessary forms and payments:

New Member Folder for each member (to be mailed directly to new member from Headquarters beginning by July 1, 2013). **Note: Policies 336 and 338 conflict with one another.**

NGO – PI Representative & Alternate to United Nations (117)

Pilot International Executive Director will serve as the Representative and the incoming PI President will serve annually as the Alternate

Pilot International Headquarters is to notify agency of representative's appointment.

Fact Sheets

Websites will be shared by Headquarters staff on the United Nations enabling the Representative and Alternate access to specific information on the structure, dues/fees, services received, fiscal/working year of agency, regular meetings, conferences, cost of meetings and conferences the representative might attend.

NGO – Responsibilities of PI Representative/Alternate to United Nations (118)

To promote Pilot International, its mission and programs.

To attend meetings when possible and keep abreast of information made available.

To participate in work, committees, etc. related to the United Nations, when possible.

To give special attention to projects for possible Pilot Club service involvement.

To submit a written annual report in June of each year to the Executive Committee, with a copy to Headquarters.

To submit yearly an online Annual Review form through the Civil Society Organizations’ Network.

To raise public awareness about key issues on the UN agenda.

To disseminate information and promote humanitarian issues of global concern.

Nominations for International Office – PI Appointees (107)

By acceptance of nomination for Pilot International Office, nominees will automatically be relieved of their responsibility as an incoming PI Appointee.

Nominees for International Office - Qualifications (155)

Qualifications for Nominees for international offices will be mailed to each Pilot who accepts nomination for an international office as a part of the nominee information material. The content is to be reviewed and amended, from time to time, by the Executive Committee and will be included in the Pilot Club Manual and the Pilot District Manual.

Nominating PI Officers – Procedures (105)

The following procedure is the process for nominating qualified members for International Office.

1. Clubs vote to nominate a qualified member as a nominee for international office for the positions of Director, Treasurer, Secretary, Vice President, and President Elect.
2. Clubs send a letter of nomination to the proposed nominee with a copy emailed to Pilot International Headquarters at bonnie@pilothq.org
3. Upon receipt of the nomination letter, the proposed nominee sends a letter of acknowledgement (acceptance or refusal) to the nominating club with a copy emailed to Pilot International Headquarters at bonnie@pilothq.org.
4. When notification of nomination is received at Pilot International Headquarters, a copy of the following documents are emailed to the Nominee:
 - Qualifications for Executive Committee
 - Qualification Form for Executive Committee
 - Nominee’s Certification & Pledge
 - Conflict of Interest Policy
 - Nominee Instructions

The cover letter which accompanies the referenced documents advises the nominees that a nomination does not constitute qualification for office and/or a slot on the ballot. The cover letter will also indicate that the nominee is required to complete all required forms and attest that the information provided is true and correct.

5. Clubs will be notified by mid-March of the number of nominees who have accepted nomination for each office.
6. Clubs may make additional nominations through the deadline date announced each year.
7. Each nominee will submit the completed forms referenced in (Item 4 above), photograph and a video of the Statement of Purpose to Pilot International Headquarters at least 70 days prior to International Convention. Nominees will not include their qualifications for office nor make any statements requesting a vote in their Statement of Purpose. The Nominating Committee may strike any sentence containing qualifications for office and/or requesting a vote from the Statement of Purpose.

Once qualification forms are received at Pilot International Headquarters, they will be reviewed and verified for adherence to the rules. If an error is found, the nominee will be contacted so that he/she will have an opportunity to correct the form before the deadline date and the nominees’ packets are forwarded to the Nominating Committee.

8. The Nominating Committee may contact Pilot references at their discretion to verify that the information provided on the Qualification Form is accurate and that the nominee is qualified. Reference sources may be either District or Pilot International Officers with whom the nominee has worked.

Additionally, the Nominating Committee Chair will contact nominees to schedule a Question and Answer interview session with members of the Nominating Committee.

