

# HEARTLAND DISTRICT PILOT INTERNATIONAL

## STANDING RULES



**Effective July 1, 2025**

## **HEARTLAND DISTRICT STANDING RULES (Effective July 1, 2025)**

***The District will comply with the Pilot International Bylaws with the following Rules further defining provisions as they apply to this District.***

### **District Leadership**

#### **Qualifications.**

All nominees will be a dues paying members of the District. A nominee will have the following qualifications:

- a. A nominee for Governor or Governor Elect, will have served as President of a Pilot Club.
- b. A nominee for Secretary or Treasurer will have served on a Pilot Club Executive Board for two (2) years (President, President Elect, Secretary, Treasurer or Director).
- c. A request to waive qualifications in Section 8. b. for Secretary or Treasurer may be requested by the DAC to the ECR for consideration by the Executive Committee if there are no nominees for the position and the nominating committee and the DAC has exhausted all possible candidates within 45 days of District Convention.
- d. A Pilot will not serve as a District officer, International officer and/or Club President at the same time.

#### **Vacancy In Office.**

If a District Administrative Council or District Executive Council member becomes unable to perform their duties for three (3) consecutive months or is absent from any two (2) required meetings, except in an emergency, the office will be forfeited.

**Governor.** A vacancy in the office of Governor will be filled by the Governor Elect. They will complete the year as Governor and serve as Governor the following year.

**Other Offices.** Vacancies in other elected offices will be filled by an appointment of the Governor with the approval of the District Administrative Council.

1. Each club in the District shall pay dues as follows:

The amount of annual dues per member is determined by the recommendation of the District Administrative Council and the approval of the District body in session. The rate is shown in the approved Annual District Budget.

- a. A new member accepting membership in a club shall pay District dues consistent with the Pilot International's policy for prorated dues, if any. The Club Treasurer is responsible for forwarding the District dues of a new member to the District Treasurer within 30 days along with the appropriate membership forms.

- b. Each newly organized club will not be required to pay District dues in the Pilot year in which they are chartered.
- c. District dues will be waived for (1) Fifty Year Members, (2) current students, including former Anchors who are seeking higher education degrees, (3) scholarship recipients not paying Pilot International dues, (4) Emeritus Members, and (5) military personnel who are deployed from their home station.

2. District Property:

- a. The gong, gavel, flags (American and States), flagpoles and stands, and District Banner shall be the responsibility of the District Convention Committee.
- b. The District officer pins (Governor, Governor-Elect, Secretary and Treasurer) shall be passed on at the next District Convention to the newly installed District Administrative Council (DAC). In the event a pin is lost, the responsible Officer will replace it. If the pin is damaged, the DAC will determine whether the pin needs to be replaced and handle the expense through the District Budget.

3. Honorariums and Awards:

- a. The District Treasurer shall be responsible for the purchase of a Past Governor's pin and/or bars or making a donation to Pilot International in honor of the outgoing Governor in honor of his/her service to the District, if provided in the District budget.
- b. An annual honorarium to Pilot International in an amount provided for in the District budget shall be made in the name of and credited to the name of the Executive Committee Representative (ECR) of Pilot International assigned to the District. The District Treasurer is responsible for ensuring this honorarium is made.
- c. Honorariums and awards may be included in the District Budget for guest speakers and special recognitions for District service.

4. District Communications:

- a. The District will maintain a Website. The Webmaster will be appointed by the District Governor. An annual maintenance fee for the website will be provided in the District budget. All clubs will have a page on this website to post their activities and events.

