

ALABAMA DISTRICT PILOT INTERNATIONAL

POLICIES & PROCEDURES MANUAL

Revised December 2023

POLICIES

ALABAMA DISTRICT, PILOT INTERNATIONAL
DISTRICT ADMINISTRATIVE COUNCIL POLICIES

ROOMS

A. District Convention and Fall Council

1. 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.
2. If the DAC decides to have the privilege of a second room, all officers including the Governor shall share in the cost of the second room.

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.
3. If the DAC decides to have the privilege of a second room, all officers including the Governor shall share in the cost of the second room.

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 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 Anchor and/or Compass is present, that person shall carry the Anchor/Compass Banner. If no Anchor and/or Compass member is present, the Governor shall select someone to carry those banners.
- 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 current.

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, Compass 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. Review District Policies & Procedures Manual with the Alabama District Parliamentarian.
- 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 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. 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 Spreadsheet 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, DAAC, 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
- President/President Elect (President/President Elect) works with Governor Elect
- 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	Heflin	Demopolis	Andalusia
Decatur	Lee County	Jasper	Enterprise
Florence	Roanoke	Prattville	Luncheon Enterprise
Huntsville		Tuscaloosa	Troy
Luncheon Morgan Co.			

DISBANDED CLUBS			
Lawrence Co 2017	Talladega 2017	Lunch 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
Dothan 2022	Gadsden 2023		

PROCEDURES

2025 GUIDELINES FOR PEARL SPARKS HEALTHCARE SCHOLARSHIP

AWARDED BY ALABAMA DISTRICT, PILOT INTERNATIONAL

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1. The scholarship shall be awarded biannually to a qualified student who has been accepted by an approved school offering a program with a degree in a medical or health related field 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, and college transcript if already enrolled.
 - B. A letter from the applicant to include the reason for entering their medical related field and why he/she should receive the scholarship.
 - C. A letter of acceptance from the school offering a program in their chosen medical field, in Alabama.
 - D. Two letters from academic references (teachers, principals, etc.) who could recommend applicant.
 - E. Summary and verification of Volunteer and Community Service Activities and Hours.
5. Applications must be signed by the sponsoring Pilot Club President, which is in good standing in the Alabama District of Pilot International.
6. **Three (3) copies of the application and all attachments must be submitted, one to the Committee Chair, one to the District Governor, and one to the Treasurer listed below. This should be done in two ways. First a hard copy by mail and a second copy via email, no later than 20 February 2025** (I suggest postmarking by February 14th) This is a precaution that will ensure that your application reaches its intended destination. Also, I recommend using a large 9 X 12" mailing envelope.
7. Judges will be the Pearl Sparks Scholarship Committee, consisting of 3 impartial members appointed by the Alabama District Administrative Council.
8. The Scholarship Recipient will be notified prior to and be announced at the Alabama District Convention in May.
9. The Pearl Sparks Committee Chair will notify all other nominees in writing of the judge's decision.
10. The **Scholarship Recipient** shall be responsible for verifying that the school officials notify and provide proof of registration and acceptance to the Alabama District Governor before the funds will be distributed to the school.
11. 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.
12. Applicants will be judged based upon all supplied information including academic record and financial need.

FOR ADDITIONAL INFORMATION CONTACT:

Beverly Kissinger, Pearl Sparks Scholarship Committee

Phone: 540-327-8461

Email: b.a.kissing415@gmail.com or

bkissing@retiree.ua.edu

Continued on next page

A copy of COMPLETED APPLICATION SHOULD BE **MAILED and EMAILED** to each of the 3 persons below:

Beverly A Kissinger, Chairman

Pearl Sparks Scholarship Committee

2114 Fox Ridge Road

Tuscaloosa, AL 35406

and via email

bkissing@retiree.ua.edu

Text any questions to: 540.327.8461

Laurie Fraser, Governor

Alabama District, Pilot International

12725 Coppertop Lane

Madison, AL 35756

LFraser.clubs@gmail.com

Kay Chandler, Treasurer

Alabama District, Pilot International

104 Jackson Way

Decatur, AL 35603

Misskay311@aol.com

Note: The Chairman will forward via email the applications as a group to the committee members. It is advised that applicants scan and send documents as a PDF. The professional quality of your application packet matters to the impression you give. Be consistent with any written documents you personally create and keep them in portrait orientation like the application. School records of your courses and grades may vary and be landscape or a mixture of both types of orientation which is fine.

2025 APPLICATION FOR PEARL SPARKS HEALTHCARE SCHOLARSHIP
AWARDED BY ALABAMA DISTRICT, PILOT INTERNATIONAL

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NAME: _____ DOB: _____ SEX: _____

MAILING ADDRESS: _____

EMAIL: _____

TELEPHONE: CELL _____ HOME _____

NAME OF HIGH SCHOOL ATTENDED: _____

MAILING ADDRESS: _____

DATE OF GRADUATION: _____ GRADE POINT AVERAGE: _____ **(Attach Transcript)**

NAME OF COLLEGE ATTENDED: _____

MAILING ADDRESS: _____

GRADE POINT AVERAGE: _____ **(Attach Transcript)**

OTHER SCHOLARSHIP/AMOUNTS RECEIVED OR APPLIED FOR:

WORK EXPERIENCE: _____

NAME & ADDRESS OF SCHOOL WHERE YOU HAVE BEEN ACCEPTED **(Attach Proof of Acceptance)**

ARE YOU A RESIDENT OF ALABAMA? YES: ___ NO: ___

NAME OF PARENT, GUARDIAN OR SPOUSE: _____

FAMILY INCOME: ___\$6,000-\$10,000; ___\$10,000-\$15,000; ___\$15,000-\$25,000; ___ABOVE \$25,000

OCCUPATION OF FATHER, MOTHER OR SPOUSE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

NAME OF SPONSORING PILOT CLUB: _____

SIGNATURE OF SPONSORING PILOT CLUB PRESIDENT: _____

See Scholarship Guidelines for other required supporting documentation.

APPLICATION DEADLINE IS 20 February 2025 (Suggest postmark by February 10)

COMPLETED APPLICATIONS SHOULD BE **MAILED & EMAILED** TO:

Beverly Kissinger, Chairman Pearl Sparks Scholarship Comm. 2114 Fox Ridge Road Tuscaloosa, Al 35406 Bkissing@retiree.ua.edu 540-327-8461	Laurie Fraser, District Governor 12725 Coppertop Lane Madison, AL 35756 LFraser.clubs@gmail.com	Kay Chandler, Treasurer 104 Jackson Way Decatur, AL 35603 Misskay311@aol.com
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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 to 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.