

# **STANDING RULES**

## **GEORGIA DISTRICT, PILOT INTERNATIONAL**

Approved May 3, 2025

### **A. OFFICERS**

The District Administrative Council (DAC) shall consist of the Governor, Governor Elect, Secretary, and Treasurer. The Georgia District Executive Council (DEC) shall consist of the DAC and the Region Lt. Governors. Terms of office for all officers shall be one (1) year with the exception of the Secretary, Treasurer, and Region Lt. Governors, who may serve for two (2) consecutive terms as provided in Article XVII of the Pilot International Bylaws.

### **B. DUTIES**

1. The Duties of the Governor shall be those as outlined in Article XVII, Section 2, Pilot International Bylaws.
2. The duties of the Governor Elect shall be those as outlined in Article XVII, Section 3, Pilot International Bylaws. They shall supervise the Officers' Training Workshops conducted by the Region Lt. Governors, District Treasurer and District Secretary. The Governor Elect shall make Club Visits to the home clubs of the Lt. Governors; shall provide information for the Governor's Bulletin and shall supervise Lt. Governors in the training of officers of newly organized clubs. The Governor Elect shall preside in absence of the Governor.
3. The Duties of the Lt. Governor shall be:
  - a. To attend the following meetings:
    - (1) District Executive Council (DEC) meeting at the site of the District Convention, Fall Council, and Pilot International Convention.
    - (2) District Executive Council (DEC) planning meeting following election and a mid-year planning meeting.
    - (3) The Council of Leaders prior to Pilot International Annual Convention and Leadership Conference.
    - (4) All sessions of Pilot International Convention.
    - (5) All sessions of District Fall Council.
    - (6) All sessions of District Convention.
    - (7) All additional meetings as called by Governor.

- b. Make Club Visits to clubs in the Region as approved by the Governor and the Executive Committee Representative, clubs to provide meals.
  - c. Assist with Pilot activities in the region.
  - d. Train officers of newly organized clubs under the supervision of the Governor-Elect.
  - e. Serve on the District Convention Committee if Region is host.
  - f. Assist with Officer Training Workshop at convention.
  - g. Conduct a Region Meeting at District Convention.
  - h. Refer to Pilot International District Manual, District Lieutenant Governor's Status, Qualifications and Duties.
- 4. The duties of the District Treasurer shall be those as outlined in Article XVII, Section 6, Pilot International Bylaws.
  - 5. The duties of the District Secretary shall be those as outlined in Article XVII, Section 5, Pilot International Bylaws.

### **C. ELECTIONS AND QUALIFICATIONS**

- 1. The Governor, Governor Elect, Region Lt. Governors, Secretary, and Treasurer shall be elected as outlined in Article XVII, Section 7, 8, 9, 10, and 11, Pilot International Bylaws.
- 2. The District Treasurer shall be bondable and must have a working knowledge of:
  - a. Double entry bookkeeping system.
  - b. Preparation of cash receipt journal, general ledger and year-end close out.
  - c. Budget preparation.
  - d. Federal and State reports required for non-profit organizations.
  - e. Computer Accounting programs.
- 3. An elected Treasurer, unless the Treasurer is the incumbent, will act as an Assistant to the Treasurer from District Convention until assuming office July 1.

### **D. VACANCIES IN OFFICE**

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

## **E. FINANCES**

1. District Dues
  - a. Annual District dues will be established by the voting body of the District Convention.
  - b. District dues will be paid by the Club Treasurer to the District Treasurer annually and postmarked no later than July 1.
  - c. District Dues will be waived for (a) Fifty Year Members, (b) current students, including former Anchors, who are seeking higher education degrees and not paying club dues, (c) Scholarship recipients, who are not paying Clubs dues, (d) Emeritus Members, and (e) military personnel who are deployed from their home station.
2. A club organized after July 1 shall be assessed by the month the club enters Pilot International through the remainder of the current Club year.
3. For new members, dues will be assessed based on the month a member enters the Club through the remainder of the current Club year.
4. The District Budget, in addition to items required by Pilot International, includes:
  - a. Gift for retiring Governor.
  - b. Past Governor pin or pendant.
  - c. District Convention registration fees shall be paid for the Executive Committee Representative (ECR) and the following District Appointees: Current District Inspirational Leader, District Parliamentarian, District PIFF Representative and GPF Representative, as well as incoming Division Coordinators (Leadership, Membership, Projects, Fund Raising, and Anchor Coordinator), Assistant Anchor Coordinator, District Convention Chair and District Convention Co-Chair.
  - d. PI Convention expenses for District Governor Elect, District's Region Lt. Governors, District Secretary, and District Treasurer.
  - e. Governor's expense account (this may include clerical assistance and mileage to functions the Governor is expected to attend.)
  - f. Approved District projects expenses.
  - g. Funds for awards
  - h. Fall Council registration fees for District Inspirational Leader, Fall Council Chair, and Fall Council Co-Chair.
  - i. Bonding fee for District Treasurer.

