



Pilot International  
Club Manual  
Revised July 2020

# GETTING STARTED

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# Leadership

The Club Manual is a resource and will enable the club leadership team to plan, organize and schedule monthly items for the upcoming Pilot year.

If you are the club president:

## MARCH/APRIL

- Use the period between club officer election in March and installation as a planning period.
- In April, attend your regional or district training workshop(s) and the district convention.
- Note deadlines and responsibilities.
- Determine the club appointees for the coming year and make those selections.
- The current PI Bylaws are included as a resource and part of the PI Club Manual. The PI Bylaws are created in sections, i.e., club, district and international.
- The new PI Directory for the upcoming year will be posted on the PI website by August 1.
- Register for international convention, make appropriate reservations, working with the club treasurer.

## MAY/JUNE:

- Meet with the club leadership team and board members.
- Highlight important dates and deadlines. (Note: PI Pocket Calendars may be obtained from the Membership Department at Headquarters. The calendars itemize activities and events monthly.)
- Download a copy of the *Club Installation Script* from the PI website (there is also a copy in the Forms section of this Manual.)
- Meet with the outgoing officers for transition of records/status of annual plans.

## JULY:

- Create a deadline list for: dues, reports, grant and scholarship applications.
- Discuss the deadlines and objectives at the executive board meeting.
- Schedule a club leadership meeting and then a meeting with club membership. Complete the club roster and action plans, sending a copy of each to the District Governor, Governor Elect, Lt. Governor (if applicable).
- Update database (MemberClicks)
- Attend PI International Convention and experience the event, which includes dynamic speakers, business sessions, workshops/training and updates of our organization. It is both a privilege and obligation of the club president to be the club's official representative. Funds should be budgeted each year for the international convention.

## AUGUST:

- Complete the club audit; report to the members of the club.
- Prepare necessary club information as requested by Pilot International.
- Review and discuss calendar checklists including approaching deadlines.
- The club president should prepare and plan for all club meetings; share everything and work closely with the club president elect throughout the months. This practice will ensure a great transition from one Pilot year to the next.

Reminder to clubs –

Be sure to check out the many marketing pieces available for order such as:

- PI Pocket Calendars
- PI Brochures
- New Member Guide

Visit the PI website or contact the Membership Services Department at HQ, 478-477-1208, ext. 308.

*“Be the kind of leader that you would follow.”*

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## ANNUAL RENEWAL OF INCORPORATION FOR UNITED STATES PILOT CLUBS

- Club treasurers are to review incorporation information.
- Complete *Corporate Annual Registration* form, if required.
- If the club treasurer needs to obtain the current corporate filing status of the club, he/she can contact the Secretary of State.
- The same person should act as the registered agent for the club, whenever feasible (receiving and completing the form each year).
- A new Pilot club will be legally incorporated within one year where required. (*See PI Bylaws, Article V*).

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## COMPREHENSIVE GENERAL LIABILITY INSURANCE

A copy of current Certificate of Insurance for all Pilot clubs (including any Anchor/Compass activities your Pilot club sponsors) in the United States is maintained on the Pilot International website. Questions regarding the Certificate of Insurance should be directed to the Club Services Department at Pilot International Headquarters. The policy covers the LEGAL LIABILITY of the Pilot Club and any individual member(s) who may be named in a lawsuit. It does not replace an individual's health and/or accident insurance plans.

A claim should not be filed unless the claimant(s) feel the Pilot Club and/or its member(s) are at fault and a suit for damages is being considered by a non-Pilot.

- **In such cases—clubs should NOT volunteer to cover anything. Contact the Membership Department at Pilot International Headquarters, describing the incident and furnishing the names and addresses of ALL WITNESSES.**

PI's liability insurance DOES provide protection for the club and its members against possible lawsuits resulting from injuries and/or property damage connected with approved Pilot activities.

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## STANDING RULES

The Pilot Club may establish **standing rules**, which are pertinent to local club activities. These rules shall not be in conflict with Pilot International Bylaws, Pilot International Policies, or District Standing Rules. The incoming president should appoint a Standing Rules Committee. This committee will review the club's standing rules, which should reflect the requirements of **options** offered in the Pilot International Bylaws.

The following is a list of Pilot International Bylaws that offer options or would affect the club's standing rules:

### AMENDING THE CLUB'S STANDING RULES

The Pilot Club's standing rules may be amended at any meeting by majority vote of eligible voters. *(PI Bylaw ART XVI Sec. 2 which reads: Amendments. Standing rules may be amended at any regular meeting by majority vote of eligible voters. The amendment shall be mailed, either by electronic or postal mail, to each eligible Pilot at least thirty (30) days prior to the vote, and presented at a Club business meeting for discussion and voting.)*

### ARTICLE VI MEMBERSHIP

**Section 3: Club.** A Pilot International and District member may also be a member of a club upon payment of club dues.

### ARTICLE VII HONORARY TITLES

**Section 1: Emeritus.** Emeritus status may be conferred upon a charter member of a club or a member who has been a Pilot for at least fifteen (15) consecutive years and made significant contributions to a club through participation in club activities and projects, but who can no longer fulfill the responsibilities of an active club member. Emeritus status may be granted by majority vote of the club.

**Section 2: Honorary Pilot.** The title of Honorary Pilot may be conferred upon a non-Pilot in recognition of meritorious achievement at the Club level by a majority vote of the executive board of that Club; at the District level by a majority vote of the DAC/DEC; at the international level by a majority vote of the Executive Committee.

### ARTICLE VIII DUES AND FEES

**Section 1: International.**

- a. **Dues.** Pilot International dues will be established by the voting body of the international convention. Dues will be paid annually in advance to Headquarters by July 1. For new members,

dues will be assessed based on the month a member enters the Club through the remainder of the current Club year.

Pilot International dues will be waived for (a) Fifty Year Members, (b) current students, including former Anchors, who are seeking high education degrees and not paying club dues, (c) Scholarship recipients, at all levels of Pilot, who are not paying Club dues, (d) Emeritus Members, and (e) military personnel who are deployed from their home station.

Pilot International dues structure will be based on the Country Classifications as indicated in the World Bank's four economic income groupings. Dues will be paid to Pilot International in the currency of the country where the member resides.

The dues structure will be as follows:

1. High Income Economies: Full dues;
2. Upper Middle Income Economies: One-half dues;
3. Lower Middle Economies: One-third dues;
4. Low Income Economies: One-third dues.

- b. **Fees.**
1. Insurance. All members residing in the United States shall pay an annual insurance fee.
  2. Initiation. An Initiation Fee will be paid by each new member. Initiation Fees will be waived for former Anchor and Compass Club members.
  3. Reinstatement. Reinstated members shall pay a reinstatement fee.

**Section 2. District.** Each member will pay District dues as required by the District standing rules.

**Section 3: Club.** Each member will pay Club dues as required by the Club standing rules.

## **ARTICLE IX PILOT CLUB LEADERSHIP**

Pilot club officers will be President, President Elect, Secretary, and Treasurer. Additional officers may be elected and, at the option of the Club, the positions of Secretary and Treasurer may be combined.

Section 1: President. The President will:

- a. preside at Club and Executive Board meetings;
- b. serve without vote as an ex-officio member of the Divisions and Standing Committees;
- c. appoint and serve without vote as an ex-officio member of all Special Committees authorized by the Executive Board;

- d. serve as a member of the Budget Committee;
- e. countersign vouchers and Club checks;
- f. appoint a Club parliamentarian who retains full privileges of membership;
- g. authorize expenditures of unbudgeted amounts within the limits established in the Club Standing Rules;
- h. appoint an Audit Committee and ensure that the books are audited by August 31; and
- i. perform other duties as required.

SECTION 2. President Elect. The President Elect will:

- a. preside in the absence of the President;
- b. coordinate Club programs;
- c. serve without vote as an ex-officio member of the Divisions;
- d. serve as a member of the Budget Committee;
- e. countersign vouchers, and countersign checks in the absence of the President;
- f. appoint division coordinators for the next year;
- g. appoint the Pilot International Representative for the next year;
- h. assign each member to a division for the next year; and
- i. perform other duties as required.

SECTION 3. Secretary. The Secretary will:

- a. record and transcribe minutes of all Club and Board meetings;
- b. present a summary of Executive Board action to the Club;
- c. report changes in Members' contact information within thirty (30) days to Pilot International Headquarters and the District Secretary; and
- d. perform other duties as required.

SECTION 4. Treasurer. The Treasurer will:

- a. receive and deposit all Club funds;
- b. serve as a member of the Budget Committee;
- c. pay all authorized bills;
- d. sign all checks issued;
- e. ensure that unbudgeted expenditures are approved by the Club members;
- f. give a financial report to the Executive Board and to the Club as required;
- g. file state/province/prefecture reports, and pay all fees;
- h. deliver books to the audit committee by July 31; and
- i. perform other duties as required.

**Section 5:**     Terms.     Terms of office will begin July 1.



**Section 6:** Qualifications. A nominee for the office of President Elect will have served at least one year on the Executive Board or have had prior Board experience in another Pilot club.

**Section 7:** Nominations. At least three (3) but no more than five (5) Nominating Committee members and two (2) alternates will be elected by ballot no later than two months prior to District Convention. The Nominating Committee will select one or more nominees for each office.

**Section 8:** Election. Officers will be elected no later than one month prior to district convention. Nominations may be made from the floor with prior consent of the nominee. The Nominating Committee will verify their qualifications. If there is more than one nominee for any office, the elections will be by ballot. A majority vote of votes cast will elect.

**Section 9:** Vacancy in Office. If an incoming officer resigns between the report of the Nominating Committee and June 30, the Executive Board shall recommend a person for the office and the Club shall vote on this recommendation.

Vacancies occurring after July 1 shall be filled within thirty (30) days of the vacancy. The following will apply:

- a. President. A vacancy in the office of President will be filled by the President Elect.
- b. President Elect. The Executive Board shall recommend a person for the office of President Elect, and the Club shall vote on this recommendation.
- c. Other Offices. The President shall appoint, with the approval of the Executive Board, a person for vacancies in other offices.

## **ARTICLE X PILOT CLUB: EXECUTIVE BOARD**

The Executive Board, consisting of the Club officers, will meet as needed. A majority of the members will constitute a quorum. A summary of the Board actions will be reported to the Club.

Special meetings of the Board may be called by the President or two (2) members. Each member will be notified of the time, place and purpose of the meeting.

The Board will:

- a. conduct all routine business of the Club; and
- b. approve division plans and the Club budget.

## ARTICLE XIII PILOT CLUB: Meetings - Regular, Special and Quorums

- Section 1:** Regular. The Club will hold at least six (6) meetings per year. The place, date, and time will be determined by the members.
- Section 2:** Special. Special meetings may be called by the President, by the Executive Board, or by five members, provided all members are notified of the time, place, and the purpose(s) for the meeting at least one week in advance.
- Section 3:** Quorums. Quorums will be set by the Club.

