



# Compass Manual

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## Welcome to Compass...

Compass Clubs provide young adults and professionals with the opportunity to be a valuable part of their community. Members serve as volunteers in community service projects, develop leadership skills, and advance personal and professional goals. Aimed at individuals who are of high school graduation age to 26 (28 for Japanese young adults), Compass Clubs provide the stepping-stone for members to advance to full membership in Pilot International.

Pilot International is a community-based volunteer service organization. It was chartered in Macon, Georgia in 1921 and named after the riverboat pilots of the day.

Pilot International has two organizations under its umbrella. Anchor Clubs serve youth primarily in middle and high schools. Compass Clubs serve those beyond high school as they continue their education and/or enter the workforce.

*Pilot International's mission is to influence positive change in communities throughout the world. To do this, we come together in friendship and service, focusing on encouraging brain safety and health and supporting those who care for others.*



## **The History of the Compass Club**

In adopting the Compass Club program as an International project at the 1967 Convention, Pilot International realized the need to share the purposes and ideals of Pilot and to promote the development of initiative and leadership among college women.

The Committee was appointed by Prof. Meralda Brennan, Pilot International President 1966-67, to develop a plan for the organization for Pilot-sponsored clubs in institutions of higher learning. Three such clubs had been organized and sponsored by Pilot Clubs. At the suggestion of the Executive Committee Members, a search was made regarding the availability of trademarking the name "Compass Club." At the 1967 Convention the Board of Directors approved the name-"Compass Club" and the Bylaws for Compass Clubs. The Compass Club is a young women's organization dedicated to the ideals of Pilot and seeking to provide service to the college and community while encouraging initiative and leadership ability on the part of its members. The Compass Club is not a social sorority; it is a service organization for college women, functioning on the campus, and is similar in its goals to Pilot International and other women's service clubs. It is a leadership and character building group, serving the campus and the community. A Compass Club may be organized in any college or university. In the Compass Club program, the Pilot Club has the opportunity to fulfill its objective, "Friendship and Service."

*Taken from materials to be used at Spring Convention, provided by Drewry Shumaker, Chairman Compass Club Committee, District XI (VA)*

Compass has come a long way since its inception in 1967. In October 1973, the Executive Committee voted to allow male college students as members. In 1975, there were 28 clubs with 510 members. In the 1990's, Compass started to phase out due to financial problems and lack of growth. Compass was re-established in 2018 with clubs being community based rather than affiliated strictly with colleges.

Compass can be the next step after serving as an Anchor, or the beginning of a life of service to continue with Pilot membership.

## **CHARTERING A CLUB**

Compass Clubs are sponsored by another Compass Club, Pilot members, Pilot clubs, Pilot districts, or Pilot International. A new Compass Club can be formed with a minimum of five (5) new members. An "Intent to Charter" should be completed and submitted to Pilot International Headquarters. Once it has been approved, the club sponsors can proceed with forming the club.

Pilot International will issue the new club's charter after receiving membership forms, dues, and insurance fees for the charter members.

## **CLUB SPONSOR**

The Compass Club sponsor will provide mentorship to the club. Their role includes establishing a relationship between Pilot and Compass at each level of the organization, assisting to establish recruiting and retention strategies, providing training to club members, and supporting club activities and service projects.

## **MEMBERSHIP**

Membership is for high school graduates and young adults to age 26(Japan District – age of 28).

Compass Club membership includes:

- Club – local club; club members are required to be district and international members.

- District – local club members are district members, utilizing existing Pilot International districts

- International – local Compass Club members are international members; may only be an international member if no local club is available.

## **DUES AND FEES**

Dues are established in Pilot International's annual budget that is approved at Pilot International Annual Convention and Leadership Conference each year. Currently, the dues are \$36.00 USD annually. This consists of \$30 membership fees and \$6 for insurance. Members in the United States are required to pay insurance.

Annual dues and insurance fees are not prorated regardless of what month the new member joins Compass club. The current combined total is \$36 USD.

Members will also pay Club and District dues as required by standing rules.

## **CLUB STRUCTURE**

Each Compass Club will have the following officers: President, President-Elect, Secretary, and Treasurer. The Club may also choose to elect other officers. The offices of Secretary and Treasurer may be combined. The officers will make up the Club's Executive Board.

Committees are also a part of the club structure. Examples of committees are Nominating, Budget, and Audit.

