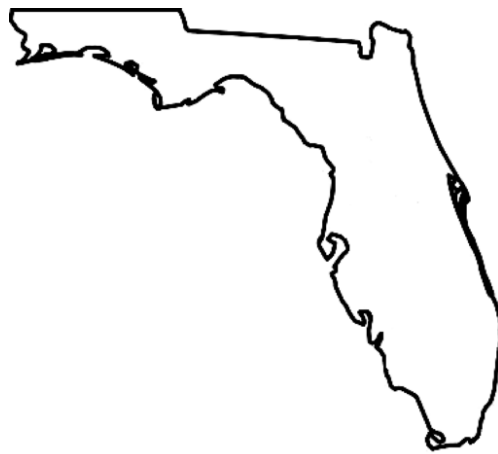




# FLORIDA DISTRICT ANCHOR ORGANIZATION



## Standing Rules

**Revised November 2022**

**STANDING RULES  
FLORIDA DISTRICT ANCHOR ORGANIZATION  
PILOT INTERNATIONAL**

**I. ORGANIZATIONAL STRUCTURE**

A. Officers of the Florida District Anchor Organization will be President, President Elect, Secretary, Treasurer and Director. The officers of the Florida District Anchor Organization will constitute the governing body of the Florida Anchor Organization.

B. The Pilot Florida District Governor Elect and Treasurer, Anchor Coordinator and Anchor Assistant Coordinator are the members of the District Pilot Anchor Committee.

C. The Pilot District Administrative Council (DAC) liaison to the Florida District Anchor Organization is the District Governor Elect.

D. All Anchor clubs in the District must belong to the District Anchor Organization.

E. The Florida District Anchor Organization was officially established in February 1986. Although this organization operates independently under its own standing rules, the legal and financial responsibility rests with the Florida District Pilot Organization. The governing body consists of the Anchor District Officers but the final approval for all administrative and operating aspects is the responsibility of the Pilot DAC to ensure that any changes will not conflict with the Pilot/Anchor Policies & Procedures (P&P), By-Laws and Standing Rules for the Florida District and Pilot International.

F. Anchor District Standing Rules will not conflict with any Pilot District Standing Rules or Pilot International By-Laws.

**II. DUTIES**

**A. Anchor Coordinator** – Appointment runs in conjunction with the Pilot fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>).

1. Makes Anchor convention reservations and organizes the Anchor convention.
2. Submits registrations and arranges for lodging of District Anchor Officers to Anchor/Pilot conventions and Pilot Fall Council. Submits registrations and make arrangements for the Anchor District President to attend the Anchor Leadership Summit.
3. Inform the sponsoring Pilot Club of the Outstanding Anchor Club of the Year of their responsibilities to send a representative to Anchor Leadership Summit (as stated in the Florida District P&P Manual).
4. Serves as liaison of the Florida District Anchor Organization to the Florida DAC, Pilot International and Florida District Anchor Clubs.
5. Copy the Florida Governor Elect and the Pilot District treasurer on all pertinent information.
6. Coordinates all expenses pertaining to Anchor with the Pilot District treasurer.

7. Guides officer meetings and assists with convention goals and deadlines.
8. Responsible for updating the Anchor information on the Florida District website and sending out convention information, nominating and award materials by established deadlines.
9. Assists members of the Florida District Anchor Organization and Pilot Clubs to establish/maintain existing Anchor clubs.

**B. Anchor Assistant Coordinator** – Appointment runs February 1 – June 30<sup>th</sup>.

1. Appointed by the incoming Governor Elect.
2. Learns the role of the Coordinator.
3. Assists the Coordinator.
4. Attends all planned District Anchor Officer meetings and Pilot/Anchor Conventions.
5. Reviews the Anchor Standing Rules annually, making recommendations as necessary to the Florida DAC, to ensure compliance to the existing Florida District Pilot/Anchor P&P, standing rules and Pilot International by-laws.
6. At the close of the Pilot year, becomes the Coordinator.

**C. District Officers**

1. Officers' terms of duty will begin at the close of the convention at which they are elected and continue until the close of the following convention.
  - a. If an officer becomes disabled and/or mentally unable to perform the duties of the office, and such incapacity continues for a period of three (3) months, the office shall be automatically forfeited.
  - b. If an officer is absent from any district meeting without an acceptable excuse, the office shall be automatically forfeited. The District Anchor officers, by majority vote, will determine whether an officer's absence is acceptable.
  - c. In the event the office of president becomes vacant, the President Elect automatically becomes President. If a vacancy occurs in any other office, the District Anchor President fills the vacancy for the unexpired term by appointment.
2. The President Elect, at the close of the term in office, will automatically become President for the next year.
3. Officers will perform the duties of their offices as outlined in the P&P Manual.
4. The Florida District Anchors Officers, Coordinators and DAC representatives will attend a minimum of five meetings annually. Some of the meetings may be by tele-communications. All meetings, in person or via tele-communications, will have minutes.