## ARTICLE XXX PI: DIVISIONS OF ACTIVITY AND SPECIAL COMMITTEES

- SECTION 1:** Divisions of Activity. The program of Pilot International will be accomplished through the divisions of activity and the international division coordinators will serve as liaison to the District division coordinators. District division coordinators will serve as liaison to Club division coordinators.
- a. Membership. Responsible for activities related to recruiting, reclaiming and retaining members; organization of new clubs; new member orientation; and any other activities related to membership.
  - b. Fund Raising. Responsible for activities that generate funds to finance Club operations, projects, and youth activities. Profits from fund raisers for designated service projects must be spent for that purpose.
  - c. Projects. Responsible for activities related to community service and improvement; safety; education; patriotism; international relations; Pilot International endorsed projects; assistance to people who are aged, needy or have disabilities; and any other projects. The Executive Committee must approve any national or international project sponsored by a Club.
  - d. Anchor. Responsible for all activities related to Anchor.
  - e. Compass. Responsible for all activities related to Compass.
  - f. Leadership Development. Responsible for activities related to training of members and leadership development.

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## CLUB NEWSLETTERS

Club newsletters should be encouraging and inviting. Most club members look forward to reading about the vision/upcoming projects of their club; articles about various members and the impact of the club in their community. Newsletters are optional and not a requirement.

**Newsletter Content (suggestions):**

- Club business
- List of project activities
- Club announcements
- Schedule of upcoming events
- New member news
- Member-sharing corner
- District activities
- Updates/information for Pilot International leadership

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

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“The best way to find yourself is to lose yourself in the service of others.”

~Mahatma Gandhi~

**SAMPLE FACT SHEET**  
**(Adapt as needed.)**  
**FOR THE**  
**PILOT CLUB OF \_\_\_\_\_**

**WHO YOU ARE:** Your club is a group of caring people who come together in friendship and service, to learn and develop into stronger individuals. Come grow with us...

**SERVICE:**

- Share the mission of Pilot International and explain how your club is involved.
- List major activities; information about Anchor/Compass (if your club sponsors/mentors an Anchor/Compass club.
- Share phrases from your members' testimonials that will inspire others.

**MEETINGS:**

Regular Meeting(s) of the Pilot Club of \_\_\_\_\_:

Business Meetings:   Date: 1<sup>st</sup> Monday  
                                  Time: 7:00 p.m.  
                                  Place: Reed Restaurant

Program Meetings:   Date:  
                                  Time:  
                                  Place:

*(Include lunch or dinner meal prices not included in the dues.)*

**INITIATION FEES AND DUES:**

Initiation Fee: \$\_\_\_\_\_   A one-time fee. (No fee for former Anchors.)  
Dues:                \$\_\_\_\_\_   Payable in advance prior to \_\_\_\_\_.

**Pilot membership provides an opportunity to:**

- Serve in the area of Encouraging Brain Safety & Health.
- Supporting Those Who Care for Others.
- Develop personal friendships and gain valuable leadership skills.
- Network with people who share similar interests.

- Develop new social and business relationships both locally and internationally.
- Help people through community service at home and throughout the world.
- Make a difference in the lives of people throughout the world.
- Attend district and international conventions and workshops.
- Learn more about the community and its needs, especially in the areas of Encouraging Brain Safety & Health and Supporting Those Who Care for Others.
- Work with youth through sponsoring an Anchor/Compass club.

**A Pilot Member:**

- Aspires to the principles in the *Pilot Code of Ethics*.
- Attends meetings and participates in club projects; an active participant in club decision-making.
- Supports decisions made by the majority, regardless of personal preference.
- Encourages decisions which affect “the greater whole.”
- Always professional in all matters concerning Pilot business.
- Keeps the club strong by inviting new members to join.
- Encourages cultural diversity in club membership.
- Does their “fair share” to plan and carry out service projects and fundraisers.
- Becomes familiar with district and international issues and the Pilot International mission; becomes familiar with the Pilot International website.
- Enhances the club’s image within the community by promoting the club’s projects and activities.
- Networks with other civic/service organizations and local agencies.
- Encourages contributing to Pilot International’s special appeals.
- Signs up for MemberClicks to keep informed of the current affairs of Pilot International.
- Shares membership in Pilot with friends and colleagues.

Have Fact Sheets available at all club fundraisers and activities where you interact with the public. Include a club fact sheet and invitations or other club building/new member recruitment materials available for download from the Pilot International website. All materials can be personalized with your club’s information prior to printing.

# MONTH AT A GLANCE

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## CHECKLIST FOR EACH MONTH

- Agenda for Meetings.** Distribute copies of all agendas to executive board members. (PI Bylaw ARTICLE XIII, Sec. 1 states that at least six club meetings are required per year.)
- Verify **Change in Membership Information** by the club secretary as soon as possible when a change in membership occurs. Verify with the club treasurer that a check was sent for new members to Pilot International Headquarters.
- Make sure that club secretary has provided **minutes of each executive board, business, and program meeting held.**
- Manual pages, correspondence, and mailings** from Pilot International and the district should be given to the appropriate person(s). If a club mailing is sent by email, be sure to verify that email is received by other officers.

It is **IMPORTANT** for club officers and members of the club to receive necessary forms, bulletins, and information in a timely manner. Encourage all members to sign up for MemberClicks.

- Correspondence to be read at meetings** given to the club secretary (corresponding secretary is optional) prior to meetings.

*A blank monthly calendar is provided at the end of this section for you to copy, complete and insert into this manual, and use to assist in the planning of your club's yearly agenda.*



*Be sure to check out the PI Pocket Calendars . . . a great addition for the members in your club as well as a resource to share with potential new members.*

# PILOT CLUB MONTH AT A GLANCE- CHECKLIST

## JULY

- International dues to PI Headquarters on or before July 1.
- Division activity plans, programs, budget presented at business meeting for membership approval.
- Club approved division plans, programs, budget sent to district governor postmarked by August 15.
- Outstanding club balances paid to PIHQ by club treasurer no later than July 1.
- PI International Annual Convention and Leadership Conference.
- Treasurer delivers books to the audit committee by July 31.

## AUGUST

- PI Convention Report- presented by delegate at the club business meeting.
- The July/August edition of the Pilot International News (delivered via MemberClicks) will include Bylaws and Founders Fund information.
- Select Pilot International Ambassador
- Start planning membership meeting.
- Plan and prepare for membership month – October.

## SEPTEMBER

- Plan Pilot Walk- 1<sup>st</sup> Saturday in October.
- Promote District Fall Council/Workshop.
- The August/September edition of the Anchor newsletter (electronic delivery) - includes Anchor awards program, Officers' and Treasurers' forms and dues invoice...sent to Anchor club advisors with a copy to the sponsor.
- PI Ambassador Contribution form completed and sent to PIHQ by September 30.
- PI Ambassador recognized in clubs.
- Prepare for Founders Day- October 18.

## OCTOBER

- Pilot Walk- 1<sup>st</sup> Saturday in October.
- Founders Day- October 18.
- Membership month.
- District Fall Council/Workshop Report- given at business meeting following event.
- IRS Forms filed- US Clubs required to file; deadline November 15.
- Make a Difference Day- October. See [www.makeadifferenceday.com](http://www.makeadifferenceday.com).
- Plan for International Care and Kindness Week (2<sup>nd</sup> week of November).

## NOVEMBER

- Anchor Club Officers' and Treasurers' Reports to PIHQ on or before **November 1**.
- International Care and Kindness Week (2<sup>nd</sup> week of November).



- Nominate candidates for district office. District Governor notifies clubs of names and addresses of district nominating committee.
- IRS Forms- deadline November 15.
- Share Pilot Meeting results with PI Director of Communication at [communication@pilothonline.org](mailto:communication@pilothonline.org).
- District Fall Council/Workshop report- given at business meeting following event.
- Promote Giving Tuesday (Tuesday after Thanksgiving)

## DECEMBER

- Nominate district officers.
- Submit club success story to PI Director of Communication at [communication@pilothonline.org](mailto:communication@pilothonline.org).
- Invite prospective members to December meetings/activities.

## JANUARY

- Nominate district officers.
- Nominate candidates for Pilot International offices. Submit letter of nomination written to nominee with a copy to PI Headquarters.
- Contributions postmarked no later than February 1- Pacesetter, 250 Clubs and 250 Member recognition at district convention.
- Pilot International Ambassadors published in the Spring issue of The Pilot Log.

## FEBRUARY

- Anchor Project Lifesaver Scholarship applications due to PI Headquarters by April 15.
- Club contributions postmarked no later than February 1 for Pacesetter/250 Goal recognition at district convention.
- Nominate district officers.
- Nominate candidates for PI offices. Submit letter of nomination written to nominee with a copy to PIHQ.
- Outstanding Anchor club entries to district awards jury. Deadline set by Pilot District Governor (no later than March 15.)
- Promote district convention.
- March is membership month.
- Club nominating committee elected by ballot no later than two months prior to district convention. (PI Bylaw IX: Section 7)

## MARCH

- Name delegates and alternates to district convention in accordance with Bylaws (Art. XX: Sec. 1c.)
- Promote district convention and share schedule, pertinent details, and deadlines.
- Share report of district nominating committee to the members.
- Outstanding Anchor club entries to district awards jury chair- deadline no later than March 15.
- COED Anchor clubs send Outstanding Anchor Club entries directly to PIHQ- postmarked by April 15<sup>th</sup>.
- Nominate candidates for Pilot International offices. Submit letter of nomination written to nominee with copy to PI Headquarters.
- Pilot International Annual Convention and Leadership Conference- send registration. Current club president elect (incoming president) is delegate.
- Brain Awareness Week.

- Next year's club officers elected no later than one month prior to district convention. (PI Bylaws IX: Section 8.)
- Encourage Pilot/Anchor club to participate in Anchor Advisor of the Year Award nominations. Nominations postmarked by April 15th.

## APRIL

- List of incoming club officers sent to PI Headquarters, postmarked no later than May 1. Copy to District Governor.
- Promote the Pilot International Annual Convention and Leadership Conference.
- District winners and COED sponsored Outstanding Anchor Club entries to PI Headquarters, postmark deadline April 15th.
- List of incoming Anchor/Compass club officers sent to PI Headquarters. Form sent to Anchor/Compass advisors and sponsor in September Anchor/Compass mailing.
- Nominate candidates for Pilot International offices. Submit letter of nomination written to nominee with copy to Headquarters. PI Qualification form, completed by nominee as requested by Pilot International.
- Proposed Bylaw Amendments mailed to PI Secretary and Executive Director postmarked no later than sixty (60) days prior to the first day of convention. (PI Bylaws, Art. XXXIX: Sec. 1b)
- Anchor Advisor of the Year postmark deadline April 15th.

## MAY

- Club officers form to PI Headquarters- postmarked by May 1. Copy to District Governor.
- Report of district convention shared by delegates at business meeting.
- Installation of club officers prior to July 1.
- Clubs to receive invoices for International dues- to be paid on or before July 1.
- Proposed Bylaw Amendments mailed, either by electronic or postal mail, to the Executive Director at Pilot International Headquarters postmarked no later than sixty (60) days prior to the first day of the convention.

## JUNE

- Club treasurer to pay all current balances due Pilot International by July 1.
- Annual International dues to PI Headquarters no later than July 1.
- Appoint audit committee.
- Records and materials of officers will be delivered to their successors immediately following the close of their term of office unless otherwise specified in the Pilot International Bylaws.
- Installation of club officers prior to July 1.
- Club Treasurer delivers books to audit committee by July 31.
- Election of COED district officers will be held prior to July 1.

**MONTH OF:** \_\_\_\_\_

**NOTES:**

<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>



## ABOUT VOLUNTEER HOURS

The time our members spend volunteering for their club, district, or Pilot International are important for our 501(c)(3) status. The hours may also impact grant applications that may be submitted by our organization.

