

Pilot International Policies and Procedures



Revised January 2021

ABBREVIATIONS

COED	Clubs of Evolving Districts
COL	Council of Leaders
DAC	District Administrative Council
DEC	District Executive Council
EC	Executive Committee
ECR	Executive Committee Representative
ED	Executive Director
FF	Founders Fund
HQ	Headquarters
IAC	International Administrative Council
IRS	Internal Revenue Service
PI	Pilot International
PIFF	Pilot International Founders Fund
PIHQ	Pilot International Headquarters
PIP	Past International President
PMU	Pick Me Up
PSA	Public Service Announcement
RFP	Request for Proposal
UN	United Nations

PILOT INTERNATIONAL CLUB POLICIES

CHARTER – REVOCATION

Grounds for revocation of a club charter may include:

- Failure to operate within the PI Bylaws, policies, or principles of Pilot International.
- Failure to pay dues within 90 days of the due date.

Upon a finding by the DAC/DEC that grounds for revocation of a club charter exist, the DAC/DEC may refer the matter to the Executive Committee for review and a final decision.

CLUB DISSOLUTION

After a vote to dissolve, a club shall send minutes of the club meeting where members voted to disband and a written notice of intent to surrender its charter to Pilot International Headquarters. Upon receipt of written notice Headquarters shall:

- Notify the District Governor
- Send a letter from the PI President acknowledging the club's decision to disband
- Instruct the club to notify any sponsored Anchor Clubs of the decision to disband and attempt to secure a new sponsor for the Anchor Clubs. A disbanding Pilot Club should secure a new Anchor Club sponsor in the surrounding area, if possible.
- Instruct the Pilot Club to pay (1) local, (2) District, and (3) PI obligations. Any remaining funds held by the club shall be paid to Pilot International or Pilot International Founders Fund.
- Instruct the Club to not to destroy any tax returns (990 or 990EZ), bank statements, or Club treasurer's reports for seven (7) years.
- Instruct the Club to deliver any personal property to Pilot Headquarters (e.g. Bell, gavel, pins, other logo material). 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.
- Instruct the Pilot Club to file a legal form to dissolve the corporation where required.
- Instruct the Club that members of a disbanded club shall not use in any manner the name, the insignia or other identifying emblems of membership in Pilot International.

CLUB MANUALS

Pilot International shall produce a Club Manual containing information and guidelines regarding club operations. The manual shall be reviewed and updated annually. The Club Manual shall be available on the PI website.

CLUB REINSTATEMENT

Disbanded Clubs may request reinstatement in Pilot International. At least five (5) completed membership forms from individuals new to the organization or former Pilots must accompany the request for reinstatement. The Executive Committee shall approve or deny requests for reinstatement. Disbanded Clubs with financial indebtedness will not be eligible for reinstatement until all obligations have been paid. Clubs approved for reinstatement shall pay a reinstatement fee in accordance with the annual approved Pilot International budget and Pilot International dues and insurance.

Clubs approved for reinstatement shall file all legal forms as required.

Club anniversaries shall be determined by the number of years a club is active. Years a club is disbanded shall not be included in calculating club anniversaries.

EMERGENCY CLUB VISITS

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.

LIABILITY INSURANCE

Pilot International shall provide liability insurance coverage for all entities of Pilot International located in the United States. Pilot club members located in the United States shall be charged an annual premium for insurance coverage.

NEW PILOT CLUB

Organization

Headquarters must receive at least five (5) completed membership forms from individuals new to the organization or former Pilots, along with payment of initiation fees, dues, and insurance (when applicable) to charter a new Club. In addition to the five new members, Charter members may include existing Pilots with dual membership. Former Anchor and Compass members do not pay an initiation fee.

To form a new Pilot club:

- Submit Notification of Intent To Organize a New Pilot Club (found in the Club Manual) and Checklist to Pilot International Headquarters with a copy to the District Governor.
- Notification submitted to the Executive Committee for approval.
- After approval by the Executive Committee, PI Headquarters will share brochures, membership forms, etc. to assist in the organization of the new club.
- The Pilot International President or a designee at the Club's charter event will present the charter.

Pilot International will furnish the following to a new Club upon receipt of the necessary forms and payments:

- New members of the Club will receive a complimentary New Member Guide mailed directly to each new member from Headquarters;
- Charter member pin for each Charter member;
- Complimentary registration fee for the Club delegate at first Pilot International Convention after charter date.

Reimbursement Of Expenses

Only the Club or person(s) responsible for organizing a new Club will be reimbursed for expenses related to the formation or chartering of the Club. All organizing expenses MUST be submitted to PI Headquarters, with receipts, within thirty (30) days after the charter presentation. Reimbursement shall not exceed 50% of the dues paid to Pilot International by the new Club.

NEWSLETTERS

Newsletters are encouraged, but not required.

Content

Newsletter content includes Club business, projects, announcements, upcoming events, member news, District activities and information from Pilot International.

Dissemination

Each club member, as well as the District Governor and District Council Representative, should receive a copy of each newsletter. Newsletters may be sent to the Executive Committee Representative assigned to the District. Newsletters should be sent to the PI Communications Director.

RECOGNITION

Upon notification to Pilot International Headquarters by the Club president, Pilots who have completed 25 or 50 years of Pilot International membership shall be recognized. PI Headquarters will send a special 25 or 50-year pin, a certificate and a congratulatory letter from the PI president to be presented to the member.

RECORD RETENTION

The following records shall be kept permanently.

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

Treasurer's files including: bank statements, treasurer's reports, and tax returns (990, 990N or 990 EZ) shall be kept for seven (7) years. The Notification of Change in Membership Information Forms (filed by the Club Secretary) should be kept for two (2) years. Membership Forms shall be retained as long as the member is active. Club Federal Identification Records shall be retained as long as club is active. Any other records may be discarded at the discretion of the Executive Board. Records which need not be retained include: Club Newsletters, Division Files, and Itineraries. Records and materials of officers shall be delivered to their successor immediately following the close of their term of office unless otherwise specified in the PI Bylaws.

PILOT INTERNATIONAL DISTRICT POLICIES

BULLETINS

Districts are required to publish a minimum of ten (10) Governor's Bulletins; however, monthly issues are encouraged and preferred. District Governors may appoint an editor to oversee the publication of the Governor's Bulletin.

Governor's Bulletins shall 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.

Pilot Clubs shall distribute the Governor's Bulletin to all club members.

DISTRICT CONVENTION MANUAL

Headquarters staff shall maintain the District Convention Manual that shall govern the operation of District Conventions. The manual shall indicate the date of the most recent revision. The manual shall be reviewed and updated annually. The District Convention Manual shall be available on the PI website.

DISTRICT CONVENTION TIMELINE

November 1	DAC appoints Nominating Committee of three to five members, or one member from each region in Regional Districts.
December 1	Governor Elect confirms district appointees, including Chair of the Nominating Committee for the following year. Governor Elect notifies PIHQ of date and locations of Fall Council and District Convention for year after current year.
February 1	Promote District Conventions. Nominating Committee searches for qualified nominees, if no candidate has accepted nomination. Club contributions postmarked for Pacesetter/250/Goal recognition at District Convention.
March	Nominating Committee Chair sends list of all District nominees to clubs. Outstanding Anchor Club of the Year entries to District Awards Jury no later than March 15.

	Clubs report membership figures to Governor for recognition at District Convention.
60 Days Before District Convention	<p>Candidates nominated and accept nominations for district offices. Governor issues call to District Convention.</p> <p>Clubs submit recommendations for convention business to the Governor.</p> <p>Postmark deadline for nominations to the Nominating Committee.</p> <p>Elect delegates and alternates to District Convention.</p>
60 to 45 Days Before District Convention	Nominating Committee verifies candidate's qualifications.
45 Days Before District Convention	<p>Nominating Committee notifies candidates of the status of their nomination.</p> <p>Nominating Committee sends names and qualifications of nominees for district officer to the Governor.</p>
30 Days Before District Convention	<p>Governor sends the names and qualifications of nominees, proposed budget, and recommendations for consideration at the convention to each Club in the District, District Officers, and past Governors.</p> <p>Governor Elect submits plans for coordinator presentations, agendas for meetings with ECR, coordinators, etc., and installation plans to Governor.</p> <p>Treasurer submits copy of district and convention budget and year-to-date report of receipts and disbursements to Governor.</p> <p>Secretary submits data for district awards (if applicable) and district membership report to Governor.</p>
3 Weeks Before District Convention	<p>Governor Elect sends agendas for required meetings to the ECR.</p> <p>Governor sends convention Word for Word to the ECR.</p>

45 Days Before
PI Convention

Hold District Convention (COED exception: No later than in conjunction with the PI Annual Convention and Leadership Conference)

DISTRICT – DISSOLUTION

To dissolve a District:

- A recommendation shall be sent to the Governor with copies to PI Headquarters and the Executive Committee Representative no less than sixty (60) days prior to the District Convention.
- The recommendation shall be mailed to all clubs no less than thirty (30) days prior to the District Convention.
- A vote of dissolution of the District shall be taken at District Convention.
- Notification of the results of the vote shall be sent to the PI President and PI Headquarters by the ECR.
- The DAC/DEC shall file the legal forms to dissolve the corporation where required and submit copies to PI Headquarters.
- Within ninety (90) days of the close of convention and dissolution, a copy of the final Treasurer's Report, Audit Report, the District charter, banner, and bell shall be sent to PI Headquarters.
- Disposition of District funds shall be as follows:
 1. Payment of District Convention expenses
 2. Payment of all other District expenses
 3. Payment of PI obligations
 4. Remaining funds sent to PI

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 MANUALS

Pilot International shall produce a District Manual containing information and guidelines regarding district operations. The manual shall be reviewed and updated annually. The District Manual shall be made available on the PI website.

