

ANCHOR CLUB BYLAWS

Anchor Club is a service organization for students. It is a program of the Pilot International, Inc. organization.

ARTICLE I

Name

The name of an Anchor Club will be that under which it was chartered. The name should reflect the name of the school or community in which the club is organized.

ARTICLE II

Sponsorship and Organization

Section 1. It shall be sponsored or co-sponsored by a District, Pilot Club(s) or a Pilot member in accordance with the policies established by the Executive Committee of Pilot International and the Bylaws governing Anchor Clubs.

A disbanding Pilot Club should secure a new sponsoring Pilot Club for the Anchor Club(s) in the surrounding area if possible. Once the Pilot Club has agreed to become the new sponsor, the club should notify Headquarters of their intent in writing with copies mailed to the Pilot District Governor, PI Anchor Coordinator and the District Anchor Coordinator.

If the disbanding Pilot Club is unable to secure a new sponsoring Pilot Club, the Pilot District Governor should contact Headquarters within 30 days of the Pilot Club's disbanding. The Governor should inform the Membership Department of the status in finding a new sponsor and obtain any relevant information regarding the Anchor Club(s).

If Headquarters does not hear from the Pilot District Governor within 45 days, the Membership Department should contact the Governor and discuss the options the District has and give to the Governor any relevant information concerning the Anchor Club(s).

The Anchor Club(s) can be sponsored by:

- Pilot Club (even if it is not in the same town)
- Pilot District
- Pilot Member

And as a last resort, an Anchor Club(s) can be sponsored by the Executive Committee of Pilot International.

Section 2. An Anchor Club can be organized in a school with a faculty adviser working with the Anchor Division Coordinator or a member of the sponsoring Pilot Club; or it can be organized outside a school with the Anchor Coordinator, or a Pilot Adviser assuming the duties of a faculty adviser.

ARTICLE III
Charter

- Section 1. A minimum of ten (10) members shall be required for a new Anchor Club.
- Section 2. The Charter for an Anchor Club shall be issued by Pilot International. The Charter shall be presented to the Anchor Club by the club's sponsor or a representative of Pilot International.
- Section 3. The Executive Committee shall set the amount of the charter fee to be paid to Pilot International by the sponsoring Pilot Club(s) or club sponsor.

ARTICLE IV
Districts

Any Pilot DAC/DEC may vote to become an Anchor District without limitation of total members or Anchor Clubs.

A proposed Anchor District must be voted on by the DAC. The new Anchor District will be included in the Pilot District Standing Rules and this will ensure the support of the Pilot District, the District leaders, and sponsoring Pilot Clubs.

A proposed Anchor District budget must be approved by the Pilot DAC/DEC. The services provided to the Anchor Clubs must be balanced with the cost of Anchor District dues. Audits are required at the end of each year.

Proposed Anchor District Standing Rules must be developed and adopted by the Anchor membership and ratified by the DAC/DEC.

ARTICLE V
Objectives

The Anchor Club objectives are:

- a. To give Anchors leadership opportunities.
- b. To provide Anchors experience in working together to meet the needs of their school and/or community.
- c. To advance the goals of the focus areas of Pilot International .
- d. To prepare Anchors for possible Pilot International membership.

ARTICLE VI
Membership

- Section 1. The requirements for Anchor club membership are set forth in the Bylaws of Pilot International. Specifically, Anchor Club membership shall be open to any student who desires to become a leader in his/her school or community and wishes to provide service to others.

Pilot International provides the following guidelines for membership:

