

## **KY-OH-WV District of Pilot International Policy & Procedure Manual**

The District Administrative Council (DAC) will use written policies to provide specific direction for the successful and efficient functioning of the District and to serve as a source of information and guidance for Kentucky, Ohio, and West Virginia Pilots. This manual will be reviewed annually by the Governor-Elect and changes will be approved by the DAC as needed.

The KY-OH-WV District Policy and Procedure Manual will be posted to the District website ([www.pilotkow.org](http://www.pilotkow.org)) and provided to club presidents by June 30.

### **Governor's Bulletin**

The Governor's Bulletin is the official publication of the District. As per PI Policy, a minimum of ten (10) bulletins will be published. Monthly issues are encouraged and preferred. The Governor's Bulletin will be posted to the District website ([www.pilotkow.org](http://www.pilotkow.org)) and emailed to:

- All District Clubs via the current president or other designated member
- Members of the DAC
- District ECR
- District Members (those without a district club membership)
- Past District Governors
- PI Executive Committee
- Past PI Presidents
- Pilot Headquarters

Publication dates and deadlines will be determined by the Governor.

### **DAC Meetings**

Official DAC meetings will be called and scheduled by the Governor. Meeting times may be changed at the discretion of the DAC. A meeting agenda will be developed with input from the DAC members.

- *Initial Meeting*—Incoming DAC at the District Convention at which the DAC is elected
- *Planning Meeting at PI Convention*
- *Ad Hoc Planning Meeting*—Friday evening before Fall Workshop
- *Mid-Year/Convention On-Site Meeting (Combined)*—Saturday & Sunday in January/February
- *District Convention Meeting*—Friday afternoon, prior to District Convention

## **Official District Meetings**

### **Fall Workshop**

The Fall Workshop is a District-wide, one-day meeting held annually on a Saturday in September or October. The schedule for upcoming workshops is:

2020—Columbus

2021—Dayton

2022—St. Albans

2023—Charleston

### **District Convention**

The District Convention is a District-wide business meeting held annually during a weekend (Friday through Sunday) in April or the first weekend in May. The date of this meeting may be changed at the discretion of the DAC; however, it must be held no later than 45 days prior to PI Convention. The schedule for upcoming District Conventions is:

2020—Greater Toledo

2021—Huntington

## **Hosting Responsibilities**

The DAC will schedule future District Conventions and Fall Workshops during the incoming club presidents meeting at District Convention. If no Club has volunteered to host a workshop by the Convention of the year before the event, the DAC will choose a club. If no Club has volunteered to host a Convention 2 years before the event, the DAC will choose a club.

If two or more clubs work together to host a Convention or Workshop, one Club will assume responsibility for being the Host Club.

The Host Club for the Fall Workshop and District Convention:

- Obtains location of event and works with the Governor to secure contracts as needed
- Negotiates accommodations and meals at the lowest cost possible
- Assists DAC in developing program agenda and obtaining needed speakers
- Assists DAC in determining registration fee
- Announces dates of event at District Convention
- Sends registration form and invitation to Governor's Bulletin editor
- Sends invitations to clubs and district members

## **Club Officer Training**

The DAC is responsible for providing Club Officer Training at the District Convention or at Fall Workshop.

## **Strategic Planning**

The DAC will develop and review a *Strategic Plan* for meeting its responsibilities, and will assist the District in developing such a plan for District matters. The DAC is responsible for reviewing and updating this plan every five (5) years.

## **Finances**

### **Incorporation Fee Information**

Treasurer's responsibility

- Federal
  - Due November 15
- States

The required forms will be maintained in the Treasurer's files with a copy to the Governor

- Kentucky--\$15/year, due June 30
- Ohio--\$25/every 5 years, due June 30
- West Virginia--\$25/year, due June 30

IRS Form #990 Postcard will be filed online (November) following the end of the Fiscal year. Clubs will file also if 1) their gross receipts are over \$25,000; or, 2) they currently receive Form #990E from the IRS.

### **Liability Bond Information**

Each District Officer who has signatory authority within the District will be bonded.

### **District Audit Information**

A three-member internal Audit Committee (with a designated chairperson) will be appointed by the Governor each year for the purpose of auditing District financial records for compliance with PI Bylaws, District Standing Rules, and other District operational policies. The committee report is to be completed by August 31. Members of this committee may be from the same Club or different clubs. They may NOT be from the Clubs of DAC members or a DAC member.

The following are to be forwarded to the audit Committee by the outgoing Treasurer:

- Current District Budget
- Treasurer's Quarterly and Year-End Reports
- Monthly Ledger
- Bank Statements
- Copies of cancelled checks and check stubs
- Approved Expense Vouchers with receipts
- Bank Deposit Receipts (identified)

### Expenses

All expense vouchers, with supporting documentation, must be signed by the Governor and Governor-Elect and submitted to the District Treasurer within thirty (30) days of incurring the expense. The District Treasurer will pay all vouchers within fifteen (15) days of submission. Any disputed reimbursement request will be reviewed and decided upon by the DAC.

### Travel

Travel for the DAC will be in accordance with established PI guidelines. Whenever feasible, DAC members will travel together.

Meal per diem (based on Federal Per Diem Rates..www.gsa.gov) for travel days for DAC members will be in accordance with current budgeted allowance. Receipts will be required for reimbursement. Alcoholic beverages are not permitted as part of reimbursement.

Hotel rooms for the DAC during District Convention and PI Convention will be reimbursed as per District Budget. If a DAC member chooses not to stay in the room provided, the District will pay only one-half (1/2) of the room charge.