Pilot/Anchor/Compass volunteer hours will focus on encouraging brain safety and health and supporting those who care for others. Hours include the time members dedicate to a service project, a BrainMinders™ presentation, a safety day or bike rodeo, or presenting a Pick Me Up. You may also include attending a special meeting preparing for one of these activities. In addition, if you volunteer at a community function and represent Pilot International by wearing your Pilot shirt and/or name tag and promote Pilot, these hours can be included.

Volunteer hours for fundraising events for your club are not included. If you are helping with another organization's fundraiser, those hours can be counted if you are representing your club. An easy way to distinguish this is, if the money from the fundraiser is being deposited in your club's bank account(s), then the hours are NOT included.

How many hours do your members volunteer? Perhaps you don't think it is a lot. Visualize it. At each meeting, when members arrive, have them place one marble, M & M, or mint in a jar or container for each hour they have volunteered since the last meeting. Accumulate this until your club representative submits these hours on the Pilot International website. You will be surprised!

Each club should assign one person to submit the volunteer hours for all members of the club monthly. This is done in MemberClicks. This is a very simple form and takes less than 5 minutes to complete. The data submitted is collected in MemberClicks. Volunteer hours should be submitted monthly for all members. Hours no longer need to be submitted per member or event. (Note: When entering the hours on the website, you cannot save the submission form, but you can print out a copy prior to selecting the submit option. This will enable each club to have a monthly record of hours submitted).

The club can also create a spreadsheet to assist in gathering the monthly hours to submit online. The spreadsheet will compile total volunteer hours to-date.

We look forward to seeing how many volunteer hours our members/clubs contribute each month. Thank you for all you do as we Do More, Care More, and Be More in our communities.

Need more information? Send your request by email to [claire@pilothq.org](mailto:claire@pilothq.org).

# OFFICERS & DIVISIONS

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# THE EXECUTIVE BOARD

The Executive Board is the governing body of the Pilot Club and is comprised of the elected officers.

Each member of the board is expected to:

- Commit the time necessary to attend board and club meetings regularly.
- Make unbiased decisions in the best interest of all members and the Club.
- Fulfill assigned duties.
- Use personal talents to assist the club.

The Executive Board will meet as needed prior to the club meeting, at a time and place set by the Executive Board. A time limit should not be placed on the executive board meetings because all agenda items to be presented to the club must be considered (or postponed).

The Board will:

- Conduct all routine business of the club.
- Recommend approval of division plans and club budget.
- Review types of membership.
- Supervise the organization of new clubs.
- Review and keep current club standing rules and policies, etc.

A brief summary of action taken, as well as recommendations from the Executive Board, is presented to the club at the next business meeting.

## Incoming Executive Board

- In the interim between the election and installation of club officers, it is the responsibility of the incoming officers to become familiar with the details and duties of the office.
- Each incoming officer should also study the duties of the incoming Board relating to club division activities which are outlined in this section.
- All Board members are encouraged to attend the annual District Convention and the Pilot International Convention and Leadership Conference and should also encourage all club members to attend both as well.
- Know what you want to accomplish before each meeting, whether a board, committee, or club meeting. Read the “Meeting Tips” section for great suggestions.

Always keep in mind successful Pilot club leaders:

- Set the tone and pace for the club year;
- Allow others to succeed;
- Try to handle paperwork or correspondence only once. Pass on forms and materials to the responsible club leader or appointee!

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## PRESIDENT

### Duties of the President

#### It is the responsibility of the President to:

1. Preside at club and executive board meetings.
2. Assure that the club quarterly report is completed by the executive board.
3. Assist club leaders to determine areas where the club is successful. Build on these to strengthen leadership development, club fellowship, and service to the community.
4. Continue to assess the needs of the membership and address these. This is crucial to the retention of members.
5. Be familiar with PI Bylaws, club and district standing rules.
6. Supervise the work of club officers to see that:
  - a. The secretary submits any change in club membership when any change in membership occurs.
  - b. A check should be sent when a new member is listed on the above form.
  - c. Dues to Pilot International and to the district are paid promptly.
  - d. Other reports are submitted as requested.
7. Appoint and serve, without vote, on special committees authorized by the executive board.
8. Appoint a board member to serve as board parliamentarian (if desired.)
9. Appoint a club parliamentarian (who retains full privileges of membership), an inspirational leader, and possibly a historian.
10. Sign all official communications except those delegated to another officer.
11. Promote leadership development.
12. Fiscal responsibilities include:
  - a. Countersign club checks.
  - b. Authorize expenditures for unbudgeted amounts within limits established in the club standing rules.
  - c. Appoint an audit committee; however, Pilot International recommends external audits.
  - d. Serve on the budget committee.
13. Serve as activities director and as a non-voting member of each division. (See the divisions section of this manual for more information.)
14. Use discretion when a vote is taken by ballot. When there is the possibility that members might vote "Yes" out of courtesy in a voice vote, the preferred method is by ballot.
15. Throughout the year, the president will receive important notifications, and is responsible for sharing such information with the executive board and the membership. The president is responsible for making sure that club officers and appointees have access to pertinent information from the club manual.
16. Keep the members informed of suggestions and correspondence from Pilot International and from the District Governor by:
  - a. Briefing membership at meetings.
  - b. Including these items in electronic or paper versions.
17. Represent the club at civic and community events upon invitations (or see that the club is represented.)

18. Encourage all Club members to sign up for MemberClicks. The president will receive information from Pilot International, which will need to be reported promptly to the club.

### **Leadership Opportunities**

19. Guide the club to grow not only in numbers, but in Pilot spirit of friendship and service. Lead the Club to be the BEST it can be!
  20. Network with other Pilot Clubs and district leaders through meetings, e-mail, the Pilot website, and correspondence to exchange ideas and success stories. Be a resource club to other clubs.
  21. Represent and promote the club within Pilot and the local community. Lead the club that is known for SERVICE.
- 

## **PRESIDENT ELECT**

The President Elect of the Pilot Club performs the duties delegated to this office by the Pilot Bylaws.

### **Duties of the President Elect**

**It is the responsibility of the President Elect to:**

1. Preside in the absence of the president.
2. Serve as the club program director and a non-voting member of each division. (See division information in this section for more information).
3. Serve as a member of the budget committee.
4. Countersign checks in emergencies.
5. Appoint division coordinators for the next year after a review of the duties and careful consideration of the members' interests and talents.
6. Appoint PI Founders Fund Representative.
7. Assign each member to a division for the next year. Poll the members as to their choice of division assignment. Use the "Club Division Form" in this manual. Also consider the talents of each member.
8. Become familiar with the duties of the executive board and each of its officers and the functions of each division.
9. Become familiar with the Pilot International Bylaws, policies, and club goals.
10. Become familiar with parliamentary procedures.

The president elect automatically becomes president at the close of the term.

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## **VICE PRESIDENT**

*(Optional Office, Club's Decision)*

### **Duties of the Vice President**

**It is the responsibility of the Vice President to:**

1. Serve as a non-voting member of each division.
2. Serve as a member of the budget committee.
3. Preside for the president when both the president and the president elect are absent.
4. Become familiar with the duties of the executive board and each of its officers and the function of each division.
5. Become familiar with the Pilot International Bylaws, policies, and club goals.

The president may delegate the responsibilities of activities director to the vice president. (See division material in this section for more information.)

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## **CORRESPONDING SECRETARY**

*(Optional Office, may be combined with Recording Secretary)*

The office of corresponding secretary is an important one because written communications reflect the public image of the club.

### **Duties of the Corresponding Secretary**

**It is the responsibility of the Corresponding Secretary to:**

1. Draft all communications as directed by the club, the president or the executive board. (Only authorized correspondence should be written in the name of Pilot by any officer or member.)
  2. Prepare all letters for the signature of the president on Pilot club letterhead (available for download from the Pilot International website.) Provide a copy for the president's files.
  3. Inform the executive board about all correspondence (pertinent excerpts are acceptable).
- 

## **RECORDING SECRETARY**

The duties of the recording Secretary are particularly specific. The club relies on the accuracy, preciseness, dependability, and promptness of the recording secretary in the matter of its records, as well as in its dealings with the District and Pilot International.

If a club does not have a corresponding secretary, the recording secretary is also responsible for discharging the duties of that office. (See corresponding secretary's responsibilities.)

## Duties of the Recording Secretary

It is the responsibility of the Recording Secretary to:

1. Review the business meeting agenda with the president to ensure that no unfinished business has been omitted.
2. Work closely with the president to ensure that all records and materials needed for the meeting are available.
3. Determine the number of members present who are eligible to vote and, in consultation with the parliamentarian, determine the number required for a quorum at board and club business meetings. Emeritus members and members on leave of absence are NOT counted when determining the quorum. These members do not have the right to vote.
4. Record and transcribe minutes of club and board meetings.
5. Summarize minutes, then distribute copies at least one (1) week prior to club meeting.
6. Work closely with the treasurer to be sure that membership records are in agreement so that the proper amount of dues can be sent to Pilot Headquarters.
7. Send any change in membership as it occurs.
8. Notify the district inspirational leader of the death of a Pilot or family member. Notify the international inspirational leader immediately of the death of a Pilot.
9. Maintain a file of members including home and business addresses, telephone and fax numbers, e-mail address, firm name, and position.
10. Call a meeting to order in the absence of the president, president elect, and vice president (optional) and preside until a chair pro tem is elected.
11. Become familiar with parliamentary procedures, especially with regards to the duties of the recording secretary, (check all to ensure numbering is correct).

Report resignations promptly. If you fail to report a resigned member, Pilot International and the district will continue to carry the person as a club member, and the ***club will be responsible*** for the member's dues.

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## TREASURER

The Treasurer should be familiar with basic financial management procedures.

### Duties of the Treasurer

It is the responsibility of the Treasurer to:

1. Receive and deposit all club funds in the name of the club in the bank(s) approved by the executive board.
2. Serve as chair of the budget committee, attend division planning meetings and assist in the preparation of the budget for approval by the executive board and club membership.
3. Pay all authorized bills promptly.
4. Sign all checks, securing countersignatures of the president or president elect as directed by the executive board.

5. Keep financial statements current and report on the financial status of the club at each executive board and club business meeting.
6. Pay membership fees to Pilot International and to the district as stated in Pilot Bylaws and District Standing Rules. **(Note: Dues are not a charitable deduction.)**
  - a. **International Membership Fees:**
    - i. Insurance \$6.00 annually (all members residing in the United States).
    - ii. Initiation fee is \$25.00.
    - iii. Annual International dues: Please refer to Page 7 of this Manual. See Chart shown below for assessment of international dues.
7. Work closely with recording secretary:
  - a. To verify that club membership records are in agreement with roster and invoice sent from Headquarters when paying annual club dues;
  - b. To ensure that dues sent to Pilot International Headquarters are attached to the “Notification of Change in Membership Information” form. (See chart below. “Notification of Change in Membership” form can be found in the Forms section of this manual).
8. Send reminders to members whose dues are not current.
9. Keep incorporation of the club current, filing an annual report and paying any fee whenever necessary, to a state or province agency or its equivalent. (In the United States, usually the Secretary of State).
10. Pay all current club indebtedness by July 1.
11. Deliver books to the audit committee by July 31.
12. Beginning in 2008, tax-exempt organizations like Pilot clubs, that previously were not requested to file tax returns, are now required to file an **annual electronic** notice, Form 990-N, Electronic Notice (e-Postcard) for tax exempt organizations not required to File Form 990 or 990-EZ. For details, see Tax Information for US Pilot clubs and districts in this manual.