- b. The District Roster will be maintained by the District Secretary for the purpose of membership totaling. A District Directory will be maintained to include all contact information for the District.
  - c. The District will publish a Governor's Bulletin in accordance with requirements set forth by the Pilot International Policy & Procedures. The District Governor will appoint an editor. Distribution will be to all Club Presidents to be forwarded on to club members. The Governor's Bulletin should also be sent to members of the current Pilot International Administrative Council (IAC), Past International Presidents, and Past District Governors. The Governor's Bulletin will be sent out via email and will also be posted on the District Website.
5. Pilot International Convention Expenses:
- a. An allowance may be provided in the District Budget for the District Governor's expenses in accordance with the Pilot International policy for the International Administrative Council, providing such individual attends the Council of Leaders for District Officers and all business sessions of the convention.
  - b. An allowance may be provided in the District Budget for the District Governor- Elect, Treasurer and Secretary to include registration fees, meals, travel and lodging expenses as determined in the budget. If a District officer is unable to attend all sessions of the convention, expenses will be reimbursed for only the portion of the convention they attend. When traveling by car, mileage will be paid at the current rate determined by Pilot International. The Officer will be reimbursed for their share of a carpool expense split between all Pilots traveling in the same car.
  - c. An allowance may be provided in the District Budget for the District Pilot International Founder's Fund (PIFF) Representative's registration expense. This may be reimbursed on the condition that all pertinent meetings, business sessions and events are attended at the International Convention and Leadership Conference.
6. District Expenses:
- a. The District Governor, Governor-Elect and Treasurer will be bonded at an amount recommended by a professional bonding agent and approved by the incoming DAC in keeping with best practices for non-profit organizations. The bonding will be effective beginning July 1 of their year of their DAC service. This expense will be provided for in the District Budget. The bonding agent will be determined by the DAC.

- b. Each club in the District will be responsible for sending at least one delegate to the annual District Convention at which the business of the District is conducted. If a delegate is not appointed by the club, each club is required to pay the District Convention registration fee for one (1) delegate to meet District expenses for this event.
- c. The District budget may include an allowance for registrations at District Convention for the Convention Chair, Parliamentarian, District Inspirational Leader, District PIFF Representative, and the District Division Coordinators. The District budget may also include an allowance for registration at the District Fall Event for the District PIFF Representative.
- d. The District budget will include an allowance for meals, lodging, and registration fees for the ECR to attend and participate in the District Convention.
- e. The District budget will include an allowance for District Incorporation and Renewal Fees as established by the state of record.
- f. The District will hold a Contingency Fund in reserve for expenses incurred at Pilot International Convention and Leadership Conference in support of and to honor a Pilot International President from the District. The DAC will establish a maximum level for this fund in the District Policy and Procedures document. Excess revenues from District Conventions will be transferred to the Contingency Fund until the maximum fund limit is reached.
- g. If the District has financial obligations it needs to meet, funds will be utilized from any and all District accounts as determined by the DAC to meet any outstanding financial obligations.
- h. The District will not incur debt of any kind.

7. District Convention/Fall Event Registration Processes and Refunds:

- a. There shall be an appointed Convention Committee for the annual District Convention that reports to the DAC. The committee will consist of four (4) members serving for two-year alternating terms to provide consistency. Their duties will include:
  - The negotiation and selection of meeting facilities and hotel rooms, food service, and other related needs for District meetings requiring hotel facilities with approval of the DAC.

- Coordination with the facility during the meeting to ensure District needs are met.
  - The District Treasurer will serve as the Registration Chair.
  - The District budget may include an allowance for travel as may be necessary to visit and/or secure suitable hotel space.
- b. A request for a refund of District Convention/Fall Event registrations will be honored if such a request is received by the Registration Chair/District Treasurer seven (7) days prior to the District Convention/Fall Event, providing funds are available. Written requests will be required. If there is a death or illness in the immediate family, or a business emergency, the seven (7) day notice MAY be waived. A fee shall be charged for District Convention or Fall Event registration cancellations to cover fixed expenses established by the DAC and/or the District Convention Committee.
- c. The District may adopt a District project that would benefit a duly registered charity at the annual District Convention and/or the Fall Event. The charity will be selected and approved by the DAC. The Governor or his/her appointed representative will facilitate the project.
- d. Changes in District Standing Rules proposed by a local club must be mailed or emailed to the Governor at least sixty (60) days prior to the District Convention. A rationale for each change must be included. The postmark or confirmation of receipt and opening of the change must be dated no less than sixty days prior to the District Convention. The Governor will mail or email the proposed changes to the club presidents, District Officers, and Past District Governors at least thirty (30) days prior to the District Convention.

An amendment to the standing rules shall be in effect July 1st after the close of the District Convention at which a favorable majority vote is cast unless a different date is specifically stipulated by the voting body.

- e. Past Governors (including past Governors from AR/OK and KS/MO districts) who are current members in good standing of the District shall have voting privileges as a delegate at the annual District Convention. If a Past Governor is acting as an elected delegate of their Club, the past Governor will vote as an elected delegate and will cast only one (1) vote. Past Governors who are not elected club delegates will be responsible for paying their own expenses to attend a District Convention.