DISTRICT NOMINATING/ELECTION PROCEDURES

The Nominating Committee shall consist 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 shall announce the appointment of the committee, including the name, address and the club of each member of the Nominating Committee. The Governor shall send 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 Qualification Form for District Office 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 shall 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 no candidate has accepted by February 1 it is the Nominating Committee's responsibility to search out and persuade qualified persons to stand for election. A member of the Nominating Committee may resign from the committee to accept nomination for a district office. (Once a Pilot agrees to run, his/her club or another club must still make the official nomination and complete the nomination process).

The Nominating Committee verifies nominations by checking references listed by nominee and two other Pilots who have knowledge of the candidate's qualifications. Forty-five (45) days prior to the convention the Nominating Committee notifies candidates of the status of their nomination and sends names and qualifications of nominees to the Governor.

The Chair sends the ECR a copy of the completed qualification form for each nominee and any comments regarding qualifications. 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 by the due date.

All communication shall be held in confidence.

The ECR will review the qualification form and Vision Statement. Nominee may be given an opportunity to correct nomination form and/or vision statement if time permits.

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

There are no nominations from the convention floor.

Report Of Committee

1. The Chair prepares the report in duplicate, listing the names of all qualified nominees.
For Governor Elect Name(s), club
For Lt. Governor* Name(s), club
For Secretary Name(s), club
For Treasurer Name(s), club

*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

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

DISTRICT RECORD RETENTION/DESTRUCTION

Administration

The DAC/DEC shall implement processes and procedures to ensure that the District Record Retention Schedule is followed and shall monitor compliance with this policy. The DAC/DEC shall review the District record retention and disposal program annually and ensure that the Record Retention Schedule includes the appropriate document and record categories for the District; and shall monitor local, state, and federal laws affecting District record retention and make modifications to ensure compliance.

Suspension of Record Disposal In the Event of Litigation or Claims

Disposal of documents shall be suspended upon:

- Service of a subpoena upon the District

- Service of a request for documents upon the District
- Commencement of any litigation against or concerning the District
- Notice of governmental investigation or audit concerning the District

Disposal of documents shall be suspended until the DAC/DEC, with the advice of counsel, determines otherwise. The Governor shall promptly inform all DAC/DEC members of any suspension in the disposal of documents.

Record Retention Schedule

The following District records shall be kept permanently:

1. Minutes of all district meeting including: District Conventions (Audit Report attached), Fall Council, and District Administrative Council Meetings
2. Any Votes-by-Mail (when authorized per PI Bylaw Article XXXVI) and records of votes cast
3. District Files (History), District Standing Rules (Updates), and all legal documents and correspondence shall be retained permanently.

Treasurer's files including bank statements, treasurer's reports, tax returns (990, 990N or 990EZ) shall be kept for seven (7) years.

District Convention files, Official Visit Reports, and District files (correspondence) should be kept for five (5) years.

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. Records and materials of officers shall be delivered to their successor immediately following the close of their term of office unless otherwise specified in the PI Bylaws.

EXPENSES PAID BY DISTRICT FOR DISTRICT OFFICERS

All approved expenses shall be reimbursed from only one source - Pilot International, the District, or the Club.

1. Expenses Included in the District Budget:

a. District Officers to attend the Council of Leaders

and the Pilot International Annual Convention and Leadership Conference.

Governor Elect and Lt. Governor(s): Receipted expenses for transportation and hotel double occupancy. Registration fee to be submitted with completed Pilot International Annual Convention and Leadership Conference registration form. Districts may determine whether or not to budget reimbursement for meal expenses not included in the registration fee.

Districts are encouraged to budget for all district officers to attend the Council of Leaders and the Pilot International Annual Convention and Leadership Conference.

***NOTE: Expenses for District Governor to attend the Council of Leaders and the Pilot International Annual Convention and Leadership Conference are paid by Pilot International.**

b. District Officers to attend District Meetings

District Governor, Governor Elect, Lt. Governor(s), Treasurer and Secretary: receipted expenses for transportation, hotel double occupancy, and registration fee. Districts may determine whether or not to budget reimbursement for meal expenses not included in the registration fee.

c. Transportation/Hotel

The most economical means of transportation shall be used: plane fare, ground transportation, car rental or mileage. For travel by car, the District shall reimburse parking and tolls, plus the less expensive of mileage at 75% of the current IRS rate, or cost of rental plus gasoline. Cancelled ticket stub, or receipt shall be attached to the expense report.

If someone other than a District Officer shares a complimentary room, that person reimburses the District at the hotel rate for the space occupied.

d. Stationery

Letterheads and envelopes for official correspondence for District Officers and District Appointees.

e. Postage

Postage for mailing district files/records and official correspondence. Official correspondence includes: district meetings, conventions, budget, bulletins, greetings, welcome to new Pilots, notes of sympathy, etc.

f. Photocopying or Printing

Photocopying or printing district meeting materials, district convention minutes and district bulletins.

g. Miscellaneous

Purchases must be approved in advance by DAC.

h. Bond for District Treasurer

District treasurers shall be bonded.

2. Submitting Expense Reports to the District.

- a. Expense reports with receipts attached shall be submitted to the District Governor within 30 days after expenses are incurred. Final expense reports shall be submitted 30 days prior to the end of the fiscal year.
- 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 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.

EXPENSES – PAID BY PILOT INTERNATIONAL FOR DISTRICT OFFICERS

All approved expenses shall be reimbursed from only one source - Pilot International, the district, or the club.

Final district expense reports shall be submitted to PI Headquarters thirty (30) days prior to the end of the fiscal year.

a. Transportation

The most economical means of transportation shall be used. For travel by car, PI will reimburse parking, tolls, plus the less expensive of mileage at 75% of the current IRS rate, or cost of rental plus gasoline. Cancelled ticket, stub, or receipt shall be attached to the expense report

b. Visits to Clubs:

The club visits of an official nature are planned and approved by the club and the District Administrative Council. All visits shall take place before December 31.

Official club visits shall be reimbursed in accordance with the annual approved Pilot International budget. Club visits may be made via Skype or teleconference to the board/members. When multiple clubs are visited in a single trip, the Travel Reimbursement Form shall indicate the number of clubs visited. The total reimbursement shall 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 in excess of the per club allotment. The request shall be submitted after all club visits have been made, reimbursements paid, and no later than May 1. After May 15, remaining unused funds from all districts shall be available for request to districts with travel expenses exceeding the per club allotment. These requests shall be made on a first come basis by June 15. Requests shall include minutes indicating authorization by the DAC, a copy of the original reimbursement request, and the Governor's signature.

The Official Club Visit Report and District Travel Reimbursement Form shall be submitted to Pilot International Headquarters, the Governor, and ECR within thirty (30) days of the visit.

c. Presentation of Charter to Pilot, Compass, or Anchor Club:

Transportation and single room lodging as budgeted shall be paid for the PI President or other PI Official approved by the President to present the charter to a Pilot, Compass, or Anchor Club. Cost of the charter dinner shall be paid by the Club.

d. Pilots, Anchors, or Compass Members Traveling Together by Car to Conventions:

When two or more Pilot, Compass, or Anchor members travel together by car, approved transportation expenses are paid to the person providing transportation. Reimbursement requests shall be reduced in an equivalent amount if contributions toward travel are received from other passengers.

e. Governor to Attend Pilot International Annual Convention & Leadership Conference:

Provided the Governor attends the Council of Leaders, the International Administrative Council meeting, and the Convention, Pilot International pays the following expenses:

- **Transportation:** Round-trip transportation. Travel reimbursement shall be no more than the most economical mode of travel – plane or ground transportation. Mileage rate shall not exceed an amount determined by Executive Committee.
- **Registration fee:** Paid in full.
- **Hotel:** One-half double room rate.

f. Insurance Coverage

Pilot International provides blanket travel accident medical reimbursement coverage for medical expenses that occur as the result of an accident while a District Officer is conducting official Pilot International business. Any deductible shall be paid by the District Officer. Pilot Headquarters should be notified immediately of an accident necessitating medical expenses that would be covered under this insurance.

GOVERNORS AND EXECUTIVE COMMITTEE REPRESENTATIVE DISTRICT CONVENTION EXPENSES

Pilot International shall reimburse the ECR for round-trip transportation expenses as follows: The most economical means of transportation shall be used, plane fare, ground transportation, car rental or mileage. For travel by car, PI will reimburse parking and tolls, plus the less expensive of mileage at 75% of the current IRS rate, or cost of rental plus gasoline. Cancelled ticket, stub, or receipt shall be attached to the expense report.

The District shall pay expenses of the Governor and ECR for registration fee and lodging, and approved per diem for meals for the Governor, if the District determines to cover meal expenses in the budget. If the hotel room is not complemented, hotel expense shall be paid at one-half the double rate as advertised in convention rates. When a friend or family member occupies a complementary room, the District shall be reimbursed at the hotel rate for the space occupied.

