

ALABAMA DISTRICT

ALABAMA DISTRICT PILOT INTERNATIONAL

STANDING RULES - 2019

As presented by District Administrative Council to the Convention Body.
Approved May 4, 2019 as amended.

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ALABAMA DISTRICT PILOT INTERNATIONAL, INC.

REVISED STANDING RULES (2019)

The Alabama District is the second duly organized District of Pilot International and shall operate under the rules established by Pilot International. The Alabama District is a non-profit, non-partisan, non-sectarian and non-discriminatory organization incorporated in the State of Alabama and shall include all the clubs chartered by Pilot International within the boundaries of the State of Alabama.

The clubs within the District are assigned to areas that were established primarily for the purpose of hosting Fall Councils and Area Workshops. The District Administrative Council shall determine the area assignments. Any club may request a change in area assignment.

I. OFFICERS

The District Administrative Council (DAC) shall consist of the Governor, Governor Elect, Secretary, and Treasurer. Terms of office for all officers shall be as outlined in Article XVII, Section 7, of the Pilot International Bylaws.

A. DUTIES

1. The duties of the Governor shall be those as outlined in Article XVII, Section 2, of the Pilot International Bylaws.
2. The duties of the Governor Elect shall be those as outlined in Article XVII, Section 3, of the Pilot International Bylaws. The Governor-Elect shall supervise the Officers' Training Workshops conducted by the District Treasurer and District Secretary. The Governor-Elect shall work with the District Anchor Coordinator and the Anchor District Officers (DAAC) in convention planning.
3. The duties of the District Treasurer shall be those as outlined in Article XVII, Section 6, of the Pilot International Bylaws. These duties include receiving and depositing all district funds (Pilot and Anchor).
4. The duties of the District Secretary shall be those as outlined in Article XVII, Section 5, of the Pilot International Bylaws.

B. ELECTIONS AND QUALIFICATIONS

1. The Governor, Governor Elect, Secretary and Treasurer shall be elected as outlined in Article XVII, Section 7, 8, 9, 10, and 11, of the Pilot International bylaws.
2. All Officers of the DAC shall be bondable and shall be bonded annually as budgeted.
3. The District Treasurer must have knowledge of double entry bookkeeping system, general ledger, year-end close-out, budget preparation, and Federal/State reports required for non-profit organizations.
4. The elected (incoming) Treasurer will work with the outgoing Treasurer from District Convention until assuming office.

C. VACANCIES IN OFFICE

1. Vacancies will be handled as outlined in Article XVII, Section 12, of the Pilot International Bylaws.

II. FINANCES

A. DISTRICT DUES

1. Annual District dues as approved in the annual Alabama District Budget will be paid in advance to the District Treasurer by July 1.
2. New Pilot members joining between July 1 and December 31 shall pay full District dues. New Pilot members joining between January 1 and June 30 shall pay $\frac{1}{2}$ of the annual District dues. Dues for new members are payable to the District Treasurer upon acceptance of membership.
3. District dues for Compass Club members will be one half Pilot District dues. Dues for Compass members are payable to the District Treasurer upon acceptance of membership. Dues shall not be prorated for a partial year.
4. District dues shall be waived for (a) Fifty Year Members, (b) current college students, including former Anchors, during their college education (up to six years), and (c) Emeritus Members.
5. From the dues, \$1.50 per member per year (or \$.75 for prorated dues) shall be allocated to the Pearl Sparks Scholarship Fund.
6. When a club is organized, prorated dues shall be paid to the District Treasurer as of the organizational date.
7. To be in "good standing" a Pilot member or a club shall have paid all District and Pilot International dues.

8. If a club is not in good standing prior to the opening session of District Convention (or at any Fall Council at which emergency business is to be conducted), that club shall not be eligible to vote. Any member of a club not in good standing shall be disqualified from holding District office.

B. BUDGET ITEMS

The District Budget, in addition to items required by Pilot International, shall include:

1. Past Governor's brooch
2. Honorarium for the Governor to Pilot International Founders Fund
3. Gift/Honorarium for the Executive Committee Representative
4. Planning meeting expenses for Fall Council Chair, Fall Council Vice Chair, District Convention Chair and Convention Vice Chair.
5. Bonding fees for the District Administrative Officers.
6. Approved District project expenses
7. Approved expenses for District Coordinators and other District Appointees as specified.
8. Itemized claims for expense reimbursement must be submitted to the Governor within thirty (30) days after such expense occurs.

