

ALABAMA DISTRICT
PILOT INTERNATIONAL

Policies & Procedures Manual

Revised July 2020

POLICIES

ALABAMA DISTRICT, PILOT INTERNATIONAL
DISTRICT ADMINISTRATIVE COUNCIL POLICIES

ROOMS

A. District Convention and Fall Council

District Administrative Council (hereafter referred to as DAC) members are expected to room together in the DAC rooms. If a DAC member elects to stay in another room, that Pilot shall be responsible for their room expenses. No other persons – Pilot or non-Pilot – may stay in the DAC rooms. The Executive Committee Representative (ECR) shall be provided one room for District Convention.

B. International Convention

1. The Alabama District Governor shall pay one half (1/2) of one room at Pilot International Convention. Pilot International (PI) will determine the procedure for reimbursement. An Alabama District check/debit card shall be used to pay the cost of one half (1/2) room (including roll-away beds, if needed). The Governor Elect, Secretary and Treasurer shall room together in that room.
2. A non-DAC Pilot may stay in the room with the DAC if all members of the DAC concur. If a non-DAC Pilot stays in the DAC room, that person shall pay 1/3 of the regular room rates. If a member of the DAC does not have a replacement and stays in a room other than the special-rate room, that Pilot shall be responsible for said room expenses.

TRAVEL EXPENSES

- A. Within the District, mileage shall be paid at the current PI rate with changes to be effective at the beginning of each Pilot year. DAC officers should plan to travel together when possible. The District budget shall not pay duplicate mileage for two or more vehicles traveling the same route. In the event that two or more vehicles travel the same route, each driver shall receive a proportional share of the total amount allowed.
- B. Pilot International Convention travel – Mileage is the current Pilot International mileage rate. If a non-DAC member travels with DAC members, the District shall reimburse the DAC member for their portion of the mileage.
- C. Mileage at current Pilot International rate is paid for one (1) car for the Host Club for planning meetings for District Convention and Fall Council. The maximum payment shall be at Pilot International mileage rate, not to exceed budgeted amount.

PRIOR APPROVAL

- A. District Workshop handouts and informative letters sent to the Clubs by a District Officer or Appointee need advance approval by the Governor.
- B. All nominees for District Office shall follow Pilot guidelines in Pilot International Bylaws Article XVII, Section 8, Qualifications, and Section 9, Nominations; and Pilot International Policy District Nominating/Election Procedure.

DISTRICT PROPERTY

- A. The officer badges for the District Officers shall be budgeted each year for one badge per officer.
- B. The officer banners for the Governor and Governor Elect shall be the property of the District and shall be passed on to the home club of each succeeding officer.
- C. The new District Officers take possession of pertinent District materials (minutes, financial records, and Anchor materials, etc.) as soon after District Convention as possible.
- D. The Governor Elect shall maintain custody of the District Banner, Pilot Wheel, Charter, Gavel, and Bell.
- E. Records – The Secretary shall have all minutes prepared and sent to the DAC for approval within thirty (30) days after each meeting. The Secretary shall prepare minutes for any business conducted via email. The Secretary shall prepare two complete copies of the Fall Council and District Convention minutes. One copy shall be electronic and one copy shall be printed and will remain with the Secretary's files.
- F. Minutes of the Alabama District are kept forever.
- G. Parade of Banners – The seated Club President shall carry the Club banner at Opening Session of the District Convention. The Governor shall select a Pilot to carry the banner and/or flag of the ECR. The immediate Past Governor shall carry the Alabama District Banner. If an Anchor is present, that person shall carry the Anchor Banner. If no Anchor is present, the Governor shall select someone to carry the banner.
- H. If a Parade of Banners is not possible, then banner will be displayed appropriately whenever possible as decided by District Officers.

FINANCE

- A. The proposed District budget shall reflect any proposed changes in the Standing Rules or other proposed expenditures.
- B. To clarify the financial statement, any item over \$300.00 not in current budget shall require an explanatory addendum attached to the statement.
- C. The District Governor shall have the authority to approve expenditures of non-budgeted items not to exceed \$100.00.
- D. The District shall maintain a District Convention reserve and Fall Council reserve at a minimum of \$500.00 each to cover a District Convention and/or Fall Council deficit. Any District Convention and/or Fall Council funds remaining after payment of expenditures shall replace the funds used from the reserve account, if necessary, or be placed in the General Fund. The DAC will designate the General Fund Accounts where the funds will be placed.
- E. Treasurer's records are maintained for seven years.
- F. The DAC shall secure and have the prerogative of determining the use and purpose of royalties within the District.
- G. There shall be no sale of merchandise at District Convention or Fall Council by anyone other than Pilot International authorized vendors or Pilot members and/or clubs of the Alabama District unless authorized by the DAC.