9. A nominee will be notified regarding the status of their nomination before the slate of nominees for Pilot International Office is published and distributed. If a nominee should be disqualified, the nominating club will be notified that the nomination has been withdrawn.
10. At least 30 days prior to the International Convention, electronic copies of the Qualification Forms and Statement of Purpose are sent to the Pilot Clubs, International Administrative Council and Past International Presidents. These will also be posted on the Pilot International website (without contact information).
11. At the International Convention, nominees will participate in a 'Meet the Nominees' forum prior to opening session. Members and Delegates will have the opportunity to meet and talk with all nominees during that time. Nominees who are opposed will be called to the podium on the day of elections to give their name and the office for which they are nominated. No nominee will read his or her Statement of Purpose. The submitted videos will be available for review online and will play prior to the opening business session.
12. The Pilot International Nominating Committee will give a report at the International Convention.
13. Election of international officers is held at the International Convention. Officers begin their term at the close of the convention.

Non-Discriminatory Policy

(116)

Pilot International affirms the policy of participation in all programs and employment without regard to race, religion, creed, color, gender, age, national origin, or disability. The International Administrative Council is committed to this policy of non-discrimination and urges each Pilot Club to uphold the code of ethics, purpose and mission of Pilot International by reflecting the common cause of friendship and service in all activities, including the consideration of prospective members, in a nondiscriminatory manner.

O

Official Correspondence to Districts/Clubs

(330)

Official correspondence to Districts and Clubs should be limited to the International President, ECR to the District, and Headquarters.

Organization Policy – Development, Coordination, Review

(101)

Pilot International will develop and use written policies: (1) to provide specific directions for the successful and efficient functioning of Pilot International; and (2) to serve as a source of information and guidance for Pilot members, officials and PI staff.

As changes in organizational needs, conditions, purposes, and objectives occur, relevant policy revisions, deletions, and additions will be made and/or recommended.

Development

The Executive Committee will be responsible for ensuring that a periodic review and/or revision of all policies is completed at least every three (3) years.

The Pilot International Policy Manual will be maintained at Pilot Headquarters.

Coordination and Review

A revision or a new policy will be developed and coordinated as follows:

1. Initiated (in writing) by any member of the Executive Committee or International staff.
2. Referred to the Executive Director.
3. Reviewed by the Executive Director and employees for comments or concurrence in writing.
4. Presented to the Executive Committee for revision or adoption.

If a proposed policy is not approved, the Executive Committee may refer it to the Executive Director for further action.

The Executive Director will be responsible for ensuring that a periodic review and/or revision of all policies is completed at least every three years. A copy of Pilot International's EC/Staff Policy Manual will be provided at no cost to each member of the Executive Committee (paper copy or by email).

P

Past International Presidents – Special Courtesies (601)

In recognition of their service as Presidents of Pilot International, the following courtesies will be extended to the Past International Presidents:

1. Personal listing indicating year of service in the annual Pilot International Directory.
2. Personal listing indicating year of service in the printed program for the annual convention.
3. Personal introduction of those in attendance at the Pilot International Annual Convention and Leadership Conference to the assembled delegates.
4. A delegate at the annual convention.
5. A reduced registration fee for the annual convention. PIPs pay for meals only.
6. An informal, dutch treat meal function at the annual convention.
7. Furnished copies of mailings to Pilot Clubs, reports to the International Administrative Council on business transacted by the Executive Committee, and announcements of charter presentation dates for new Pilot Clubs.
8. Official picture placed in memory book and displayed in Pilot Headquarters.
9. A Past International President who becomes an Emeritus member will continue to receive THE PILOT LOG (at no charge).
10. Upon the death of a Past International President, a memorial contribution of \$100.00 will be made to the Pilot International/ Pilot International Founders Fund and a memorial tribute will be included in THE PILOT LOG.

Past International President's Pin (114)

Pilot International furnishes a basic gold Past International President's Pin with either imitation emerald stones/pearls or zircon to be given at the conclusion of the term of office. If the President desires emeralds,

pearls or diamonds in the pin, the officer may personally pay the difference in cost. The President shall advise the Executive Director, or designee, no later than January 15 regarding the kind of stones to be included in the Past International President's Pin. The head of the gavel on the Past President's Pin should be facing down to signify that they are a past president.

Payment of Pilot International Invoices (342)

Invoices for Club/District expenses through Pilot International must be paid within 30 days of receipt. A charge of 1 ½% Finance Charge will be added to the invoice after that time. Clubs/Districts with outstanding balances more than 60 days old will not be allowed charge privileges. (9/09)

Pilot Awards Program (603)

Pilot International will maintain an Awards Program designed to recognize individuals, clubs and districts for outstanding achievement. The basic program will be adopted by the Executive Committee of Pilot International and will include the program for recognition of growth and other achievement of objectives and strategies established.