- a. District Anchor Officers will attend the following meetings:
  - i. Florida District Anchor Convention. The District Anchor Officers and District Pilot Anchor Committee members will attend the Friday evening pre-Anchor Convention meeting to set up and finalize convention plans.
  - ii. Florida District Anchor Convention board meeting for newly elected officers. The District Anchor Officers and Pilot Anchor Committee members will attend a brief meeting on Saturday, at a scheduled time during the Anchor Convention weekend, to become acquainted with their new board members and set the schedule for the coming year.
- b. District Anchor Officers are encouraged to attend the Florida District Pilot Convention and Florida District Fall Council.
- c. Other meetings, as needed.

### **III. QUALIFICATIONS FOR OFFICERS**

- A. The President Elect shall be a member in good standing in the club and have at least two full years of school remaining at the time of election.
- B. All of the officers must be members in good standing and have at least one full year of school remaining at the time of the election.
- C. Good standing required that both Florida District and Anchor International dues have been paid for the year.

### **IV. NOMINATIONS**

- A. Nominations for Anchor District offices must at be submitted to the Pilot District Anchor Coordinator by the date specified on the approved Anchor District Officers Nomination form.
- B. If a nominee does not qualify for the position, then the Coordinator will notify the nominee immediately.
- C. The District Anchor Coordinator will send the list of qualified nominees to each Florida District Anchor Club 30 days prior to the convention.
- D. In the event that no nomination is received for an office, it will be the responsibility of the District Anchor Officers to select Anchor members to fill that office.
- E. No more than one nominee may be nominated FOR THE SAME OFFICE from any one Anchor club.
- F. No more than three nominees may be nominated for District office from any one Anchor Club each year.

G. A nominee may hold a particular office only once. They are allowed to run for a different office the following year.

H. A nominee for District office may not be a club delegate.

## **V. ELECTIONS**

A. Election will be by ballot at a specified time and place during the district convention.

B. There will be up to three delegates and one alternate from each club. The delegates (one of which is usually the President Elect) are the voting representatives of the Anchor club. If the delegates become ineligible during the convention, the alternate then becomes a delegate with voting privileges.

C. The voting body will include the delegates from each club in good standing and the President Elect of the District Anchor officers. The voting body will vote to elect officers and transact the official business of the convention.

D. Each nominee may present a two (2) minute speech at a specified time during convention. Guidelines for the speech to be given by the candidate will be mailed to each nominee after the list of nominees is distributed to all the Anchor Clubs by the Anchor Coordinator.

E. Nominees will be designated by ribbons on their name badges.

F. No campaigning will be done by or on behalf of a nominee.

G. If there is a tie vote, there will be one revote. If after the revote, there is a tie, the two nominees will draw lots.

H. The Pilot District Governor Elect will serve as chair of the Anchor Election Committee. The committee will consist of Pilot members as chosen by the Governor Elect. This committee will tally the votes and determine a winner for each office. The Elections Committee Chair will report results to the District Anchor Coordinator.

I. Election ballots containing the names of all qualified nominees will be prepared by the District Anchor Coordinator. Prior to the convention, a copy of the ballot will be provided to the District Pilot Anchor Committee.

## **VI. DISTRICT ANCHOR CONVENTION AND REPRESENTATION**

A. The annual District Anchor Convention will be held on a weekend in February or March at a time and place determined by the District Anchor officers and approved by the District Pilot Anchor Committee.

B. The convention will be held at a central location in the state. It is the responsibility of the District Anchor officers and the District Pilot Anchor Committee to select a convention site.

C. All Anchor convention contracts must be reviewed by the Florida DAC and be signed by the Anchor Coordinator or Governor Elect.

D. The convention registration fee will be determined by the District Anchor Officers and approved by the District Pilot Anchor Committee.

E. Convention registration fees for delegates, alternates and visitors must be submitted concurrently with the registration form to the District Anchor treasurer and a copy to the District Anchor Coordinator by the specified date on the registration form.

F. Florida District Anchor club members who can attend convention must be freshmen, sophomores, juniors and seniors in high school.

G. A notarized field trip form is required for all attendees to the Florida District Anchor convention.

H. A refund for a registration will NOT be made unless the registration is canceled in writing to the Florida District Pilot treasurer and a copy to the Florida Anchor Coordinator. All requests must be received within 30 days of the close of convention.

