



Pilot International
Club Manual

www.pilotinternational.org

Revised 11/10/2025

Approved 11/10/2025

TABLE OF CONTENTS

Chartering a New Club	4
Actions for Officers Beginning the New Pilot Year	4
Executive Board and Club Officers	5
Succession Planning	6
Division Coordinators	11
Appointees.	11
Membership	12
Agenda for Pilot Club Meeting	16
Agenda for Executive Board Meeting	18
How to Handle Challenging Individuals	19
Official Visits	21
Club Standing Rules	22
Volunteer Hours	23
Communications/Social Media	24
Parliamentary Procedure Information	24
Nominations for District Officers	27
Financial Responsibilities	27
Revocation of a Charter	28
Disbanding a Club	28
Tax Information	29
Annual Renewal of Incorporation	30

Comprehensive General Liability Insurance	30
Resources Found on the PI Website	31

Introduction to Pilot International

Pilot International is a community-based volunteer service organization on the guiding principles of *“Friendship and Service.”* It was chartered in Macon, Georgia in 1921 and named after the riverboat pilots of the day.

Since its founding over 100 years ago, members in clubs across the United States and internationally, such The Bahamas and Japan have helped Pilot international proudly serve the varying needs of communities around the world.

Pilots support the Pilot International Founders Fund which exists to further the organization’s educational and humanitarian activities through the disbursement of grants to Pilots and scholarships to students from all over the world every year to support cause-related programs and activities.

Pilot International is the parent organization of two youth volunteer service organizations, Compass International and Anchor International, serving young adults and youth, respectively.

Pilot International’s mission is to influence positive change in communities throughout the world. To do this, we come together in friendship and service, focusing on encouraging brain safety and health and supporting those who care for others.



Chartering a New Club

It takes a minimum of 5 committed people and a “Notification of Intent” form to start a new club.

The form must be submitted to Pilot International Headquarters for Executive Committee approval and shared with the associated District Governor.

Current Pilot members should refer to Pilot International’s “Club Building Manual” posted in the Members section of the Pilot International website for guidance and more direction on the process.

Actions For Officers Beginning the New Pilot Year

Incoming President

Listed below are some of the things you will need to do as you prepare to become Club President:

- Attend **District Convention**.
- Register for **International Convention** and make appropriate reservations.
- Become familiar with your Club Standing Rules.
- Become familiar with your District Standing Rules.
- Become familiar with the PI Bylaws.
- Select and finalize the club appointees for the coming Pilot year.
- Oversee the development of the Plans of Work and Budget.
- Note deadlines and responsibilities. The PI Calendar is an excellent resource.
- Preside at the meeting where the Plans of Work and Club Budget are presented to the Executive Board for approval.
- Be prepared to speak to the Plans of Work and Club Budget, if necessary, when they are presented to the Club membership for approval.
- Send copies of approved Plans of Work and Budget to the incoming Governor.
- Attend all business meetings, training for Club Presidents, and other workshops at PI convention that will benefit your Club.
- Ensure the club audit is completed by August 31st. (Audit Committee Chair delivers Report to the club at the September meeting.)
- Work closely with the Club President Elect throughout the year to ensure an effective transition from one Pilot year to the next.

NOTE TO U.S. CLUBS: Per IRS regulations, funds for operating expenses must come from dues and fundraising activities not designated for service projects. If you advertise that funds from a fundraiser will go to service project, it must go in that

section of your budget. While funds from “Operating” and “Projects” may be kept in the same bank account, they must be shown separately on the Club Budget and Finance Reports.

Incoming Treasurer

- The Incoming Treasurer (Chair) and Fundraising Coordinator, along with the current President, President Elect, and Treasurer serve as members of the Budget Committee.

- The Incoming Treasurer will:
 - Obtain requests for funds to be included in the proposed Club budget from each Division Coordinator following the Division planning meetings.
 - Encourage the Club to include Pacesetter contributions.
 - Encourage the Club to include \$250 for PI Goals for Grants and Scholarships.

 - Compile a worksheet for preparing the proposed club budget.
 - Prepare and present the final draft of the proposed Club Budget for approval by the Executive Board and then the Club membership.
 - Provide a copy of the approved budget to each member of the Club.
 - Report the financial status of the club at each meeting of the Executive Board and at each business meeting of the club.

“Be the kind of leader that you would want to follow.”

Executive Board and Club Officers

Executive Board

The Executive Board is the governing body of a Pilot Club and is comprised of the elected officers and directors.

The Executive Board will meet as needed. A majority of the members will constitute a quorum.

A brief summary of action taken is presented to the members at the next business meeting. Recommendations from the Executive Board, are presented to the club at the next business meeting for a vote.

The Board will:

- Conduct all routine business of the club.
- Approve all Division Plans of Work and the Club Budget before they are presented to the members for approval.