LT. GOVERNORS

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

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

The procedure for adding or deleting a Lt. Governor is as follows:

1. The Governor, with approval of the District Administrative Council/DEC, appoints a committee to make a recommendation to the DAC/DEC based on the following information:
 - a. Need for the office or change in number of Lt. Governors
 - b. Expense to the district
 - c. Affect on district dues

2. The District Administrative Council/DEC shall vote to accept or decline the recommendation of the committee. If a change is recommended, it shall be placed on the agenda for consideration at the next scheduled district business meeting. A copy of the proposed change and the committee report shall be sent to all clubs at least 30 days prior to the meeting.

3. Changes in the number of Lt. Governors shall be effective the following Pilot year.
4. Expenses of the Lt. Governor must be included in the district budget approved at the convention at which the officer is elected.

5. District Standing Rules shall be amended, when necessary, as a result of the increase or decrease in the number of Lt. Governors.

MERGER

Districts desiring to merge shall vote upon a proposal to merge at their conventions. Should the proposal carry in all affected districts, a Task Force shall be formed with members from each district to proceed with the merger. A request to merge shall be presented to the Pilot International Executive Committee for approval. Upon Executive Committee approval, the Task Force shall follow the merger checklist to complete the merger. Executive Committee Representatives for each district shall advise throughout the merger process.

PILOT DISTRICT – ESTABLISHMENT

A minimum of 250 members shall be required to establish a Pilot District.

District Merger Checklist

- _____1. Vote at District conventions on decision to merge.

- _____2. Form a Task Force including Governors-Elect and other members from both Districts. Consult with ECRs from both Districts.

- _____3. ECRs shall present a request to merge to the Executive Committee for approval.
- _____4. Determine which District's Governor-Elect will become the first new District Governor. Decide which District's Governor will preside at the District convention or if the duties will be divided between the Governors.
- _____5. Vote on the name of the new District.
- _____6. Determine whether a Lt. Governor is needed based on the size of the District.
- _____7. Check with the Secretary of State in each District and review the Internal Revenue Service Code sections governing the organization to ensure compliance with all rules and regulations regarding changing the name of the District.
- _____8. Determine whether or not the District's Articles of Incorporation and/or Corporate Bylaws need to be amended and resubmitted.
- _____9. Draft Standing Rules, Policies and Procedures, Strategic Plan, and Budget for new District. Pilot International and Districts' Parliamentarians should review to ensure compliance with Pilot International Bylaws.
- _____10. Determine the site for the next year's District Convention.
- _____11. Nominate District Officers.
- _____12. Incoming Governor shall appoint District Coordinators.
- _____13. Prior to District Convention, send proposed Standing Rules, proposed Budget, and nominees for District offices to all club presidents in the affected Districts.

At District Convention

- _____14. Charter the new District.
- _____15. Vote on proposed Standing Rules, Budget, and District officers.
- _____16. Install new District officers.
- _____17. New DAC should approve District Policies and Procedures, and Strategic Plan.

After New District Is Chartered

- _____18. Formally change the District's name, and dissolve the old Districts.
- _____19. Notify the state in which the new District is incorporated and the IRS of the name change.
- _____20. Return any personal property identified with the former Districts to Pilot Headquarters (i.e. bell, gavel, pins, other Pilot logo material.)
- _____21. Return charters from former Districts to Pilot Headquarters.
- _____22. Notify membership of the name change. Update stationery, business cards, website, Facebook page, logo and any other marketing, promotions and advertising materials.
- _____23. New District Treasurer shall keep both Districts' financial records, treasurers' statements, tax returns, etc. for seven years.
- _____24. New District Secretary shall retain both Districts' minutes for at least three years, then send to PI Headquarters.

Notes and Reminders

The IRS 501(c) code may require the Articles of Incorporation and/or Corporate Bylaws to be amended and resubmitted after a name change. Follow the procedures for notifying the IRS of the name change. Any organization that files an annual Form 990 or 990-EZ must notify the IRS of a name change. This information can be found on the IRS website.

The State's rules regarding corporations determine whether or not the Articles of Incorporation and/or Corporate Bylaws need to be amended and resubmitted to the state after the name of the District has changed. These directions can be found on the secretary of state's website.

Perform a Google or other Internet search under the previous District names and contact any groups promoting the organization. Many states have nonprofit databases in which the Districts might be listed. This will also help find groups or organizations missed in an accounting records search.

Notify the donor database, including potential donors who may not have contributed recently, other organizations with which you work, and vendors, such as the accountant and bank.

PILOT INTERNATIONAL POLICIES

ANNUAL CONVENTION & LEADERSHIP CONFERENCE

Allocation of Expenses

1. The following international convention expenses shall be in the Pilot International budget, paid from registration fees and annual Pilot International revenue:
 - a. Cost of registration (Discounted, meals only), hotel, and travel for the International Administrative Council.
 - b. Cost of registration (Discounted, meals only), hotel, travel and meal allowance for Headquarters staff members assigned to work at the convention.
 - c. Cost of registration (Discounted, meals only), hotel, and travel for the Convention Chair and Vice Chair.
 - d. Cost of registration (Discounted, meals only) and assignment of special rate room for:
 1. Navigator Chair
 2. Navigator Vice Chair.
 - e. Handouts, posters, etc. for division presentation at the Pilot International Annual Convention and Leadership Conference and Convention (maximum \$100 per division). Expense report with receipts must be submitted to PI Headquarters within thirty (30) days following the convention. (Cost of audio/visual equipment is included in the PI budget.)
 - f. Operating Expenses for the Convention such as cost of meals, printing, speakers, etc. based on the convention program planning process outlined in the Pilot International Convention and Leadership Conference Manual.
 - g. Activities of the President and President Elect:

A line item for decorations not to exceed \$3,000.00 will be provided in the budget with 60% to the President Elect's District and 40% to the President's District. Within thirty (30) days after the close of the convention, the Districts will provide Pilot International with invoices and receipts documenting expenditures to receive reimbursement within the limits of the above stated amounts and ratios.

Arrival Date of President/Executive Director

The President, President Elect, Executive Director, and Director of Programs and Events may arrive one day in advance of the arrival date for the Executive Committee.

Club Registration Fee

Each Pilot Club will pay a minimum of one registration fee for each Pilot International Convention. New Clubs shall not pay a registration fee for the first Pilot International Convention following their charter date. Late registration fees will be an additional 50% of the current registration fee. Headquarters will supply a list of delinquent registration fees to Governors for District action.

The delegate for a Pilot Club must be a member of the Club they represent at the International Convention. Pilots with dual membership may only serve as delegate for the Club through which they pay international dues.

Complemented Rooms

Complemented rooms will be utilized to the best interest of Pilot International. The President and President Elect will be provided suites consisting of one bedroom and parlor. If a second bedroom is provided complementary by the hotel, the President may designate anyone (Pilot or non-Pilot) they desire to share the second bedroom. The President Elect may choose which Executive Committee or convention official will share the bedroom adjoining the parlor.

When provided by the hotel, a complementary parlor will be provided for the use of Co-Pilots. If not provided by hotel, payment for the parlor will come from the Co-Pilot Fund. Reimbursement for one-half of a special rate room will be made to the Chair and Vice Chair from the Co-Pilot Fund. Spouse will be responsible for the other half of the convention room rate.

A complementary room will be provided the Executive Director who may designate anyone desired to share the room.

When a friend or family member occupies a complementary room with an International Officer (other than the President and President Elect), Pilot International will bill the person one-half convention hotel rate for the nights occupied.

Convention Exhibitors: Fundraisers, Organizational Partners

Businesses that generate royalty income for with Pilot International pursuant to contract shall not be charged an exhibit fee at Pilot International conventions.

Licensees who participate in the convention program and are not exhibiting, will not be charged an exhibit fee. Licensees who attend convention without any part in the program or exhibiting shall pay a full registration fee.

Organizations affiliated or partnered in service projects/programs with Pilot International shall not be charged an exhibit fee, registration fee, or the cost of banquet meals for up to two persons per organization at Pilot International conventions. This is a good will gesture in the expectation that the same courtesy will be extended to Pilot International at reciprocal events.

Convention Minutes

The Pilot International Secretary shall prepare minutes of the official business sessions of the Pilot International Convention.

The minutes shall be a brief, accurate record of all election results, bylaws amendments, resolutions, decisions, and actions made by the convention body.

Contents

The minutes shall include:

1. Place, date and time of meeting, officers present and absent
2. Brief summaries of reports made by officers and committees. If written copies of these reports are available, they shall be made attachments to the minutes
3. 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.
4. Any resolutions adopted by the group
5. Identification of all officers elected

The convention minutes shall be considered a rough draft until amended or approved by the Executive Committee.

Once approved, the minutes shall be signed by the Convention Secretary and made a part of the organization's permanent official records at headquarters.

Convention minutes shall be distributed to the Executive Committee, Convention Chair, Convention Vice Chair, and the Convention Secretary.

Minutes may be distributed to other Pilots upon request. A reasonable fee to cover copying, postage and handling shall be established by the Executive Director.

Convention Files

A file containing the official minutes of business sessions, a copy of the printed program, printed materials, speeches, and reports shall be maintained at headquarters for each International Convention.

Council of Leaders – Attendance

Invitations to the Council of Leaders shall include: New DAC/DECs; candidates for International office and Past International Presidents; and incoming PI Coordinators, as appropriate. (No candidate, other than an incumbent officer or member of the Executive Committee, may make presentations at Council of Leaders or Officer Training.)

If a pre-council event is held the evening before the Council begins, Past International Presidents, the District DAC/DEC, Executive Committee, and PI Coordinators will be invited to attend.

Date of Convention

All Pilot International Annual Convention and Leadership Conferences held subsequent to the 2023 Convention shall be held during the month of July. It is preferred that the Convention and other pre-convention meetings take place after July 4.