C. MEETINGS AND CONVENTION

The District Budget shall also include expenses for the following meetings:

1. **PILOT INTERNATIONAL LEADERSHIP CONFERENCE and CONVENTION.** Expenses (registration fee, transportation and hotel) for District Governor Elect, District Secretary, and District Treasurer in accordance with expenses paid by PI on behalf of the Governor as established by Pilot International policy. Fees will not be paid for any District officer serving as a club delegate.
2. **FALL COUNCIL:** Fall Council registration fees (meals only) for the Governor, Governor Elect, Secretary, Treasurer, Fall Council Chair and Fall Council Vice Chair.
3. **ANCHOR CONVENTION:** Expenses for the Governor Elect and Treasurer to attend planning meetings for the Anchor Convention; registration and lodging for two (2) nights for the Governor Elect and Treasurer to attend the Convention; and registration fees and lodging for one (1) night for other members of the District Administrative Council to attend the Convention. All officers will stay in one room.
4. **DISTRICT CONVENTION.** Registration fees (meals only) for the Governor, Governor Elect, Secretary, Treasurer, Executive

Committee Representative (ECR), and District Convention Chair and Convention Vice Chair.

- 5. Each District meeting budget should stand on its own financially. Should there be any funds remaining after expenses have been paid for that District meeting, those funds shall revert to a convention reserve account, if needed, or to the general budget as determined by the District Administrative Council.**
- 6. The registration fees for District meetings shall be set at a figure to cover only the expenses of such meetings. Registration cancellations for Alabama District meetings must be received by the Governor in writing five (5) days prior to the opening of that meeting to be eligible for refunds. No refund request received after that date will be considered.**

D. AUDIT COMMITTEE

An Audit Committee shall be appointed by the District Governor with approval of the District Administrative Council. The Committee shall consist of three members. Members of the committee shall be either a past District Officer and/or have financial/accounting experience. Members of the committee shall not have served on the District Administrative Council during the year for which the financial records are being audited. A job description of the duties of this committee shall be approved by the District Administrative Council, reviewed each year, and given to each member of the Audit Committee.

- 1. The District Treasurer shall deliver the District financial records to the Audit Committee by July 31st as specified in the Pilot International Bylaws. The outgoing District Treasurer shall close and/or transfer all District bank accounts and funds to the new District Treasurer no later than July 31.**
- 2. The Alabama Anchor District Treasurer shall deliver the Anchor District financial records to the Audit Committee by July 31 as specified in Pilot International Bylaws. The outgoing Alabama Anchor District Treasurer shall close and/or transfer all District bank accounts and funds to the new Alabama Anchor District Treasurer no later than July 31.**
- 3. The Audit Committee shall perform a full and complete audit of the Pilot and Anchor District financial records which will include the following:**
 - i. Comparing actual expenditures to the District Budget, District Convention and Fall Council Budgets.**
 - ii. Review the District Standing Rules and Pilot International Bylaws relating to the actual expenditures.**
 - iii. Review of District Policies and Procedures relating to actual expenditures.**

4. The Audit Committee shall deliver the Pilot and Anchor District Financial records to a Certified Public Accounting (CPA) firm selected by the Governor, with the approval of the District Administrative Council, no later than August 31 of each year for review and preparation of all necessary Internal Revenue Service tax forms. The District shall budget funds to cover these expenses.
5. The Audit Committee shall furnish the District with an Audit Report no later than Fall Council each year.

III. MEETINGS and BUSINESS

- A. A District Fall Council shall be held annually unless otherwise voted by the members of the District.
 1. Fall Council shall be hosted by one or more clubs in one of the designated areas of the District.
 2. Each Club not represented at Fall Council shall pay one (1) full Registration fee to be mailed to the District Treasurer within thirty (30) days of the close of the Fall Council.
 3. If business is to be conducted, each club in good standing shall be entitled to one (1) delegate and one (1) alternate. The action of any business conducted shall be reported to the clubs through the Governor's Bulletin.
- B. A District Convention shall be held each year. The District Administrative Council shall determine the site and date of the District Convention.
 1. The voting body shall be the club delegates, the Alabama District Officers, and Alabama Pilots who are past District Governors. Each Club shall be entitled to a maximum of 3 delegates (and 3 alternates) in attendance at the Convention.
 2. Each club not represented at District Convention shall pay (1) full registration fee. The fee shall be mailed to the District Treasurer within thirty (30) days of the close of the District Convention.
 3. All action of the convention body shall be reported to the clubs through the Governor's Bulletin. The actual minutes of the District Convention shall be duplicated and made available to the clubs on request at a nominal fee.
- C. If business must be conducted (other than at a District meeting) it may be done by postal mail or email vote, provided that the items must first be approved by the District Administrative Council. Each club shall be entitled to one (1) vote.