Club Officers

Pilot Club officers will be President, President Elect, Secretary, and Treasurer. Additional officers may be elected as needed. At the option of the Club, the positions of Secretary and Treasurer may be combined.

Detailed duties of the Executive Board and Club Officers can be found in the PI Bylaws.

The Club Secretary is responsible for sending Pilot Cares, Concerns, and Celebrations on the **Inspirational Leader Information Form** to the District Inspirational Leader, who will compile the information they receive to send to the International Inspirational Leader. If the Club has a Club Inspirational Leader, the Club Secretary may delegate this to the Club Inspirational Leader.

A sample Installation Script for Club Officers can be found on the PI Website under Forms/Documents. Be sure your installing officer has a copy of this.

 **Club Officer Installation Script**

 **Inspirational Leader Information Form**

Succession Planning

General Information

- If we want Pilots to take the lead, we need to create a culture where leaders groom and mentor new leaders.
- Helping create new leaders is the ultimate expression of one's own leadership.
- We need to plan for succession.
- Succession Planning is the process of identifying and developing future leaders for key roles in Pilot.

- It helps to ensure continuity and avoid knowledge loss as well as prepare for unexpected changes in leadership.
- Succession Planning involves identifying potential candidates and encouraging them to participate in training and leadership development opportunities.
- Before creating the Club’s Succession Plan, it is best for the Executive Board to identify potential leaders and meet as a group or individually with each potential leader to complete a **Leadership Chart for Club Officers**.

Leadership Chart for Club Officers

- The **Leadership Chart for Club Officers** is designed to contain a list of the potential officer’s prior and present responsibilities in Pilot or other groups/organizations, their strengths, and their plans for a future leadership role in Pilot.
 - What leadership role do they want to achieve?
 - In what role does the Executive Board see them succeeding?
- Following is a sample of a Leadership Chart for Club Officers.

SAMPLE

LEADERSHIP CHART FOR CLUB OFFICERS

NAME: Wanda Smith CLUB: Passionate Pilot Club DISTRICT: South Carolina

MENTOR: Susie Jones

POSITION DESIRED: Treasurer

COMMITTEES SERVED ON:

COMMITTEE	Member	Chair	Years Served	Comments
Nominating	X		1	Good participation

DIVISIONS SERVED ON:

DIVISION	Member	Coordinator	Years Served	Comments
Membership	X		1	Brought in 1 new member
Leadership	X	X	2	Provided good leadership presentations
Projects				
Anchor				
Compass				
Fundraising	X	X	2	Developed budget for fundraisers

APPOINTMENTS:

APPOINTMENT	Member	Chair	Years Served	Comments
Parliamentarian			1	Knowledgeable of PP, very helpful to President

OFFICER POSITIONS:

OFFICE	Pilot	Name of other club/organization	Years Served	Comments
Director			2	
Treasurer		Homeowners Association	2	
Secretary				
Vice President				
President Elect				
President				

ADDITIONAL INFORMATION:

Number of years in Pilot: 10

Number of District Conventions attended: 7

Number of Fall Councils attended: 6

Number of PI Conventions attended: 2

STRENGTHS: A professional accountant

Served 2 years as Treasurer of Homeowners Association



Leadership Chart for Club Officers (*template*)

Developing a Succession Plan

It is important for the members of the Executive Board to:

- Foster a good relationship with the potential leader(s)
 - Commit time, energy, and resources to assist in their leadership growth
 - Maintain open lines of communication
 - Encourage them to participate in opportunities that provide education & training
 - Guide them to become competent with using the PI website
 - Praise them for their efforts and successes.
-
- The Executive Board meets as a group to develop a Succession Plan for the Club.
 - This plan includes the name of potential leaders, their strengths, the future leadership position desired, steps to achieve this goal (positions of appointment or election leading to this ultimate office), and the training needed.
 - Following is a sample of a **Succession Plan for a Club**.

SAMPLE

SUCCESSION PLAN

PILOT CLUB OF Irmo, South Carolina DISTRICT

DATE PLAN WAS WRITTEN: October 2025 PLAN WRITTEN BY: Executive Board

NAME OF POTENTIAL LEADERS	THEIR STRENGTHS	LEADERSHIP POSITION DESIRED	STEPS/TRAINING TO ACHIEVE THIS GOAL	PROJECTED DATE OF COMPLETION	ACTUAL DATE OF COMPLETION
Wanda Smith	A professional accountant Past Treasurer of Home Owners Association	Treasurer	Complete research on nonprofit accounting Become familiar with Club & District Budgets	2027	
Daisy Brown	Provided great leadership presentations Active participation in Club meetings, projects, & fundraisers *Very organized	President Elect	Get elected & serve as Director Become familiar with Club Plans of Work, Budget, Club Standing Rules, and District Standing Rules	2032	

PROGRESS NOTES

- Such forms should be shared with the Governor and Governor Elect so that encouragement might be given to these individuals when making Official Visits. Perhaps their visit could include training in an area that your future leaders need.

