

PILOT CLUB OF LANCASTER, INC.  
STANDING RULES  
Adopted October 11, 2014

A. OFFICERS

1. Pilot Club officers will be President, President-Elect, Secretary, Treasurer, Assistant Treasurer, four (4) Directors and the Immediate Past-President who will serve as the fifth Director. The Executive Board will be comprised of the Officers and Directors listed above.
2. Qualifications. A nominee for the office of President-Elect will have served at least one year on the Executive Board or have had prior Board experience in another Pilot Club. The Executive Board, however, upon appeal of the Nominating Committee, will be authorized by three-fourths (3/4) vote of members present, to suspend, in an emergency, either of the foregoing time requirements. No person will hold two (2) offices concurrently.
3. Elections. Officers will be elected no later than one month prior to District Convention. Nominations may be made from the floor with prior consent of the nominee. The Nominating Committee will verify their qualifications. If there is more than one nominee for any office, the election will be by ballot. A majority of votes cast will elect.
4. Installation. The officers elected for the ensuing year will be installed before assuming office on July 1.

B. TERMS OF OFFICERS

1. President, President-Elect, Secretary, and Treasurers will be elected annually for terms of one (1) year and will serve until their successors are elected, installed and assume office.
2. Two (2) Directors will be elected annually for a term of two (2) years. The Immediate Past-President automatically becomes the fifth Director, serving for a term of one (1) year and as chairperson of the Directors. If the Immediate Past-President is unable to serve as chairperson of the Directors, the Club will elect another Past-President to serve in that role.
5. Except for the Secretary, Treasurers and Directors, no officer will serve for more than two (2) terms in the same office.
6. Vacancy in Office. If an incoming officer resigns between the report of the Nominating Committee and June 30, the Executive Board shall recommend a person for the office and the Club shall vote on this recommendation.

Vacancies occurring after July 1 shall be filled within thirty (30) days of the vacancy. The following will apply:

- a. President. A vacancy in the office of President will be filled by the President-Elect.
- b. President-Elect. The Executive Board shall recommend a person for the office of President-Elect, and the Club shall vote on this recommendation.
- c. Other Offices. The President shall appoint, with the approval of the Executive Board, a person for vacancies in other offices.

## C. DUTIES OF OFFICERS

The duties of the officers will correspond to those designated in Pilot International Articles of Incorporation and By-laws.

1. President. The President will:
  - a. Preside at Club and Executive Board meetings;
  - b. Serve without vote as an ex-officio member of the Divisions and Standing Committees;
  - c. Appoint and serve without vote as an ex-officio member of all Special Committees authorized by the Executive Board;
  - d. Serve as a member of the Budget Committee;
  - e. Countersign vouchers and checks;
  - f. Appoint a Club Parliamentarian who retains full privileges of membership;
  - g. Authorize expenditures of unbudgeted amounts up to \$25 limit;
  - h. Appoint an Audit Committee and ensure that all financial records are audited by August 31;
  - i. Serve as a delegate to the District Convention and Pilot International Conference;
  - j. Appoint a Club Historian and an Inspirational Leader;
  - k. Submit reports to Pilot International and the District as required; and
  - l. Perform other duties as required.
  
2. President-Elect. The President-Elect will:
  - a. Preside in the absence of the President;
  - b. Coordinate Club programs;
  - c. Serve without vote as an ex-officio member of the Divisions;
  - d. Serve as a member of the Budget Committee;
  - e. Countersign vouchers and checks;
  - f. Appoint Division Coordinators for the next year;
  - g. Appoint the Pilot International Representative for the next year;
  - h. Assign each member to a Division for the next year;
  - i. Serve as a delegate to District Convention;
  - j. Maintain a file of members including home and business addresses, telephone numbers, name and Club position held (yearbook); and
  - k. Perform other duties as required.
  
3. Secretary. The Secretary will:
  - a. Prepare minutes of all Club and Executive Board meetings;
  - b. Present a summary of Executive Board action to the Club;
  - c. Report changes in members' contact information within thirty (30) days to Pilot International headquarters, the District Secretary, and the District Treasurer;
  - d. Keep attendance records according to Club policies and report to the Executive Board as required; and
  - e. Perform other duties as required.
  