### Dues, Initiation Fee and Club Insurance

	July – September	October – December	January – March	April – June
Dues	\$60	\$45	\$30	\$15
Initiation Fee	25	25	25	25
Insurance	6	6	6	6
<b>TOTAL</b>	<b>91</b>	<b>76</b>	<b>61</b>	<b>46</b>

---

## DIRECTORS

In accordance with Pilot Bylaws, directors are charged with specific duties. They may also be delegated various other assignments by the president and/or the executive board.

### Duties of Directors

It is the responsibility of the directors to:

1. Become familiar with Pilot Bylaws and policies, district and club standing rules.
    - a. Keep club informed on the bylaws/policies and procedures of the organization.
    - b. Encourage club members to become familiar with bylaws and standing rules.
    - c. Be prepared to give a brief presentation on the bylaws when requested by the president. (This would be especially helpful when the bylaws provide for an upcoming event such as election of the nominating committee.)
  2. Encourage attendance of members at club, district, and international meetings.
  3. Encourage unity and friendship among members.
  4. Encourage cultural, racial, and religious diversity in the makeup of club's membership and its interaction with community-at-large.
  5. Become familiar with parliamentary procedure.
- 

## CLUB DIVISION COORDINATORS

(Fundraising, Anchor, Compass, Membership, Leadership, Projects, Media/Public Relations, Community Service)

Each division coordinator is responsible for the development of division activities and budget request for the division. Coordinators are encouraged to work closely with division members.

### Duties of the Division Coordinators

It is the responsibility of the division coordinators to:

1. Study information from member survey, club quarterly report, recent issues of *THE PILOT LOG*, and the club goals.
2. Evaluate the club's support of existing projects/programs and fundraisers and determine if support is there to continue with ongoing projects.
3. Attend briefing session called by the president elect and is prepared to discuss how the club's goals will impact their division.
4. Schedule division planning meeting date and notifies all members of the division, incoming club president, and president elect.
5. Conduct division planning meeting.

6. Provide a copy of division budget request to the incoming treasurer. (NOTE: Fundraising division coordinator includes anticipated fundraising receipts in addition to the budget request. Fundraising coordinator attends budget committee meeting.
  7. Provide copies of the proposed division activities to the incoming club president for distribution to each incoming executive board member.
  8. Present proposed division activities at second meeting of incoming executive board to be held prior to the July business meeting.
  9. Provide copies of board-approved proposed division activities to activities director (new club president) for distribution to each member.
  10. Present board-approved proposed division activities at the July club business meeting for approval.
  11. Prepare oral report to be given at club business meetings.
  12. Work with person responsible for club publicity to assure news coverage for division activities.
  13. Coordinate all activities under their division.
- 

## PARLIAMENTARIAN

### Duties of the Parliamentarian:

1. Is familiar with PI Bylaws, standing rules, policies, *Robert's Rules of Order*, and parliamentary procedures.
2. Direct the president and officers in the correct way to conduct the club's business.
3. Assist the presiding officer so that proper protocol and procedure are followed and an efficient meeting is held.
4. Promote membership growth and retention.
5. Attend club and executive board meetings. (It is preferable for the club president to appoint someone who is presently serving on the executive board to be parliamentarian.)
6. Encourage positive communication among club members and within the community.
7. Attend as many Pilot functions (club, district, and international) as possible to learn more about Pilot and parliamentary procedures.

### Pointers:

- Keep current on club activities.
- Review and update your parliamentarian skills and knowledge.
- It would benefit you to utilize the Pilot International website, MemberClicks, and PI Facebook page to network with others and stay updated on current information and resources.
- Consult the district parliamentarian when questions arise.

## INSPIRATIONAL LEADER

### Duties of the Inspirational Leader:

1. Deliver nonsectarian inspirational messages at club meetings.
2. Is supportive of Pilots/Pilot family members who are in need.

3. Sends cards of concern from the club to Pilots, as requested by the president or as stated in the club standing rules.
4. Works with the club recording secretary to maintain a current list of deceased members to be shared with the District Inspirational Leader and the Pilot International Inspirational Leader.
5. Encourage positive communication among club members and within the community.
6. Attend as many Pilot functions (club, district, and international) as possible to learn more about Pilot.

**Pointers:**

- It is helpful to keep inspirational resources on hand.
- It is helpful to keep a supply of get well and sympathy cards on hand.
- It would benefit you to utilize the Pilot International website, MemberClicks, and PI Facebook page to network with others and stay updated on current information and resources.

## **HISTORIAN**

**Duties of the Historian**

1. Complete a history for the year (possible items for inclusion: officers, happenings, dates, accomplishments, awards, etc.)
2. Present the history at the end of the club year, if desired by the club.

**Pointers**

- a. Keep accurate records throughout the year. Do not wait until the end of the year to assimilate your Club's history.
- b. Minutes and club newsletters are great resources for information.
- c. It is helpful to be an active member, attending meetings, and club events throughout the year.
- d. The history may be presented in a variety of forms such as a scrapbook, narrative, poem, PowerPoint, CD, or video presentation.
- e. It would benefit you to utilize the Pilot International website, MemberClicks, and PI Facebook page to network with others and stay updated on current information and resources.

## **AUDIT COMMITTEE**

**Duties of the Audit Committee:**

1. Obtain records from the outgoing treasurer before or by July 31 to audit the books and verify they are in balance.
2. Review bank statements, deposit receipts, and ledger from the club treasurer.
3. Examine all records and verifies income, expenses, and ending balance.
4. Complete the audit by August 31 and promptly submits audit report to the club president (who shares a copy with the club and district governor.)
5. Upon completing the audit, turns over the financial records to current treasurer.

**Pointers:**

- Request and obtain the documents in a timely manner to get the audit completed efficiently and on time.

- It would benefit you to utilize the Pilot International website, MemberClicks, and PI Facebook page to network with others and stay updated on current information and resources.

## **FUNDRAISING DIVISION CHAIR**

### **Duties of the Fundraising Division Chair:**

1. Promote, supervise, and participate in all fundraisers.
2. Plan enough fundraisers to cover the budget.
3. Obtain a chair for each fundraiser.
4. Prepare proposed expenses in the budget for each project.
5. Refer often to the approved budget.
6. Frequently contact chairs to encourage them and remind them of deadlines. Make sure they follow through on places for each fundraiser.
7. Make sure Pilots are trained for the fundraiser they chair and that they receive information from previous years.
8. Attend all meetings where fundraisers are planned. Participate in all fundraisers by working manually.
9. Schedule fundraising committee meetings as needed.
10. Make decisions with input from committee members, but sometimes, as chair, must make decisions independently.
11. Develop and implement a Plan of Work and budget for fundraising.
12. For each fundraiser, complete a form outlining the steps, timeline, expenses, income, volunteer names, and pros and cons to be filed for the next year's chair.

### **Pointers**

- Don't assume that everyone knows exactly what to do; make sure they are informed and trained.
- Offer your assistance and support.
- Always help with the cleanup. This where you have the fewest members participating.
- Be flexible, projects may change during the year.
- Always remember to exercise tact, courtesy, and diplomacy in working with people.
- It is very important to get members to designate specified times they will work on a project so you can plan accordingly.
- It would benefit you to utilize the Pilot International website, MemberClicks, and PI Facebook page to network with others and stay updated on current information and resources.
- Work diligently to get all members involved in some way with fundraising during the year.

## **ANCHOR DIVISION CHAIR**

### **Duties of the Anchor Division Chair:**

1. Gives guidance to the Anchor club, as needed.
2. Reports Anchor activities to the Pilot club.
3. Keeps Anchors informed of relevant Pilot club activities.
4. Works with Anchors and Anchor Advisor to make sure required reports and records are completed in a timely manner.
5. Attends monthly Anchor meetings, if at all possible.

6. Attends Anchor functions, if at all possible.
7. Encourages involvement of Pilots with the Anchor club.
8. Encourages Anchors to submit entries for awards.
9. Supports Anchor activities and fundraisers.
10. Is responsible for Anchors at any Pilot function.
11. Encourages Anchors to attend Pilot and Anchor conventions.
12. Encourages Anchors to attend Freedom's Foundation.
13. Encourages Anchors to become Pilot Student members upon graduation.
14. Develops and implements a Plan of Work and budget for Anchor.
15. Displays Anchor newsletters/scrapbooks at district conventions.

**Pointers:**

- Try to keep an open line of communication among Anchors, Anchor officers, Anchor Advisor, and Pilots.
- Be a good listener.
- Remember you are dealing with busy, involved, energetic young people.
- Remember you are there for support and guidance, not to run their meetings for them.
- Use tact, courtesy, and diplomacy at all times.
- It would benefit you to utilize the Pilot International website, MemberClicks, and PI Facebook page to network with others and stay updated on current information and resources.

**COMPASS DIVISION CHAIR**

**Duties of the Compass Division Chair:**

1. Gives guidance to the Compass club, as needed.
2. Reports Compass activities to the Pilot club.
3. Keeps Compass members informed of relevant Pilot club activities.
4. Works with Compass members and Compass Advisor to make sure required reports and records are completed in a timely manner.
5. Attends Compass meetings, if at all possible.
6. Attends Compass functions, if at all possible.
7. Encourages involvement of Pilots with the Compass Club.
8. Supports Compass activities and fundraisers.
9. Encourages Compass members to attend Pilot conventions.
10. Encourages Compass members to become Pilot members when exiting Compass.
11. Develops and implements a Plan of Work and budget for Compass.
12. Displays Anchor newsletters/scrapbooks at district conventions.

**MEMBERSHIP DIVISION CHAIR**

**Duties of the Membership Division Chair:**

1. Promote growth in membership.
2. Involve each club member in the excitement of membership growth.
3. Plan Share Pilot meetings.
4. Promote membership months and *Talk Pilot Day*.



5. Promote retention by promoting friendship and a feeling of belonging.
6. Plan an impressive initiation service.
7. Conduct an effective and informative orientation session as soon as possible after new members join the club.
8. Consider, along with membership committee, a possible location for chartering a new club, if feasible, and works with the club president.
9. Develop and implement a Plan of Work and budget for membership.

**Pointers:**

- Show enthusiasm!
- Organize and plan your schedule and implement your plan for membership growth.
- Involve as many of your committee members as possible in the process during the year.
- It would benefit you to utilize the Pilot International website, MemberClicks, and PI Facebook page to network with others and stay updated on current information and resources.

## **LEADERSHIP DIVISION CHAIR**

**Duties of the Leadership Division Chair:**

1. Share information with the membership about any leadership opportunities.
2. Share leadership tips with membership.
3. Plan a leadership workshop and/or program for the club, Anchor/Compass club, or work to co-sponsor one with another club or group in the local community.
4. Attend district and international meetings, if possible, to learn new ways to promote leadership.
5. Develop and implement a plan and budget for leadership.
6. Promote use of proper parliamentary procedures.
7. Encourage club members to take on leadership roles.
8. Develop and implement a mentor/Pilot Partner program to help newcomers adjust and fit in.