 **Succession Plan for a Club (*sample*)**

 **Succession Plan for a Club (*template*)**

Division Coordinators

Membership, Projects, Leadership Development, Fundraising, Anchor, Compass

Working with Division members, each Coordinator is responsible for the development of activities and budget requests for their division. There will be the following divisions:

- Membership
- Projects
- Leadership Development
- Fundraising
- Anchor
- Compass

Duties of Division Coordinators

- Evaluate the Club's support of existing projects/programs and fundraisers and determine if support is there to continue with ongoing projects.
- During Division meetings, brainstorm and discuss possible new ideas for the Division.
- Provide copies and present the proposed Division activities to the Executive Board for approval.
- Provide copies and present board-approved proposed division activities to the Club for approval.
- Share division reports with the members, as needed.
- Coordinate all activities under the division.
- Leadership Development: see information under **Succession Planning for a Club**.
- Membership Coordinator: see information under **Membership**.

Appointees

Parliamentarian

- Be knowledgeable of PI Bylaws, District Standing Rules, Club Standing Rules; and PI, District, and Club Policies.
- Assist the presiding officer so that proper protocol and Parliamentary Procedures are followed.
- Consult the District Parliamentarian when questions arise.

Parliamentary authority for Pilot International is the current edition of Robert's Rules of Orders, Newly Revised. Obtain a copy from past year's Parliamentarian or buy a copy.

Pilot International Founders Fund Representative

- Educate the Club members about Pilot International Founders Fund.
- Take responsibility for completion and submission of grant proposals.
- Guide the Scholarship application process for the Club.
- Be familiar with the Donor Recognition Program.
- Encourage the Club members to contribute to Pilot International Founders Fund.
- Ensure that the following items are included in the Club Budget: PI Ambassador and 250 Club.

Note: The Founder's Fund Manual on the PI website is a great online resource and contains information that will assist you during the year.

Inspirational Leader

- Deliver nonsectarian inspirational messages at Club meetings.
- Send the Inspirational Leader Information Form to the District Inspirational Leader when there is an illness, surgery, or death.
- Send cards of concern from the Club to Pilots, as requested by the President or as stated in the Club Standing Rules.



Inspirational Leader Informational Form

- **NOTE: Pilot International is a nonsectarian organization and all messages should be written with this principle in mind.**

Audit Committee

- Obtain records from the outgoing Treasurer before or by July 31 to audit the books and verify they are in balance.
- Review bank statements, deposit receipts, and ledger from the Club Treasurer.
- Examine all records and verify income, expenses, and ending balance.
- Complete the audit by August 31 and promptly submit audit report to the Club President (who shares a copy with the Club and District Governor) and Club Secretary.
- Upon completing the audit, turns over the financial records to the current Treasurer.

Membership

Developing a Membership Plan

A. Establish a Goal

- Have the Membership Division set a realistic and achievable membership goal for the year.

B. Plan Membership Events

- When will they occur? Pilot membership months are **October and March**.
- Determine the location and themes for the events/Share Pilot meetings.

C. Prospective New and Renewal Members

- Determine the target group(s). *Examples: private businesses; educators; civic organizations; church groups; public service groups.*
- Create a list with names and contact information.
- Decide how to best contact prospects and how to get them to attend the meeting.

Hosting a Share Pilot or Membership Event

Format

- Formats for the meetings are as varied as there are Pilot Clubs. Use your imagination to create an event that **will succeed in your community**.
- Limit the event to 30-45 minutes—including the question-and-answer session. Allow adequate time for the social portion of the event for the purpose of getting to know your attendees.
- There should be an abundance of goodwill, fun, good food, and lots of opportunities for prospective members to meet members and ask questions.
- **Share Pilot** materials such as Pilot Logs, brochures, flyers, rack cards, business cards, displays.

Ensure a Good Turn-Out

- Mail invitations to prospective members; assign members to follow up with a phone call.
- Each member is responsible for inviting potential members, and all club members should attend.
- Encourage guests to bring friends and/or family members.
- If you are inviting your best friend, they will come because you asked.
- If you are inviting someone from a business or someone you don't know very well:
 - 1) give them the PI website address to check out Pilot, and/or
 - 2) invite them to lunch (you pay).
- Sell the service project that your Club does.
- Sell friendship.

Agenda Suggestion

- Welcome
- Explanation of the event's purpose
- Scope, purpose, goals, focus, and accomplishments of Pilot International

- Brief history of the Club
- Club projects (include Anchor and Compass Programs)
- Testimonials from members – emphasize Friendship
- Closing: Code of Ethics and an invitation to Pilot

Prospective Member Form

After the Event

- Follow up with the attendees and, if they didn't join at the event, ask them to join.
- Follow up with those who could not attend. Invite them to lunch and give them a brief review of the event. Invite them to the next meeting where you will invite them to join.