Pilot International divides its activities into: Membership, Fundraising, Projects, Anchor, Compass, and Leadership Development. Compass Clubs may use the same divisions (with the exception of Anchor and Compass) to divide its activities. Division Coordinators may be appointed to guide the division.

A more extensive section on Club Operations is included in this manual.

## **DISTRICT MEMBERSHIP**

The District provides another level of training to the Compass Club member. Local Compass Club members will become members of the Pilot International district in which it is located. While not eligible to hold District office, Compass Club members can serve in an observation role with the District Administrative Council or District Executive Council. They may also serve on District committees.

Compass Club members are encouraged to attend and participate in District activities. Increasing the interaction between Compass Club members and Pilots strengthens the entire Pilot organization.

## **PILOT INTERNATIONAL**

Pilot International headquarters will provide support to Compass Clubs. Personnel at headquarters has been dedicated to assist clubs as they plan and coordinate their work.

An advisory committee has been established to help design programming and other activities. The Pilot International Executive Committee appoints the members of this committee.

Pilot International maintains a website that is a repository for a variety of Pilot information. Clubs and members are able to have many of their questions answered by doing a little research on the website. There are specific areas for Member Resources, Pilot International Founders Fund, the service focus areas, the organization's history and current leadership, and how to donate to the organization.

## **CLUB OPERATIONS**

Compass Clubs are part of the larger organization Pilot International, Inc. (Pilot International). Pilot International is a charitable and educational organization whose purpose is to promote programs and activities that support the organization's focus areas through education, volunteerism, financial support, and research.

Clubs chartered by and functioning under the supervision of Pilot International will be nonprofit, nonpartisan, nonsectarian and nondiscriminatory.

A Compass Club is a community-based organization for young adults, which will provide opportunities to participate in community service projects, develop leadership skills, and advance personal and professional goals. Compass members will be high school graduates or young adults to the age of 26 (Japan District – age of 28).

The clubs will be governed by the bylaws of Pilot International and are expected to operate within the requirements of Pilot International.

### **Club Year**

The club year will be July 1 through June 30, or as dictated by government regulations in countries outside the United States.

### **Chartering a Club**

A new Compass Club can be formed with a minimum of five (5) new members. An "Intent to Charter" should be completed and submitted to Pilot International Headquarters. Once it has been approved, the club sponsors can proceed with forming the club.

Pilot International will issue the new club's charter after receiving membership forms, dues, and insurance fees for the charter members.

### **Dues**

Pilot International dues will be established by the voting body of the international convention. Dues will be paid annually to Pilot International on or before November 1.

Districts and Clubs may assess their own dues.

Members of a club are required to pay club, district, and international dues.

## **Meetings**

Compass Clubs are required to have 6 meetings per year. The place, date, and time will be determined by the members. These meetings can be held as stand-alone meetings or can be held in conjunction with another club activity such as a project.

Special meetings may be called by the President, by the Executive Board, or by five members provided that all members are given notice that includes the date, time, location, and purpose of the meeting.

Quorum will be set by the club.

## **Parliamentary Procedure**

Pilot International uses the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED to govern Pilot where they apply and are not inconsistent with bylaws and any special rules of order which Pilot International may adopt.

Clubs may choose to not closely adhere to parliamentary procedure. However, it is important that they are familiar with it as Pilot International and the districts do follow it. This will limit confusion as business sessions are held.

## **Standing Rules**

The club may establish standing rules which are pertinent to local club activities. Standing Rules cannot conflict with Pilot International Bylaws, Pilot International Policies and Procedures or District Standing Rules. More information about Standing Rules is available in the Pilot International Club Manual (for Pilot Clubs).



## CLUB LEADERSHIP

Compass Clubs officers will be President, President-Elect, Secretary, and Treasurer. Other officers may be elected at club discretion. The positions of Secretary and Treasurer may be combined. The officers are considered the club's Executive Board.

Officers serve from July 1 to June 30. Refer to Pilot International bylaws regarding nominations vacancies in office. This information is contained in Article IX Sections 6 through 9 of the Bylaws.

### **Duties:**

**President:** The president of the club not only presides over the meetings. They also must make sure club activities are beneficial to the club and the community.

Responsibilities include:

- Conducting effective club and board meetings
- Appointing all standing and special committees as approved by the board and serve as ex-officio member of these committees
- Serving as a member of the Budget committee
- Countersigning vouchers and club checks
- Appointing the club parliamentarian who retains full privileges of membership
- Authorizing expenditures of unbudgeted amounts within the limits established by the club's standing rules
- Appointing an Audit committee and ensure that the books are audited by August 31
- Encouraging club members to participate in club activities
- Ensuring that club activities and projects are successfully planned, promoted, and implemented
- Communicating with club sponsor, Pilot district, and Pilot International as required and necessary

**President-Elect:** The primary role of the president-elect is to support the current president while preparing to assume the office the following year.