CLUB VISITS

- A. Pilot International Policies for Club Visits will be followed.
- B. Clubs having membership or organizational problems will have a Club Visit as needed. A club may request a visit when none is scheduled.
- C. The Governor assigns each club a District Committee Representative (DCR).
- D. Club visit folders should be kept up-to-date with the current and prior year's club information and reports. All prior years' information should be purged to maintain a current status.

DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS

(See Pilot International Standing Rules, Article XVII, Sections 2, 3, 5, & 6.)

A. GOVERNOR

- a. Serves as a member of the International Administrative Council.
- b. Represents Pilot International in the District.
- c. Attends Council of Leaders, meetings of the International Administrative Council and the International Convention.
- d. Ensures Clubs receive the assistance they need through visits and other means.
- e. Signs contracts on the District's behalf.
- f. Presides at all District Meetings.
- g. Prepares all Agendas for Meetings and have ready two weeks prior to meeting.
- h. Counter sign all vouchers and checks issued against District funds.
- i. Appoints committees as required.
- j. Responsible for Governor's Bulletin and seeing that all Clubs and Pilot International Members receive in a timely manner.
- k. Appoint Audit Committee and ensure the treasurer's records are audited by August 31.
- l. Send to Clubs/Delegates by electronic or postal mail all convention business materials at least 30 days prior to the first day of District Convention.
- m. Liaison with all Hotels for all meetings, Fall Council, Anchor Convention, District Convention.
- n. Perform duties relating to the District Convention & Fall Council as outlined in the District Convention Manual;
 - 1. Selects Host Club, Convention Chair, Convention Vice Chair.
 - 2. Develop Agendas, Programs and Themes.
 - 3. Follows Convention Budgets.
 - 4. Appoints Convention Committees.
 - 5. Appoints Timekeeper.
 - 6. Appoints Personal Assistants.
 - 7. Issues Official Calls to Fall Council and District Convention.
 - 8. Prepares Agendas for all Convention Meetings.
 - 9. Room Arrangements for DAC.
 - 10. WFW for Fall Council & District Convention (2 weeks prior to event).

11. Others as listed in District Convention Manual under Responsibilities.

- o. Handles all Charter Presentations, Anchor and Pilot.
- p. Delivers files of the District to successor by August 15.
- q. Performs other duties as required.

B. GOVERNOR-ELECT

- a. Selects the site and date for the upcoming Fall Council, Anchor Convention and District Convention no later than December 1.
- b. Selects the following appointees no later than December 1.
 - a. Division Coordinators – Membership, Fund Raising, Projects, Anchor, Compass, and Leadership
 - b. Special Appointees – Historian, Inspirational Leader, Parliamentarian, Music Chair, Website Coordinator, Governor’s Bulletin Editor, Pilot International Founders Fund Representative, and Social Media Chair.
 - c. Committees – Nominating Committee and Chair, Pearl Sparks Scholarship, District Project, and Awards Jury.
 - d. Area Workshop Leaders (Membership Development) – North, South, East, West (as needed).
 - e. District Convention Vice Chair for current year. The Vice Chair will be the Convention Chair the following year.
- c. Presides in absence of Governor.
- d. Perform duties relating to the District Convention & Fall Council as outlined in the District Convention Manual;
 - 1. Emcees the District Convention Awards Luncheon
 - 2. Serves as DAC Liaison for Room Arrangements at Fall Council & District Convention
 - a. Makes Tent Cards
 - b. Room Arrangement Chart
 - 3. Conducts Workshop for President & President Elects at District Convention
 - 4. Selects Installing Officer
- e. Prepares District Directory to be posted on Web Page by Fall Council.
- f. Serves as DAC/DAAC liaison and oversees Room Arrangements at Anchor Convention.
- g. Countersigns all vouchers.
- h. In absence of Governor countersigns checks against District Funds.
- i. Performs other Duties as required or assigned.