**Pointers:**

- Be creative and energetic in looking for ways to promote good leadership.
- Keep abreast of current events and activities involving leadership.
- Become familiar with the club standing rules, parliamentary procedures, and *Robert's Rules of Order*.
- It would benefit you to utilize the Pilot International website, MemberClicks, and PI Facebook page to network with others and stay updated on current information and resources.

## **PROJECTS DIVISION CHAIR**

**Duties of the Project Division Chair:**

1. Develop and implement a Plan of Work and budget for projects.
2. Promote and coordinate activities for projects in the club.
3. Participate in projects sponsored by the club.
4. Work with the public relations coordinator to get media coverage for club projects.
5. Attend district and international meetings to get new ideas for successful projects.

**Pointers:**

- Research areas of need within your community, keeping in mind that this may change over the years.
- Network with other organizations.
- It would benefit you to utilize the Pilot International website, MemberClicks and PI Facebook page to network with others and stay updated on current information and resources.

**MEDIA/PUBLIC RELATIONS CHAIR****Duties of the Media/Public Relations Chair:**

1. Promote the club through publicity in various forms of the media.
2. Promote fellowship at the meetings.
3. Provide the newsletter for the club (unless this responsibility is designated to a newsletter editor.)
4. Develop and implement the Plan of Work for this area.
5. Make a budget to carry out these plans.
6. Submit articles and pictures to the *Pilot Log*.
7. Establish and maintain a club website, if at all possible (unless this responsibility is designated to a club webmaster.)

**Pointers:**

- It is helpful to have computer skills and access.
- It would benefit you to utilize the Pilot International website, MemberClicks, and PI Facebook page to network with others and stay updated on current information and resources.
- It is helpful to establish contacts with the media in your community.

**CLUB PILOT INTERNATIONAL FOUNDERS FUND REPRESENTATIVE****Duties of the Club Pilot International Founders Fund Representative:**

1. Keep the club informed about Pilot International Founders Fund.
2. Encourage the club members to contribute to Pilot International Founders Fund.
3. Encourage the club to sponsor a PI Ambassador, with a contribution to PI.
4. Encourage the club to be a 250 Club.
5. Encourage the club to be a Pacesetter Club, with a contribution to PI.

**Pointers:**

- Attend district and international meetings to keep updated on information and resources.
- It would benefit you to utilize the Pilot International website, MemberClicks, and PI Facebook page to network with others and stay updated on current information and resources.

# FINANCIAL RESPONSIBILITIES

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## **PILOT CLUB FINANCIAL RESPONSIBILITIES TO PILOT INTERNATIONAL AND THE DISTRICT**

### **INTERNATIONAL INITIATION FEE- US \$25.00 PER MEMBER**

An initiation fee of US \$25.00 will be paid to Pilot International for each active member upon acceptance of membership in club. (The \$25 International initiation fee is waived for all former Anchor/Compass members. Local clubs will determine the local initiation fee for all new members.)

### **INTERNATIONAL DUES- Please refer to Page 7 of this Manual.**

For new members, dues will be assessed based on the month a member enters the club through the remainder of the current club year (Effective July 1, 2014). Pilot clubs determine local dues. Every chartered Club in accordance with the bylaws must pay dues for each member in advance to Pilot International.

### **LIABILITY INSURANCE- US \$6.00 PER MEMBER**

All members residing in the United States shall pay an annual insurance fee. Payment is made with the advance payment of international dues.

### **REPRESENTATION AT CONFERENCES**

The Pilot International Bylaws state that each club should be represented at the annual district and International conventions. (Number of club delegates and alternates is specified in the Bylaws.) Transportation expenses and registration fee for one delegate to each convention will be paid from the club treasury and will be included in the annual club budget. The club itself decides whether or not to pay for the individual's lodging expenses and per diem. Each club, from the first anniversary of its charter date, will pay a minimum of one registration fee for each international convention of Pilot International.

The delegate for a Pilot club must be a member of the club they represent at the international convention. For those holding dual membership, they may serve as delegate only for the club through which they pay international dues.

### **DISTRICT DUES**

District expenses are financed by district dues paid by each member. The district budget may include any expenses approved by the district.

### **CLUB VISIT BY DISTRICT OFFICER**

The Pilot Club to which the District Governor, the Governor Elect, or a Lt. Governor is making a visit is expected to defray expenses with the exception of transportation and costs of personal items. Expenses to the club could include single room in hotel and breakfast the next morning.

## MISCELLANEOUS EXPENSES

Each club is encouraged to contribute to Pilot International special appeals.

### **The District or International Officer as a Member of a Pilot Club:**

A district or international officer has the same privileges and responsibilities as any other member of the Pilot club, such as:

- Pays regular dues and serves on a club division
- Does not expect to be consulted concerning club, district, or international activities any more than any other active member.
- Is knowledgeable about Pilot International policies and bylaws, and if consulted by the club of which the officer is a member, a specific and adequate reply would be expected.

### **Special Invitation to PI and District Officers to Participate in Club Activities:**

PI officers, district officers, and headquarters staff appreciate receiving invitations to speak as special club meetings such as anniversaries, civic nights, installation of officers, etc.

The invitation should be issued as early as possible to avoid scheduling conflicts.

Expenses to be paid by the Pilot club issuing the invitation are:

- Cost of airline ticket if travel requires flying or mileage when driving at current IRS rate
- Lodging and meals

These expenses should be considered when planning begins and included in the club budget.

## VISITING OTHER CLUBS

Pilots often visit cities where other clubs exist when travelling. Visiting other clubs is a rewarding experience. However, Pilots should always pay their own way when visiting other Pilot clubs or members.

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## THE BUDGET

A well-planned and correctly prepared workable budget is the foundation of successful club operation.

The Budget:

- Is a plan of anticipated receipts and disbursements approved by a club for the next year.
- Should represent practical estimates of the club's financial needs for the next year.
- Should be a challenge to the club membership, yet realistic.
- Indicates the worthy intentions and programs of a successful service club more than any other club document.

### **Members of the Club Budget Committee:**

The treasurer serves as chair of the budget committee and committee members include the president (activities director), the president elect (program director), vice president (optional), and the fundraising coordinator.

### **Pre-Planning by Chair (Treasurer):**

1. Study resource materials listed under “responsibilities of budget committee.”
2. Attend the briefing session for division coordinators.
3. Attend division-planning meetings called by coordinators.
4. Obtain requests for funds to be included in the proposed club budget from each division coordinator following the division planning meetings.
5. Obtain anticipated receipts for fundraising activities from the fundraising coordinator.
6. Compile a worksheet for preparing the proposed club budget (allowing time for possible revisions.)

### **RESPONSIBILITIES OF BUDGET COMMITTEE**

1. Read and know Pilot resource materials:
  - a. Pilot International Bylaws and Policies and Procedures
  - b. Official publications (Pilot Log and “The Anchor”)
- c. Evaluate the club’s current income and expense statement.
- d. Study policies, club standing rules, budget requests, planned service projects, and the club’s goals.
- e. Prepare a proposed club budget showing estimated receipts and operating project expenses.
- f. Evaluate the amount of club dues, especially if there has not been a change in years, and make recommendations to the executive board if a change is needed.

### **The Budget Should Include:**

1. **Required Operating Expenses** (according to Pilot International Bylaws)
  - a. Bills payable.
  - b. Dues- International, district, and club.
  - c. Initiation fees- international and club.
  - d. Pilot International and district convention expenses (per PI Bylaws/club standing rules).
  - e. District officer for club visit items listed in club standing rules.

**NOTE TO U.S. CLUBS:** *Per IRS regulations, funds for operating expenses must come from dues and fundraising activities not designated for specific service projects.*

### **2. Projects**

- a. Service project(s)
- b. Pilot International Founders Fund

*NOTE: These funds are derived from fundraising activities for the benefit of service projects.*

### **3. Follow Through by Chair (Treasurer)**

- a. Prepare the final draft of the proposed club budget for approval by the executive board and club membership.
- b. Before the budget is presented to the executive board for approval, advise each division coordinator of any changes made by the budget committee regarding their division’s budget request.

- c. Attend the meeting of the incoming executive board which is held at least two weeks prior to the first club business meeting of the year. Present the proposed budget for approval or correction by executive board.
- d. Make changes approved by the executive board to the proposed budget.
- e. Present the proposed budget (as approved by the executive board) for approval of the club membership at the first business meeting of the year.
- f. Furnish each member of club and a copy of approved budget.
- g. Schedule regular meetings of the budget committee to evaluate the club's financial status and recommend any advisable changes to the executive board.
- h. Report the financial status of the club at each meeting of the executive board and at each business meeting of the club. This gives the membership a concise report on what is being accomplished.

*NOTE: The Pilot International Bylaws require the club to budget and pay from its treasury transportation expenses and registration fee for at least one delegate to district and international conferences. The amount budgeted for the district convention may be divided among the delegates to that convention. Consult the district and club standing rules for other club obligations.*

*The following sample budget is a guide for the club's budget committee. The amounts and items are EXAMPLES ONLY. The amount of the budget will vary in each club.*

## SAMPLE PILOT CLUB BUDGET

(FISCAL YEAR (DATE) THROUGH (DATE))

	OPERATING	PROJECTS	BUDGET
<b>RECEIPTS</b>			
Dues (\$9 x 12 mos. x 35 members)	3,780.00		3,780.00
Initiation Fees (\$30 x 3 new members)	90.00		90.00
PI Pacesetter (\$10 x 35 members)		350.00	350.00
Fashion Show		1,200.00	1,200.00
Profit - Sale of Pecans, Cakes, etc.	1,775.00		1,775.00
Hospital Aid Equipment	100.00		100.00
Fund Raising Projects (itemize)		1,500.00	1,500.00
<b>TOTAL RECEIPTS</b>	<b>\$ 5,745.00</b>	<b>\$ 3,050.00</b>	<b>\$ 8,795.00</b>
<b>DISBURSEMENTS</b>			
Pilot International			
Dues & Insurance (\$66 x 35 members)	2,310.00		2,310.00
Initiation Fees (\$25 x 3 new members)	75.00		75.00
International Convention (delegate)	800.00		800.00
Corporation Fees	10.00		10.00
	<b>\$ 2,775.00</b>		<b>\$ 3,195.00</b>
Pilot International Founders Fund			
Club Donation for Goal for Grants & Scholarships		250.00	250.00
PI Pacesetter (\$10 x 35 members)		350.00	350.00
		<b>\$600.00</b>	<b>\$ 600.00</b>
District			
Dues (\$6 x 35 members)	210.00		210.00
District Convention (3 delegates)	150.00		150.00
Gift-Retiring Governor	1.00		1.00
Fall Council (representative/delegate)	75.00		75.00
District Council Representative's Expenses	50.00		50.00
	<b>\$ 486.00</b>		<b>\$ 486.00</b>
Local			
Past President's Pin	115.00		115.00
Representation at Civic Meetings	20.00		20.00
Yearbook	235.00		235.00
Supplies & Postage	100.00		100.00
Club Policy & Fellowship	150.00		150.00
Miscellaneous	100.00	100.00	200.00
	<b>\$ 720.00</b>	<b>\$ 100.00</b>	<b>\$ 820.00</b>
Projects Division			
		1,290.00	1,290.00
Club Operations Division	450.00	450.00	900.00
Fund Raising Division	375.00		375.00
Anchor Division	200.00	200.00	400.00
	<b>\$1,025.00</b>	<b>\$1,940.00</b>	<b>\$2,965.00</b>
Bills Payable (if any)			
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 5,426.00</b>	<b>\$ 2,640.00</b>	<b>\$ 8,066.00</b>
<b>TOTAL RECEIPTS</b>	<b>\$ 5,745.00</b>	<b>\$ 3,050.00</b>	<b>\$ 8,795.00</b>
<b>EXCESS (DEFICIENCY) (Date)</b>	<b>\$ 319.00</b>	<b>\$ 410.00</b>	<b>\$ 729.00</b>



## DUES INVOICE AND CLUB ROSTER

In May of each year, the Membership Department of Pilot International headquarters will send each Pilot club an annual invoice for international dues and liability insurance. After verifying this statement with the club roster, remittance should be made to Pilot International headquarters no later July 1.