The Club and District Manuals will include information regarding the awards available to Pilot members, Pilot Clubs, and Pilot Districts. It will be the responsibility of the Executive Director to notify clubs if any changes in the Awards Programs occur after release of the manuals.

Pilot District – Establishment (313)

A minimum of 300 Pilot members is required to establish a Pilot District.

Pilot Emblem/Logotypes (Bylaw II, Section 4) (formerly Policy #201) (555)

The emblem of Pilot International is the Pilot Wheel.

Logotypes ("logos"), both using the Pilot Wheel emblem and, in some instances, without depiction of the emblem, shall be created and maintained by Pilot International to be used as identifying marks, devices or as symbols.

The emblem and/or logos shall be used to identify the organization on publications, printed materials, and property items used in connection with the advancement of the mission and goals of Pilot International.

Each logo used by Pilot International, shall be approved by the Executive Committee and then registered as a trademark (or service mark) in all countries in which the organization maintains affiliated clubs.

To preserve its rights and to prevent its registered trademarks from becoming public property, the Executive Committee of Pilot International shall exercise authority over usage of all names, emblems and logos. Permission for use of the registered marks shall be granted only when contemplated use is appropriate to the aims, ideals and purposes of Pilot International and its member clubs. In considering requests for use of the registered marks, the Executive Committee shall apply reasonable standards of propriety. The proposed use must be in good taste, credible, dignified, of high quality workmanship and must be artistically and accurately reproduced.

Club and/or District Officers are not required to obtain permission to apply the registered marks to printed matter (e.g., letterheads, envelopes, bulletins, announcements, checks, badges), awards, trophies, clothing and items of a similar nature for their own use. The mark shall not be used by members for personal gain.

An organization, foundation or corporation organized and controlled by a club or group of clubs, or their members, may employ the registered marks upon the specific approval of the Executive Committee in each

instance. However, even with such approval, if granted, the name of the sponsoring or conducting organization must always accompany the mark to make clear the facts that the event, activity or item is that of the named organization rather than Pilot International.

Pilot International reserves the right to restrict or prohibit the use of its name and logo when in its sole judgment, such usage is deemed inappropriate. Pilot International reserves the right to charge for, limit, restrict, or condition the use of its name or logo. It also may prohibit any such use when in its sole judgment, such use is deemed inappropriate. Permission to use the registered trademarks of Pilot International will be granted by the Executive Committee through written license agreement. Violation of any agreement for use of the registered trademarks shall result in revocation without advance notice.

Pilot International Bylaws Amendment Review Committee (165)

The Pilot International Bylaw Amendment Review Committee shall be comprised of the current Parliamentarian (chair), immediate past Pilot International President and another qualified person such as a Past Pilot International Parliamentarian. This committee is charged to review the proposed bylaw amendments to determine if they are valid and legal. Their responsibility is not to agree or disagree with the proposals, but rather, to determine if they are satisfactory as presented. When necessary, a member of the committee will contact the party responsible for submitting the proposal to determine if corrections can be made before the proposed bylaw amendment is rejected by the committee. The Pilot International Attorney shall be consulted as needed. If the review committee agrees the proposed amendments are valid, then such proposals are presented to the Executive Committee. The Executive Committee then recommends to the International Administrative Council that the proposed amendments be approved or rejected. The outcome of the vote by this Council is the recommendation that is presented to the convention body for discussion and the convention delegates for a vote.

Pilot International Bylaw Review Committee

The Pilot International Bylaw Review Committee shall be appointed by the President of Pilot International, with the approval of the Executive Committee, at such time that it is determined that an overall review of the Bylaws is needed. This committee shall be comprised of the current Pilot International Parliamentarian (chair) and two other qualified persons such as a Past Pilot International President or Past Pilot International Parliamentarian. The Pilot International Attorney shall be consulted as needed and review the final proposal. The Executive Committee shall give input and final approval of the proposed amendments to the Pilot International Bylaws before they are recommended to the International Administrative Council. The outcome of the vote by this Council is the recommendation that is presented to the convention body for discussion and the convention delegates for a vote.

