

# **DISTRICT PILOT INTERNATIONAL**

## **STANDING RULES**



**Adopted May 6, 2019**

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***The District will comply with the Pilot International Bylaws with the following Rules further defining provisions as they apply to this District.***

1. Each club in the District shall pay dues as follows:

The amount of annual dues per member is determined by the recommendation of the District Administrative Council and the approval of the District body in session. The rate is shown in the approved Annual District Budget.

- a. A new member accepting membership in a club shall pay District dues based on the month the member enters the club through the remainder of the current club year. Members that join July 1<sup>st</sup> – Dec. 31<sup>st</sup> will pay full dues, members that join Jan. 1<sup>st</sup> - June 30<sup>th</sup> will pay ½ the dues. The Club Treasurer is responsible for forwarding new member District dues to the District Treasurer within 30 days along with appropriate membership forms.
- b. Each newly organized club will not be required to pay District dues the Pilot year in which they are chartered.
- c. District Dues will be waived for (1) Fifty Year Members, (2) current students, including former Anchors who are seeking higher education degrees, (3) scholarship recipients not paying Pilot International dues, (4) Emeritus Members, and (5) military personnel who are deployed from their home station.

2. District Property:

- a. The gong, gavel, flags (American and States), flagpoles and stands, and District Banner shall be the responsibility of the District Convention Committee.
- b. The District pins (Governor, Governor Elect, Secretary and Treasurer) shall be passed on at the next District Convention to the newly installed DAC. In the event a pin is lost, the responsible Officer will replace it. If the pin is damaged, the DAC will determine whether the pin needs to be replaced and handle the expense through the District Budget.

3. Honorariums and Awards:

- a. The District Treasurer shall be responsible for the purchase of a Past Governor's pin and/or bars or making a donation to Pilot International in honor of the outgoing Governor's service to the District, if provided in the District budget.

- b. An annual honorarium to Pilot International in an amount provided for in the District budget shall be made in the name of and credited to the name of the Executive Committee Representative of Pilot International assigned to the District. The District Treasurer is responsible for ensuring this honorarium is made.
  - c. Honorariums and awards may be included in the District Budget for guest speakers and special recognitions for District service.
4. District Communications:
- a. The District will maintain a Website. The Webmaster will be appointed by the District Governor. An annual maintenance fee for the website will be provided in the District budget. All clubs will have a page on this website to post their activities and events.
  - b. The District roster will be maintained by the District Secretary.
  - c. The District will publish a minimum of six Governor's Bulletins. The District Governor will appoint an editor. Distribution will be to all Club Presidents to be forwarded on to club members. It should also be sent to members of the current Pilot International Administrative Council (IAC), Past International Presidents, and Past District Governors. The Governor's Bulletin will be sent out via email and will also be posted on the District Website.
5. Pilot International Convention Expenses:
- a. An allowance may be provided in the District Budget for the District Governor's expenses in accordance with the Pilot International policy for the International Administrative Council, providing such individual attends the Council of Leaders for District Officers and all business sessions of the convention.
  - b. An allowance may be provided in the District Budget for the District Governor Elect, Treasurer and Secretary to include registration fees, meals, travel and lodging expenses as determined in the budget. If a District officer is unable to attend all sessions of the convention, expenses will be reimbursed for only the portion of the convention they attend.
  - c. The District Pilot International Founder's Fund (PIFF) Representative's registration expense may be paid as provided by the District Budget on the condition that all pertinent meetings, business sessions and events are attended at the International Convention and Leadership Conference.

6. District Expenses:

- a. The District Governor, Governor Elect and Treasurer will be bonded at an amount recommended by a professional bonding agent and approved by the incoming DAC in keeping with best practices for non-profit organizations. The bonding will be effective beginning July 1 of their year of DAC service. This expense will be provided for in the District Budget. The bonding agent will be determined by the DAC.
- b. Each club in the District will be responsible for sending at least one delegate to the District Convention at which the business of the District is conducted. If a delegate is not appointed by the club, each club is required to pay the District Convention registration fee for one delegate to meet District expenses for this event.
- c. The District budget may include an allowance for registrations at District Convention for the Convention Chair, Parliamentarian, District Inspirational Leader, District PIFF Representative and the District Coordinators. The District budget may also include an allowance for registration at the District Fall Event for the District PIFF Representative.
- d. The District budget will include an allowance for meals, hotel and registration fees for the ECR to attend and participate in District Convention.
- e. The District budget will include an allowance for District Incorporation and Renewal Fees as established by the state of record.
- f. The District will hold a Contingency Fund in reserve for expenses incurred at Pilot International Convention and Leadership Conference in support of and to honor a Pilot International President from the District. The DAC will establish a maximum level for this fund in the District Policy and Procedures document. Excess revenues from District Conventions will be transferred to the Contingency Fund until the maximum fund limit is reached.
- g. If the District has financial obligations it needs to meet, funds will be utilized from any and all District accounts as determined by the DAC to meet any outstanding financial obligations.
- h. The District will not incur debt of any kind.

7. District Convention/Fall Event Registration Processes and Refunds:

- a. There shall be an appointed Convention Committee for the District that reports to the DAC. The committee will consist of four (4) members serving for two-year alternating terms to provide consistency. Their duties will include:
  - The negotiation and selection of meeting facilities and hotel rooms, food service, and other related needs for District meetings requiring hotel facilities with approval of the DAC.
  - Coordination with the facility during the meeting to insure needs are met.
  - The District Treasurer will serve as the Registration Chair.
  - The District budget may include an allowance for travel as may be necessary to visit and/or secure suitable hotel space.
- b. A request for a refund of District Convention/Fall Event registrations will be honored if such a request is received by the Registration Chair/District Treasurer seven (7) days prior to the District Convention/Fall Event, providing funds are available. Written requests will be required. If there is a death or illness in the immediate family, or a business emergency, the seven (7) day notice MAY be waived. A fee shall be charged for District Convention or Fall Event registration cancellations to cover fixed expenses established by the District Convention Committee.
- c. The District may adopt a District project that would benefit a registered charity at District Convention and/or the Fall Event. The charity will be selected and approved by the DAC. The Governor will facilitate the project.
- d. Changes in District Standing Rules proposed by a local club must be mailed or emailed to the Governor at least sixty (60) days prior to the District Convention. A rationale for each change must be included. The postmark or confirmation of receipt and opening of the change must be dated no less than sixty days prior to the District Convention. The Governor will mail or email the proposed changes to the clubs, District Officers, and Past District Governors at least thirty (30) days prior to the District Convention.

An amendment to the standing rules shall be in effect July 1st after the close of the District Convention at which a favorable majority vote is cast unless a different date is specifically stipulated by the voting body.

- e. Past Governors (including past Governors from AR/OK and KS/MO districts) who are current members in good standing of the District shall have voting privileges at the District Convention. In the event that a Past Governor is acting as a Delegate of their Club, the past Governor will vote as an elected delegate and will cast only one (1) vote. Past Governors who are not elected club delegates will be responsible for paying their own expenses to attend a District Convention.