Discounted Registration Fee

A discounted (meals only) registration fee shall be paid by:

1. Past International Presidents;
2. Co-Pilot Co-Chair;
3. Room Arrangements Chair;
4. Pilot International Division Coordinators presenting workshops at the International Convention;
5. PI Founders Fund Scholarship Committee Chair;
6. PI Founders Fund Grants Committee Chair;
7. Pilot International Inspirational Leader.

Executive Committee Expenses

Pilot International will reimburse the Executive Committee for expenses related to the international convention as follows:

Hotel

One-half special double room rate. When a friend or family member occupies a complementary room with an International Officer, Pilot International shall be reimbursed at the special hotel rate for the space provided.

Registration Fee

Paid in full (Discounted, meals only)

Transportation

Round-trip transportation

International Nominees and Convention Committees

Nominees for international office may not serve as Chair or Vice Chair of a Convention Committee or as a member of the Floor Tellers or Election Committees. Nominees may serve as members of other committees.

Orientation of Club Presidents

An orientation shall be conducted by the President Elect of Pilot International at the Pilot International Annual Convention and Leadership Conference for Club Presidents who assume office on July 1st of the convention year.

Division Coordinators – Workshops

Pilot International Division Coordinators will prepare and conduct division workshops at the PI Convention during which the PI President who appointed them is presiding, if requested by the PI President. The assisting Coordinator will be the appointee of the incoming PI President.

Planning and Operation

The dates, plans, budget, and minutes of the annual convention shall be approved by the Executive Committee. The convention budget shall be included in Pilot International's annual operating budget.

The Pilot International Convention and Leadership Conference Manual shall be maintained by Headquarters staff. The manual shall indicate the date of the most recent revision.

Registration Fee Paid by Pilot International

Expenses (Discounted, meals only registration fee) will be in the Pilot International budget and paid by Pilot International from registration fees and annual Pilot International revenue for the following persons:

1. Convention Parliamentarian;
2. Co-Pilot Chair.

Registration Fee Refunds

Requests for a registration fee refund shall be considered only if made to Pilot International Headquarters no less than sixty (60) days prior to convention. The request shall indicate in writing extenuating circumstances that prohibit attendance at convention, and will be considered for refund less an administrative fee for handling. Refund requests after such date shall be considered only after the convention financial statement is completed and if sufficient funds are available. Each Club remains responsible for one registration fee.

Rules

The rules for the operation of the Pilot International Annual Convention and Leadership Conference shall be provided to the Convention delegates and presented by the parliamentarian to the delegates for adoption by the convention body. (Details will be included in Convention Program book.)

A two-thirds (2/3) vote is necessary to change Convention rules except those which are bylaw requirements.

Site Selection

Sites will be approved at least three years, but no more than seven years in advance of the convention date.

The President, President Elect, Executive Director, and Director of Programs and Events, Convention Chair and Vice Chair shall comprise the Convention Sites Committee.

- Initial consideration of proposed Convention sites will be made by the President, President Elect, Executive Director, and Director of Programs and Events. Requests for Proposals (RFPs) shall be solicited and evaluated by the President, President Elect, Executive Director, and Director of Programs and Events.
- A recommendation as to proposed Convention sites shall be made to the Executive Committee, which shall approve site visits for inspecting meeting facilities at proposed Convention sites.
- Final recommendations for convention sites shall be made to the Executive Committee by the Executive Director.
- The Executive Committee shall make recommendations as to proposed Convention sites to the International Administrative Council that shall be responsible for final approval of Convention sites.

The Pilot International President, President Elect, Executive Director, and the Director of Programs and Events will be responsible for negotiating a contract with each facility designated to provide meeting space and/or sleeping accommodations for the convention.

BYLAWS AMENDMENT REVIEW COMMITTEE

The Pilot International Bylaw Amendment Review Committee shall be comprised of the current Parliamentarian (chair), immediate past Pilot International President and another qualified Pilot.

The committee is charged to review, not to agree or disagree, with proposed bylaw amendments and determine if they are valid and legal. When necessary, a member of the committee will contact the proponent to determine if corrections can be made before the committee rejects the proposed amendment. The Pilot International Attorney shall be consulted as needed.

If the proposed amendments are valid, they shall be presented to the Executive Committee. The Executive Committee shall make a recommendation to the International Administrative Council. The IAC will vote on the Executive Committee recommendation. The recommendation of the IAC along with proposed the bylaw amendment shall be presented at the Convention for discussion and vote.

BYLAW REVIEW COMMITTEE

When an overall review of the PI Bylaws is needed, the Pilot International President, with the approval of the Executive Committee, shall appoint a Bylaw Review Committee. This committee shall be comprised of the current Pilot International Parliamentarian (chair) and two other qualified Pilots. The Pilot International Attorney shall be consulted as needed and review the final proposal.

The Executive Committee shall give final approval of the proposed amendments before they are recommended to the International Administrative Council. The IAC will vote on the Executive Committee recommendation. The recommendation of the IAC along with proposed bylaw amendment shall be presented at the convention for discussion and vote.

COMMITTEE REPORTS

Pilot International Committees shall send a written report to the President with a copy to the Executive Director.

CONFLICT OF INTEREST

When acting on behalf of Pilot International, International Administrative Council members and employees (PI representative) should not engage in any business or professional activity that might result in a personal benefit, and thereby result in a conflict of interest.

A PI representative should not accept gifts, monies, entertainment of significant value, or other gratuities outside Pilot International or give preferential treatment to suppliers and others where personal gain accrues to the representative.

A PI representative shall disclose any transaction or arrangement that might result in an actual or possible conflict of interest and be given the opportunity to disclose all material facts to the Executive Committee when considering the proposed transaction or arrangement.

Upon disclosure by a PI representative of a potential conflict of interest, the PI representative shall recuse themselves from any discussion and voting on a matter involving the conflict of interest. The Executive Committee shall determine if a conflict of interest exists.

If a conflict exists, the Executive Committee, after exercising due diligence, shall determine whether Pilot can obtain a more advantageous transaction or arrangement that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement that would not give rise to a conflict of interest is not reasonably possible, the Executive Committee shall determine by a majority vote of the disinterested members whether the proposed transaction or arrangement is fair and reasonable and in Pilot's best interest, and make a decision as to whether to enter into the transaction or arrangement.

If the Executive Committee has reasonable cause to believe a PI representative has failed to disclose actual or possible conflicts of interest, it shall inform a PI representative of the basis for such belief and afford an opportunity to explain the alleged failure to disclose.

If, after hearing the response and after making further investigation, the Executive Committee determines the PI representative has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Each Pilot International employee and International Administrative Council member shall annually sign a statement which affirms that they:

- a. Received a copy of the conflict of interest policy,**
- b. Read and understand the policy, and**
- c. Agreed to comply with the policy.**

DIRECTORY

A Pilot International Directory shall be compiled annually and posted on the PI website. The directory 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 be denied. Exceptions may be granted only with the authorization of the Executive Director.

The directory lists the names, addresses, telephone, and e-mail addresses of the Executive Committee; International Appointees; District Administrative Councils; District Appointees; Past International Presidents; and Headquarters staff members.

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

The directory will be on the PI website as soon as possible after July 1. Clubs will be notified when the directory is available and provided the password.

EMAIL VOTING

The Executive Committee may conduct votes via electronic mail.

- The matter to be voted on shall be submitted to the PI President, who will forward it to Headquarters.
- A ballot shall be prepared by Headquarters setting out the matter to be voted on, space to indicate a "Yes" or "No" vote, a time within which the vote must be cast, and instructing the Executive Committee member to return the ballot after voting via return email to Headquarters.
- Headquarters shall email the ballot to all Executive Committee members.
- Upon the conclusion of voting, Headquarters shall tally the votes and send a report to the PI Secretary indicating the total number of votes cast, the number of "yes" and "no" votes, the result of the vote, and the names of the Executive Committee members who cast votes.
- At the next regularly scheduled Executive Committee meeting, the PI Secretary shall announce the result of the vote. The Secretary shall move to ratify the vote, specifying the matter voted on and the date of the vote, and to include the result in the minutes of the meeting.
- The PI Secretary should include a copy of the ballot and the report from Headquarters as a part of the minutes.

Upon receipt of an email ballot, any Executive Committee member may contact the PI President and request that a meeting be scheduled to discuss the matter. The PI President shall notify the Executive Committee that voting has been suspended and shall schedule a meeting to discuss the matter or, if appropriate, include it on the agenda for the next regularly scheduled Executive Committee meeting.

EXECUTIVE COMMITTEE – BUSINESS CARDS

Pilot International shall supply business cards to the Executive Committee.

EXECUTIVE COMMITTEE – CLOSED SESSIONS

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

EXECUTIVE COMMITTEE – EXPENSES

Pilot International shall reimburse the Executive Committee for expenses directly related to their official responsibilities including but not limited to:

- Travel
- Hotel
- Meeting Registration fees
- Gratuities
- Postage
- Long Distance Phone calls

EXECUTIVE COMMITTEE – MEETING MATERIALS

Meeting materials shall be shared with the Executive Committee at least three (3) days prior to the meeting.

EXECUTIVE COMMITTEE/IAC – MINUTES

The Secretary of Pilot International shall prepare written minutes of all meetings of the International Administrative Council, and Executive Committee. Minutes shall be distributed to the IAC and EC for review before their next scheduled meeting.

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 and Approval

The Executive Committee meeting minutes shall be corrected as needed and approved by the Executive Committee at the next scheduled meeting.

