



**KENTUCKY-OHIO-WEST VIRGINIA DISTRICT
PILOT INTERNATIONAL**

Standing Rules

July 1, 2011

ARTICLE I
KY-OH-WV DISTRICT ADMINISTRATIVE COUNCIL

The District Administrative Council (DAC) shall consist of the Governor, Governor Elect, Treasurer, and Secretary.

ARTICLE II
DISTRICT CLUB YEAR

The District Club Year shall be July 1 through June 30.

ARTICLE III
DISTRICT RECORDS

SECTION 1: PERMANENT RECORDS

The following records are permanent and shall be kept:

1. Minutes of the District Convention, including Audit Reports
2. Minutes of Fall Council/Area Workshops
3. Minutes of DAC Meetings
4. Any votes-by-mail and records of votes cast
5. Any tax returns (990 or (990EZ)

District Treasurer's files should be kept for seven (7) years. This includes bank statements, Club Treasurers' reports, etc.

Notification of Change in Membership forms (filed by Club Secretaries) should be kept for two (2) years.

Other records may be discarded at the discretion of the DAC.

CUSTODIAN: the outgoing officer shall pass the files on to the incoming officer and each current officer of the District files for that office.

NOTE: Files shall be kept on a revolving basis and the current custodian is responsible for removing the records to be discarded during that term of office.

SECTION 2: MEMBERSHIP REPORTS

The Recording Secretary of each Club in the District shall submit Notification of Change in Membership form monthly to the Governor. This same report, along with scheduled prorated dues paid by new, reinstated, and transferred-in members, shall be submitted to the District Treasurer.

SECTION 3: DISTRICT HISTORY

Copies of the Governor's Bulletin shall be kept indefinitely for historical purposes. A District history will be updated every five (5) years, beginning with the 2002-2003 term of office. The current Governor will appoint a District Historian to compile the history update.

ARTICLE IV DISTRICT FINANCES

SECTION 1: DUES

Each Club and Member-at-Large shall pay dues annually, in advance, to the District Treasurer by July 1 in the amount approved by the Convention body. Fifty-year members shall be exempt from District dues. New Clubs shall begin paying annual dues after the one-year anniversary of their charter date. The dues amount will be prorated to the next July 1, then paid annually thereafter.

SECTION 2: INTERNATIONAL CONVENTION

The District Budget shall include funds for the Governor-Elect, Treasurer, and Secretary to apply toward the cost of transportation, registration, hotel, and a per-diem food allowance, in accordance with Pilot International and District policies, and shall be paid, provided these officers attend all sessions of the Council of Leaders and the Pilot International Convention following their election.

SECTION 3: DISTRICT ADMINISTRATIVE COUNCIL (DAC) MEETINGS

The District Budget shall include funds to pay expenses incurred by District Officers while attending DAC meetings in accordance with the guidelines in the District Policy and Procedures Manual.

SECTION 4: DELEGATES FROM NEW CLUBS

The District Budget shall provide funds for the registration fee for three delegates of each new Club to the first KY-OH-WV District Convention held after the date on which the Club was chartered.

SECTION 5: DISTRICT PI PRESIDENT'S FUND

The District shall have a special account to cover such expenses as receptions and decorations at the Pilot International Convention for PI Presidents from the KY-OH-WV District.

SECTION 6: HONORARIUMS FOR DISTRICT OFFICERS

The District Budget shall include funds designated for an honorarium of \$25 to PIF per retiring officer in recognition of a year of service.

SECTION 7: PAST GOVERNOR'S PIN

The catalog price of the Past Governor's pin shall be included in the District Budget, and the pin shall be presented to the retiring Governor.

SECTION 8: DISTRICT FUND RAISER

The KY-OH-WV District will continue to provide an inventory of Pilot Friendship and Service Garden Flags for all District Clubs to purchase and to be sold at District and International Conventions. This is to remain a District Fundraiser with funds to be distributed at the discretion of the current DAC based on need and accountability for the funds distributed.

ARTICLE V DISTRICT CONVENTION

SECTION 1: GUIDELINE

The Pilot International District Convention Manual will be used as a guideline.

SECTION 2: BUDGET

The District Convention Budget may provide funds for favors, not to exceed \$5 per person, based on anticipated registration.

