

## **ALABAMA ANCHOR DISTRICT STANDING RULES**

### **I. ORGANIZATIONAL STRUCTURE**

- A. The officers of the Alabama Anchor District shall be President, President Elect, Secretary and one director. These officers shall comprise the District Anchor Administrative Council.
- B. All officers except the President and Secretary shall be elected by vote of the delegates at the annual Anchor District Convention. The President Elect shall automatically become District President at the close of the Convention. The president shall appoint the Secretary immediately after the election of officers at the District convention.
- C. There shall be two Areas, Northern and Southern.
- D. The Northern Area shall consist of all Anchor Clubs on or above the east-west line passing through Centerville. The Southern Area shall consist of all Anchor clubs south of said east-west line.
- E. There shall be one delegate and one alternate from each club. The club President Elect shall be the official club delegate. The club, prior to convention, shall elect the alternate. Election officials must be notified of any change in delegate status prior to voting.
- F. All items the delegates shall vote on must reach the Pilot/Anchor Committee at least sixty days prior to convention and shall be submitted in writing to all Anchor Clubs and to their sponsoring Pilot Clubs at least thirty days prior to convention.
- G. To be in good standing, both Alabama District and International dues must be postmarked no later than January 1.

### **II. QUALIFICATIONS FOR OFFICERS**

- A. The President Elect shall be a member in good standing in her club and shall have at least two years of school remaining at the time of election. The President Elect, at the end of the term of office, automatically becomes President for a term of one year.
- B. All other officers must be members in good standing and have at least one full year of school remaining at the time of election.
- C. No officer shall serve in the same office more than one year.

### III. DUTIES OF THE OFFICERS

- A. Terms of office shall begin at the close of the convention at which they are elected and continue until the close of the following convention.
  - 1. If any officer becomes disabled and/or mentally unable to perform the duties of the office and such incapacity continues for a period of three (3) consecutive months, or if the officer is absent from any two meetings, the office shall be automatically forfeited.
  - 2. In the event the office of President becomes vacant, the President Elect automatically becomes President. If a vacancy occurs in any other office, the Anchor District President fills such vacancy with prior approval of the DAAC.
- B. Officers shall submit news and information for publication in the District Newsletter, THE LODESTAR.
- C. Officers will perform the duties of their office as stated in the Duties of Anchor District Officers.
- D. Officers will attend the Anchor Convention and scheduled Convention Planning meetings as follows:
  - 1. A meeting of the incoming DAAC and members of the current Pilot/Anchor committee will be held at the close of each convention.
  - 2. A fall meeting of the Pilot/Anchor committee to plan the convention.
  - 3. A winter meeting of the Pilot/Anchor Committee to finalize convention plans.
  - 4. A meeting of the Pilot/Anchor committee on either Friday evening or Saturday morning prior to the opening session of the convention.
- 1. Any DAAC member with an unexcused absence from one (1) or more of the planning meetings will not have Anchor Convention expenses paid by the Anchor District.
- E. The DAAC shall decide upon the Alabama Anchor District Project. District Project contributions received from Anchor Clubs will be used for this

purpose. The Alabama Anchor District Project will be established in the Lodestar following the first convention planning meeting.

- F. The Alabama District Anchor President shall attend Pilot District Convention to participate in the Banner Presentation and report of Anchor Convention.

#### IV. NOMINATIONS

- A. Nominations for District office may be named beginning December 1. Each nominee will submit a completed qualification form to the Alabama Anchor District Coordinator with an electronic or postmark deadline of at least sixty (60) days prior to the Alabama Anchor District Convention.
- B. Nominations for Anchor District office must be typed and submitted on the Alabama Anchor District Nominating Form.
- C. Copies of all nominations postmarked by the deadline shall be sent to all Anchor clubs of the District and to their sponsoring Pilot Club no later than thirty days prior to the Anchor District Convention.
- D. Should no nominations for a given office be received, it shall become the duty of the Pilot/Anchor committee to secure a nominee for that office.
- E. A nomination cannot be made without the consent of the nominee.
- F. No more than one candidate can be nominated from any one club. A member of the club of the incoming President shall not be eligible for nomination for a district office that year.
- G. Nominees must be from clubs in good standing.
- H. Each of the nominees shall submit a statement of their qualifications for office, not to exceed 250 words. The statement should be submitted to the Alabama District Anchor Coordinator for approval.