Pilot International Committees – Reporting (153)

All Pilot International Committees shall send a written report to the President with a copy to the Executive Director as set forth by the Pilot International President. (1/13) The Executive Director shall send the reports, where applicable, to members of the Executive Committee and/or International Administrative Council at least 10 days prior to the next scheduled meeting.

Pilot International Directory (326)

A Pilot International Directory shall be compiled each year and made available to Pilots on the PI website. The directory is a record that should be held in trust and is reserved for use of Pilots and for Pilot purposes. Use of the directory for advertising, solicitation of funds or propaganda is prohibited. Requests from non-Pilots for a mailing list of club presidents in specific districts shall also be denied. Exceptions may be granted only with the authorization of the Executive Director.

The directory lists the names, addresses, telephone and fax numbers, and e-mail addresses of the Executive Committee of Pilot International; International Parliamentarian, Chaplain, Convention Chair and Vice Chair, and Division Coordinators; District Administrative Councils; District Division Coordinators, Pilot International Foundation Trustees, District Pilot International Representatives, Membership Teams, and Senior Programs Representatives ; Past International Presidents; and staff members, their titles, and departments.

Each District Governor will provide PI Headquarters with a listing of the clubs in the district with the president's name, address, telephone and fax numbers, e-mail addresses. The Directory will also list the number of clubs in each district, the federal ID number for each district (U.S. Districts only) and the place, date and host clubs for district conventions.

The directory will be made available on the PI website as soon as possible after July 1.

Clubs will be notified when directory is available and provided password to access the directory on the website.

An appropriate statement to indicate compliance with this policy shall be printed in the annual Pilot International Directory.

Pilot International District – Dissolution (319)

A vote on whether or not to dissolve a Pilot International District will be taken at the district's annual convention, or a vote by mail.

A recommendation from a club for dissolution shall be received by the Governor sixty (60) days prior to the District Convention. A recommendation also may come from the DAC or DEC.

The Governor is responsible for mailing the recommendation to all clubs thirty (30) days prior to the District Convention or vote by mail.

Pilot International President – Congratulatory Messages (158)

The President of Pilot International will write a congratulatory letter on behalf of the Executive Committee, Headquarters staff and/or International Administrative Council to functions when deemed necessary--such as new clubs for charter presentation, congratulations to organizing clubs, letter to district conventions, Anchor Club conventions and regional meetings, etc. The President of Pilot International will also furnish the Executive Director, or designee, samples of other types of congratulatory letters such as invitations to club anniversaries, letter to Pilots who sponsor new members, letter when a member becomes a 50 year member, etc.

PILOT LOG (501)

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

The Editor

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

Size of Publication

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

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

Subscription Cost

Annual Pilot International dues established by the voting body of the Pilot International Annual Convention and Leadership Conference shall include the magazine subscription cost.

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

Contents

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

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

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

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

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

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

Submission of Material by Pilots and Pilot Clubs

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

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

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

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

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

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

Advertising

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

Press Releases (550)

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

R

Record Retention/Destruction Policy (Files at HQ) (164)

Policy

This Policy represents Pilot International's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Administration

Following is the Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Pilot International and the retention and disposal of electronic documents. The Executive Director (the "Administrator") is in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Pilot International; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

Suspension of Record Disposal In Event of Litigation or Claims

In the event Pilot International is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Pilot International or the commencement of any litigation against or concerning Pilot International, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Applicability

This Policy applies to all physical records generated in the course of Pilot International's operation, including both original documents and reproductions. It also applies to the electronic documents described above. (This Policy was approved at the Executive Committee of Pilot International July 4-5, 2010.)

Correspondence, legal and important matters	Permanently
<u>International:</u>	
EC Files (correspondence)	At discretion of staff
<u>District:</u>	
District/COED Files (correspondence)	At discretion of staff
District/COED Files (History)	All Years
DAC/DEC Minutes	5 years
District Standing Rules (Updates)	All Years
District Financial Statements	7 Years
Convention files	5 years
Club Visits	5 years
NOT: District Convention Programs	
<u>Club:</u>	
Club History Files (<i>but not Correspondence</i>)	All years
Club Incorporation Papers	Permanently
Clubs Federal Identification Records	As long as club is active
Membership Forms	As long as member is active
Secretary's Reports (change of membership information)	2 years
Treasurer's Reports (Dues statements)	7 years
NOT: Club Newsletters, Division Files, Itineraries	
<u>Minutes</u>	
Executive Committee Meeting Minutes	All Years
International Administrative Council	
Meeting Minutes	All Years
PI Convention Minutes	All Years
District Convention Minutes	All Years

Religion and Politics (327)

Pilot Clubs do not engage in political debates or in discussion of religion, nor do they endorse partisan measures or candidates for public office.