1. The membership of individual school Anchor Clubs shall consist of students from the school or area in which the club meets. Membership should cover one's tenure in their respective school as stipulated by their education system. These members should be interested in service, be of good character, and qualified scholastically by school district requirements for extracurricular activities.
 2. The membership of individual Anchor Clubs shall be selected without discrimination in accordance with local, state, provincial and national laws.
 3. Any Anchor Club within a coed school whose membership qualifications and process of admission for membership discriminates as to gender, race, religion, or sexual orientation, may have its charter and membership in Anchor Club International suspended or revoked by the Pilot International Executive Committee.
- Section 2. Members should demonstrate a willingness to serve those in need, possess leadership ability and be of good character.
- Section 3. A member should attend meetings regularly. The Anchor Club's Standing Rules (see Addendum after Article XV) may include attendance requirements.
- Section 4. Nonpayment of dues will result in loss of Anchor membership.
- Section 5. Pilot Student Membership – This membership may be granted to a student upon high school graduation and/or to a Pilot Scholarship recipient. This status may be in effect as long as the person is a higher education student, and as long as the Scholarship recipient is a student and receives financial support from Pilot. A Pilot Student Member will not be required to pay international, district or club dues nor be allowed to hold appointed or elected office, or have voting privileges, and will have no attendance requirements.
- Section 6. Anchor-at-Large - This type of membership may be granted for elementary, middle or high school students who live in a city where there is no Pilot Club or the Pilot Club is unable to sponsor an Anchor Club. An Anchor-at-Large will pay International and District Anchor dues. Only a Pilot member may propose a youth for the Anchor-at-Large position and the sponsoring Pilot is responsible for mentoring and maintaining contact with that Anchor.

ARTICLE VII

Officer Qualifications, Terms of Office, Election & Installation

- Section 1. Club officers will be President, President-Elect, Secretary, Treasurer, and three (3) Directors. The President-Elect must have been a member a full year before serving as President.
- Section 2. Anchor Clubs not in an organized Anchor district will hold election for club

officers prior to the end of the club year. The installation should be at a program meeting. If the club is school connected, school policies will govern the time of election and installation. The election of officers will be held prior to the District Anchor Convention with installation at the end of the club year.

Section 3. All officers except the President are eligible for re-election.

ARTICLE VIII

Duties of Anchor Club Officers

Section 1. Duties of incoming **President** (election to installation period):

- Appoints committee chairperson and committees. (The President-Elect serves on each committee.)
- Prepares a file for all official records and correspondence of the President. Maintains files pertinent to the office.
- Considers new/existing service projects related to the Pilot International focus areas and that meet the needs of the community, to be carried out during the next club year.
- Holds a meeting of the incoming Executive Board to study the club's service and activity program. Asks for suggestions and support from the club sponsor and Advisers.
- Encourages club to participate in projects and/or fundraisers with the club sponsor. Holds club meetings during the summer, if possible.

Section 2. Duties of **President** (first half of the school year):

- Schedules a club meeting immediately after the club year begins.
- Schedules business and/or program meeting(s) each month.
- Assigns every member a responsibility on a standing or special committee.
- Requests a brief report from committee chairperson(s) monthly.
- Encourages an active, well-rounded program of club meetings, social and fundraising activities and service projects.

Section 3. Duties of **President** (Second half of the school year):

- Schedules the election of club officers.
- Directs active program of club activities.
- Provides advice and assistance to new officers after election.

Section 4. Duties of the **President-Elect**:

The office of President-Elect is a training ground for the presidency. The President Elect (who serves as chairman of the program committee) is responsible for coordinating activities. The President-Elect should:

- Assist the President, faculty or Pilot Adviser and committee chairperson.
- Serve in the absence of the President.
- Study the duties of the President, Executive Board and committees.

- Be familiar with parliamentary procedure, Anchor Bylaws, school regulations for activities and Pilot policies regarding the Anchor/Pilot relationship.
- Attend all committee meetings and coordinate their activities, communicating plans to the President and Faculty Adviser. (The president is an ex officio member of all committees and should be consulted about committee meetings and plans.)
- Contact the club sponsor to plan a Pilot information meeting or a meeting concerning the focus of areas of Pilot International.
- Work with a special committee to publish a club roster.
- Conduct a program planning meeting(s) to develop informative and interesting program meetings.
- Consider getting in touch with Anchor and Pilot International's partners with local offices and other resource agencies to assess the greatest needs in the community. Use this information to plan next year's service projects and programs.