Welcoming New Members

- Welcome new members when they walk into your meetings. When a new member misses a meeting, call to let them know that they were missed and give them a brief review of the meeting.
- New members can bring new ideas to the club, so welcome and encourage their participation. Take the time to discuss ways in which you can make new members' transition as smooth as possible.
- New club members should receive special attention and mentoring.
- Create a new member survey which would collect data regarding their gifts/talents.
- Utilize the new members' individual talents.
- Seek new members' opinions and advice.
- Discuss which club projects they would like to be involved in.
- Provide adequate training/mentoring and address all questions.
- Encourage new members to bring friends to club meetings/projects. New members can be some of the best recruiters.

Reporting Membership Changes

New Member Form

Secretary/Treasurer:

Keep the original form for the Club records.

Make 4 (four) copies of **New Membership Form**.

Send one copy with the dues to the *District Treasurer*.

Send one copy to the *District Secretary* and one copy to the *Governor*.

Send one copy with the dues to *PI Headquarters (Club Services)* with dues and insurance, if in the US.

Change in Membership Form

Secretary:

Keep the original form for the Club records.

Make 4 (four) copies of the **Change in Membership Form**.

Send one copy each to the District Secretary, District Treasurer, and Governor.

Send one copy to PIHQ Club Services



New Membership Form



Change in Membership Form

“Never doubt that a small group of thoughtful, committed individuals can change the world. In fact, it’s the only thing that ever has.” - Margaret Mead

Agenda for Pilot Club Meeting

This form may be used as a guideline.

Call to Order:	President
Meal (if applicable):	
Speaker (if applicable):	
Silent Roll Call (1):	Secretary
Minutes of Last Meeting (2):	President
Treasurer's Report (3):	Treasurer/President
Communications Not Requiring Action:	Secretary/Corr. Sect.
Summary of Executive Board Action (4):	Secretary
Reports of Division Activities (5):	President Elect
Report from Founders Fund Representative:	
Reports of Special Committees:	
Unfinished Business: (6)	President
New Business:	President
Recommendations from Executive Board Requiring Action:	Secretary/President
Announcements:	President
Adjournment: (7)	President

(1) A Quorum is Necessary to Transact Business

A Quorum is necessary to conduct business. Quorums will be set by the club. If a Quorum is not set, the Quorum will be majority as per Robert's Rules of Order Newly Revised. The Secretary determines if a Quorum is present. The Secretary notifies the President if a Quorum is NOT present.

- (2) The President states, "Are there corrections to the minutes?"
"There being none, the minutes stand approved as distributed."
Or ... if there are corrections...
"The minutes stand approved as corrected."
- (3) The President states: "The Treasurer's Report will be filed for audit."
- (4) Only items that do not require a vote.
- (5) The President Elect calls on each Division Coordinator who has a report.
- (6) You will only have Unfinished Business from a previous meeting if a motion was on the floor and during the discussion, you realize you need further information **OR** you had to adjourn the meeting due to time and you still had business to conduct.
- (7) The President states: "There being no further business to come before the Club, the meeting is adjourned."

Agenda for Pilot Club Executive Board Meeting

This form may be used as a guideline.

Call to Order:	President
Silent Roll Call:	Secretary
Minutes of Last Meeting	President
Treasurer's Report (ex: outstanding dues):	Treasurer/President
Unfinished Business:	President
New Business: (Actions will be a recommendation from Exec. Board to Club)	President
Announcements:	President
Adjournment:	President
*A Quorum is Necessary to Transact Business	

How to Handle Challenging Individuals

For meetings to be successful and productive, it requires participation and cooperation from all the members.

Have you ever been in a meeting with a Whisperer, a Rambler, a Dominator, or a Manager? I'll bet you have. Let's look at these individuals and see how to handle them.

The Whisperer

- Some people have trouble focusing on what is going on. Some people just like to talk. These individuals can cause problems in a meeting. It distracts the person presiding and it is annoying to the people around them.
- Now, the Chair could just tell them to "Shut Up." But, you know, for some reason, it really kills the team spirit in the room when the Chair yells at someone.
- The first thing the Chair should do is:
Stop speaking and look at the people whispering – do not stare – do not glare at them – just look in their direction and smile. A lot of times, this will work the first time you try it. If it does not work the first time, stop talking again and look at them. Do it again if you must. Eventually, the other members will tell them to "shut up" and you won't have to.
- If this is a reoccurring problem, work on a way to keep them from sitting together. In a Club, you may want to try nice place cards.
- What if they don't stop and they go again? What if they change place cards and still sit together. In a very nice and kind voice, say: "OK, you two, do we need to separate you?" That will usually take care of it if the stopping and starting did not. But if it doesn't, you can then say nicely: "OK, I think we are really going to have to separate you two. Who wants to change seats with Suzanne? "Now they may not have to actually change seats – but they may have to.
- Remember – what you actually say is only 7% of communication. The other 93% is made up of your tone of voice and your body language. So if your tone of voice is nice and your body language is non-threatening, you will be alright.