Once approved, the Secretary shall forward the minutes to PI Headquarters to be retained as permanent official records of Pilot International. Audio recordings of the meetings shall be destroyed.

EXECUTIVE COMMITTEE – ORIENTATION MEETING – TRAINING

An Executive Committee Orientation and Executive Committee Representative training shall be held conducted annually by the PI President Elect.

EXECUTIVE COMMITTEE – PASSPORTS

The President, President Elect, and Vice-President shall have valid passports.

EXECUTIVE COMMITTEE – PHOTOS AT HEADQUARTERS

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

EXECUTIVE COMMITTEE REPRESENTATIVES – ASSIGNMENTS

The Incoming International President shall assign an Executive Committee Representative to each District. Assignments will be announced before the close of the Pilot International Annual Convention and Leadership Conference.

EXECUTIVE COMMITTEE – SELF EVALUATION

The Executive Committee should conduct an annual self-evaluation.

INTERNATIONAL ADMINISTRATIVE COUNCIL – MEETING AGENDA/MATERIALS

The agenda and materials for each meeting of the International Administrative Council shall be prepared by the PI President.

The President shall issue the call to the meeting, giving the date, time, and place.

MONEY SOLICITATIONS

The Executive Committee shall approve any activities of Pilot International requiring money solicitations from Pilots.

MULTIPLE MEMBERSHIPS – DELEGATE AT INTERNATIONAL CONVENTION

A member of Pilot International may be a member of multiple Pilot Districts and Pilot clubs. The club through which a member pays their Pilot International annual dues shall be designated as their primary club.

A Pilot member may change their primary club designation by written notice to Pilot International Headquarters, no less than seventy-five (75) days prior to Pilot International Convention. A Pilot member with multiple club and/or District memberships shall be eligible to serve as a delegate to a Pilot International convention/conference only for their primary club or District.

A Pilot International member (as primary club or District delegate, Past International President, or Executive Committee Member) shall be eligible to cast only one vote at a Pilot International convention/conference.

OFFICIAL CORRESPONDENCE

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

ONLINE GIVING

For purposes of Pilot International giving levels:

Donations made to a personal online giving campaign shall be credited to the originator of the campaign. (E.g. donations made by Percy Pilot to Pilot International in honor of Amy Anchor's birthday via a Facebook campaign begun by Amy Anchor shall be credited to AmyAnchor.)

Donations to online giving campaigns originated by Pilot International shall be credited to the individual making the donation. (E.g. donations made to Pilot International by Percy Pilot via a Facebook campaign begun by Pilot International for #Giving Tuesday shall be credited to Percy Pilot.)

ORGANIZATIONAL POLICIES

The Executive Committee will be responsible for ensuring that a periodic review of all policies is completed at least every three (3) years. Pilot International policies will be available on the PI website.

Procedure for formulation or revision of a policy:

1. Initiated by any member of the Executive Committee and reviewed by the Executive Director and staff.
2. Initiated by Executive Director or Headquarters staff and reviewed by the Executive Committee.
3. Referred to the PI Parliamentarian for review.
4. Presented to the Executive Committee for revision or adoption.

PASS THROUGH FUNDS

Pilot International allows Pass Through Funds for clubs or districts who do not have the 501(c)(3) designation and are applying for grants or have donors who require the 501(c)(3) designation.

Clubs or Districts shall submit the grant/donation check made payable to Pilot International and a Pass Through Funds Form to Headquarters. Upon receipt, Pilot International shall send a check for the grant/donation amount to the Club or District.

Note: A processing fee will be assessed. The Club/District shall enclose a check payable to Pilot International for the processing fee with the Pass Through Funds form.

Instructions:

1. Submit application (with a copy of the Pilot International 501(c)(3) determination letter if required) to the donor/grantor using the Pilot Club or District information.
2. Request the check(s) be made payable to Pilot International. The donor may include **For _____ Pilot Club or District** in the memo section of the check.
3. Have the check(s) mailed to the Club or District, not Pilot International Headquarters.
4. Upon receipt of the check(s) by the Pilot Club or District, submit to Pilot International Headquarters and include the Pass Through Funds Form. **If more than one check is submitted, all must be sent together with an attachment to the Pass Through Funds Form listing information regarding each individual check.**
5. Clubs or Districts shall be notified by Pilot International Headquarters when funds are received. The check(s) and form should be mailed to the following address:

Pilot International Headquarters
ATTN: Accounting
102 Preston Ct.
Macon, GA 31210

6. Pilot International Headquarters shall mail a check within thirty (30) days of receipt payable to the Pilot Club or District. A receipt shall be issued to the donor.
7. It is the responsibility of the Club or District to inform the donor that this process is a turn-around procedure and the money will go to the designated club or district project.

PAST INTERNATIONAL PRESIDENTS – COURTESIES

The following courtesies will be extended to Past International Presidents:

1. Listing in the Pilot International Directory indicating year of service.
2. Listing in the Convention Program indicating year of service.
3. Introduction at the Pilot International Annual Convention and Leadership Conference.
4. Delegate at the convention.
5. Meals only registration fee for the Convention.
6. An informal, Dutch treat meal function at the annual Convention.
7. Copies of mailings to Pilot Clubs, periodic updates on the state of the organization, and announcements of charter presentation dates, and special events.
8. Picture displayed at Pilot Headquarters in memory book (photo album).
9. A Past International President who becomes an Emeritus member will receive *THE PILOT LOG*.

Upon the death of a Past International President, a PI representative shall attend the funeral, a \$100 memorial shall be given to the Pilot International Founders Fund from the current PI budget, and tributes to the Past International President shall be included in the earliest issue of THE PILOT LOG following the death, and presented at the next PI convention.

PAST INTERNATIONAL PRESIDENT'S PIN

A Past International President's Pin shall be presented by PI at the conclusion of the term of office. If the President desires emeralds, pearls or diamonds in the pin, the officer shall pay the difference in cost. The President shall advise the Executive Director no later than January 15 regarding the kind of stones to be included in the pin. The head of the gavel on the pin should be facing down to signify that they are a past president.

PAYMENT OF PILOT INTERNATIONAL INVOICES

Pilot International invoices for club/district expenses must be paid within 30 days (30) of receipt; a 1 ½% Finance Charge will be added after thirty (30) days. Outstanding balances in excess of sixty (60) days will result in revocation of charge privileges.

PICK ME UP GRANTS

The Pick Me Up program recognizes and encourages caregivers by providing random acts of kindness, gifts or services.

Pick Me Up grants shall be used to fund Pick Me Up projects that are planned and have not been completed. Grant funds shall not to be used to reimburse Clubs for Pick Me Up projects completed before the club received the grant. Grants shall not be awarded for a Pick Me Up completed within thirty (30) days of submission date.

The grant application, scoring criteria, and PMU Manual are on the PI website. Grant applications must be emailed or mailed by post marked by the deadline to Pilot International Headquarters. Electronic signatures are acceptable and encouraged.

The Pilot International Staff and Executive Committee shall review grant applications quarterly. If a grant request application does not meet criteria or is not funded in one quarter, the submitting Pilot Club may reapply in a future quarter.

When a grant is approved, Pilot International will send a letter and check to the Club with a copy of the letter to the District Governor and Executive Committee Representative.

Each Club is eligible to receive one (1) Pick Me Up grant per Pilot year.

Clubs receiving Pick Me Up Grants shall submit the following to Pilot International within thirty (30) days of the delivery of the Pick Me Up:

1. A description of the Pick Me Up, including who was present, date and time.
2. Any responses from the recipient(s) and their names.
3. Photos taken at the Pick Me Up event, if possible

Failure to submit this information may require the Club to repay grant funds. It may also disqualify the Club from applying for future Pick Me Up grants.

PILOT AWARDS PROGRAM

The Executive Committee will adopt and maintain an Awards Program to recognize individuals, Clubs, and Districts for growth and other outstanding achievement.

Club and District Manuals will include information regarding the awards available. It will be the responsibility of the Executive Director to provide current information on the awards program on the PI website.

PILOT INTERNATIONAL FOUNDERS FUND (PIFF)

The PIFF shall provide assistance to Clubs/Districts through a grants and scholarship program focusing on Encouraging Brain Safety & Health and Supporting those who Care for Others.

Information, including applications, shall be available in the PIFF Resource Manual and on the PI website.

Chairs/Committee Appointments

PI Founders Fund Committee Chairs shall be appointed for a ***one-year term*** with a maximum of two consecutive terms. A nominee for Committee Chairs shall have served on the committee ***before serving as Committee Chair***.

A nominee for the Committee shall be qualified to review grants/scholarships. The Executive Committee will submit and vote on nominations to the Founders Fund Committee

Club/District PIFF Representative Appointments

PIFF Representatives shall be appointed for a two-year term with a maximum of two terms.

District PIFF Representative Training

Training for the District PIFF Representative shall be provided at the Pilot International Annual Convention and Leadership Conference. PIFF Grant and Scholarship Committee chairs shall provide assistance.

Donor Confidentiality

Staff shall not disclose individual donor records to other staff, volunteers, or Pilot International leadership. Pilot International officers may receive information about a donor's history for the purpose of fundraising or recognition activities. Individual amounts in a donor's record will be available to the Executive Committee for the performance of their duties, such as resolving a dispute as to the accuracy of the donor's contribution record.

Donor Recognition/Advancement

The following levels of donations will be recognized during the PI Annual Convention and Leadership Conference:

\$250 Donors to the Grants and Scholarships Fund.