SECTION 3: ACCOUNTING OF CONVENTION FUNDS

An accounting of all money received and distributed at the District Convention shall be sent to each Club within sixty (60) days after the Convention. Five hundred dollars (\$500) will be retained for the purpose of advancing funds to the following year's Convention hosting Club, at that Club's request. These funds shall be returned to the District Treasury at the conclusion of the District Convention. Other surplus money from the Convention shall be placed in the general fund of the District Treasury.

SECTION 4: EXCHANGE OF OFFICERS' PINS

An exchange of District officers' pins shall take place at District Convention.

SECTION 5: INCOMING GOVERNOR'S RECEPTION

- A. The cost of the incoming Governor's reception shall be included in the District Convention Budget and shall not exceed \$300.
- B. The incoming Governor's Club shall make arrangements and serve as host for the reception.
- C. No favors shall be given.

SECTION 6: CANCELLATIONS

Cancellations for registration/meals at District Convention, if requested prior to the cut-off date, shall be granted. Refunds warranted by emergency circumstances shall be paid at the discretion of the DAC. No refund shall be granted without a written request.

SECTION 7: PARTIAL REGISTRATIONS

Partial registration fees shall be available for participants who are unable to attend the entire Convention. The amount shall be prorated, based on the full registration fees, and shall be established by the Convention committee with the approval of the DAC.

ARTICLE VI AWARDS

SECTION 1: BETTY NASH MILEAGE AWARD

The mileage from the individual Clubs in the District to the Convention city shall be multiplied by the number of members in attendance from that Club, and the Club with the highest figure shall be judged the winner of the mileage banner. This banner shall remain in the possession of the Club until the date of the next Convention. The authority for computing mileage from any city shall be the KY-OH-WV District Mileage Chart.

SECTION 2: WINIFRED H. NEWMAN MEMBERSHIP AWARD

The Club with the highest percentage of gain in membership from April 1 of the previous Club year through March 31 of the present Club year shall receive the Winifred H. Newman Award at the District Convention. The Winifred H. Newman gavel and a gift certificate for Pilot catalog items in the amount of \$20 shall be awarded to the winner.

SECTION 3: MINA E. NEWMAN CLUB ACHIEVEMENT AWARD

The Mina E. Newman Award shall be presented at the District Convention to the Club with the most outstanding achievement in civic and welfare work for the time period from April 1 of the previous Club year through March 31 of the present Club year. The judging for this award shall be made by the Governor's Award Committee from entries submitted by the Clubs. A gift certificate for Pilot catalog items in the amount of \$20 shall be awarded to the winner.

SECTION 4: MARGE ATER AWARD

The KY-OH-WV District member who sponsors the most new members from April 1 of the previous Club year through March 31 of the present Club year will receive a certificate of recognition and will have the registration fee for the present District Convention paid from the Marge Ater fund. If the member sponsoring the most new members is not in attendance at the present Convention, the monetary award will not be given; however, a certificate will be presented.

SECTION 5: GOVERNOR'S AWARD

The Governor may recognize outstanding achievement of any Club or individual Pilot with additional awards, without cost to the District, and these awards shall be presented at the District Convention.

ARTICLE VII OFFICIAL COURTESIES

At the time of charter presentation, the KY-OH-WV District shall present a gavel, a copy of *Robert's Rules of Order, Newly Revised*, and a plaque to the new Pilot Club.

ARTICLE VIII AMENDMENT OF STANDING RULES

SECTION 1: METHODS

1. The Standing Rules may be amended at any District business meeting by a majority of eligible voters.
2. The DAC may transact important business, if necessary, by alternate methods of written communication with the Clubs. Members' votes must be returned within a 45-day time period. A majority of those responding will be required for ratification of the amendment.

SECTION 2: EFFECTIVE DATE

The effective date of all amendments to the *Standing Rules* will be the beginning of the next District year unless specified otherwise.

ARTICLE IX PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order, Newly Revised* will govern the KY-OH-WV District where they apply and are not inconsistent with these *Standing Rules* and any special rules of order that the District may adopt.

ARTICLE X POLICIES

Policies of the KY-OH-WV District of Pilot International shall be listed in the KY-OH-WV District *Policies and Procedures Manual*.

Revised April 9, 2011