The Rambler

- The Rambler can get you off track and you will end up wasting valuable time. Unfortunately, when it happens at the beginning of a meeting, you feel like you have all the time in the world. But then, what happens is that you run out of time and you can end up rushing through important discussions.
- When you become Governor/President, you need to deal with these individuals during the first meeting. If you don't, you are giving them permission to continue

rambling on and on - and they may be saying nothing of importance. Nicely say that you need to move on with the meeting or that you want to hear from other members. Or – nicely tell them that the meeting needs to stay on track and move on.

- A “Parking Lot” list really works. If you had trouble with a Rambler at the first meeting, and nothing seemed to help, it is time to go to the next strategy. Bring a piece of flip chart paper and tape it on the wall. Put an ink pen close to it. (Be careful, a magic marker can go through the paper and mess up the wall.) When the person starts rambling again, tell them that you need to move on and ask them to put their ideas on the flip chart paper. This will do several things. It will take them out of the discussion. It will make them stop and think about what they had just said and take the time to write it all down. One of two things will happen. They will see how unimportant the things they said were or you will see how important they really are. Sometimes we stop listening to people who talk too much. They may be making some great points and the flip chart paper will help you see this.

The Dominator

- Sometimes people get so excited about something that they just can't let it go or hear what anyone else is saying. They can be so convinced they are right, and if something is not done, the members may just give up and go with their idea. This is when a Flip Chart page really works. Tell the person to go write their idea on the page – not the details, just the idea. Then specially call on someone else for their idea. The Chair can probably tell by the members' body language who has an idea they want to share. Have them give a brief summary and put their idea on the paper. Keep going until everyone who wants to has had a chance to speak. You may have them work in small groups, or if your group is small, have them work as individuals. Have them jot down three ideas. Tell them they have 3 or 4 minutes. Then go around the table and asks each person to share one of their ideas until all are recorded on the Flip Chart paper. And you should definitely not start with The Dominator. Once you have all the items on the flip chart, give each person 2 or 3 red dots and let them place them beside their first, second and third choices. One may come out on top – you may have to place your top four on another page and give them one dot to vote with a second time. Discuss the top two or three ideas, vote again, and the group will come to consensus on what they want to do. It's simple and it works.

The Manager

- Sometimes, a member thinks they are already Governor or President. If they start taking over the meeting, you need to stop them immediately.
- You can nicely say something like: “Gwen, I appreciate your opinions, but at this point in time, I am the Governor/President, and I need to preside over this meeting. Let me explain to everyone how I see us doing this part of the meeting, and then we will see where we stand.” They may try again to get you off track and take over the meeting. Again, nicely, remind them that you are presiding and move on.
- This should be done **the very first time** they try to take control, or they will think:
 - You are all right with what they are doing
 - You are too weak to stand up to them
 - You are less intelligent than they are and they are the one who should be managing the meeting.

Remember, problems will only get worse if you ignore them hoping these individuals will stop their behavior.

Official Visits

Official Visits are made by an assigned District Administrative Council Representative (DCR) each year to Clubs in the District.

The Club President (with the assistance of the Executive Board) completes an Official Visit Information Form and submits it to the Governor by July 1st. The Governor then sends the form to the assigned DCR. The information provided on this form should make it evident the area(s) in which the Club needs assistance. Their needs may be in the area of Membership, Leadership, Projects, Fundraising, or Anchor/Compass. Perhaps there is a project or fundraiser that they do well but would like ideas on raising it to the next level of success. Maybe there is an area of training noted in their *Club’s Succession Plan* that would benefit potential leaders. Perhaps they need assistance with conflict resolution. Perhaps they need assistance in starting up a new Anchor or Compass Club.

Official Visit Information Form

Sometimes the need of a Club goes beyond the skill base of the DCR. If so, they might consider inviting someone who has expertise in that area to accompany them on the visit. This would need prior approval of the Club President.

If the Club requests that they receive a visit from the DCR during a special project or fundraiser, that should be in addition to the Official Visit, and only occur if it is feasible for the DCR.

Official Visits should include a meeting with the Club President, President Elect, and Executive Board prior to the Club meeting.

PI pays an amount toward the expenses for the District Officer making the Official Visit. Clubs should offer to assist in paying expenses regarding the DCR attending a special project or fundraiser that is in addition to the Official Visit.

Club Standing Rules

Pilot Club **Standing Rules** should contain information pertinent to local club activities. These rules shall not conflict with *Pilot International Bylaws*, *Pilot International Policies*, or *District Standing Rules*.