4. Treasurer. The Treasurer will:
  - a. Receive and deposit all Club funds;
  - b. Serve as a member of the Budget Committee;
  - c. Pay all authorized bills;
  - d. Sign all checks issued;
  - e. Collect all dues/fees and remit to District and Pilot International;
  - f. Monitor maturity dates of Certificates of Deposit (CDs);

- g. File IRS Form 990, Small Games of Chance Reports, and Pennsylvania State Sales Tax and in a timely manner;
- h. Ensure that unbudgeted expenditures are approved that exceed the limits established in the budget approved by the Club members;
- i. Give a timely financial report to the Executive Board and to the Club;
- j. Deliver financial records to the Audit Committee by July 31;
- k. Perform other duties as required.

5. Assistant Treasurer. The Assistant Treasurer will:

- a. Prepare all communications as directed by the Club, the President, or the Executive Board;
- b. Serve in the absence of the Treasurer;
- c. Assist Treasurer at fund raising activities; and
- d. Perform other duties as required.

6. Directors. The Directors will:

- a. Keep the Club informed on the Standing Rules and procedures of the organization;
- b. Encourage regular attendance;
- c. Encourage unity and friendship among members;
- d. Coordinate member remembrances;
- e. Perform other duties as required.

D. PILOT CLUB MEETINGS—REGULAR, EXECUTIVE BOARD, SPECIAL, AND QUORUMS

1. Regular. The Club will hold at least six (6) business meetings per year. The place, date, and time will be determined by the members. Meetings of the Club will be open to any Pilot and to non-Pilot guests with the consent of the President.

2. Special. Special meetings may be called by the President, by the Executive Board, or by five (5) members provided all Club members are notified at least one week in advance of the time, place, and purpose(s) for the Special meeting.

3. Club Incorporation. The Club’s annual incorporation meeting will be held immediately preceding the April business meeting.

4. Executive Board. The Executive Board will meet as needed. Six members of the Executive Board will constitute a quorum. The Executive Board will: a) Conduct all routine business of the Club; and b) Recommend approval of Division Plans and the Club budget. A summary of the Board actions will be reported to the Club.

Special meetings of the Board may be called by the President or two (2) Executive Board members. Each Executive Board member will be notified at least 24 hours in advance of the time, place, and purpose of the meeting.

If a member of the Executive Board is absent without an acceptable excuse for more than two (2) consecutive Board meetings, or if she takes a leave of absence for more than three (3) months, she will automatically forfeit the office.

5. Club Meeting. The quorum for all Club meetings will be the majority of active Club members.

## E. ATTENDANCE

Members are expected to attend Regular and Special meetings of the Club as well as any meetings of the Division or Special Committee to which they have been appointed.

## F. DIVISIONS OF ACTIVITY AND SPECIAL COMMITTEES

1. The mission of the Club will be accomplished through the Divisions of activity. Incoming Division Coordinators and Division members will meet and plan the Club Activities. Division Plans of Work and budget requests will be submitted for Executive Board recommendation and Club approval.
2. Divisions of Activity are:
  - a. Anchor. Responsible for all activities related to Anchor, including Anchor Club at Hempfield High School.
  - b. Fund Raising. Responsible for activities that generate funds to finance Club operations, projects, and youth activities. Profits from fundraisers for designated service projects must be spent for that purpose.
  - c. Leadership Development. Responsible for activities related to training of members and leadership development.
  - d. Media/Public Relations. Responsible for promoting Club activities via “The Mini-Scoop” and print and electronic media, including the Club website.
  - e. 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.
  - f. 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 of Pilot International must approve any national or international project sponsored by the Club. Due to its complexity, the Project Lifesaver committee will be responsible for all activities involved with implementing the Project Lifesaver International program throughout Lancaster County, and will have a separate Plans of Work and Budget.
  - g. Special Committees. With the approval of the Executive Board, Special Committees may be appointed by the President.

## G. STANDING COMMITTEES

1. Audit Committee. The out-going President will appoint to the Audit Committee three (3) members who were not authorized to sign checks or disburse funds. The Audit Committee shall review the financial records of the prior year by August 31 and provide a written report of the findings to the Executive Board in a timely manner.

2. Budget Committee. This committee will consist of the President, President-Elect, the Treasurer; the incoming Treasurer, and the incoming Fund Raising Division coordinator. The incoming Treasurer will serve as Chair. The Committee will prepare the budget to be approved by the Executive Board and then the Club.
3. Nominating Committee. At least three (3) but no more than five (5) Nominating Committee members and two (2) alternates will be elected by ballot (if needed) no later than two months prior to District Convention. The Nominating Committee will elect a chairperson. Any club member may recommend nominees. The Nominating Committee will select one or more nominees for each office, reporting to the Club no later than one month before District Convention.