Responsibilities include:

- Presiding in the absence of the president
- Coordinating club programs
- Serving as a member of the Budget committee
- Making appointments for the next year
- Staying current on club goals and activities
- Countersigning vouchers and checks in the absence of the president

**Secretary:** The secretary keeps the official records for the club.

Responsibilities include:

- Recording and transcribing minutes of all club and board meetings
- Presenting a summary of Executive Board action to the club
- Maintaining all club records including membership, committee appointments, attendance, and other important club documents.
- Communicating with club sponsor, Pilot District, and Pilot International as required and necessary

**Treasurer:** The treasurer maintains accurate financial records for the club.

Responsibilities include:

- Receiving and depositing all club funds
- Serving as a member of the Budget committee
- Paying all authorized bills
- Signing all checks
- Ensuring all unbudgeted expenditures are approved by the Club members
- Giving financial reports to the board and club
- Filing state/province/prefecture reports and pay all fees
- Delivering books to the Audit committee by July 31

## **CLUB COMMITTEES**

**Budget Committee:** Consists of the incoming Treasurer as chair, the Fundraising Coordinator, current President, current President-Elect, and current Treasurer. The committee will prepare the budget to be approved by the Executive Board and club membership.

**Audit Committee:** Appointed by the outgoing club President. The committee shall review the financial records of the prior year by August 31 and provide a written report of the findings to the President and Immediate Past President. Committee members should be members who were not authorized to sign checks or disperse funds.

**Special Committees:** Appointed by the president with approval of the Executive Board.

## **PILOT INTERNATIONAL DIVISIONS**

Pilot International utilizes divisions to divide its activities. Clubs may utilize the same divisions. Committees may be formed to plan and carry out activities. The club president should appoint a Coordinator to head the division.

The divisions are:

**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.

**Fundraising:** Responsible for activities that generate funds to finance Club operations and projects. Profits from fundraisers for designated service projects must be spent for that purpose.

**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.

**Anchor:** Responsible for all activities related to Anchor.

**Compass:** Responsible for all activities related to Compass.

**Leadership Development:** Responsible for activities related to training of members and leadership development.

## **CLUB RESOURCES**

Additional resources are available on the Pilot International website. A Compass club can also contact their club sponsor or Pilot district. The Pilot district may contact their Executive Committee Representative (ECR) for additional help if needed.

All necessary documents can be found on the Compass website including chartering and membership forms.

Contact Information:

Pilot International  
102 Preston Court  
Macon, Georgia 31210

Phone: 478-477-1208

### **Websites:**

Pilot International  
[www.pilotinternational.org](http://www.pilotinternational.org)

Compass Clubs  
[www.compassclubintl.org](http://www.compassclubintl.org)

# Pilot Dictionary

## Important Acronyms

DAC – District Administrative Council  
DC – District Convention  
DEC – District Executive Council  
EC – Executive Committee  
FC – Fall Council  
IAC – International Administrative Council  
PI – Pilot International  
PIFF – Pilot International Founders Fund

## Terms and Definitions

Anchor Clubs – service organization for students typically in high school but may be in elementary, middle, and junior high schools. May be community or school based.

Charter Strength – minimum of five members needed to charter a Compass Club.

Club Officers – President, President-Elect, Secretary, and Treasurer. Other officers may be elected at the option of the club. Offices of Secretary and Treasurer may be combined.

Club Year – begins July 1 and ends June 30

Compass Clubs - community-based service organization for young adults ages 18 – 26 (ages 22 – 28 in Japan).

Compass Club Sponsor – may be another Compass Club, Pilot members, Pilot clubs, Pilot districts, or Pilot International.

District – division within Pilot International. Currently, there are 20 Pilot districts.

District Administrative Council (DAC) – district governing body which works under the general supervision of the Pilot International Executive Committee. All officers are elected. In a non-regional district, members are Governor, Governor-Elect, one or more Lt. Governors (optional), Secretary, and Treasurer. In a regional district, members are the Governor, Governor-Elect, Secretary, and Treasurer.

District Convention (DC) – a district’s spring meeting. The district holds a business session at District Convention that includes electing officers, approving a budget, amending standing rules, and any other business items.