Statement of Nondiscriminatory Policy

Pilot International affirms the policy of participation in all programs and employment without regard to race, religion, creed, color, gender, age, national origin, or disability. The International Administrative Council is committed to this policy of non-discrimination and urges each Pilot Club to uphold the code of ethics, purpose and mission of Pilot International by reflecting the common cause of friendship and service in all activities, including the consideration of prospective members, in a nondiscriminatory manner.

S

Safe Harbor Disaster Relief (333)

In the event of a disaster within a district, it is the responsibility of the Governor to notify Pilot International Headquarters of the affected clubs. Headquarters will communicate the information to the International Administrative Council, Board of Trustees, Districts and . Clubs and Districts may request additional information from the reporting Governor or President of clubs impacted by the disaster.

Donors to the Pilot International's Safe Harbor Disaster Relief Fund may donate to the fund in general by designating the funds to the Safe Harbor Disaster Relief Fund.

If the donor would like to donate to a specific disaster, they must designate the specific disaster to ensure the donation will be used in that manner; otherwise monies will be placed in the general Safe Harbor Disaster Relief Fund.

Potential recipients of funds from the Pilot International Safe Harbor Disaster Relief Fund must use the following steps to receive applied for funds:

Must understand: That the funds are only to help pay for limited types of essential living expenses, which are:

- Medical expenses not eligible for reimbursement by insurance
- Housing
- Utilities
- Food
- Clothing
- Shelter
- Other Basic Necessities

The Fund is not replacement for insurance and cannot pay to rebuild houses or for insurance deductibles. Additionally, the program cannot pay to replace non-essential items, such as cable, electronics or furnishings.

Once the Pilots' needs are met, the funds can be used to help others affected by the disaster.

Approval: Applicants must submit completed applications to Pilot International Headquarters for review and endorsement. Pilot Internationals members will forward all endorsed applications to Pilot International Headquarters. The Board of Trustees will review the applications to determine need for and amount of assistance.

Payment: When assistance has been approved, the Pilot International will send a letter and check to the applicant with a copy of the letter to the District Governor. Thus, the District will be aware that the application has been approved and disaster relief has been granted and disbursed.

Service Club Leaders Conference (113)

Pilot International will maintain membership in the Service Club Leaders Conference. Each organization may be represented by not more than two elected officers and two professional staff. Pilot representatives will be the President, President Elect, and the Executive Director and, when appropriate, an additional staff member may be included. When Pilot International serves as host, PI Vice President may attend, as the budget allows. Costs covered for such representatives will include registration, travel, hotel and per diem, as the budget allows. (1/13)

Strategic/Organization Planning (103)

Pilot International shall have a strategic plan with yearly objectives, action steps and budget which shall be reviewed annually and approved by the Executive Committee.

The strategic plan shall clearly state the organization's vision, mission, goals, objectives, and the critical issues which must be addressed to achieve the strategic goals.

Training assistance in developing goals and plans for districts and clubs will be provided.

T

Travel Expenses (300)

A Pilot/Anchor eligible to receive any reimbursement of expenses paid by Pilot International, a district and/or a club shall only be paid approved expenses from one source - Pilot International, the district or the club.

If traveling by car, Pilot International will reimburse Pilots and Anchors for authorized travel at a mileage rate to be determined by the Executive Committee. The reimbursable mileage will be prorated based on number of travelers and only that portion applicable to the Pilot/Anchor eligible will be reimbursed. The PI Staff will be reimbursed at current IRS business rate.

Round-trip transportation will be paid for most economical means of travel: auto, coach, or economy class air fare, train, bus, taxi or other public transportation. Any Pilot/Anchor traveling via plane at Pilot International's expense shall make plane reservations at the lowest fare available. Should the person elect to drive rather than fly, the Pilot/Anchor shall be reimbursed for mileage. Travel reimbursement will be no more than the most economical mode of travel – plane or ground transportation.

Receipted expenses will be reimbursed when received at Pilot International Headquarters within 30 days of occurrence.