### Visit to Assist Clubs (Official Visits)

Expense vouchers for Visits to Assist Clubs will be submitted to PI within thirty (30) days of making the visit. Expenses will be reimbursed subject to current PI guideline and limitations. Reports of Visits to Assist Clubs must be submitted to the Governor and ECR within the same thirty (30) day period.

### Budget

The District Budget for the upcoming Pilot Year will be prepared by the DAC and submitted for approval to the membership at District Convention. The Budget will be based on the following District Accounts.

### District Accounts

- Balance Sheet Accounts
  - Assets
    - Cash: Cash held in commercial bank checking and/or money market account
    - Certificates of Deposit: Cash invested in commercial bank CDs (subject to DAC approval)
  - Liabilities

- Reserve Future PI Presidents Account: variable amount to increase as revenue allows. Money to be held for expenses incurred upon election of a District member to PI Presidency.
  - Operating Budget Revenue and Expenses
    - Revenue
      - Dues: Annual dues paid by current and new Club members and district members
      - Interest Income: Interest earned on checking account, money market account, and CDs
      - Other: Income generated from sources other than the above (fundraisers, donations, etc)
    - Expenses
      - PI Convention
        - Governor-Elect (Governor's expenses reimbursed by PI)
          - Registration, travel, and lodging
        - Secretary
          - Registration
          - Stipend in the amount provided for in the budget
        - Treasurer
          - Registration
          - Stipend in the amount provided for in the budget
        - PI Founders Fund Representative
          - Registration
      - Mid-Year Meeting
        - DAC
          - Travel, lodging, meals as provided by the budget
      - District Convention
        - DAC
          - Registration
          - Travel, lodging, meals as provided by the budget
        - ECR
          - Registration
          - Lodging and meals not included in registration
        - PIFF Representative
          - Registration
      - Miscellaneous
        - District Inspirational Leader
          - Sympathy cards, notes and postage for mailing
        - Corporate Filing Fee
          - Annual/periodic incorporation fees paid to KY, OH, and WV as required.
        - ECR Honorarium

- Up to maximum provided for in approved budget (to be presented at District Convention)
- Growth Team
  - Printing, postage, and other miscellaneous expenses<sup>1</sup>
- Past Governor's brooch
  - As shown on PI website (presented at District Convention)
- Postage/telephone/website expenses
  - Actual expenses (receipts required)
- Printing/supplies
  - Actual expenses for copying, labels, etc. (receipts required)
- Auditing Expense
  - Actual expenses for postage, telephoning, etc. (receipts required)
- Travel for Governor or designee to new Club charter presentations
- Unanticipated necessary expenses

### Meeting Revenue and Expenses

- Revenue
  - Full registrations
  - Additional meal purchases
  - DAC approved fundraisers
- Expenses
 

(For District Convention, incoming/outgoing Governors will share planning and budgeted funds for audiovisual, speakers, entertainment, decorations, etc. District funds will not be used for "personalized" items.)

  - Meals and other food
    - Actual expenses, including tax and gratuity
  - Overhead
    - Registration supplies (envelopes, name badges, ribbons, labels)
    - Printing/copying (program, scripts, certificates, and other necessary items)
    - Postage (mailings for convention business)
    - Audiovisual: (microphones, overhead projectors, televisions, etc)
    - Speakers/entertainment (professional fees)
    - Gifts, awards, and other tokens of appreciation
    - Paid registrations
    - Inspirational service (program printing, flowers, music, etc.)

## **Meeting Site and Contract Guideline**

These are basic guidelines for determining site locations and executing hotel contracts for District Convention. Clubs wishing to host District Convention are required to include all of the listed items in contract negotiations with prospective hotel/meeting venues. Any deviations or emissions must be reported to the DAC when presenting the site for approval.

Banquet seating: 100 at round tables of 8 or 10

Breakout Rooms: 4, each with capacity for 40-50 theater style

DAC Meeting Room: complimentary/free of charge

District Suite: 2-bedroom suite, complimentary/free of charge

Room Blocks: venue/hotel to guarantee no other rooms will be blocked during Pilot Convention

- Thursday night: 3
- Friday and Saturday night: 40

Rate to be Guaranteed

- Even if room block is exceeded
- Even for reservations made after cut-off date

Microphones

- General session: 3
- Breakout rooms: 1 each

Meals

- 20% slippage allowable
- Saturday: breakfast, lunch, dinner (breakfast determined by DAC and convention budget)
- Sunday: breakfast

Parking: complimentary/free of charge

Service Guarantee: hotel/venue staff member assigned to Convention for duration

Cancellation

By hotel/venue: by written notice to District. Expenses incurred by District to be paid by hotel/venue.

By District:

11 months in advance	No penalty
6-11 months in advance	10% penalty

3-6 months in advance	30% penalty
Less than 3 months in advance	50% penalty

**Past Officers' Event**

A separate event shall be held during the District Convention for current and Past District Officers and ECR at the expense of the attendees. The Governor chooses a Hostess and provides up-to-date list of invitees' names/addresses for invitations and responses. Hostess plans agenda and notifies invitees of time, place, cost, etc., prior to Convention.

**District Meeting Registration Notice**

The following will appear on all registration forms for District Meetings:

“Registration fee refunds will be considered by the DAC in cases of illness or there unavoidable circumstances. Requests giving reason(s) must be sent in writing to the District Treasurer within 2 weeks of the completion of the Convention. An administration fee of \$15 may be charged on registration cancellations after the cut-off date.”

**Memorials**

A donation to the PIFF will be made in honor of a deceased past PI President, who was a member of the KY-OH-WV District. The donation amount will be determined by the budget entry for memorials.