President's Circle: \$1,000 annual contribution to the PIFF

Cumulative lifetime donor giving levels shall be established to recognize members, clubs, or districts. Upon attaining a new level, donors shall sign the Charter Book at the Pilot International Convention and Leadership Conference.

Lifetime Donor Giving Levels	
Donor Level	Donation Range
Emerald Club	\$5,000 to \$9,999
Honor Wall	\$10,000 to \$19,999
Legacy Wall	\$20,000 to \$29,999
Founders Circle	\$30,000 to \$49,999
Dream Builders	\$50,000 to \$74,999
Vision Seekers	\$75,000 to \$99,999
Golden Legacy	\$100,000 or more

Founders Fund Month/Ambassadors

September shall be designated as Founders Fund Month.

To celebrate Founders Fund Month, clubs may honor one or more members by designating them as a Pilot International Club Ambassador.

The name of the Pilot International Club Ambassador and a minimum donation of \$25 shall be sent to Pilot International by September 30 to be listed in the The Pilot Log.

Ambassador contributions shall be deposited in the Safe Harbor fund and used to fund Safe Harbor Grants.

PIFF GRANTS

Club/District Eligibility

A Club or District will not be awarded a grant until all previous grant evaluations have been submitted.

Grant applications shall be submitted to the Pilot International District Representative by October 1 to be eligible for consideration.

Grant Applications – Signatures Required

The grant application must be signed by the Club President, the Club PIFF Representative, and the District PIFF Representative. District applications must be signed by the District Governor and PIFF Representative. Clubs or Districts without a PIFF representative will not be eligible for a grant.

Grant Agreement Form

Clubs/Districts shall return the Grant Agreement Form to PI Headquarters within thirty (30) days of the date of the check. Those not returning this form will be asked to return their grant funds.

Grant Evaluation Forms

Clubs/Districts receiving PI Founders Fund grants must provide PI Headquarters an interim report by June 30, and a final report by December 31. If either report is not received within thirty (30) days of the deadline the Club/District will be asked to return the grant funds immediately.

Clubs/Districts completing their projects earlier than either of these dates should submit their final report upon completion and return any remaining funds immediately. Pilot International Headquarters will furnish the Grants Committee Chair a copy of all evaluations.

Grant Impact

A Pilot International Founders Fund grant should support sixty (60) percent or more of the group assisted by this grant. The percentage of the group supported shall be stated on the grant application.

Use of Funds

Clubs/Districts shall be required to return the grant funds in full to PI Founders Fund if the funds are not used as specified in the grant proposal or documented with copies of cancelled checks and/or letters from the third party receiving such funds.

Maximum Amount

The maximum available to each applicant is \$5,000 per year. PIFF will not award a grant in excess of \$5,000.

Return of Unused Funds

Grant funds awarded to a Club/District that remain unused at the completion of the project shall be returned to PI Founders Fund immediately, with a final accounting for use of the funds received.

Member Participation

A minimum of 1/3 of the membership must participate in the project. Fundraising may not be included as part of the involvement. If it is not possible to volunteer at the agency or facility receiving funding, every alternative for member involvement should be considered. An explanation from the agency or facility must be included for the Grants Committee to recommend to the Executive Committee that a waiver for member involvement be given.

Dates for Implementation

All projects shall begin within six months of receipt of grant funds. The status of the project must be reported by June 30. If the project has not been started, the Executive Committee will determine whether or not grant funds should be returned to PI Founders Fund. If funds are returned, the Club/District will be eligible to reapply for the grant.

IN-KIND CONTRIBUTIONS

Pilot International shall accept in-kind contributions in lieu of cash donations for needed goods or services. The amount recognized as a contribution shall not exceed the fair market value, and would typically need to be purchased if the goods or services had not been donated. In-kind contributions may be included in lifetime donor giving levels. The Executive Director or Pilot International President shall approve acceptance of in-kind contributions prior to the donation.

Examples of in-kind contributions include: equipment, books, furniture, supplies, advertising, royalties, accounting, and property maintenance.

MAJOR GIFT RECOGNITION

A major gift shall be defined as a one-time contribution in the amount of \$25,000 or more.

Upon receipt of the gift, a letter of thanks from the Executive Committee will be drafted by the staff and sent to the donor. The PI President and Executive Director will send handwritten notes. The President will call the donor to express thanks on behalf of Pilot International. If the President is unavailable, the President Elect and/or the Executive Director will make the call.

The individual donor or an individual representative of the donor, if a group, will be given the opportunity to attend the next PI Annual Convention and Leadership Conference with all travel, meals, and accommodations complimentary of PI. Unless anonymity is requested, the donor will be featured in the Pilot Log and offered the opportunity to address the convention body in person, via letter, or by video.

PIFF SCHOLARSHIPS

The Pilot International Founders Fund shall offer Scholarship Programs to benefit graduate and undergraduate students studying for a career in one of Pilot's focus areas – Encouraging Brain Safety & Health; Supporting Those who Care for Others. The PIFF shall also offer scholarships to students involved in Anchor Clubs.

PI OFFICERS – NOMINATING PROCEDURES

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.
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.

When notification of nomination is received at Pilot International Headquarters, a copy of the following documents are emailed to the Nominee:

- Nominee Instructions
- Timeline for Nominations for International Office
- Qualifications for Executive Committee
- Position descriptions for Executive Committee and specific office
- Executive Committee Schedule
- Qualification Form for Executive Committee
- Nominee's Certification & Pledge
- Conflict of Interest Policy and Disclosure

The cover letter that accompanies the referenced documents will advise the nominees that a nomination does not constitute qualification for office and/or a slot on the ballot. The letter will indicate that nominees are **invited** to attend Council of Leaders; although nominees may not actively participate in Council of Leaders and nominees are not **required** to attend Council of Leaders. The cover letter will also state that the nominee is required to complete all required forms and attest that the information provided is true and correct.

4. Clubs will be notified by mid-March of the number of nominees who have accepted nomination for each office.
5. Clubs may make additional nominations through the deadline date announced each year.
6. Each nominee will submit the completed forms referenced in Item 4 above, a photograph and a video of the Statement of Purpose to Pilot International Headquarters at least seventy (70) days prior to International Convention. The content of the written and video versions of the Statement of Purpose shall be substantially the same. Nominees will not make any statements requesting a vote in their Statement of Purpose. The Nominating Committee may strike any sentence 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.

7. Nominees will not be requested to provide references. 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.
8. 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.
9. As soon as nominees are approved, the Qualification Form, photograph, and the video of each nominee's Statement of Purpose will be posted on the Pilot International website (without contact information). At least thirty (30) days prior to the International Convention, electronic copies of the nominees' Qualification Form and Statement of Purpose will be sent to all Pilot Clubs, International Administrative Council, and Past International Presidents.
10. The Pilot International Nominating Committee will give a report at the International Convention.
11. All nominees will sit in a reserved seating area of the conference room during the business session prior to the election. Each **unopposed** nominee will be introduced by name and nominated office to the members and delegates. The **unopposed** nominees **will not** be required to answer a question and will be declared elected by acclamation.

Nominees who are **opposed** will be called to the podium on the day of the election to state their name and the office for which they are nominated. The **opposed** nominees will be given a question formulated by the Nominating Committee with assistance from the Pilot International Parliamentarian on a topic specific to the office for which they are nominated. The video of the nominee's Statement of Purpose will then be shown to the convention body. At the conclusion of the video, the Parliamentarian shall present the question to the convention body, and the nominee will present their answer. Nominees will not read their Statement of Purpose.

12. Election of international officers is held at the International Convention. A PI officer may not serve simultaneously as a PI appointee. Upon election to PI office, the appointment shall be terminated and a new appointee shall assume the duties. PI officers shall begin their term at the close of the convention.

SAFE HARBOR GRANT

Safe Harbor Grants assist Pilots who have been adversely affected by a widespread, natural disaster. Funds are only to help pay for limited types of essential living expenses, which are: housing, utilities, food, clothing, and other basic necessities.

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

Applicants must submit completed applications, available on the PI website, to Pilot International Headquarters. The Executive Committee shall review the applications to determine need and amount of assistance.

When assistance has been approved, Pilot International shall send a letter and check to the applicant with a copy of the letter to the District Governor and Executive Committee Representative.

Donations shall be deposited in the general Safe Harbor Fund unless a specific disaster is designated. Pilot Ambassador donations shall be deposited in the general Safe Harbor Fund.

SERVICE CLUB LEADERS CONFERENCE

Pilot International shall maintain membership in the Service Club Leaders Conference. Pilot representatives shall be the President, President Elect, Executive Director and, when appropriate, an additional staff member may be included. When Pilot International serves as host, the PI Vice President may attend, as the budget allows. Costs covered shall include registration, travel, hotel and per diem, as budgeted.

STRATEGIC PLANNING

Pilot International shall have a strategic plan with annual goals, objectives, and action steps that shall be reviewed and approved annually by the Executive Committee.

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

UNITED NATIONS REPRESENTATIVE AND ALTERNATE

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

Responsibilities

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.

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.

WEBSITES

The Pilot International website is <www.pilotinternational.org>.

Website Directory

The PI website shall include a password-protected directory listing the IAC, Pilot Districts, and Headquarters staff. Pilot, Compass, and Anchor Clubs shall be included with email addresses, if available.

Links:

Pilot International shall allow all Pilot, Compass, and Anchor Clubs and Districts to link to the PI website.

PI may link to relevant and beneficial organizations, agencies, etc.