- D. District Anchor Convention shall be held under the supervision of the District Administrative Council (DAC) in accordance with Pilot International policies. The Governor Elect and District Anchor Coordinator shall serve as immediate advisors.
- E. The District may choose to hold Area Workshops as deemed necessary by the members of a specific area. These area members shall determine the time and place for any such meeting. Area workshop planning is under the direction of the Governor-Elect.

IV. AWARDS

- A. The Alabama District Awards program shall be supervised by the District Administrative Council. The Governor shall appoint an Awards Jury whose duty it will be to judge these submissions and present the winners to the Governor.
- B. The Alabama District Administrative Council shall present a Certificate at Fall Council for the *Club Membership Net Growth Award*. This shall be awarded to EACH club with a net growth from the period July 1 through June 30 as reported on the Annual Membership Dues Report submitted to the District Treasurer.
- C. The Alabama District Administrative Council shall present the following Awards at District Convention:
 - 1. *Membership Awards*: The *Sally Douglas Award* shall be a certificate to the Pilot club in the Alabama District that has secured the most new members during the period from April 1 through March 31 as reported to the District Treasurer. The *Maggie Award*, shall be a certificate given to the Pilot Member who has sponsored the most new members during the period April 1 though March 31 as reported to the District Treasurer.
 - 2. *Community Service Award*: Clubs may enter one of their community service projects for judging. The Awards Jury shall determine the winners based on established criteria. Awards shall be given for first, second, third place and honorable mention.
 - 3. *Brain-Related Disorder Service Award*. Clubs may enter one of their brain-related disorder service projects for judging. The Awards Jury shall determine the winners based on established criteria. Awards shall be determined for first, second, and third places and honorable mention.
- D. *Jo Vaughn Leadership Award*. The Alabama Past District Governors shall present this award at District Convention. This award recognizes a Pilot who does an exemplary job of leadership at the District and Club level. Nominations will be accepted from clubs and individual Pilots.

V. DISTRICT PROJECTS

- A. The Governor shall appoint a District Projects Committee of four members with one being designated as the chair. The members shall serve a two-year term. Two of the members shall rotate off and be replaced each year. The Committee shall recommend a specific project(s) to the District Administrative Council for presentation at the District Convention.
- B. The Governor shall appoint the Pearl Sparks Nursing Scholarship Committee, consisting of three members with one designated as chair. The members shall serve two-year terms. The scholarship shall be awarded bi-annually to a qualified student who has been accepted by an approved School of Nursing in the State of Alabama.

VI. PARLIAMENTARY AUTHORITY/AMENDMENT PROCESS

- A. The *current edition of ROBERT'S RULES OF ORDER NEWLY REVISED* shall govern in all cases in which they are applicable and in which they are not inconsistent with the Pilot International Bylaws and the Alabama District Standing Rules.
- B. These Standing Rules may be amended by a majority of the voting body at any Alabama District meeting, provided the following requirements shall have been met:
 - 1. The proposed amendment shall have been presented by a club, a club's Executive Board, the District Administrative Council, or District division or special committee.
 - 2. A copy of the proposed amendment shall have been submitted in writing to the District Governor at least sixty (60) days prior to the opening of the District meeting at which the item will be considered.
 - 3. The Governor shall send a copy of each proposed amendment to the President of each Pilot Club within the District and Alabama Pilots who are past District governors, by postal mail or email, at least thirty (30) days prior to the opening of the District meeting at which it will be considered.
 - 4. An amendment to the Standing Rules shall be in effect at the close of the District meeting at which a favorable majority vote is cast, unless the voting body specifically stipulates a later date.

Adopted May 4, 2019

As presented and amended