#### V. ELECTIONS

- A. Elections shall be by ballot at a specified time and place during the District convention.
- B. Election shall be by a majority vote of the votes cast. In the event that no candidate receives a majority, a run-off election will be held during the convention.
- C. The ballots case shall be sealed and delivered to the District Secretary and destroyed at the close of the convention.

- D. The qualifications statement will be read by the nominee to the voting body at a specified time prior to voting.
- E. If a nominee is unable to attend convention, the Anchor Coordinator will read the qualifications for the nominee.
- F. There shall be no effort on anyone's part to influence the vote of a delegate. Such efforts will constitute grounds for disqualification of the nominee.
- G. Nominees shall be so designated on their name badges.

## VI. DISTRICT ANCHOR CONVENTION

- A. An Anchor District Convention shall be held each year in March or April.
- B. The Pilot/Anchor Committee shall set the Anchor District Convention registration fees.
- C. Registration for District Convention must be submitted on the Alabama Anchor District Registration form with one check for all club members who will attend.
- D. A refund of registration will not be considered unless the registration is cancelled in writing to the Alabama District Anchor Treasurer. All refunds are based on the availability of funds after all expenses are paid in full.
- E. The governor of the Alabama District, Pilot International, shall serve as the Parliamentarian for the Convention.
- F. Misconduct shall constitute grounds for dismissal from any Anchor District convention. Some specific instances for dismissal are:
  - 1. Any use of alcoholic beverages or illegal drugs by ANY attendee.
  - 2. Disruptive, disorderly or destructive conduct.
  - 3. Smoking during convention functions.
  - 4. Leaving the convention site without the knowledge and permission of Faculty Advisor and/or Chaperone.

## VII. AWARDS

- A. The following awards shall be present at the District Convention.

1. Outstanding Anchor Club of the Year for large clubs (41+ members) and small clubs (less than 41 members).
2. Scrapbook
3. Community Service
4. School service
5. Newsletter
6. Brain Related Disorder Project
7. Safety and Security
8. Pick Me Up
9. Other awards sanctioned by Pilot International

B. First place winners in each Pilot International Sanctioned category will be submitted to Pilot International Headquarters for consideration as directed in the award rules.

C. Clubs must be in good standing in order to participate in the Alabama Anchor District Awards Program.

## VIII. FINANCES

### A. District Dues

1. District dues will be determined by the Alabama Anchor District budget and shall be paid by November 1 to the Alabama District Anchor Treasurer.
2. One check for the club dues must be submitted with the properly completed Alabama Anchor District Dues form.

### B. District Funds

1. The Alabama District Treasurer shall maintain the financial records of the district.
2. Two funds shall be maintained in the district account, the general fund and the convention fund.
3. The general fund account shall be comprised of current year dues and any funds left over from the District convention in excess of \$200.00. The convention fund

account, after all Convention bills are paid, shall continuously maintain \$200.00 in reserve.

### C. General Fund Expenses

1. Mileage at the Pilot International Rate and meals for Anchor District officers, Alabama District Anchor Coordinator and chaperones for scheduled planning meetings. All DAAC officers should plan to travel together whenever possible. Reasonable overnight accommodations will be paid if traveling over 180 miles one-way or if severe weather occurs.
2. Mileage, registration and lodging for District Anchor Convention for Anchor District Officers and the Alabama District Anchor Coordinator at the Pilot International Rate.
3. Lodging as per current convention rate will be paid for the District President and a representative from both the Outstanding Anchor Clubs of the Year to attend the International Anchor Summit. The 3 Anchors will room together with a Pilot. The cost of the room will be equally divided. These arrangements are to be coordinated through the current Alabama District Governor.
4. Mileage at the Pilot International Rate will be paid for Anchor District President to travel to Alabama District Pilot Convention.
5. Per Diem for meals within the Alabama District for scheduled planning meetings and District Anchor Convention is \$20.00 per day (\$4.00 breakfast, \$6.00 lunch and \$10.00 dinner).
6. Publishing and postage for THE LODESTAR and any other communication in the course of the year.
7. The Alabama Anchor District Treasurer shall deliver the Anchor District financial records to the Pilot Audit Committee by July 31 as specified in Pilot International Bylaws. The outgoing Alabama Anchor District Treasurer shall close and/or transfer all District bank accounts and funds to the new Alabama Anchor District Treasurer no later than July 31.  
The Audit Committee shall perform a full and complete audit of the Anchor District financial records which will include the following:

- a. Comparing actual expenditures to the District Budget, District Convention and Fall Council Budgets.
- b. Review the District Standing Rules and Pilot International Bylaws relating to the actual expenditures.
- c. Review of District Policies and Procedures relating to actual expenditures.