#### H. OFFICIAL RECORDS

1. Club Minutes. Club minutes should be retained permanently.
2. Financial Records. Financial records should be retained for seven (7) years. Any tax returns (990, 990N, or 990EZ) are permanent records and should be kept indefinitely.
3. Transfer of Records. Unless otherwise specified, officers will deliver their records and materials relating to their duties to their successors immediately following the close of their term of office.

#### I. APPOINTEES: DUTIES OF APPOINTEES

1. Inspirational Leader. The Inspirational Leader will offer a thought/reflection and lead the Pledge of Allegiance at each Club meeting.
2. Parliamentarian. The Parliamentarian will assure that the meetings are conducted according to the current edition of Robert's Rules of Order.
3. Historian. The Historian will capture the activities and events of the year in a timeline.
4. Pilot International (PI) Representative. The Club PI Representative will:
  - a. Keep the Club informed about Pilot International;
  - b. Encourage Club members to contribute to Pilot International;
  - c. Encourage the Club to sponsor a PI Sweetheart, with a contribution to PI;
  - d. Encourage the Club to be a 250 Club;
  - e. Encourage the Club to be a Pacesetter Club;
  - f. Encourage Club members to participate in BrainMinders presentations; and
  - g. Attend District and International meetings to keep updated on information and resources.

#### J. HONORARY TITLES

1. Emeritus. The title Emeritus may be conferred upon a charter member of a Club or a member who has been a Pilot for fifteen (15) years if that member can no longer actively contribute to the Club due to permanent, serious mental or physical disabilities. The title, Emeritus, may be granted by the Executive Board of the Club.
2. Honorary Pilot. The title of Honorary Pilot may be conferred upon a non-Pilot in recognition of meritorious achievement at the Club level by a majority vote of the members of the Club.

K. DUES AND FEES

- 1. Each member will pay Club dues as required by the Club Standing Rules.

The dues for active members of the Pilot Club of Lancaster, Inc. will be collected as follows:

<u>Level</u>	<u>Collection Schedule</u>
Pilot International	June 1
District*	June 1 and December 1
Club	December 1

\*50% collected in June and December

- 2. The Club Treasurer will send a past-due letter to any member whose dues are unpaid beyond thirty (30) days. Thereafter, a registered letter of suspension may be sent to the delinquent member. If dues remain unpaid, the Executive Board will take action to terminate membership.
- 3. An initiation fee, as approved in the yearly Pilot International budget, will be paid by each new member with the exception of former Anchors, whose initiation fees will be waived. A reinstated member will pay a fee to Pilot International if a fee has been approved in the yearly Pilot International budget.
- 4. The Club will collect the annual fee for liability insurance per member to be paid to Pilot International.
- 5. Pilot International dues will be waived for: (a) fifty-year members, (b) current students, including former Anchors, who are seeking higher education degrees and not paying Club dues, (c) Scholarship recipients, at all levels of Pilot, who are not paying Club dues, (d) Emeritus members, and (e) military personnel who are deployed from their home station.

L. DELEGATE REPRESENTATION AND EXPENSES

- 1. The President and President-Elect will be the delegates to the District convention. The third delegate and two (2) alternates will be elected by the membership.
- 2. The President will be the delegate to the Pilot International Conference. If the President is unable to serve as the delegate, the President-Elect or another member may serve as the delegate. If either the President or President-Elect is unable to attend, the Club will elect a Club delegate from among the members of the Club. Delegates will attend all business meetings and official functions and report to the Club.
- 3. The Treasurer will reimburse delegate(s) for itemized expenses as follows:
  - a. District Convention—The Club will pay full registration fees, transportation costs, lodging expenses, and per diem for the President. The Club will pay full registration fees for the President-Elect and the third delegate. If the budget allows, the Club may also pay transportation and lodging expenses-for the President-Elect and third delegate.
  - b. International Conference—The Club will pay the registration fee and transportation costs for at least one delegate to each International Conference and may pay lodging expenses and per

diem. In the event the delegate cannot attend the International Conference, the Club will pay one registration fee to Pilot International.

#### M. STANDING RULES

Upon recommendation by the Executive Board, these Standing Rules may be amended at any business meeting by a vote of a majority of the members present provided that written notice of proposed changes has been given at the previous business meeting.