District Executive Council (DEC) – similar to a District Administrative Council. Made up of Regional Lt. Governors and the District Administrative Council. All officers are elected.

Divisions of Pilot International – Membership, Fund Raising, Projects, Anchor, and Leadership Development

Executive Board – consists of club officers.

Executive Committee (EC) – international governing body which is made up of President, President-Elect, Vice-President, Secretary, Treasurer, and four directors. All officers are elected at Pilot International Annual Convention and Leadership Conference.

Fall Council (FC) – a district’s fall meeting. This meeting is used for training and education.

Governor’s Bulletin – publication issued by a district’s Governor. It should be sent to each Pilot Club, members of the Pilot International Executive Committee, other district Governors, past Pilot International Presidents, and Pilot headquarters.

International Administrative Council (IAC) – consists of the Executive Committee and the District Governors.

Pilot International Annual Convention and Leadership Conference – annual Pilot International convention. Business session includes the election of officers, approval of budget, and voting on proposed bylaw amendments. Other sessions include guest speakers, training, and workshops.

Pilot International Founders Fund (PIFF) – philanthropic arm of Pilot International. PIFF awards grants and scholarships. Donations are made by Pilots, clubs, districts, and non-Pilots. Donations may be restricted or non-restricted (general fund).

PIFF Grants – include Safe Harbor, Emergency Response, and Pilot International Matching grants.

PIFF Scholarships – include Pilot International, Becky Burrows, Maria Newton Sepia, and Ruby Newhall Memorial scholarships.

Pilot Log – official publication of Pilot International. Published in print form 3 times per year and 1 time electronically.

## **Sample Fundraisers**

- Meal Sales – baked potatoes, salad lunches, burgers, sack lunches (add delivery if certain number ordered at location)
- Bake Sales
- Plant Sales
- Direct Sales – using catalogs, candy bars, garbage bags
- Sale of Discount Cards from local businesses

## **Sample Projects**

- BrainMinders™
- Pick Me Ups
- Form team and participate in area walks (Relay for Life, Memory Walk)
- Plan an activity at nursing home or veterans' home (Bingo, provide prizes)
- Put together food boxes to give to needy
- Adopt a family for Christmas
- Participate at a local “safety day” event with BrainMinders™ or a bicycle rodeo

## SAMPLE BUDGET

	Operating	Projects	Budget
Receipts:			
Dues	460.00		460.00
Initiation Fees	20.00		20.00
Fundraiser 1	500.00	500.00	1000.00
Fundraiser 2	<u>255.00</u>		<u>255.00</u>
Total Receipts	1235.00	500.00	1735.00
Disbursements			
Pilot International			
Dues	360.00		360.00
Initiation Fees	20.00		20.00
Convention	500.00		500.00
District			
Dues	100.00		100.00
District Convention			
Fall Council			
Club			
Secretary of State fees	15.00		15.00
Projects Division		500.00	500.00
Operations Division	50.00		50.00
Fundraising Division	100.00		100.00
Past President's Pin	<u>90.00</u>		<u>90.00</u>
Total Disbursements	1235.00	500.00	1735.00
Net Income (Loss)			0.00



## SAMPLE AGENDA Business Meeting

Call to Order

Roll Call

Approval of Minutes

Treasurer's Report

Report of Officers

Communications Not Requiring action

Summary of Executive Board Action

Brief Reports of Division Activities

Brief Report of Special Committees

Unfinished Business

New Business

Recommendations from Executive Board Requiring Action

Announcements

Adjournment

*Quorum is necessary to conduct business.*

## **Compass Code of Ethics**

Today comes only once in our lives. Our yesterdays are but memories, serving us as lessons of life learned. Our tomorrows are promises, bright dreams of the future, unfulfilled. Knowing this, we are resolved to live each day to the fullest; to infuse each day with kindness, unselfishness, beauty, and love; to so fill our days that the joy of them overflows and touches those around us.

With this goal before us, we accept our challenge as a member of Compass:

To seek ways of serving our club, our school, our community, and our nation.

To accept cheerfully the work assigned to us, using our talents in a creative, positive way.

To take pride in our club and honor teamwork.

To cherish our Compass friends; to share the sunshine of their days and to walk with them through the dark places of their lives.

To be individual; to reach for the brass ring; to catch the highest star; but always holding fast to our ideals and knowing that we are a part of the whole. For Compass is a team united, the lights of each member creating one glow that brightens our part of the world.

*Peggy Webb  
Pilot Club of Tupelo*