When the Standing Rules need updating, a Standing Rules Committee should be appointed by the President. This committee will review the Club's Standing Rules which should reflect the **requirements** or **options** offered in the *Pilot International Bylaws*. For example, additional expenses that the club will pay for delegates to District and International Conventions in addition to those required in PI Bylaws. However, there is no need to directly quote PI Bylaws in Club Standing Rules.

If the Standing Rules Committee needs assistance, they may contact the District Governor or District Parliamentarian.

Pilot International Bylaws state: *Standing Rules may be amended at any regular meeting by majority vote of eligible voters. The amendment shall be mailed, either by electronic or postal mail, to each eligible Pilot at least thirty (30) days prior to the vote, and presented at a Club business meeting for discussion and voting.*

Volunteer Hours

Accounting for the time our members volunteer for their club, district, or Pilot International is vital to our 501 (c)(3) status.

The hours may also impact grant applications submitted by your Club.

Pilot/Anchor/Compass volunteer hours focus on encouraging brain safety and health and supporting those who care for others.

Which Activities Count for Volunteer Hours

Hours include the time members dedicate to a service project, a BrainMinders™ presentation or related event, or presenting a Pick Me Up.

You may also include attending a special meeting preparing for one of these activities.

If you volunteer at a community function and represent Pilot International by wearing your Pilot shirt and/or name tag and promote Pilot, these hours can be included.

Volunteer hours for fundraising events for your club are not included.

If you are helping with another organization's fundraiser, those hours can be counted if you are representing your club. An easy way to distinguish this is, if the money from the fundraiser is being deposited in your club's bank account(s), then the hours are NOT included.

Submitting Volunteer Hours

Each club should assign *one person* to submit the volunteer hours for all members of the club monthly. This is a very simple form on the Pilot website and takes less than 5 minutes to complete. Each club should keep a monthly record of hours submitted. The club also may create a spreadsheet to assist in gathering the monthly hours to submit online.

For more information on Volunteer Hours, contact HQ at clubservices@pilothonline.org

Communications/Social Media

Club Newsletters

Club newsletters, which are optional, should be encouraging and inviting. They may include:

- Updates/information from Pilot International
- Club announcements
- New Member news
- Schedule of upcoming events
- District activities
- Project activities

Club Websites and Social Media Platforms

These are optional but serve as great avenues for sharing your Club events, projects and news. Include information about your Club meeting place, date and time to encourage new members. If appropriate, advertisement for your fundraiser.

Club Brochures, Fliers, Rack Cards, Business Cards

These items could be useful to build your Club membership You may add a business card app. Distribute them at events, fundraisers, BrainMinders' presentations, Pick Me Ups, etc.

Parliamentary Procedure Information

Quorum

In order to conduct business, a Quorum must be present. Quorums will be set by the club. If a Quorum is not set, the Quorum will be majority as per Robert's Rules of Order Newly Revised. A majority is one-half the number of dues-paying members in the Club plus one.

Obtaining the Floor

A member rises when no one else has the floor and addresses the Chair: "Mr/Madam Chair."

In a large assembly, the member stands and gives their name, District, and Pilot Club.

The member awaits recognition from the Chair.

The Chair recognizes the member by saying their name or nodding at the person in a small group.

How the Motion is Brought Before the Assembly

Brainstorming: If the person making a motion is not sure how to word it or if they do a bad job of wording the motion, now is the time to get it right before the motion is seconded and repeated by the Chair. It is alright to brainstorm on exactly how motions should be worded.

- The member makes the motion: “I move that (to)”
- Another member seconds the motion: “Mr/Madam Chair, I second the motion.”
- The Chair states the motion: “It has been moved and seconded that (to)” The motion should be stated by the Chair as it was presented by the member.

Now the motion belongs to the members. Any changes must now be made by amendments to the motion.

Consideration of the Motion

- Members now debate the motion. Before speaking, members obtain the floor by addressing the Chair.
- The member who made the motion has the right to speak first.
- All remarks should be addressed to the Chair. The Chair should alternate calling on those for the motion and on those opposed to the motion.
- A member may only speak twice to a motion (unless other limits are in place).
- Debate must be confined to the merits of the pending motion. If a motion is amended, the debate is ONLY on the amendment and not the original motion. Once the members vote on the amendment, then they discuss the original motion as it was stated or as it was amended.
- Debate can be closed in several ways. Normally, the Chair waits until everyone, who wants to, has had a chance to speak. Convention Rules and most Standing Rules set a time limit on how long members may speak and how long debate may last. When time expires, it takes a motion to extend the debate time. The Chair should NEVER respond to someone yelling “Question”. To end debate with a vote, a member says: Mr/Madam Chair, I move the Previous Question. The motion must be seconded and it is not debatable. It takes a two-thirds vote. This is why it is best to just wait until everyone has had a chance to speak if time has not expired.
- The Chair puts the motion to a vote: “The question is on the adoption of the motion to” Those in favor, say “Aye”. Those opposed, say “No”.
If the Chair and Parliamentarian cannot determine the vote, the Chair calls for a standing vote. If they still cannot determine the vote, the Chair calls for a count of the vote.
- The Chair announces the result of the vote. “The motion carries.” OR “The motion is defeated.”