8. Other expenses designated by the DAAC.

D. District Convention

1. The Pilot/Anchor Committee shall draft and approve the Anchor Convention budget.
2. The Anchor Convention shall be financed by the registration fee set and approved by the Pilot/Anchor Committee.
3. The Alabama District Anchor Treasurer will deposit all convention fees in the designated bank account for Alabama District Anchor Club. Copies of registration forms and deposit slips will be kept in the Alabama District Anchor records.
4. All convention expenses must be paid within thirty days following District Convention.
5. All checks written on this account must be signed by the Governor Elect and Treasurer, Alabama District.
6. All surplus funds, in excess of \$200.00, remaining after all convention expenses are paid, shall revert to the General Fund for the purpose of defraying any excess expenses that may occur at a future convention.

IX. DISTRICT NEWSLETTER

A. The Alabama Anchor Newsletter shall be THE LODESTAR.

B. It shall be coordinated and published periodically by a member or members of the Pilot/Anchor committee on the following schedule:

Fall	September/October
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Winter	December/January
Pre-Convention	5 weeks prior to District Convention
Post Convention	Prior to May 1

- C. Copies of THE LODESTAR shall be mailed to all Anchor clubs in the District, to their sponsoring Pilot Clubs, the Pilot DAC, the DAAC and to Pilot International Headquarters.

#### X. DISTRICT PROJECT

- A. Members of the Anchor Club of the District may elect to assess each member \$0.50 (fifty cents) for the purpose of contributing to a project chosen by the DAAC. (This \$0.50 is in addition to the mandatory District Dues)
- B. Checks from the clubs shall be sent to the Alabama Anchor District Treasurer who will be responsible for keeping an accurate record of the clubs participating and the amount of monies sent by each club.
- C. The Alabama District Anchor Treasurer will give a report on donations received and/or monies deposited and the clubs participating during the District Convention.
- D. A check for the total amount contributed by the clubs of the District for the District Project will be written by the Alabama District Anchor Treasurer and countersigned by the Governor Elect.
- E. The financial records of the District Project shall be included for audit with the records of the Anchor General Fund and the Anchor Convention Fund.

#### XI. RECORDS

- A. The following records shall be kept permanently.
  - 1. Minutes of the Anchor District Convention, including the audit report.
  - 2. Any votes by mail or records of votes cast.
  - 3. Minutes of the DAAC meetings.
- B. The following records shall be kept for seven (7) years.
  - 1. Treasurer's files and reports.
- C. Any other records may be discarded at the discretion of the Pilot/Anchor Committee.



- D. All records must be passed on to the officer's successor at the close of the Convention with the exception of the Treasurer's records, which will be given to the Pilot District Governor for the audit committee.
- E. A copy of the District Convention minutes will be furnished to the District Governor, all members of the Pilot/Anchor Committee, and to the Pilot International Headquarters, within thirty days of the close of the Convention.

## XII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the Alabama Anchor District in all cases in which they are applicable and in which they are not inconsistent with the Standing Rules of the special rules of the organization.

## XIII. AMENDMENTS TO STANDING RULES

- A. These Standing rules may be amended by affirmative vote of a majority of the qualified delegates present and voting thereon at any Anchor District Convention provided amendments are submitted in writing to the designated member of the Pilot/Anchor Committee at least sixty (60) days prior to the District Anchor Convention, and the proposed amendment is submitted in writing to all the Anchor Clubs of the District at least thirty (30) days prior to the Convention at which action is to be taken.
- B. The Standing Rules are subject to yearly review by the Pilot DAC and the Pilot/Anchor Committee. Any proposed revisions and/or changes must be approved by the Pilot DAC prior to mailing to the clubs.