- j. Gifts from the Mabel Edwards Fund will be given to newly chartered Pilot Clubs in the Georgia District. These gifts are as follows:
  - (1) The Pilot Bell (if not purchased with funds from PI).
  - (2) Three (3) paid registrations to the next Georgia District Convention.
  - (3) One (1) paid registration to the next Georgia District Fall Council.
  - (4) Start-up money of \$350 (to assist with legal fees for incorporation and to frame the charter).
- 5. An independent accounting firm will be hired to provide a Year End Compilation of the Georgia District financial records.
- 6. The District Treasurer shall turn over the books to the Audit Committee by July 31 as outlined in Article XVII, Section 6, g. Pilot International Bylaws; the outgoing District Treasurer shall close and/or transfer all District bank accounts to the incoming Treasurer no later than August 31.
- 7. The Audit Committee shall consist of three members and serve a term of three years. Each member will serve on a rotating basis with one member rotating off each year.

## **F. MEETINGS**

- 1. A District Fall Council shall be held annually. If emergency business is to be conducted, each club shall be entitled to one (1) delegate and one (1) alternate. If no Pilot is attending from the club, the club is to pay one (1) registration. If emergency business must be conducted other than at a District Convention or Fall Council, by postal mail or email vote: (a) The items must first be approved by the District Executive Council, and (b) each club shall be entitled to one (1) vote. The quorum rule applies.
- 2. A District Convention shall be held annually as outlined by Article XX of the Pilot International Bylaws. Each Club is entitled to three (3) delegates and one (1) alternate. The District Convention voting body will be the club delegates, district officers, and Georgia Pilots who are past District Governors. If a club is excused by the DAC and a Pilot is not attending from a club, the club is responsible for paying one (1) registration.
- 3. The site of the District Convention and Fall Council must comply with District criteria. District meetings will be hosted by a club or clubs in each region, on a rotational basis. The schedule is found in Georgia District Policies and Procedures.

- a. A Site Selection Team consists of the Governor, Governor Elect, Immediate Past Governor and one other past District Governor as an alternate appointed by the Governor. They are to investigate potential sites for Fall Council and District Convention based on Host's Region location and negotiate contractual provisions for the meetings. Before any actual contract is signed, it shall be reviewed and approved by an attorney.
  - b. During each Georgia District fiscal year, the Governor shall contract for at least one Fall Council site and one District Convention site.
  - c. It will be the responsibility of the District Pilot Governor and the District Anchor Coordinator to select an Anchor convention site on or before the first of the year, two (2) years prior to such convention.
4. District Anchor club meetings shall be held under the supervision of the District Administrative Council (DAC) in accordance with Pilot International policies.

## **G. POLICIES**

1. Governor may appoint Pilots to serve as District Representatives on non-Pilot groups after the Convention has voted to participate. Reports of such representation shall be made annually to the Convention body.
2. The District Administrative Council (DAC) shall approve competitive awards providing equal opportunity for all clubs.
3. The Governor, Governor Elect, Secretary, Treasurer, and Lt. Governors' pins and banners shall be the property of the District.
4. Each year the District Administrative Council (DAC) and the District Executive Council (DEC) will review assignment of clubs to regions and reassign as necessary, to maintain an equitable distribution of clubs. All clubs will be notified of any reassignment.
5. A contribution of one hundred dollars (\$100) shall be sent to Pilot International- Goals for Grants and Scholarship Fund - from the Georgia District upon the death of a past District Governor or Pilot International President who lived in and was a member of a Pilot Club in the Georgia District at the time of death, plus Georgia Governors who lived outside the state at the time of death.

6. Past Governors in the Georgia District are to be on the mailing list to receive the Governor's Bulletin and information on District Convention and Fall Council.
7. The District gift shall be presented to the Governor at the District Convention at which this person is the presiding officer.
8. The Governor's scrapbook shall be presented to the immediate past Governor at Fall Council and will be on display all weekend.
9. The current Governor Elect shall appoint an Assistant Anchor Coordinator to serve one year. This person will serve as Incoming Assistant Anchor Coordinator and will automatically become the Anchor Coordinator for the following year.
10. All District Anchor records shall be turned over to the incoming Anchor Coordinator by July 1.
11. The District Treasurer shall be bonded before taking office.
12. All District Anchor dues and Anchor District Convention fees must be handled by the Georgia District Treasurer. The District Anchor Coordinator and Governor will sign each Anchor voucher submitted.
13. The District Standing Rules may be amended by a majority vote of the Convention body at District Convention provided that written notice of the proposed amendments have been sent to the clubs thirty (30) days in advance.
14. The Chair and Co-Chair for District Convention and Fall Council will be reimbursed for 1/2 room lodging each.
15. A quorum consisting of a simple majority of the DAC/DEC must be present in order to conduct District business.
16. Governor and Governor Elect shall approve and sign all expense vouchers, except their own. The District Secretary shall be the second approval for Governor and Governor-Elect vouchers.