What Can You Do With a Motion?

- Vote for or against it.
- Move to Postpone Indefinitely. This basically kills a motion. It may not be brought up again during the current session.
- Move to Lay on the Table. This allows the assembly to set aside a motion temporarily. For example: The members may realize that they need to consider something else and vote on it before dealing with the motion on the floor. (You may not have two main motions on the floor at the same time.) This motion is often used to kill a motion because it is not debatable.
Using this motion in this way is not appropriate. The motion laid on the table must be brought back to the floor with a motion. It must be seconded, it is not debatable and it takes a majority vote to approve.
- Move to amend. The clearest way to word an amendment is to move to strike certain words or dollar amounts and insert words and replace them or to insert additional words. (“I move to strike \$100 and insert \$500.”)
- An amendment to the motion may be amended. (“I move to strike \$500 and insert \$250.”)
- Move to Refer to Committee. If motion is approved, the Chair should appoint a committee as soon as possible if one is not already in place.
- Move to Postpone to a Certain Time. This is the motion to stop discussion on a motion and postpone considering it until another time, day or meeting. For example, if members are discussing a motion and they realize they need more information, this motion allows them to postpone the discussion until they have time to get the information they need. If the postponement is made until another meeting, it would be Unfinished Business on the Agenda.



Parliamentary Motions In Order of Precedence

Nominations for District Officers

It is not only the right of a Club to nominate individuals for District offices, it is their responsibility.

When a Club votes to nominate a Pilot for District office, the President sends a *Letter of Nomination* to the proposed nominee. A copy of the *Letter of Nomination* should be sent to the President of the proposed nominee's Club, the District Governor, and Chair of the District Nominating Committee. The letter should instruct the nominee to inform the Club of their acceptance, or refusal, of the nomination in writing. Emails are acceptable.

Postmark deadline for nominations to be sent to the Nominating Committee is 60 days prior to the first day of District Convention.

Do NOT send a copy of the nomination letter to PI Headquarters.

The nominee should inform each nominating Club of their acceptance or refusal in writing with a copy to the District Governor and the Chair of the District Nominating Committee. (Nominees for Regional Lt. Governor should also send a copy of the letter to the regional member of the Nominating Committee.)

If the nominee accepts the nomination, he/she should complete the **District Nominee Qualification** Form which is on the PI website under Forms/Documents.

 **District Nominee Qualification Form**

Financial Responsibilities

Pilot International

- Dues will be paid by July 1st.
- Dues for new members will be paid based on the month a member enters the Club through the remainder of the current Club year.
- All members residing in the United States shall pay an annual insurance fee. Insurance payment is made with the payment of Pilot International dues.

- Each Club will pay the registration fee and transportation costs for their Club Delegate to attend each International Convention and may pay lodging expenses and per diem.
- In the event a delegate cannot attend a convention, the Club will pay one registration fee to Pilot International.
- If a special invitation is extended to a PI Officer or a member of the PI Headquarters Staff, the Club will pay for travel, lodging and meals.

International Dues are non-refundable.

District

- Clubs will pay District dues either annually or semi-annually, based on District Standing Rules.
- Clubs will pay the registration fee for their Club Delegates to attend District Conventions and may pay other expenses per the Club’s Standing Rules.
- Clubs will pay for a hotel room and breakfast for a District Officer making an *Official Visit*.

Revocation of a Charter

Grounds for revocation of a club charter may include:

- Failure to operate within the PI Bylaws, policies, or principles of Pilot International.
- Failure to pay dues within 90 days of the due date.

Upon a finding by the DAC/DEC that grounds for revocation of a club charter exist, the DAC/DEC may refer the matter to the Executive Committee for review and a final decision.

