



# DICTIONARY OF TERMS

## PILOT DICTIONARY

### A

**Anchor Clubs:** Service organization for students typically in high school, but may be in elementary, middle, or junior high schools. May be community or school based.

### B

**BrainMinders™:** Pilot International's trademarked public service program created to promote awareness of brain injury; to educate the public regarding prevention of brain injury; and provide informational venues for brain-related disorders.

**Budget Committee:** The Budget Committee will consist of the incoming Treasurer (Chair) and Fundraising Coordinator, along with the current President, President Elect, and Treasurer. The committee will prepare the budget to be approved by the Executive Board and Club Memberships (PI Bylaws, Article XV, Section 1).

**Bylaws:** The Pilot Club International Articles of Incorporation and Bylaws govern the organization. Clubs may not adopt any standing rules which conflict with provisions of the bylaws.

### C

**Charter:** The document which indicates a club has been successfully organized in accordance with Pilot bylaws and

policies. From the date of approval, the club has all the privileges and responsibilities of membership in Pilot International.

**Charter Strength:** A minimum of 5 individuals is required for organization of a Pilot club.

**Club Meetings:** Clubs will hold at least six meetings per year. Meetings are open to any Pilot and to non-Pilot guests. Special meetings may be called by the President, Executive Board, or by five members provided each member is notified of the time, place, and the purpose(s) for the meeting.

**Club Officers:** President, President Elect, Secretary, and Treasurer. Other officers may be elected at the option of the club. The offices of Secretary and Treasurer may be combined.

**Club Year:** Begins July 1 and ends June 30.

**Club Yearbook:** A publication by clubs. Yearbooks contain information regarding the club's officers, meeting time and place, division members and plans of work, past presidents, appointees (e.g., chaplain, parliamentarian), information on individual members (e.g., names, addresses, phone numbers, classification, birthdays), district officers, and club and district standing rules. Each yearbook is unique to its club and may include any materials the club feels is appropriate.

**Compass Clubs:** Campus or community-based service organization for young adults ages 18-26 (ages 22-28 in Japan).

**Compass Club Sponsor:** May be another Compass club, Pilot members, Pilot clubs, Pilot districts, or Pilot International.

**Co-Pilots:** The spouses of Pilot members.

**Code Of Ethics:** Within this Code are the highest standards and goals by which every member of Pilot strives to live. It was written by Pearl Sparks of Florence, Alabama and first presented in 1926 at the 5<sup>th</sup> Pilot International Convention.

**COED:** Clubs Of Evolving Districts. A District unto itself, COED includes clubs in Hawaii and South Africa.

**Comprehensive General Liability Insurance:** The insurance covers the legal liability of the Pilot club and any individual member who may be named in a lawsuit. The insurance provides protection for the club and its members against possible lawsuits resulting from injuries and/or property damage connected with approved Pilot activities. This insurance does not replace an individual's health and/or accident insurance plans. There is an annual cost for the insurance per Pilot member each year.

## D

**District:** A group of Pilot clubs in a geographic location designated by Pilot International. Currently, there are 20 districts.

**District Administrative Council (DAC):** The governing body of every district. It is comprised of the elected district officers (Governor, Governor Elect, Secretary, and Treasurer). An additional officer(s), Lt. Governor, is optional.

**District Convention (DC):** The district's spring meeting. The districts hold a business session at District Convention that includes electing officers, approving a budget, amending standing rules, and any other business items.

**District Executive Committee (DEC):** Large districts are divided into regions and each region has a Lieutenant Governor who is elected by the clubs in that region. The DAC plus the Regional Lt. Governors form the DEC.

**Divisions of Pilot International:** Membership, Fundraising, Projects, Anchor, and Leadership Development.

## E

**ECR:** Executive Committee Representative. This is an officer of Pilot International who is assigned to one or more district(s) for one year to serve as a liaison for that district. The purpose of having an assigned ECR is to assist the district, as well as individual clubs, which ultimately strengthens Pilot International.

**Executive Board:** This is the governing body of the Pilot club. It is comprised of the club's elected officers. The board meets prior to the club meetings for the purpose of making needed decisions and/or recommendations to be presented to the entire membership of the club.

**Executive Committee (EC):** The officers of Pilot International, elected annually by delegates at the Pilot International Convention. The officers of Pilot International are: President, President Elect, Vice President, Secretary, Treasurer, and four

Directors. All officers are elected at Pilot International Annual Convention and Leadership Conference.