PI shall evaluate commercial links on a one by one basis.

PI assumes no responsibility, nor liability, for the content or accuracy of any sites to which it is linked.

Club/District

Pilot, Compass, or Anchor Clubs or Districts, including those already having websites, shall be required to go through an approval process. The Club must submit a review request to Headquarters. The site must meet the minimum quality standards listed below before the website is released onto the Internet. Within thirty (30) days of receipt of the request, a response shall be issued to the Club or District for approval to put the site on the Internet. Sites that have not gone through the approval process will not be able to link to the PI website.

Pilot, Compass, and Anchor Clubs, and Districts are required to maintain a minimum standard and consistency on their websites. All sites must minimally have:

1. Pilot International logo;
2. Pilot International address, telephone, website address, e-mail address;
3. Pilot, Compass, or Anchor Club name;
4. City, State, and Country of the club's location;
5. Contact information;
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; and
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 shall contact that club's leadership.

Any club using another developer for its website, voluntary or paid, should obtain from the developer a written agreement that the content of the website belongs to the Pilot, Compass, 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 website reverts to the ownership of the Pilot or Anchor Club or District.

Commercial Activity

Commercial advertisements on a Pilot International, or a Pilot, Compass, or Anchor Club or District page 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, but not limited to, losses caused by trademark, copyright, or libel or defamation.

Any links to commercial websites should be part of the advertisement. Pilot International, and all Clubs and Districts, shall use the highest degree of judgment in determining the appropriateness of linking 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. Chain solicitations will result in the immediate termination of the website.

Political Activity

Pilot International, its clubs, or districts shall not make endorsements for specific candidates for office on their websites.

PILOT INTERNATIONAL ANCHOR POLICIES

AWARDS PROGRAM

The Pilot International Executive Committee shall adopt an Anchor Awards Program to recognize Anchor Clubs and Advisors for outstanding achievement. The Anchor Manual shall include information regarding awards available.

CHARTER HOLD

An Anchor club charter may be held for one Pilot year for the purpose of club reorganization or restructuring in lieu of disbanding the club. During the charter hold period, the Anchor club may continue to participate in all aspects of the Anchor program; international membership dues and fees are waived.

- The Anchor Club must have been in existence for three (3) or more consecutive years.
- The sponsor and the Anchor club advisor must submit a written charter hold request to the Anchor Specialist at Pilot International Headquarters.
- A charter hold fee of \$10 shall be paid by the sponsor.
- The club charter shall not be held for consecutive years.

CLUB DUES – COLLECTION

September 1	International electronic dues invoice is sent to Anchor Clubs with copies to Sponsor, District Governor, Treasurer, Anchor Coordinator and assigned Executive Committee Representative (ECR).
November 1	Deadline for payment of Anchor Club dues to Pilot International.
December 1	Outstanding dues notice is sent to Anchor Clubs. Club Sponsors, District Governor, Treasurer, and Anchor Coordinator, and assigned Executive Committee Representative shall receive an electronic copy of the outstanding dues notice letter and a list of clubs receiving the notice. The sponsor shall follow up with the Anchor Club.
January 15	A reminder is sent to District Governor and District Anchor Coordinator requesting follow up with the Anchor Club(s). An electronic copy shall be sent to assigned Executive Committee Representative and District Treasurer.

- February 15 Notification is sent via certified mail to the Anchor Club and Sponsor that the Anchor Club Charter may be revoked for non-payment of dues. A copy of the notice shall be sent electronically to the Pilot District Governor, Treasurer, Anchor Coordinator, and assigned ECR, with a list of the Anchor Clubs receiving the notice.
- February 15 The assigned ECR shall request that revocation of the Anchor Club Charter(s) be considered at the next scheduled Executive Committee meeting.
- June 1 Should the Executive Committee vote to revoke an Anchor Club Charter for non-payment of dues, a letter is sent via certified mail to the Anchor Club stating that the Charter must be returned to PI Headquarters for non-payment of dues. Electronic copies of the letter are sent to the Sponsor, school administrator, Pilot District Governor, Anchor Coordinator, Treasurer, assigned ECR, and Pilot International Anchor Coordinator.

CLUB ESTABLISHMENT AND OPERATIONS

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

An Anchor Club can be sponsored by:

- A Pilot Club
- A Pilot Member
- A Pilot District
- The Executive Committee of Pilot International
- Pilot International Headquarters

The establishment and operation of Anchor Clubs shall be governed by:

Pilot International By-Laws
 Pilot International Policies
 Anchor By-Laws
 Anchor Club Manual

The Anchor Club sponsor responsibilities include: oversight, mentoring, and follow-up of the Anchor Club.

CLUB SPONSOR REPLACEMENT

An Anchor Club sponsor shall notify the Anchor Club advisor, the District Anchor Coordinator, and District Governor of their intent to terminate the sponsorship. The sponsor and District Anchor Coordinator should attempt to secure new sponsorship for the club. If a new sponsor cannot be secured within thirty (30) days of the notice of intent to terminate sponsorship, the District Anchor

Coordinator should inform the District Governor and Anchor Specialist at Pilot International Headquarters of the status in finding a new sponsor.

If the District Anchor Coordinator does not contact the Anchor Specialist within forty-five (45) days of the notice of the intent to terminate sponsorship, the Anchor Specialist should contact the Governor to discuss the options the district has and provide any relevant information concerning the Anchor Club.

If Headquarters does not hear from the District Anchor Coordinator within forty-five (45) days, the Anchor Specialist should contact the Governor and discuss the options the District has and give to the Governor any relevant information concerning the Anchor Clubs.

An Anchor Club can be sponsored by:

- A Pilot Club
- A Pilot Member
- A Pilot District
- The Executive Committee of Pilot International
- Pilot International Headquarters

The new sponsor shall send written notification of their intent to sponsor the Anchor Club to the Anchor Specialist at PI Headquarters, Pilot District Governor, PI Anchor Coordinator and District Anchor Coordinator.

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.

DISTRICT ESTABLISHMENT

An Anchor District may be established regardless of the total number of members or clubs. Establishment of an Anchor District shall be voted on by the Pilot DAC/DEC. The new Anchor District shall be included in the Pilot District Standing Rules.

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

A proposed Anchor District budget must be approved by the Pilot DAC/DEC. Audits are required at the end of each fiscal year.

LEADERSHIP GRANTS

Pilot International shall provide annual grants to Anchor Districts not to exceed \$500 as permitted by Pilot International budget for leadership programs at Anchor District conventions, Pilot International Anchor Summit, Freedoms Foundation, or other similar leadership or service programs.

PI COORDINATORS AT INTERNATIONAL CONVENTION

The current and incoming Anchor Coordinators shall be offered a discounted registration fee for the Pilot International Annual Convention and Leadership Conference to assist with Anchor Summit.

REPRESENTATIVES – INTERNATIONAL CONVENTION

Each Pilot District is entitled to **one (1) authorized** Anchor representative at the annual convention.

For the Representative, Pilot International Pays:

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

Procedures:

The Governor shall notify Pilot Headquarters who the Anchor representative will be. All information regarding Anchor representatives **must be received no later than May 1** in order to receive the financial benefits described above. Any request after May 1 shall 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 Pilot International Headquarters. A convention acknowledgement packet shall 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.

PILOT INTERNATIONAL COMPASS POLICIES

COMPASS HOLD

A Compass Club charter may be held for one Pilot Year for the purpose of club reorganization or restructuring in lieu of disbanding the club. During the charter hold period, the Compass Club may continue to participate in all aspects of the Compass program; international dues and fees are waived.

- The Compass Club sponsor must submit a written charter hold request to the Compass Specialist at Pilot International Headquarters.
- The sponsor shall pay a charter hold fee of \$10.
- The club charter shall not be held for consecutive years.

COMPASS YEAR

The Compass Year shall be September 1 – August 31.

CLUB DUES – COLLECTION

November 1 is the deadline for payment of Compass Club dues to Pilot International.

PILOT INTERNATIONAL MISCELLANEOUS POLICIES

AUTHORITY TO ACT

In the absence of policy, the Executive Director in consultation with the Pilot International (PI) President and President Elect shall be empowered to act.

CERTIFICATES OF APPRECIATION

Certificates of Appreciation to thank Pilots for special assignments may be authorized on behalf of the Executive Committee by the Pilot International President. Certificates shall be accompanied by a letter from the President and mailed from Headquarters.

CONGRATULATORY MESSAGES

The Pilot International President will write a congratulatory letter on behalf of the Executive Committee, International Administrative Council, and Headquarters staff to new clubs for charter presentation, new club sponsors, district conventions, Anchor Club conventions, and regional meetings. The Pilot International President will provide the Executive Director samples of congratulatory letters such as for club anniversaries, Pilots who sponsor new members, completion of 25 or 50 years of membership, acknowledgement of significant club achievements, etc.

DISPOSITION OF REAL PROPERTY

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

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

EMBLEMS/LOGOS

The emblem of Pilot International is the Pilot Wheel.

Logos, both using the Pilot Wheel emblem and, without depiction of the emblem, shall be created and maintained by Pilot International to be used as identifying marks, devices or symbols.

The emblem and/or logos shall be used to identify the organization in the advancement of the mission and goals of Pilot International.

Pilot International shall establish branding guidelines which shall be available on the Pilot International website. 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.

The Executive Committee of Pilot International shall exercise authority over usage of all names, emblems and logos. The proposed use must be in good taste, credible, dignified, of high quality workmanship, and artistically and accurately reproduced. Permission for use of the registered marks shall be granted only when appropriate.