Travel Expenses – Anchor (same as 300) (410)

A Pilot/Anchor eligible to receive any reimbursement of expenses paid by Pilot International, a district and/or a club shall only be paid approved expenses from one source - Pilot International, the district or the club.

If traveling by car, Pilot International will reimburse Pilots and Anchors for authorized travel at a mileage rate to be determined by the Executive Committee. The reimbursable mileage will be prorated based on number of travelers and only that portion applicable to the Pilot/Anchor eligible will be reimbursed. The PI Staff will be reimbursed at current IRS business rate.

Round-trip transportation will be paid for most economical means of travel: auto, coach, or economy class air fare, train, bus, taxi or other public transportation. Any Pilot/Anchor traveling via plane at Pilot International's expense shall make plane reservations at the lowest fare available. Should the person elect to drive rather than fly, the Pilot/Anchor shall be reimbursed for mileage. Travel reimbursement will be no more than the most economical mode of travel – plane or ground transportation.

Receipted expenses will be reimbursed when received at Pilot International Headquarters within 30 days of occurrence.

Travel – Pilots/Anchors By Car to Conventions (same as 301d) (412)

When two or more Pilots/Anchors (who are eligible to receive reimbursement for transportation from any source) travel together by car, approved transportation expenses are paid to person providing transportation.

TV/Radio/Tapes and PSAs – Use of (552)

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

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

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

U

Use of Titles (556)

Miss/Mrs/Ms/Mr and other titles will be deleted from official correspondence and listing of members.

W

Whistleblower Protection Policy (121)

Pilot International/Pilot International Foundation is committed to the highest possible standards of ethical, moral, and legal conduct. Consistent with this commitment, this policy aims to provide avenues for Council members to raise concerns about suspected misconduct, dishonesty, and fraud and to provide reassurance that they will be protected from reprisals or victimization for whistle-blowing in good faith.

PROCEDURE

Reporting

International Administrative Council members and any other person who has a concern relating to suspected misconduct, dishonesty or fraud may make a report. PI/PIF wants to hear of possible problems in these areas.

Concerns or suspected misconduct, dishonesty or fraud may be reported by telephone, email or regular mail, at the International Administrative Council member's preference.

Reports should be forwarded to the Chairman of the International Administrative Council.

Comment: Telephone number, name of the Chairman, email and postal addresses must be kept current.

Timing

The earlier a concern is expressed, the easier it is to take action.

Investigating the Concern

Following the receipt of any complaints submitted, the International Administrative Council will investigate each matter so reported and take corrective and disciplinary actions where appropriate.

The International Administrative Council may enlist a committee of members, employees of the organization and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints regarding financial reporting, accounting, internal accounting controls, auditing matters, or any other form of misconduct, dishonesty, or fraud. In conducting any investigation, the committee shall use reasonable efforts to protect the confidentiality and anonymity of the complainant.

Further Information

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

Report to Complainant

The complainant will be given the opportunity to receive follow-up on their concern within two weeks:

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with;
- Giving an estimate of the time that it will take for a final response;
- Telling them whether initial inquiries have been made; and
- Telling them whether further investigations will follow, and if not, why.

Information

Subject to legal constraints the complainant will receive information about the outcome of any investigations.

Document Retention

The Audit Committee shall retain as a part of the records of the Committee any such complaints or concerns for a period of at least seven years.

SAFEGUARDS

No Retaliation

No director, officer, or employee or other person who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise concerns within the organization prior to seeking resolution outside the organization.

Additionally, no employee shall be adversely affected because they refuse to carry out a directive which, in fact, constitutes corporate fraud, or is a violation of state or federal law.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Every effort will be made to protect the complainant's identity.

Anonymous Allegations

Employees are encouraged to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

Acting in Good Faith

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct, dishonesty, or fraud. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

DEFINITION OF TERMS

For purposes of this policy, the definition of misconduct, dishonesty, and fraud includes but is not limited to:

- Acts which are inconsistent with Association policy
- Theft or other misappropriation of Association assets
- Misstatements or other irregularities in Association records
- Incorrect financial reporting
- Misuse of Association resources
- Illegal activities
- Immoral activities
- Forgery or alteration of documents
- Any other form of fraud

Pilot International reserves the right to modify or amend this policy at any time as it may deem necessary.