It is very important for the treasurer to check with the recording secretary to be sure the club membership records agree with the invoice before payment is made. Any changes, additions, or corrections should be noted on the invoice and returned with payment. Headquarters staff will compare the dues invoice with the club membership records and make changes as needed.

When a member joins a Pilot club during the year, the initiation fee, liability insurance, and international dues are payable to Pilot International *immediately*. Payment should be submitted along with "Notification in Change in Membership Information" report and a completed membership information form.

**International, district, and club dues should be collected from each member IN ADVANCE. If you have questions regarding the club invoice, contact Pilot Headquarters at (478) 477-1208.**

**INTERNATIONAL DUES ARE NON-REFUNDABLE.**

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## TAX INFORMATION FOR U.S. PILOT CLUBS AND DISTRICTS

### General Information

Pilot Clubs in the United States are recognized by the Internal Revenue Service as civic/service organizations and are exempt from paying income tax under Section 501(c)(4) of the 1954 Internal Revenue Code\*. In 1976, a group exemption number- 0669- was assigned to Pilot International and ALL Pilot clubs. In addition to the group exemption number, each club is required to apply for a federal identification number. Each new club should send the identification number to Pilot Headquarters as soon as it is assigned to be filed. All clubs which accept direct donations must acquire an EIN and be responsible for their own filing requirements.

NOTE: Strict application of the IRS Tax Code means donations to Pilot clubs are not considered tax deductible to the donor until approval is received from IRS to include clubs under Pilot International 501(c)(3) status. No provision was made for the districts to be included under Pilot International 501(c)(3) status. Having 501(c)(3) status does not automatically exempt clubs from paying sales tax. Sales tax exemptions come primarily on items purchased for resale, and clubs need to apply with their state for a Sales and Tax Use Exemption for resale of items. Only those items resold by the club are exempt from sales tax.

## Reserve Fund

The U.S. Internal Revenue Service has indicated that a non-profit can have reserve funds in **reasonable** amounts to ensure continuity of its mission. This means that accumulating funds for a specific project should pose no problem- as long as the funds are used for that project as approved by club membership. The IRS will be interested in how passive (invested) funds are **spent**. Make sure that club minutes reflect all action concerning finances. When audited, the first item checked will be the minutes.

## Disclosure Regulations

Recent disclosure requirements make it mandatory that clubs carefully consider fund raising activities in regard to current regulations. Many states are more closely regulating solicitation activities. **Clubs should check with their Secretary of State regarding registration and regulation requirements for organizations participating in fund raising activities.**

## IRS Instructions for Filing:

**All clubs must report to IRS regardless of amount of income.**

Beginning in 2008, tax-exempt organizations like Pilot clubs, that previously were not requested to file tax returns, are now required to file an **annual electronic** notice, Form 990-N, Electronic Notice (e-Postcard) for tax exempt organizations not required to file Form 990 or 990-EZ.

Clubs whose gross receipts are over \$200,000 or total assets greater than \$500,000 will need to file the IRS Form 990. Clubs, whose gross receipts are over \$50,000 a year and under \$200,000 with total assets less than \$500,000, will need to file the IRS Form 990 EZ. In the past, clubs whose gross receipt fell below \$25,000 were not required to file any 990 form with the IRS. With the enactment of the Pension Protection Act of 2006 (PPA), these clubs will now be required to electronically file Form 990-N each year. In 2010, clubs with gross receipts less than \$50,000, are required to file Form 990-N each year. This form is also known as the e-Postcard. The form should be filed by the fifteenth (15<sup>th</sup>) day of the fifth (5<sup>th</sup>) month after the close of the tax year (for Pilot clubs that will be November 15).

This electronic postcard form of the 990 can **ONLY** be filed online- so each Pilot club will be required to find someone who has internet access to assist them with this filing. No additional software is required other than the internet connection and there is no charge to file the form. This does not mean your club will have to pay taxes; however, clubs that fail to file the 990-N for three consecutive years will lose their tax-exempt status.

You may want to review the frequently asked questions about Form 990-N at the following website: [www.irs.gov](http://www.irs.gov). You will need to click on "Charities and Non-Profits" found at the top of the page. This will take you to the IRS explanation of the new form.

## Definitions:

1. **Accounting Period** (Fiscal Year) - Pilots accounting period is July 1 through June 30.
2. **When and Where to File**- [www.epostcard.form990.org](http://www.epostcard.form990.org) – U.S. districts/clubs are required to file by the 15<sup>th</sup> day of the 5<sup>th</sup> month following the close of the fiscal year (Nov. 15).
3. **Penalties**- Failure to file on time/incomplete return
  - a. If you do not file your e-Postcard on time, the IRS will send you a reminder notice but you will not be assessed a penalty for filing the e-Postcard.
  - b. However, an organization that fails to file required e-Postcards (or information returns- Forms 990 or 990-EZ) for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization’s tax-exempt status will not take place until the filing due date of the 3<sup>rd</sup> year.
4. **Gross Receipts**- The gross amount received by the organization during its annual accounting period from all sources without reduction for any costs or expenses, such as cost of goods sold, cost of assets sold, cost of operations expenses for earning, raising, or collecting such amounts.

Thus, “gross receipts” includes, but is not limited to:

- a. Gross amount received from contributions, gifts, grants, etc.
- b. Gross amount received as dues or assessments from members (including dinner fees).
- c. Gross sales or receipts from business activities including activities unrelated to the purpose for which the organization received an exemption.
- d. Gross amount received from the sale of assets without reduction for the cost or other basis of the property and expenses of sale.
- e. Gross amount received from investment income interest, dividends, and royalties.

The Treasurer must keep accurate financial records and file the electronic notice for the fiscal year. The Treasurer must maintain accurate records at all times should the Internal Revenue Service require further information on the financial activities of the club/district.

If you have questions, consult a local accountant and/or local or regional IRS service center.

## IMPORTANT IRS INFORMATION FOR PILOT CLUBS

Pilot International is a 501(c)(3), and donations to it are charitable contributions according to IRS rules.

The Pilot International Group Exemption is a 501(c)(4). Contributions to Pilot clubs in this group exemption are not deductible as charitable contributions.

Pilot clubs must file individually for a 501(c)(3) status, if they would like donations to their club(s) to be considered charitable contributions.

Contributions to Pilot clubs which require a 501(c)(3) organization may be passed through Pilot International. For more information regarding this process, please refer to Pilot International Policies, Pass Through Funds and the Pass Through Funds Form.

### **Closing Observation**

The Pilot International Headquarters staff does not interpret tax laws; therefore, information from this office must be general and conservative in nature. All Pilot Clubs and Districts are advised to consult a local CPA, tax attorney, or IRS Office for information on specific tax laws and governing regulations.

# MEETING TIPS & MEMBERSHIP

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## HOW TO CONDUCT A SUCCESSFUL, USER-FRIENDLY PILOT CLUB BUSINESS MEETING

Tips for planning successful meetings:

- Plan ahead
- Make an agenda; include materials to support your agenda
- Distribute (via email) a copy of the agenda five (5) days ahead
- Follow the agenda
- Respect your members' time by staying on course (appoint a time keeper)

Meetings are necessary for good planning and sound decision-making, but too often time is wasted on non-productive issues. Here are a few tips:

- Plan ahead, have an agenda, and materials to support your agenda.
- Mail or email a copy of your agenda a week to five days ahead. This allows your members time to have a “heads up” on your discussions.

***Example:*** If you plan to discuss a new project, do your homework, write out a brief outline (enough for good input) and make copies of all the facts you can supply for everyone in the meeting. Mail and/or email to your members. They will appreciate the additional preparation time.

- Follow your agenda. If the discussion starts to stray, “If we could return to our agenda, please” is usually enough to get back on course. **Discuss the ideal outcome of the items on your agenda. By discussing the outcome, it is often easier to find the solution.**
- Respect your members' time by staying on course. You may want to appoint a timekeeper if this is a problem. If your meetings are one hour or less people are more likely to attend.
- Your room set-up is very important. You want your members to feel comfortable, relaxed, and open to share their ideas. Member-friendly U, round, or square shape setups depend on the number of participants—the more friendly the atmosphere, the more likely your meeting will be productive.
- Your members and your meeting will feel more informed and efficient if your secretary and treasurer's reports have been distributed ahead of time.

### A. Advice to the Chair

1. Follow the agenda closely.
  - a. Everything said should be audible to all in attendance.
  - b. When both a business and program meeting are held in succession and on the same date, the first meeting is adjourned before the second meeting begins.
  - c. The person who opens a meeting closes it.
2. Know and practice parliamentary procedure (See “Reference Notes on Motions” and “A Chart of Parliamentary Motions” in this section.)

- a. State the action before it is discussed and again before it is voted upon.
  - b. Use “aye” instead of “yes.”
  - c. If vote is in doubt, use show of hands, actual teller count, etc.
  - d. Vote when your vote would change the outcome or when voting is by ballot.
  - e. Declare successful candidates “duly elected.”
  - f. Relinquish post before entering into discussion or if candidate for office while further nominations are being solicited.
3. Handle discussion in an orderly way so as to—
    - a. Give every member who wishes it a chance to speak;
    - b. Keep all speakers to rules of order and to the question;
    - c. Give pro and con speakers alternating opportunities to speak;
    - d. Not allow anyone to speak twice to a question until everyone who wishes to speak to it has had the opportunity once.
  4. Suggest motions but do not make them. Say, “A motion for (or that) ...is now in order.”
  5. Refer to self as “The Chair.”
  6. Remain seated, if desirable, except:
    - a. To call meeting to order;
    - b. To put a question to vote;
    - c. To give decisions;
    - d. To recognize speakers (especially in a large assembly).
  7. Use the gavel:
    - a. To call meeting to order;
    - b. To maintain order;
    - c. To relinquish chair;
    - d. To indicate completion of action on motion;
    - e. To declare adjournment.

## **B. Basic Points**

1. Minutes are the legal record and should be:
  - a. Acted upon as read, printed, distributed, etc.;
  - b. Retained for the life of the organization;
  - c. A concise account of action taken, not what has been said.
2. Standing rules are the special regulations governing the individual club. They specify time and place of meetings, amount of dues, etc. and are never in conflict with the bylaws of the organization.
3. Unless otherwise specified, a quorum is a majority—at least one more than half of the membership of an assembly or of a committee.
4. If ballots are used in an election or for a secret decision on any other matter, a motion is in order for their destruction following the announcement of the results of the voting.