**Executive Director:** The chief staff officer for Pilot International who serves at the direction of the President and the Executive Committee.

## F

**Fall Council:** A weekend district leadership training session held in the fall of each year. Informal workshops are conducted along with officer training, division activity training, and leadership development workshops.

**Founder's Day:** (October 18) The day set aside in October each year for Pilot clubs to celebrate the 1921 founding of Pilot International.

## G

**Governor:** The elected head of a district who, as such, is a member of the Pilot International International Administrative Council (IAC). The governor has general supervision of the work within the district.

**Governor Elect:** Elected member of the DAC and the second ranking officer in the district. At the close of their term, the Governor Elect automatically becomes the governor for a term of one year.

**Governor's Bulletin:** A newsletter/bulletin published by each District Governor and sent to all club presidents in the district. The bulletin is copied and given to all club members. The information in the bulletin is noteworthy for all Pilots regarding upcoming events, pertinent news, and other items of interest.

**Goal For Grants And Scholarships:** A goal set each year with monies received going exclusively for the funding of international grants and scholarships. The district goal is determined by multiplying the number of Pilot clubs in the district by \$250.

## H

**Headquarters Staff:** Employees of Pilot International who assist Pilot clubs and members. They serve under the direction of the Executive Director.

## I

**Incorporation:** Districts and clubs will be legally incorporated where required.

**International Administrative Council (IAC):** Consists of the Executive Committee and the District Governors.

## O

**Official Visits:** Visit made to an individual club by the District Governor, Governor Elect, or Lt. Governor. The purpose of the visit is to promote goodwill, share information concerning the

district and Pilot International; offer ideas and suggestions to help the club; and provide any assistance as needed to the club.

## P

**Pacesetter:** A Pilot club which contributes \$10.00 per member to Pilot International Founders Fund on an annual basis. For each year that a club makes the required donation, the club achieves Pacesetter status and is recognized.

**Parliamentary Procedure:** The proper manner of conducting a meeting. The current edition of *Roberts Rules of Order, Newly Revised* will govern Pilot International where they apply and are not inconsistent with the bylaws and any special rules of order which Pilot International may adopt.

**PI Directory:** Published annually by Pilot International, the Directory contains the names, addresses, phone numbers, fax numbers, and e-mail addresses of Pilot International Officers and Appointees, Past International Presidents, and District Officers. The PI Directory is placed on the PI website.

**Pilot Colors:** Green (life and vigor) and Gold (sincerity of purpose)

**Pilot Emblem:** A riverboat pilot's wheel with eight spokes.

**Pilot International (PI):** Chartered in 1921 in Macon, Georgia by 40 business women. The name Pilot was inspired by the riverboat pilots of that day who guided ships safely through the rivers. The word Pilot means leader and guide.

### **Pilot International Annual Convention and Leadership**

**Conference:** Annual Pilot International Convention. Business session includes the election of officers, approval of budget, and voting on proposed bylaw amendments. Other sessions include guest speakers, training, and workshops.

**PI Club Ambassador:** To celebrate Foundation month, clubs may honor one of their members by choosing them as their PI Club Ambassadors. A donation is made by the club to Founders Fund in the name of its PI Club Ambassador. The PI Club Ambassador's name appears in the Pilot Log.

**Pilot International Founders Fund (PIFF):** Philanthropic arm of Pilot International. PIFF awards grants and scholarships. Donations are made by Pilots, clubs, districts and non-Pilots. Donations may be restricted or non-restricted (general fund).

**PIFF Grants:** Includes Safe Harbor, Emergency Response, and Pilot International Matching grants.

**PIFF Scholarships:** Includes Pilot International Becky Burrows, Maria Newton Sepia, and Ruby Newhall Memorial Scholarships.

**Pilot Log:** Official publication of Pilot International; published in print form 3 times per year, and 1 time electronically.

**Pilot Motto:** True Course Ever.

**Pilot Principles:** Friendship and Service.

**Protocol:** Protocol is a code of etiquette, a pattern of behavior, generally accepted as the most desirable way to show recognition and honor to those in position of leadership.

## S

**Sail On International:** Pilot International Song

**Standing Rules:** The rules pertinent to the local club's activities. There are also District Standing Rules and Pilot International By-laws.