C. TREASURER

- a. Prepares financial reports to distribute at every DAC meeting.
- b. Receives and deposits all funds.
- c. Disburses all funds per District Budget and approval of DAC.
- d. Sees that all names on checking, savings, and/or Regions Business Money Market accounts are changed effective July 1 to the current members of the Alabama DAC.
- e. If a Pilot has written a check(s) to the District, and said check is returned due to insufficient funds, the Treasurer shall inform that Pilot in writing of the problem. The Pilot member will be expected to

reimburse the District for the amount of the check plus any charges within ten (10) business days. Payment should be made using a money order, certified check or cash. The District will not accept repayment using a personal check. If payment is not received, the member will not be considered in good standing and will not be allowed to register for Fall Council or District Convention until the debt from the returned check(s) has been cleared. If any other person shall write a check which is returned for insufficient funds, the above procedure will be followed.

- f. Serves as Anchor District Treasurer and performs all duties as required of the office.
- g. Serves on Anchor District Administrative Council.
- h. Delivers Pilot District and Anchor District Books to Audit Committee by July 31.
- i. File Anchor District 990 Form.
- j. Works with Governor, Incoming Governor, and other Budget Committee Members on District Budgets, including Fall Council, District Convention, and Anchor Budget.
- k. Keeps Spread Sheet on Membership.
- l. Prepares all vouchers and have available for District Governor and Governor Elects signature.
- m. Prepares all checks and have available for District Governor and Governor Elect signatures.
- n. Convention & Fall Council Duties:
 - 1. Serves as DAC liaison for Floor Tellers
 - 2. Works with District Secretary on any Banner Presentation if applicable.
 - 3. Provides change as needed for each fund raiser (PIFF, TBI, District Project, other)
 - 4. Works with all fund-raising committees.
 - 5. Has Audit Report available at Fall Council.
 - 6. Has Budgets ready for District Convention.
- o. Performs other Duties as required or assigned.

D. SECRETARY

- a. Prepares Minutes for all DAC and District Meetings.
- b. Minutes are to be distributed to DAC no later than 30 days after meeting.
- c. Works with District Treasurer on Banner Presentation for District Convention as applicable.
- d. Convention Committee
 - 1. Serves as DAC Liaison for Doorkeepers, pages/personal assistants.
 - 2. Helps with Silent Auction for Fall Council
 - 3. Emcees Inspirational Service at Fall Council.
 - 4. Emcees Memorial Service at District Convention.
 - 5. Takes care of ECR Room (snacks, etc.)
- e. Handles any Roll calls at District Meetings.
- f. Performs other Duties as required or assigned.

ANCHOR DUTIES AND RESPONSIBILITIES OF DAC/DAAC

A. GOVERNOR

- Convention Committees:
 1. Floor Tellers
 2. Door Keepers
 3. Door Prizes
- Liaison with Hotel for Convention
- Arrangements for Anchor to attend PI Convention
- Prepares Award Certificates
- Anchor Parliamentarian
- Works with Awards Jury
- Convention Workshop – Anchor Fundraising & Projects

B. GOVERNOR ELECT

- Liaison with Anchor Coordinator.
- Work with Anchor District Officers and Anchor Coordinator on Planning Meeting Agenda.
- Convention Committee:
 1. Room Arrangements (including place cards & seating charts)
- Convention Program (work with Anchor Coordinator)
- Anchor Standing Rules (work with Anchor Coordinator and DAAC)
- Post-Convention DAAC Meeting
- Yearly Calendar
- Next Convention Site
- Planning Meeting sites and dates for upcoming year
- Work with Anchor District Coordinator and Anchor President on Word for Word
- Update Award Entry Forms and Judging Criteria
- Convention Workshop: Anchor President & President Elect

C. TREASURER

- Anchor District Treasurer
- Collections of Anchor Dues
- Deposit and Disbursement of all Anchor Funds
- Anchor Budgets (works with DAAC and Anchor Coordinator)
- Convention Registration
- Updates and make available Dues Form
- Convention Committee:
 1. Registration
 2. Election Committee
 3. Ballots & Ballot Box & Election Procedures
- Refreshments for Planning Meeting
- Leadership Grant Application and Evaluation (work with Governor Elect)

- Freedom Foundations Grant Application (work with Governor Elect)
- Sunday Morning Inspirational Service at Anchor Convention
- Work with Governor Elect, DACC, and Anchor Coordinator on Standing Rules
- Work with Governor Elect on Post DAAC Convention Committee