5. If a REPORT contains recommendations, these should be put in the form of a motion and placed at the end of the report.
  6. A convention program should be acted upon by motion.
  7. It is improper for the Chair or any member to move to make a vote.
  8. The treasurer's report should not be accepted on motion; however, the audit report and the proposed budget receive such action.
  9. A member of the nominating committee is eligible for candidacy.
  10. A president is a member ex officio of all committees except for the nominating and election tellers committees.
  11. Motions are:
    - a. Expressed in a clear concise statement containing only one main idea;
    - b. Seconded before discussion is call for and maker of the motion should start the discussion if explanation is needed;
    - c. Made in the correct language—"I move that"—or "I move to..."
  12. A motion must be withdrawn before the Chair has restated it; otherwise, it would require a motion for withdrawal, or the use of the "general consent" technique.
  13. The Chair does not need to obey the call, "Question," if in the judgment of the Chair, debate should continue. (Only the adoption of a motion to end debate could force the issue. This requires a 2/3 vote.) The Chair should use judgment concerning the adequacy of discussion, and should not wait for someone to call "Question." The call "Question" really means the motion or call for the "Previous Question" and this requires a 2/3 vote for adoption.
  14. Abstention has no effect on calculation of votes.
  15. Amendments are motions, and are seconded. They are open to discussion unless the main motions to which they are affixed have other regulations.
  16. The **report of the nominating committee** should be submitted to the Chair who will solicit nominations from the floor for each office. A nomination is not a motion, and does not need a second (copy of the report is given to the secretary.)
    - a. It is improper for the Chair or any member to move to make a vote unanimous.
    - b. The Chair must be certain of the vote before he/she declares a motion passed or defeated.
-



## CHART OF PARLIAMENTARY MOTIONS

### I. The Thirteen Ordinary Motions

	Motion	Second Required	Debatable	Amendable	Vote Required	Interrupted Speakers
<b>A.</b>	<b>MAIN</b>	Yes	Yes	Yes	Majority	No
<b>B.</b>	<b>SUBSIDIARY</b>					
	1. Lay on Table	Yes	No	No	Majority	No
	2. End Debate	Yes	No	No	*Two-thirds	No
	3. Limit or Extend Debate	Yes	No	Yes	*Two-thirds	No
	4. Postpone to a Definite Time	Yes	Yes	Yes	Majority	No
	5. Refer to Committee	Yes	Yes	Yes	Majority	No
	6. Amend	Yes	Yes	Yes	Majority	No
	7. Postpone Indefinitely	Yes	Yes	No	Majority	No
<b>C.</b>	<b>PRIVILEGED</b>					
	1. Set Time to Adjourn (other business pending)	Yes	No	Yes	Majority	Yes
	2. Adjourn (time already)	Yes	No	No	Majority	No
	3. Recess	Yes	No	Yes	Majority	*Yes
	4. Raise Question of Privilege	No	No	No	*Chair Decides	*Yes
	5. Call for Orders of the Day	No	No	No	*Chair Decides	*Yes

### II. Additional Motions

	Motion	Second Required	Debatable	Amendable	Vote Required	Interrupted Speakers
<b>A.</b>	<b>INCIDENTAL</b>					
	1. Appeal from Decision of Chair	Yes	Yes	No	Majority	Yes
	2. Division of Assembly	No	No	No	*Chair Decides	No
	3. Division of	No	No	Yes	Majority	No

	Question					
	4. Withdraw a motion	No	No	No	Majority	No
	5. Point of Order	No	No	No	*Chair Decides	Yes
	6. Suspend Rules	Yes	No	No	*Two-thirds	No
	7. Object to Consideration	No	No	No	*Two-thirds	Yes
	8. Parliamentary Inquiry	No	No	No	*Chair Decides	Yes
	9. Point of Information	No	No	No	*Chair Decides	Yes
	10. To Close Nominations	Yes	No	Yes	*Two-thirds	No
	11. To Re-Open Nominations	Yes	No	Yes	Majority	No
	12. Seriatim or In Toto Consideration	Yes	No	Yes	Majority	No
<b>B.</b>	<b>RETURN MOTIONS</b>					
	1. Take from Table	Yes	No	No	Majority	No
	2. Reconsider	Yes	Yes	No	Majority	Yes
	3. Rescind, Repeal	Yes	Yes	Yes	*Two-thirds	No
	4. Ratify	Yes	Yes	Yes	Majority	No

\*Deviation from the Usual (Majority)

## AGENDA FOR BUSINESS MEETING

*This form may be copied and used for notes or as a guideline.*

Call to Order:

\*Roll Call:

Brief Disposition of Condensed Minutes (Action Only):

Reports of Officers:

Treasurer's Report:

Communications Not Requiring Action:

Summary of Executive Board Action:

Brief Reports of Division Activities:

Brief Report of PI Founders Fund Representative:

Brief Reports of Special Committees:

Unfinished Business:

New Business:

Recommendations from Executive Board Requiring Action:

Announcements:

Adjournment:

**\*A Quorum is Necessary to Transact Business**

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## AGENDA FOR EXECUTIVE BOARD MEETING

*This form may be copied and used for notes or as a guideline.*

Call to Order:

\*Roll Call:

Brief Disposition of Condensed Minutes (Action Only):

Communications Not Requiring Action:

Reports of Officers:

Treasurer—Financial Report and Outstanding Accounts:

Reports of Division Activities:

President—Activities

President Elect—Programs:

Report of PI Founders Fund Representative:

Reports of Special Committees:

Unfinished Business:

New Business:

Communications Requiring Action:

Announcements:

Adjournment:

**\*A Quorum is Necessary to Transact Business**

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# AGENDA FOR PROGRAM MEETING

*This form may be copied and used for notes or as a guideline.*

Call to Order:

Breakfast, Luncheon, or Dinner:

Presentation of Program:

Announcements:

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## ORGANIZING AND CONDUCTING A

### PILOT MEMBERSHIP DRIVE



- A. **Establish a Goal**
  - Define a realistic achievable goal.
  - Set a specific goal for each campaign- not for the entire year's effort.
  
- B. **Set Your Timetable for the Drive and Select Key Workers**
  - When will it occur? Pilot membership months are ***October and March***.
  - You should plan at least (2) two months in advance of the drive.
  - Check selected dates against other schedules for potential conflicts.
  - How long should it last? (Consider an open house concept is flexible and inviting).
  - Select a member to steer the drive? Ideally, this is your club's membership chair/committee. Involve the entire club, especially those members who are enthusiastic and work well with others.
  
- C. **Where to Prospect New and Renewal Members**
  - Determine the target group for the drive? *Examples: private business; educators; civic organization; church groups; or public service groups.*
  - Create target lists. The target lists can come from existing members and can become point of contacts.
  
- D. **Decide on a Kickoff Function**
  - Plan on a kickoff function to help build the committee's enthusiasm and commitment.
  - Consider what event would be most effective.
  - Plan a formal or informal breakfast/luncheon/dinner meeting to organize the drive.
  - Plan a casual get-together with food and refreshments to conduct training; review materials; and answer last-minute questions.

## **Suggested Chronology of Events**

Most successful membership drives concentrate on a short precisely defined period of time. Use the following timeline as a general framework to help you with your preparation and planning.

### **Two-Three Months Before the Drive**

Initial tasks:

- Approach to publicity for the drive.
- Consider local media; joining a speaker's bureau to promote the club.
- Determine all promotional materials for the drive have been obtained.
- Utilize display boards of club activities (i.e., BrainMinders™ presentations).
- Utilize the club's tri-fold brochures.
- Membership Information Form/Application available to distribute.

### **One-Two Months Before the Drive**

- Mobilize the club members.
- Members turn in names of at least five (5) prospects with contact information including email address and cell phone numbers.
- Create invitation tailored to the need of the club.
- Include with the invitation a club tri-fold brochures, Membership Information Form/Application and business card of the club president.

### **One Week Before the Drive**

- Meeting of the Membership Committee and additional club members involved with the drive. Each participant should be able to share a brief but complete explanation of Pilot International include its focus.
- Review publicity efforts initiated earlier. Determine what type of media you will use now that the drive is close at hand.

### **The Drive Begins:**

- Arrive early; set up stations in the room with display pieces manned by club members.
- Set up light refreshments; use background music.
- Be sure the greeters are assigned and positioned as the prospective members begin arriving.
- After prospective members have visited each station, assign your club's most enthusiastic "closer" to have an application available, encouraging the individual to join right away. Make it easy for each prospect to join.

Have answers when someone says no.

### After the Drive:

- **Follow up, follow up, and follow up.** Assign committee members/club members to call and follow up with each prospect.
- Send thank you cards, letters to all those who provided media coverage or were involved in promoting the membership drive.

### Other Membership Drive Themes

#### Tea Party:

- Schedule an afternoon tea.
- Recruit members to share testimonials. . . “what Pilot means to me”.
- Share tri-fold displays of club projects.
- Share club scrapbooks.

#### “Harvest New Members”:

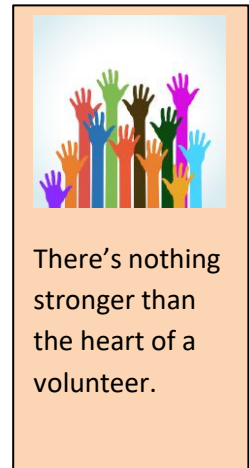
- Decorate with scarecrows and Fall foliage.

#### Ice Cream Social:

- Provide ice cream cake/other light refreshments.

#### Christmas Party:

- Ornament exchange – each member brings two (2) wrapped ornaments for exchange with prospective members; potluck meal or light refreshments.



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## HOSTING A SHARE PILOT OR MEMBERSHIP EVENT

Share Pilot or Membership events are very effective in recruiting new members. They can be simple and casual or elaborate and fancy as your club would want. There should be an abundance of goodwill, fun, good food, and lots of opportunities for prospective members to meet members and ask questions. Here are some suggestions for hosting an enjoyable event.

### Format

Formats for the meetings are as varied as there are Pilot clubs. Use your imagination to create an event that **will succeed in your community.**

## Agenda

- Welcome.
- Explanation of the event's purpose.
- Club divisions and leadership training.
- Share club projects; (include Anchor/Compass program).
- Scope, purpose, goals, focus, and accomplishments of Pilot International.
- (Pilot/Anchor/Compass videos).
- Brief history of the club.
- Financial costs of joining: club, district, and international dues.
- Hand-out club fact sheet with *two testimonials* from members.

## Ensuring a Good Turn-Out

- Mail invitations to prospective members; assign members to follow up with phone call.
- Each member is responsible for inviting potential members; and all club members should attend.
- Encourage guests to bring friends and/or family members.
- Let all prospects know transportation to the event is available, if needed or encourage guests to attend with a club member.
- Limit event to 30-45 minutes—including the question and answer session. Allow adequate time for the social portion of the event for the purpose of getting to know your attendees.

## Other Helpful Hints

- Share information about guests attending with the members. This is help them to feel more familiar and welcoming when they arrive.
- Display copies of *The Pilot Log* and have an ample supply of Pilot International brochures and other PI promotional pieces.
- Let your guests know you would like them to consider joining your club immediately and to let a member know if they're interested in joining before they depart the event.
- Close the event with reading the Pilot Code of Ethics.