Section 5. Duties of the **Secretary:**

Keeps the following club records current and in accurate order:

Anchor Club Bylaws
 Monthly committee reports
 Club Certificate of Organization/Charter
 Club Roster
 List of Committees (Chairperson and members)
 Club scrapbook

It is the Secretary's responsibility to:

- Prepare an agenda for each meeting after consultation with the President.
- Record the Minutes of each meeting. (Be sure to include the Treasurer's Report and Motions voted on by the membership and results.)
- Handle correspondence.
- Collect reports from committee chairperson(s).
- Write prompt thank you notes to speakers, performers or others who give time, talents or equipment.

Section 6. Duties of the **Treasurer:**

- Receive from the Past Treasurer files and records pertaining to the office.
- Collect dues and insurance fees from members; maintain membership payment records.
- Pay to Pilot International Headquarters international dues and insurance per member on or before November 1. *Note: All Anchor Clubs in the United States pay liability insurance fees as determined by the Executive Committee.*

- Pay district dues as designated in the Anchor District Standing Rules, if an in an organized Anchor District.
- Pay promptly, on order of the Executive Board, club obligations.
- Write checks and have checks countersigned by the President. (Note: The school may require a different method of collection.)
- Attend meetings of the Executive Board and give financial reports.
- Collect money from fundraising or special activities and keep an accurate account of the income and expenses of each club activity.
- Seek the advice of the faculty or Pilot Adviser on financial matters.
- Prepare a budget each year with the assistance of the Executive Board and faculty or Pilot Adviser. (This should include expected sources of income and anticipated expenditures.)
- Keep the financial books up to date and available for club officers, the club sponsor, faculty or Pilot Adviser to review.
- Check to make sure each committee operates within its budget.

Section 7. Duties of the **Directors**:

- Be familiar with the duties of all club officers.
- Assist new officers in becoming acquainted with their duties.
- Attend Executive Board meetings.
- Encourage club meeting attendance.
- Serve on any committee assigned by the President.

ARTICLE IX
Executive Board

Section 1. The Executive Board (club officers) will meet monthly or quarterly. All officers should attend each Board meeting. A summary of Board actions will be reported to the club.

Section 2. The Executive Board will:

- a. conduct routine business of the Club including approving the club budget;
- b. approve appointments to committees and determine their duties;
- c. approve activities and service projects related to Pilot International's focus areas;
- d. assist in preparing entries for the award(s) program available to the club;
- e. fill vacancies in club offices as needed;
- f. All action by the club and Executive Board will be subject to the approval of the faculty or Pilot Adviser.

ARTICLE X

Meetings

- Section 1. The club shall hold at least one (1) meeting each month (a business and/or program).
- Section 2. The Faculty/Pilot Adviser or a designated adult should be present at all meetings. The club sponsor or a representative thereof should attend the meetings regularly.
- Section 3. Joint and/or regional meeting and the District Anchor Convention may be held only in accordance with approved policies.
- Section 4. Clubs shall have a minimum of one (1) member attend the International Anchor Leadership Summit held each summer. Clubs may seek financial assistance from their sponsors, districts, etc.

ARTICLE XI

Committees

- Section 1. An Anchor Club shall have the following committees:
- a. Projects Committee – responsible for activities related to service projects of the club.
 - b. Fundraising Committee – responsible for activities that generate funds to finance club operation, projects and other club activities.
 - c. Program Committee – responsible for the programs for the club throughout the year. This committee is made up of the chairperson of the other committees.
 - d. Awards Committee – responsible for compiling and submitting the club entries for District and PI awards competition, i.e. Outstanding Anchor Club of the Year.
- Section 2. Special Committees – Other committees may be established to support special activities of the club. These special committees and their respective duties shall be determined by the Executive Board of the club.

ARTICLE XII

Dues

- Section 1. The fiscal year of the Anchor Club shall begin July 1.
- Section 2. Each club shall pay annual international dues to Pilot International on or before November 1. Dues for new members for the current year shall be paid within sixty (60) days after their selection to membership. ***Note: All Anchor club members in the United States pay liability insurance fees as determined by the Executive Committee.***

- Section 3. Dues must be paid to Pilot International as stated in Section 2 in order to participate in the annual Anchor awards program.
- Section 4. Each Anchor Club shall determine its own club dues in the Club Standing Rules. (See addendum after Article XV.)
- Section 5. In districts that are an approved Anchor district organization, each club shall pay dues according to the Anchor District Standing Rules.