Disbanding a Club

After a vote to disband, a club shall send minutes of the club meeting where members voted to disband and a written notice of intent to surrender its charter to Pilot International Headquarters. Upon receipt of written notice Headquarters shall:

- Notify the District Governor
- Send a letter from the PI President acknowledging the club’s decision to disband

- Instruct the club to notify any sponsored Anchor or Compass Clubs of the decision to disband and attempt to secure a new sponsor for the Anchor or Compass Clubs. A disbanding Pilot Club should secure a new Anchor or Compass Club sponsor in the surrounding area, if possible.
- Instruct the club to submit a Change in Membership form for members, indicating their future status with Pilot International
- Instruct the Pilot Club to pay (1) local, (2) District, and (3) PI obligations. Any remaining funds held by the club shall be paid to Pilot International or Pilot International Founders Fund.
- Instruct the Club not to destroy any tax returns (990 or 990EZ), bank statements, or Club treasurer's reports for seven (7) years.
- Instruct the Club to deliver any personal property to Pilot Headquarters (e.g. bell, gavel, pins, other logo material). Note: Where possible, Clubs are encouraged to share their Charter and Banner with local museums, etc. to preserve the history. Should a Club bell still exist, it is recommended that it be passed on to the District Governor or Pilot International Headquarters for issuance to another club.
- Instruct the Pilot Club to file a legal form to dissolve the corporation where required.
- Instruct the Pilot Club to follow any state laws that may be required in their state to disband.
- Instruct the Club that members of a disbanded club shall not use in any manner the name, the insignia or other identifying emblems of membership in Pilot International.

Tax Information

Reserve Fund

The U.S. Internal Revenue Service has indicated that a non-profit can have reserve funds in **reasonable** amounts to ensure continuity of its mission. This means that accumulating funds for a specific project should pose no problem- as long as the funds are used for that project as approved by club membership. The IRS will be interested in how passive (invested) funds are **spent**. Make sure that club minutes reflect all action concerning finances. When audited, the first item checked will be the minutes.

IRS Instructions for Filing

All clubs must report to the IRS by November 15th, regardless of amount of income.

File Form 990-N electronically each year if receipts are less than \$50,000.

File Form 990 EZ electronically each year if receipts are over \$50,000 and under \$200,000.

File Form 990 if gross receipts are over \$200,000 or total assets are greater than \$500,000.

You may want to review the frequently asked questions about Form 990-N at the following website: www.irs.gov. You will need to click on “Charities and Non-Profits” found at the top of the page. This will take you to the IRS explanation of the new form.

Annual Renewal of Incorporation (US Clubs Only)

- Club treasurers are to review incorporation information.
- Complete *Corporate Annual Registration* form, if required.
- If the club treasurer needs to obtain the current corporate filing status of the club, he/she can contact the Secretary of State.
- The same person should act as the registered agent for the club, whenever feasible (receiving and completing the form each year).
- A new Pilot Club must be legally incorporated within one year where required.

Comprehensive General Liability Insurance

- PI’s liability insurance provides protection for the club and its members against possible lawsuits resulting from injuries and/or property damage connected with Pilot activities.
- A copy of the current *Certificate of Insurance* for all Pilot clubs (including any Anchor activities your Pilot club sponsors) in the United States and Canada is maintained on the Pilot International website. Questions regarding the *Certificate of Insurance* should be directed to the Director of Accounting at Pilot International Headquarters.
- The policy covers the LEGAL LIABILITY of the Pilot club and any individual member(s) who may be named in a lawsuit. It does not replace an injured individual’s health and/or

accident insurance plans.

- A claim to PI should not be filed unless the claimant(s) feels the Pilot Club and/or its member(s) are at fault and a suit for damages is being considered by a non-Pilot.

Contact Pilot International Headquarters, describing the incident and providing the names and addresses of ALL WITNESSES.

- **If a claim is filed, club members should NOT discuss the incident with anyone who may file a suit for damages or offer to cover expenses.**

Risk Management Policy Statement

Pilot International is committed to maintaining a culture of safety, accountability, and integrity in all programs and activities conducted by its Clubs, Districts, and members. Each club is expected to identify and manage potential risks related to health and safety, finances, reputation, and data protection.

Clubs must ensure that all projects, fundraising activities, and community engagements are carried out responsibly, with appropriate oversight and compliance with local laws and Pilot International policies. Incidents or potential risks should be reported immediately to the Club President and when necessary, to the District or Pilot International Headquarters.

Through proactive risk management, Pilot International seeks to protect its members, volunteers, and the communities it serves—ensuring that service is delivered safely, ethically, and in keeping with the organization’s mission of *Friendship and Service*.

Resources found on the PI Website

Ambassador Certificate

Ambassador Certificate Fillable PDF (1) pdf

Ambassador Guidelines

Ambassador Guidelines.pdf

Annual Club Membership Report Form

Annual Club Membership Report Form.pdf

Awards Forms

Bylaws

Change in Membership Form

Club Officer Form

Club Officer Installation Script

Contribution Form

District Nominee Qualification Form

Inspirational Leader Information Form

Leadership Chart for Club Officers

Matching Grant Application (PDF)

Matching Grant Application (Microsoft Word)

New Membership Form

Notification of Intent to Organize a New Pilot Club & Checklist

Official Visit Information Form

Parliamentary Motions in Order of Precedence

Pilot Cares, Concerns, and Celebrations Form for Clubs

PI Policies

Prospective Member Form

Succession Plan for Club

Travel Reimbursement Form