## After the Event

If someone expresses an interest in becoming a member of Pilot, extend an invitation to join right away. Establish a mentoring program to avoid the “revolving door” syndrome. Welcome any new members immediately and be sure to receive them warmly into your next club meeting and quickly get them involved. Listen to your new members and value their opinions and concerns.

## Where to Find New Members

- Relatives including: daughters, sons, spouses, cousins, etc.
- Relatives of people whom your service projects have helped.
- Friends and neighbors.
- New residents in the community.



- Teachers and librarians.
- Business people.
- News reporters.
- Club guest speakers.
- Former Anchor/Compass members.

## SAMPLE NEW MEMBER INITIATION

New member initiations may be formal or informal. The idea is to make it special with a short, simple and to-the-point presentation. Speak from the heart as you welcome new members.

**The following is a sample of a brief welcome/initiation. Avoid reading word-for-word.**

*“It is an honor to welcome (first and last name) to our Pilot Club. (First Name) is joining not only this club, but a vast network of business and professional leaders who provide volunteer service around the world. We would also like to congratulate and thank (name of sponsor) for introducing (first name) to our Pilot Club and Pilot International.*

*(First Name), please stand.*

*We are pleased to have you join Pilot Club of \_\_\_\_\_ in our endeavors to improve the quality of life in our community. Your leadership skills, talents, and dedication will be essential to the club in its commitment to promoting awareness of brain-related disorders and to offering assistance to those affected. Our lives are directed by the choices we make and you have made a wonderful choice.*

*I speak for each member of the club when I say that we welcome and encourage your suggestions and ideas for the club. We hope that you will choose to share your Pilot membership with you colleagues, friends, and family members.*

*Welcome to Pilot International! You are now a member of the organization known for friendship and service. Congratulations!”*

*(Lead applause)*

### NOTE:

Many clubs provide new members with Pilot pins or other appropriate items, while others make a donation to the Pilot International Founders Fund in the new member’s name. Be sure each new member receives a new member folder immediately upon joining the club.

It is very important to have a mentor assigned to each new member. Try one-on-one mentoring for new members. It works!

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## SAMPLE NEWS RELEASE

### SUBJECT: SHARE PILOT

Retype this news release on your club's letterhead, or use the Press Release Template available on the Pilot International Website, inserting dates, times, location, and other details inside parenthesis, and send it to all media in your community.

### FOR IMMEDIATE RELEASE

Date:

Contact: (Name and telephone number)

Reception Kicks off Annual Membership Drive

On (date) the Pilot Club of \_\_\_\_\_ will kick off its annual membership drive with an informational reception for anyone interested in helping to improve the quality of life in (name of city). The reception will be held at (location) from (time). Local members will be available to answer questions about the Pilot Club and its local activities.

(Insert local club information, such as projects the club sponsors, when and where meetings are held, and date club was organized, name and contact number of club president, and/or membership chairperson, etc.)

Pilot International is a global organization of approximately 15,000 adult and youth members who are working together to improve the quality of life in local communities and throughout the world. Pilot's service focus is Brain Safety & Health, Supporting Those Who Care for Others, and BrainMinders™ through volunteer activities, projects, and fundraisers.

### Other Suggestions:

1. Print special invitations when hosting a prospective member event and ask each member to invite five friends and/or business associates.
2. Give each attendee copies of the current Pilot International marketing materials.
3. Present an award at the meeting (i.e. Pilot of the Year, Volunteer of the Month, etc.)
4. Invite a representative from one of the organization's your club serves to talk about how Pilot has made a difference.

## WELCOMING NEW MEMBERS

New club members should receive special attention and mentoring. Allow the enthusiasm of a new member to permeate your club, breathing fresh air into your meetings.

New members can bring new ideas to the club, so welcome and encourage their participation with open arms. Take the time to discuss ways in which you can make new members' transition as smooth as possible. Some suggestions are:

- Welcome new members when they walk into your meetings.
- Give personal information about them to the group that will allow friendships to develop based on common interests.
- Arrange a series of three to four welcome phone calls. Stagger the calls over the course of a few weeks. When a new member misses a meeting, call to let them know that they were missed.
- Seek new members' opinions and advice. Discuss which club projects they would like to be involved in.
- Provide adequate training/mentoring and address all questions.
- Utilize the new members' individual talents. Create a new member survey which would collect data regarding their gifts/talents.
- Encourage new members to bring friends to club meetings/projects. New members can be some of the best recruiters.

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### NOTES:



Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever does.

~ Margaret Mead ~

# PILOT INTERNATIONAL FOUNDERS FUND

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## PILOT INTERNATIONAL FOUNDERS FUND IMPORTANT DATES TO REMEMBER

AUGUST	Grant information emailed to clubs.
SEPTEMBER	Founders Fund Month (A PI Founder's Fund program should be provided at club meeting).
SEPTEMBER 30	<b>Postmark deadline</b> for Ambassador nominations and contributions; Note: Certificate mailed in the August club mailing.
OCTOBER	Membership Month
OCTOBER 15	<b>Postmark deadline for Grant applications</b> <i>to be received by PI Headquarters.</i> Incomplete applications will NOT be forwarded to the Grant Committee Members for evaluation.
DECEMBER	PI Annual Report published in the winter <i>Pilot Log</i> . Tax letter for year contributions mailed to donors.
JANUARY	Club Ambassadors published in the spring issue of the <i>Pilot Log</i> .
JANUARY 31	Checks for approved grant applications mailed to applicants.
FEBRUARY 1	<b>Postmark deadline for Pacesetter, Grants and Scholarships</b> fund contributions. <i>(To be recognized at District Conventions).</i>
MARCH	BrainMinders™ Month and Membership Month; observe Brain Awareness Week. (Second week of March).
MARCH 15	<b>Postmark deadline for Scholarship applications</b> to be sent to PI Headquarters.
JUNE 1	<b>Postmark deadline for Pacesetter and Goal for Grants and Scholarships</b> fund contributions. <i>(To be recognized at International Convention).</i>
JUNE 30	Scholarship notifications mailed Pilot International to clubs.

## CLUB PIFF REPRESENTATIVE

The president elect will appoint a Pilot International Founders Fund Representative to serve as the Founders Fund liaison for the club. The appointed Pilot will serve for a one-year term and may be reappointed. If, for any reason, the representative cannot perform the duties of this position, a successor will be appointed immediately.

### Club PIFF Representative:

- A. Have been an active Pilot member for at least one year (except in new Pilot clubs.)
- B. Be a knowledgeable Pilot with the ability to motivate and inspire other members to support the Founders Fund.
- C. Be understanding and sensitive to the needs of others, especially people with brain-related disorders/disabilities.
- D. Be willing to give necessary time to promote programs/projects of the Founders Fund to the club; and to report club activities that support the Founders Fund to the district representative.

### Club PIFF Representative:

1. Be familiar with programs, policies, and functions of the Founders Fund; share material and information with the club membership as received from the District PIFF Representative and PI headquarters.
2. Work with the Projects and Anchor/Compass Coordinators as resource person(s).
3. Keep abreast of the needs and population of local citizens with brain-related disorders.
4. Correspond with local agencies and organizations that work with citizens who have brain-related disorders/disabilities.
5. Participate in regional and district workshops/fall councils.
6. Take responsibility, with the assistance of the District Representative, for completion and submission of grant proposals. Check on grant application deadlines at PI Headquarters (478) 477-1208, extension 304 (Founders Fund Specialist).
7. Guide the scholarship application process for the club.
8. Take responsibility for conducting at least one club program devoted to projects and/or programs of the Founders Fund.
9. Take responsibility for stimulating awareness of the Founders Fund in the clubs by promoting the programs/projects below:
  - a. A brain-related disorder project in the Pilot club's community.
  - b. Donor recognition program.
  - c. PI Annual Goals for Grants & Scholarships Fund; Pacesetter program.
  - d. Special projects/fundraisers such as: BrainMindors, the Brain Matters, Stroke Initiative, Brain Awareness Week, Pilot Walk, etc.
10. Provide information to the District PIFF Representative regarding successful local programs/projects that may be shared with other clubs and districts.
11. Maintain a club representative folder of all correspondence.



## 250 District, 250 Goal, Goals for Grants and Scholarships

1. The Grants and Scholarships Fund is the SINGLE source of fundraising to fund PI's matching grant program.
2. Each individual and each club is asked to participate in the fundraising efforts of our grants and scholarships fund by donating \$250.
3. Each Pilot year, individuals who give \$250 are recognized as a 250 Member.
4. Each Pilot year, clubs that give \$250 are recognized as a 250 Club.
5. Each Pilot year, districts are assigned a fundraising goal for the grants and scholarships fund. This goal is figured by the number of clubs on record at headquarters as of September 1. That number of clubs is multiplied by \$250 for the district goal.  
*For example: 10 clubs X \$250= \$2,500 (district goal)*
6. Those individuals and clubs who send their donation by February 1 receive a certificate at district convention.
7. All 250 individuals and 250 clubs will receive a ribbon at international convention.
8. All districts who reach their 250 Goal will receive a ribbon at international convention.

PILOT INTERNATIONAL

*Founders  
Fund*



## Pacesetter Contributions

1. All clubs are asked to contribute **\$10 per ACTIVE** member. This amount is a club's Pacesetter contribution.
2. Pacesetter contributions are used as a mechanism to raise funds for the Annual Fund. The Annual Fund is unrestricted and is used to operate the Founders Fund.
3. Those clubs who make their Pacesetter contribution by February 1 will receive a certificate at their district convention.
4. When a club has been a Pacesetter Club for 5 years, they receive a Crystal Club banner patch. The club receives a banner arc for every five (5) subsequent years.



# Code of Ethics

## Pilot International

Realizing that whatever a Pilot touches should be ennobled by that touch, we, as business leaders, are resolved to make our business standards high, to do our work in every place in which we are employed as if it were our life work, never omitting an opportunity of doing a kindness or making a friend; to put into our business dealings a note of sympathy for humanity; to follow truth; to do our best from dawn till night; and so to live in the discharge of our duty, so to take care of every responsibility that comes before us that we shall radiate that which is unselfish, beautiful and true; and when we shall have finished with our tasks we shall have given an upward impetus to human ideals and achievements.

With this resolution before us then, we believe it is our duty as Pilots:

*To consider our work worthy and ourselves worthy of our work, exemplifying in it at all times the Pilot motto, "True Course Ever."*

*To work each day at that which is before us seriously, vigorously, calmly, cheerily; to improve ourselves in every possible way; to increase our efficiency; to enlarge our visions.*

*To be ambitious to succeed, but always to be ethical, desiring nothing that is not achieved by justice, honesty and fairness.*

*To live in the presence of the great eternal laws, which will keep us patient when the task is irksome and calm and unspoiled when we seem to succeed.*

*To acquire self-control and self-reliance; to be ready to give as well as take; to develop in ourselves an appreciation of the finer things of life; to be honest and generous; to help, not to hinder; to be slow of criticism and quick with praise.*

*To cherish our visions and our ideals; to cherish the music that stirs our hearts, the beauty that forms in our minds, knowing that on these things we can build our world, for visions and dreams are the seedlings of reality.*

*To be loyal to Pilot in thought, word and deed.*

*To see no evil, hear no evil, speak no evil, think no evil of a Pilot, but to be no more loyal to a Pilot in this respect than we are to every other person, for the genius of Pilot is in its kindness, and justice is the soul and substance of life.*

---Pearl Sparks, Pilot Club of Florence, AL - 1926