ARTICLE XIII
Insignia, Motto, Colors

- Section 1. The insignia, motto and colors of the Anchor Club shall be:
- a. The insignia shall be an Anchor with the Pilot Wheel centered. The words “Service” and “Friendship” are imprinted upon the Pilot Wheel. The Anchor and Pilot Wheel are encompassed by a circle.
 - b. The motto shall be “Impressions for Life.”
 - c. The colors shall be blue and gold.
- Section 2. Members can use and wear the Anchor insignia. The emblems of Anchor Club are registered trademarks of Pilot International. Any unauthorized use of these emblems is a violation of copyright law.

ARTICLE XIV
Termination of an Anchor Club

- Section 1. Pilot International may revoke the Charter of an Anchor Club for failure to function in accordance with the Bylaws for Anchor Clubs and/or the policies established by Pilot International for Anchor Clubs.
- Section 2. The Anchor Club may vote by majority vote of its members to disband and surrender its Charter.
- Section 3. Upon revocation or surrender of Charter, all rights and privileges relating to the name, insignia, emblems, and material shall be relinquished by the club and by its members, individually and collectively.

ARTICLE XV
Amendments

- Section 1. These Bylaws may be amended by two-thirds (2/3) vote of the Executive Committee of Pilot International with the following requirements:
- a. The proposed amendment(s) shall have been proposed by an Anchor Club, an Anchor District, a Pilot Club, a District Administrative Council, the Anchor Division of Pilot International, or the Executive Committee of

Pilot International.

- b. The proposed amendment(s) shall have been mailed to Pilot International Headquarters postmarked no later than January 1 or June 1.

Section 2. A proposed amendment(s) submitted by an Anchor Club must meet the following requirements:

- a. The proposed amendment(s) must be approved by two-thirds (2/3) vote of the members present at a regular meeting, provided at least one week's notice has been given to each member either in writing or by reading the proposed amendment at the prior regular meeting.
- b. The proposed amendments(s) must be submitted to the sponsoring Pilot Club or club sponsor for approval before submission to the Executive Committee of Pilot International.

(Revised November, 2016)

ADDENDUM TO ANCHOR BYLAWS CONCERNING CLUB STANDING RULES

Standing rules are the special regulations governing the individual club. They specify time and place of meetings, amount of club dues, etc. and are never in conflict with the Bylaws of the organization of which the club is a member.

The main thing to remember when updating or writing the Standing Rules for the Club is that these are the main rules to keep your club functioning and what the obligations of the members are if they intend to be a member of the club.

Some of the things to consider for the standing Rules are the following but are not limited to only these items:

- Requirements to be a member, grade level, GPA, gender, characteristics etc...
- Meeting dates & times on a regular basis for Board and Business Meetings, special meetings can be called as needed by the President or a committee
- Details about probation situations and termination of membership if certain rules are broken, the specific rules should be listed
- Duties and requirements of the Club Officers and Committee Chairs
- Details on Nominees for Office; who is on the Nominating Committee, when will the new officers be elected and installed etc.
- Details about the Club Dues listed in detail regarding the amounts for PI, District if applicable and the Club Dues along with the due date
- Information about the District Anchor Convention if applicable or any other annual events for the club and the rules of which members will be delegates for these events if applicable
- Robert's Rules of Order should always be listed as the way in which the meetings of the club will be run
- Any specific details for the club that need to be established as something the club does every year, such as Officer Gifts, Advisor Gifts or recognition, Paying the expenses for members to attend certain annual events, the list can continue based on the needs of your club and certain things the club wants to be part of the normal operations of the club

Keep in mind there may be a situation arise that is not addressed in the Club's Standing Rules. At this time the Membership will vote on how that situation will be handled and if the Club feels it necessary to amend the Standing Rules to address this for the future, then that can be done.

The Standing Rules can be changed and updated as needed buy a majority vote of the members present during a business meeting, provided that a notice of the proposed changes were given at the previous business meeting.