I. Meetings of the Florida District Anchor convention will be governed by the latest edition of Roberts Rules of Order.

J. Each club is entitled to three delegates and one alternate to convention. The President Elect of the Anchor club is usually one of the three official delegates of the club. An alternate will be elected by each club prior to the convention and will become a delegate if, for any reason, one of the official delegates are unable to serve. Notify the District Anchor Coordinator of any change in delegate status prior to voting.

K. The voting body will vote to elect district officers and to conduct official business of the convention.

L. Misconduct may constitute dismissal from the current District Anchor convention. Some examples are shown, but are not limited to:

1. Any use of alcoholic beverages or illegal drugs by an attendee;
  2. Rowdy, disruptive or disorderly conduct;
  3. Smoking during convention functions;
  4. Leaving the convention site without the knowledge and permission of the sponsor/chaperone.
  5. Anchors using the pool without a sponsor/chaperone present in the pool area;
- and
6. Violation of room assignments, such as if found in a room of the opposite sex at any time.

M. Convention curfew is 12:30 p.m. All Anchors are required to be in their assigned rooms at that time. If Anchors leave the hotel, without a chaperone, the Anchore(s) parents will be notified and the Anchor will be dismissed from the remainder of the convention.

## **VII. DISTRICT AND INTERNATIONAL DUES**

A. Florida District Anchor dues are payable concurrently with Anchor International dues. Each Anchor Club in the Florida District will be responsible for the payment of Florida District dues for each of its members in the amount approved per the budget and shown on the dues form. Payment of dues will constitute date of acceptance. District dues and the District dues form are mailed to the Florida District Pilot treasurer with a copy to the District Anchor Coordinator (form and address is on the [www.pilotflorida.org](http://www.pilotflorida.org) website) and are due by November 1<sup>st</sup>. No refunds will be given on dues when a member resigns, expires or is otherwise terminated for membership prior to the end of the fiscal year.

B. PI Anchor dues, amount shown on the dues form, are payable concurrently with Florida District Anchor dues. International dues are mailed to PI headquarters and a copy to the District Anchor Coordinator (form and address are on the [www.pilotflorida.org](http://www.pilotflorida.org) website) and are due by November 1<sup>st</sup>.

## **VIII. FINANCES**

A. There will be one account which will contain Anchor dues and convention funds. The Florida District Pilot treasurer is responsible for all banking transactions. A debit card will be issued to the Florida District Pilot treasurer and Anchor Coordinator to be used as approved by the Florida District Pilot treasurer. The bank statement will be sent to the Florida District Pilot treasurer.

B. Anchor Budget – The District Anchor Operating and Convention budgets shall be prepared by the District Pilot treasurer with assistance by the District Pilot Anchor Committee by December 15. The District Anchor Officers shall review and approve the budget. The District Pilot treasurer shall submit the proposed budget to the Pilot DAC for approval at their mid-year meeting. The approved proposed budget will be sent to the Anchor clubs by the Anchor Coordinator at least 30 days prior to Anchor convention for approval by the delegates at convention.

## **IX. AUDIT COMMITTEE.**

An audit committee, appointed by the Florida District Pilot Governor, will complete an audit of the books of the District Anchor account. The books and records of the Anchor District will be submitted to the Audit committee by the Florida District Pilot treasurer no later than July 30<sup>th</sup> of the current year or a date mutually agreed upon.

## **X. DISTRICT ANCHOR RECORDS**

A. Minutes are a permanent record and will not be destroyed.

B. Files, audit and reports of the treasurer will be retained for seven (7) years.

C. The Anchor Coordinator will be responsible for transferring all records to a thumb drive to be given to the Pilot Florida District Governor for placement in the Pilot archives safe.

D. A copy of the minutes of convention will be sent to the incoming and outgoing District Pilot Anchor Committee and the District Anchor officers within thirty (30) days of the close of the convention. The outgoing secretary is responsible to prepare and distribute the minutes.

**XI. AMENDMENTS TO STANDING RULES.** Standing Rules may be amended by an affirmative vote of a majority of the delegates present at any Florida District Anchor Convention. Proposed amendments must be submitted in writing to the Florida District Anchor Coordinator by December 1<sup>st</sup>. The Florida District Anchor Coordinator will submit them to the Florida Pilot DAC for approval at their mid-year meeting. If the proposed amendment complies with all Pilot/Anchor P&P manuals, By-Laws and Standing Rules of the Florida District Pilot and PI, the Florida Pilot DAC will direct the District Anchor Coordinator to furnish the proposed amendment to all Anchor clubs not less than thirty (30) days prior to the opening of the Florida District Anchor Convention.

Effective November 2022