D. ANCHOR COORDINATOR

- Work with Governor Elect and Anchor District Officers on Planning Meeting Agenda
- Convention Committee – Nominations
- Work with Governor Elect on Convention Program
- Publish and Distribute the *Lodestar*
- Keep Anchor Coordinators advised of Deadlines and Dates
- Liaison with District Anchor Club Advisors
- Liaison with Anchor Membership
- Distribute Forms for Awards, Nominations, & Dues
- Work with Governor Elect, Treasurer and DAAC on Standing Rules
- Arranges for Scrapbook Judges at Convention
- Convention Workshop – Anchor Advisors

E. DISTRICT ALABAMA ANCHOR OFFICERS

- Works with Anchor Coordinator and Governor Elect on Planning Meeting Agendas (President)
 - Banquet Installation Decorations (President Elect)
 - Work on Standing Rules (DAAC)
 - Convention Assignments for Clubs (DAAC)
 - Recommend District Project (DAAC)
 - Convention Speakers & Entertainment (DAAC)
 - Works with Anchor Coordinator and Governor Elect on Word for Word for Convention (President)
 - Present Awards at District Awards Ceremony (President)
 - Anchor Convention Workshop
1. President/President Elect (President/President Elect) works with Governor Elect
 2. Other Workshops (Secretary/Director)

ALABAMA DISTRICT AREAS

The areas of the Alabama District shall be Northern, Southern, Eastern and Western. Clubs in each area are as follows.

NORTHERN	EASTERN	WESTERN	SOUTHERN
Cullman	Gadsden	Demopolis	Andalusia
Decatur	Heflin	Jasper	Dothan
Florence	Lee County	Prattville	Enterprise
Huntsville	Roanoke	Tuscaloosa	Luncheon Enterrpise
Luncheon Morgan Co.	Troy		

DISBANDED CLUBS			
Lawrence Co 2017	Talladega 2017	Luncheon Andalusia 2020	Mobile 2014
Guntersville 2016	Opelika 2016	Selma 2015	Daleville 2013
John Hunt 2015	Oxford 2014	Cap. Mont. 2014	Opp 2013
Lunch. Shoals 2010	LaFayette 2006	East Walker 2007	Foley 2010
River City 2008	Anniston	Montgomery 2007	West Mobile 2008

PROCEDURES

2020 GUIDELINES FOR PEARL SPARKS SCHOLARSHIP

AWARDED BY ALABAMA DISTRICT, PILOT INTERNATIONAL

1. This scholarship shall be awarded biannually to a qualified student who has been accepted by an approved School of Nursing in the State of Alabama.
2. The scholarship shall be \$1600.00 payable \$800.00 per year for two years only.
3. Should the recipient not remain in school, the balance from the scholarship account shall be returned to the Alabama District Treasury.
4. The completed application form must be accompanied by:
 - A. A high school transcript.
 - B. A letter from the applicant to include the reason for entering the field of nursing, why he/she should receive the scholarship.
 - C. A letter of acceptance from the approved school of nursing.
 - D. Two letters from academic references (teachers, principals, etc.) who could recommend applicant.
5. **Three (3) copies of the application and all attachments must be submitted to the Committee Chair listed below sixty days prior to District Convention.**
6. Judges will be the Pearl Sparks Scholarship Committee, consisting of 3 impartial members appointed by the Alabama District Administrative Council.
7. The Scholarship Recipient will be notified prior to and be announced at the Alabama District Convention.
8. The Pearl Sparks Committee Chair will notify all other nominees in writing of the judge's decision.
9. The Scholarship Recipient shall be responsible for verifying that the school officials notify and send proof of registration and acceptance to the Alabama District Governor before the funds will be distributed to the school.
10. The Scholarship Recipient is required to have the school officials send to the Alabama District Governor verification that the recipient is in good standing, before funds for the 2nd year will be distributed to the school.

FOR ADDITIONAL INFORMATION CONTACT:

Beverly Kissinger, Chair of Pearl Sparks Committee

COMPLETED APPLICATION SHOULD BE MAILED TO:

Pearl Sparks Scholarship Committee Chair

Beverly Kissinger Chair

2114 Fox Ridge Road,

Tuscaloosa, AL 35406

b.a.kissing415@gmail.com

Copy to District Governor and District Treasurer

APPLICATION FORM – PEARL SPARKS SCHOLARSHIP
ALABAMA DISTRICT, PILOT INTERNATIONAL

NAME _____

ADDRESS _____

NAME OF PARENT OR GUARDIAN (If Applicable) _____

HIGH SCHOOL ATTENDED _____

GRADE POINT AVERAGE _____ (PLEASE ATTACH TRANSCRIPT)

WHAT OTHER SCHOLARSHIPS DO YOU HOLD? _____

LIST SCHOLARSHIPS APPLIED FOR _____

LIST WORK-RELATED EXPERIENCE _____

NAME OF NURSING SCHOOL WHERE YOU HAVE BEEN ACCEPTED. (ATTACH A STATEMENT FROM THE

SCHOOL.) _____

ARE YOU A RESIDENT OF ALABAMA? YES _____ NO _____

PLEASE INDICATE (X) YOUR FAMILY'S INCOME RANGE.