Club and/or District Officers are not required to obtain permission to apply the registered marks to printed matter, awards, trophies, clothing, etc., 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 use the registered marks upon approval of the Executive Committee. The name of the sponsoring or conducting organization must accompany the mark to make clear that the event, activity, or item is that of the named organization rather than Pilot International.

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

INFORMATIONAL LITERATURE

Information about Pilot International, Compass, and Anchor shall be developed and distributed by Pilot Headquarters. Pilot International shall charge for printing and mailing.

INSURANCE

All insurance coverage is limited to the United States. The Executive Committee shall approve any change in insurance coverage.

A blanket Group Accident Medical policy shall be maintained for Pilot International Administrative Council, District Officers, and Pilot Headquarters Staff for travel to, attendance, and return to residence/business when involved in authorized Pilot International business.

A Non-Profit Organization Liability Insurance policy shall be maintained for the Pilot International Executive Committee and staff.

A blanket coverage Employee Dishonesty policy shall be maintained for the Executive Director and staff.

INTERNATIONAL MEMBER

The definition/criteria for members classified as an International Member (formerly Member at Large) are those members that:

- Do not have a Pilot club in their community; or
- Were previous members of a Pilot Club that is no longer in existence.

International Members pay annual international dues and, if residing in the United States, an insurance fee.

International Members may:

- Attend Pilot club meetings.
- Become a member of a district, volunteer, and serve as a member of a district committee. An International Member may not hold office in the district.
- Submit monthly Volunteer Hours.
- Attend and participate in District Conventions and the Pilot International Convention and Leadership Conference.
- Represent Pilot International in community projects and activities.

International Members receive all PI Headquarters Newsletters, member mailings, and the *Pilot Log*. PI members are responsible for notifying PI Headquarters of changes to address or email.

IRS FORM 990

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

MANUALS AND DOCUMENTS

A hard (paper) copy of all Pilot International Manuals and documents shall be produced and maintained at Pilot International Headquarters. The copies of Pilot International Bylaws and Policies and Procedures shall be retained permanently; at least two prior versions of all manuals and other documents shall be retained.

All Pilot International Manuals and documents shall be reviewed and updated annually. Date of revisions shall be prominently displayed on all documents and manuals.

MEMORIALS

A \$100 memorial shall be given to the Pilot International Founders Fund from the current Pilot International Budget upon the death of International Administrative Council Members, Past Presidents of Pilot International, or Headquarters staff.

A \$50 memorial will be given to Pilot International Founders Fund from the current Pilot International Budget upon the death of an immediate family member (spouse, parent, sibling, or child) of an Executive Committee Member or Headquarters staff member.

NON-DISCRIMINATION/HARASSMENT

Pilot International prohibits discrimination, violence, or threats of violence against or intimidation, bullying, or harassment of any prospective member, volunteer, or employee because of race, religion, creed, color, age, national or ethnic origin, disability, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.

NOTIFICATIONS

Death Notices

Pilot International Headquarters shall be notified of the death of an International Administrative Council (IAC) member or Past International President (PIP). Upon the death of a member of Headquarters staff or notification of the death of an IAC member or PIP, Headquarters shall send an immediate written notice to the IAC, Past International Presidents, and DAC/DEC of the affected district.

Upon the death of a Past International President or a current International Officer, 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
- b. Ensure that a tribute to the Pilot is included in the earliest issue of *THE PILOT LOG* following the death.

Disaster

In the event of a widespread, natural disaster within a district, it is the responsibility of the District Governor to notify Pilot International Headquarters of the affected clubs. Headquarters will communicate the information to the International Administrative Council, Past International Presidents and Pilot Clubs.

PILOT LOG

THE PILOT LOG shall be the official publication of Pilot International (PI). A printed or electronic copy (member's choice) of the Pilot Log shall be distributed to all dues paying and 50 Year members. Emeritus and Student Pilot members shall receive electronic copies only or may pay an annual subscription cost established in the PI budget and receive a printed copy of the Pilot Log.

The editor of *THE PILOT LOG* shall be employed by and report to the Executive Director. The editor shall determine the number of pages based on budgeted funds and the most cost-effective means for publishing.

Pilots and Pilot Clubs are encouraged to submit material for consideration. *THE PILOT LOG* shall emphasize successful and noteworthy Pilot projects and activities; accomplishments of individual Pilots; announcements, programs, and promotions of Pilot International and Pilot International Founders Fund; the date and place of the Pilot International Annual Convention and Leadership Conference. A listing of club anniversaries at twenty-five (25) year increments will be included in the Log. Clubs celebrating 50 years or more will be highlighted, if articles are received. Publication of photographs accompanying Club news is decided by the editor.

Individual creative works will not be published in *THE PILOT LOG*.

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.

Activities common to **all** Pilot Clubs or Districts will not be published.

THE PILOT LOG may accept sponsorships. Official fund-raising affiliates shall receive a preference over non-affiliates. Advertising for tobacco products or alcoholic beverages will not be accepted. The editor shall have the right to edit or reject advertising materials deemed unsuitable.

POLITICS AND RELIGION

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

PRESS RELEASES

Press releases shall be written and distributed from Pilot International Headquarters. These include news about the organization; news of Pilot International officers and appointees; and sample releases for use by Clubs and Districts.

RECORD RETENTION/DESTRUCTION

Administration

The Executive Director shall implement processes and procedures to ensure that the Pilot International Headquarters Record Retention Schedule is followed and shall monitor compliance with this policy. The Executive Director shall review the Pilot International Headquarters record retention and disposal program annually and ensure that the Record Retention Schedule includes the appropriate document and record categories for Pilot International; and shall monitor local, state, and federal laws affecting Pilot International Headquarters record retention and make modifications to ensure compliance.

Suspension of Record Disposal In the Event of Litigation or Claims

Disposal of documents shall be suspended upon:

- Service of a subpoena upon Pilot International
- Service of a request for documents upon Pilot International
- Commencement of any litigation against or concerning Pilot International
- Notice of governmental investigation or audit concerning Pilot International

Disposal of documents shall be suspended until the Executive Director, with the advice of counsel, determines otherwise. The Executive Director shall promptly inform all staff of any suspension in the disposal of documents.

Record Retention Schedule

All meeting minutes including EC meetings, IAC meetings, DAC/DEC meetings, Club meetings, PI conventions, and District conventions are legal records and, if stored at Pilot International Headquarters, shall be retained there permanently.

District/COED Files (History), District Standing Rules (Updates), Club incorporation papers, Club History Files (excluding Correspondence), and all legal documents and correspondence, if stored at Pilot International Headquarters, shall be retained there permanently.

<u>Document</u>	<u>Retention Period</u>
Executive Committee Files (correspondence)	8 years or 3 years after last year of service on the EC
Financial records, including: district financial statements, treasurer’s reports, and dues statements	7 Years
District Convention files, Official Visit Reports, District files (Correspondence)	5 Years
Secretary’s reports (change of information)	2 Years
Club Federal Identification Records	As long as club is active
Membership Forms	As long as member is active

This Policy applies to all physical and electronic records, both original documents and reproductions, generated in the course of the operation of Pilot International at all levels of the organization and stored or retained at Pilot International Headquarters.

SOCIAL MEDIA

The following guidelines apply to the use of social media on behalf of and in reference to Pilot International:

- Pilot International is a nonpartisan, nonsectarian, nondiscriminatory international organization. Pilot International members shall not post material that is inappropriate or harmful to Pilot International, Pilot International’s image, its volunteer members, its Executive Committee, its staff, or those served by clubs. Prohibited social media conduct shall include but is not limited to: posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, or libelous.

- Members shall obtain appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property. Members shall not post, publish, or release information considered confidential or not public.
- Members shall adhere to the Pilot Code of Ethics when using social media in reference to Pilot International and shall not post material that can create a hostile relationship or environment within a club, district or community.

USE OF TITLES

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

WHISTLEBLOWER PROTECTION

PROCEDURE

Reporting

A concern relating to suspected misconduct, dishonesty, or fraud may be reported by an officer, volunteer, employee, or any other person. Reports should be made by email or regular mail at the earliest opportunity and forwarded to the Pilot International President.

Investigating the Concern

Following the receipt of a complaint, the Executive Committee will investigate and take appropriate corrective and disciplinary actions.

The Executive Committee may establish a committee of members, employees of the organization, and/or outside legal, accounting or other advisors to conduct any investigation of complaints regarding financial reporting, accounting, internal accounting controls, auditing matters, or any other form of misconduct, dishonesty, or fraud. Further information may be sought from the complainant; however, the committee shall use reasonable efforts to protect the confidentiality and anonymity of the complainant.

Report to Complainant

Within a reasonable time the complainant will receive:

- An acknowledgement of receipt of the complaint within three (3) days of receipt;
- Follow-up communication indicating the status of the complaint within one (1) month of receipt;
- Subject to legal constraints, the complainant will receive information about the outcome of any investigations.

Document Retention

Complaints or concerns shall be retained as a part of the records of the Committee for a period of at least seven years.

SAFEGUARDS

No Retaliation

No officer, volunteer, employee, or other person who reports a violation in good faith 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.

No officer, volunteer, or employee shall be adversely affected because they refuse to carry out a directive which constitutes corporate fraud, or is a violation of state or federal law.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis or anonymously by the complainant. 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

Complainants 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. Unsubstantiated allegations which have been made maliciously or knowing them to be false will be viewed as a serious disciplinary offense.

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