_____ 4,000 - \$6,000 _____ \$6,000 - \$8,000

_____ \$8,000 - \$10,000 _____ ABOVE \$10,000

HARDSHIP STATUS OF FAMILY (IF ANY) _____

ELECTION/ELECTION TELLER COMMITTEE

This information is clearly defined in the District Convention Manual – under Governor’s responsibilities, and under Election Committee.

ALABAMA DISTRICT, PILOT INTERNATIONAL POLICIES AND PROCEDURES - **AUDIT COMMITTEE**

The Governor shall appoint an Audit Committee of three (3) members with one being designated as the Chair. One member will serve two years and will serve as chair during the second year on the committee. Each member of the committee will be from a different club within the District. The DAC will approve the committee appointment.

- A. Audit Committee members shall have the following:
 - 1. General knowledge of accounting principles or financial experience.
 - 2. The ability to read and understand financial statements.
 - 3. Knowledge of the District Budget.
 - 4. Knowledge of the District Standing Rules and Policies and Procedures
 - 5. Knowledge of Pilot International Bylaws and Policies and Procedures.
- B. The Treasurer shall deliver all yearly District Accounting Records (Pilot and Anchor) to the committee by July 31. This includes:
 - 1. Check registers.
 - 2. Reconciled bank statements
 - 3. Financial Reports (recommended Treasurer do these monthly)
 - 4. Properly signed vouchers for all disbursements
 - 5. Deposit receipts with proper explanations
 - 6. Budgets and financial statements that include Fall Council, Anchor Convention, District Convention, and General Budget.
 - 7. Statements and explanations of all savings and investment accounts.
 - 8. Copies of filing of IRS forms.
 - 9. The District Treasurer shall file the IRS 990 for the Alabama Anchor District.
 - 10. The District CPA will file the IRS 990 for the Alabama Pilot District.
- C. Recommended Audit Committee Process
 - 1. Start with beginning balance established by Audit Committee from the prior year.
 - 2. Add Receipts (NOTE: Interest on Savings account is not included in General Fund income)
 - 3. Subtract disbursements
 - 4. Determine if the Bank Balance, Book (financial statements) Balance, and Audit Balance equal, including any cash on hand.
 - 5. Budgets should be checked against financial statements.
 - 6. Verify the amount received as District Dues.
 - 7. Verify the amount received as Projects or other receipts.

8. Verify that all Vouchers and Checks have been properly signed by the Treasurer and/or District Governor/Governor Elect.
9. Verify that, if the District as a check/debit card, charges made to these cards are properly documented.
10. Verify that the proper IRS Forms have been filed and are up to date.
11. If any corrections need to be made to the District Financial records, recommendations should be made to the Treasurer with a copy to the Governor in writing.
12. The Audit Committee Chair should prepare an Audit Report, signed by all Audit Committee members, to be given at Fall Council.
13. All Alabama District records should be forwarded to the District CPA upon completion of the Audit, with Alabama Anchor records be sent to the Current Alabama District Treasurer

GUIDELINES FOR SALLY DOUGLAS AWARD

AWARDED BY ALABAMA DISTRICT, PILOT INTERNATIONAL

1. The *Sally Douglas Award* shall be a certificate to the Pilot club in the Alabama District that has secured the most new members during the period from April 1 through March 31 as reported to the District Treasurer.
2. *New Members must result in additional dues to the District.*
3. *The Transfer of club members from one club to another club must result in additional District dues.*

GUIDELINES FOR MAGGIE AWARD

AWARDED BY ALABAMA DISTRICT, PILOT INTERNATIONAL

1. The *Maggie Award*, shall be a certificate given to the Pilot Member who has sponsored the most new members during the period April 1 through March 31 as reported to the District Treasurer.
2. New members must result in additional dues to the District.
3. The transfer of club members from one club to another club must result in additional dues