



# PILOT INTERNATIONAL FLORIDA DISTRICT

## Policies and Procedures Manual

Revised February 2023

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# PLANNING CALENDAR

The following is intended to be a general listing of major activities and a guideline for developing a more detailed and specific calendar.

## JULY

- Term begins for all new officers
- Pilot International (PI) Convention/District Administrative Committee (DAC) Planning Meeting
- Club approves Division Activities, Programs and Budget. Transfers all treasurer records to new treasurer by August 1<sup>st</sup>

## AUGUST

- Transfer of all files, records, equipment and pins to incoming DAC completed by August 15<sup>th</sup>
- Internal Audit, CPA Compilation and Club Audit Reports due by August 31<sup>st</sup>
- Call to Fall Council

## SEPTEMBER

- Founders Fund Month and Pilot Safety and Security Month
- PI Ambassador Recognition due by September 30<sup>th</sup>

## OCTOBER

- Pilot Walk, first Saturday
- Founders Day, October 18
- Appoint Nominating Committee by November 1<sup>st</sup>
- Notify all clubs of names/addresses of Nominating Committee
- Anchor dues to PI and District by November 1<sup>st</sup>

## NOVEMBER

- IRS Form 990 filed by November 15<sup>th</sup>
- PI Care and Kindness Week, second week in November
- Governor Elect Appointees' List to PI by December 1<sup>st</sup>

## DECEMBER

- Nothing at this time

## JANUARY

- Mid-Year DAC Meeting
- 60- day deadline for submitting proposed District Convention business to Governor
- PI contribution for Club Pacesetter recognition due by February 1<sup>st</sup> (\$10 per dues paying member)
- Goals for Grants and Scholarships due by February 1<sup>st</sup> (\$250 per club/or member)

## FEBRUARY

- Anchor Convention held February or March
- Deadline for District Officer Nominations 60 days prior to District Convention
- Call to District Convention
- Outstanding Anchor Club entries due to Awards Jury Chair 30 days prior to Anchor District Convention

## **MARCH**

- Awards applications due to Awards Committee Chair a minimum of 30 days prior to District Convention
- Governor appoints Audit Committee
- Announce nominees for District Offices 30 days prior to District Convention
- Deadline for proposed amendments to PI Bylaws
- 30-day deadline for District Convention business items to be mailed to clubs

## **APRIL**

- Outstanding Anchor Club entries due to PI by April 15<sup>th</sup>
- District Convention/DAC Meeting
- First meeting of incoming DAC; post District Convention
- Florida Corporation Renewal due to State by May 1<sup>st</sup>
- Clubs submit incoming officer roster; due by District Convention

## **MAY**

- PI Convention registrations due
- Appointees' meeting held in a month between May through August

## **JUNE**

- Club dues paid to PI and District by June 30<sup>th</sup>
- Pilot Scholarship House Foundation dues due by June 30<sup>th</sup>

## **OFFICIAL MEETINGS**

The official meetings will be:

- Fall Council to be held Friday- Sunday in October or November
- District Convention to be held Friday-Sunday by the last weekend of April. This weekend may be moved at the discretion of the DAC, but it must be held no later than 45 days prior to PI Convention

## **OFFICIAL DISTRICT ADMINISTRATIVE COUNCIL (DAC) MEETINGS**

The Governor will schedule the official meetings of the DAC. Meeting times may be changed at the discretion of the Governor and DAC. These meetings will include:

- First meeting of the incoming DAC with the Executive Committee Representative (ECR) on Sunday immediately following the District Convention at which the DAC is elected.
- DAC planning meeting at PI Convention
- Appointees meeting held in a month between May through August
- DAC meeting held in a month between May through August
- Fall Council – DAC arrives Thursday afternoon.
- Mid-year January DAC meeting
- District Convention – DAC arrives Thursday afternoon

## **PILOT SCHOLARSHIP HOUSE FOUNDATION (PSHF)**

The Pilot Scholarship House Foundation, Inc. (PSHF) is a District-wide project. It is funded by dues paid by Club members of \$5.00 each, paid annually by June 30<sup>th</sup>. New member dues are paid at the time of initiation. The PSHF was founded to provide scholarship housing for young students attending Florida colleges and universities. The Foundation is governed by an elected board consisting of President, President Elect, Treasurer and five directors, which include four elected Directors and the Governor Elect. The secretary is appointed by the President. The DAC liaison to this board is the Governor Elect. The scholarship houses are administered and maintained by the Southern Scholarship Foundation, Inc.

## **ANCHOR ORGANIZATION**

The DAC is the governing board for the Florida Anchor Organization. Supervision is by the Anchor Coordinator. The Anchor Coordinator will provide a report, at least quarterly, to the Governor Elect and Pilot District treasurer. The Anchor Coordinator is a two-year appointment made by the Governor Elect. The Anchor Assistant Coordinator's first term is a five-month appointment made by the Governor Elect and the second term serves as Coordinator.

Anchor Committee shall consist of four members:

- Anchor Coordinator will serve as the Chair for the current year
- Anchor Assistant Coordinator, appointed for February 1<sup>st</sup> – June 30<sup>th</sup>
- Governor Elect
- District Pilot Treasurer

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

Although the Anchor organization operates independently from the Pilot organization, both organizations are under the same tax identification (ID) number and therefore both must be included in any tax forms that are required to be filed by the District Pilot treasurer.

The Outstanding Anchor Club President (or a club officer) may attend the Anchor International Leadership Summit. If a Florida Club is named the Outstanding Anchor Club of the Year for Anchor International, the expenses for the hotel room and additional transportation may come from the Pilot District, the Anchor District or the sponsoring club, if possible, for the Anchor International Leadership Summit. PI will pay the registration fee and up to \$250 for transportation. Neither PI nor the District pays for the expenses of the chaperone including their hotel room.

## **COMPASS ORGANIZATION**

The DAC is the governing board for the Compass Clubs in the Florida District. The incoming Governor Elect will appoint a Compass Coordinator. Upon chartering, the Florida District will provide the Compass Club with a monetary incentive of \$50.00. Compass Club members will receive all District communications. They will be invited to attend Fall Council and District Convention. District dues will be established by the voting body of the District Convention. The fiscal year for Compass Clubs as established by Pilot International will be September 1<sup>st</sup> - August 31<sup>st</sup>. Dues will be paid annually by November 1<sup>st</sup>.

## **FINANCES**

### **Banking**

There will be an account, which will contain Pilot dues and District Convention funds. The treasurer is responsible for all banking transactions. Signers on the bank account will be the treasurer, Governor and Governor Elect. A debit card will be issued to the treasurer and Governor and used as approved by the other authorized card holder. If any check issued is made payable to an account signer, the other two signers should approve and sign the check. Prior to the treasurer making any purchases, the Governor will be notified.

### **Required State/Federal Reports**

State of Florida annual corporate form will be filed electronically at Sunbiz.org by May 1<sup>st</sup> by the current treasurer. The form will be maintained in the files of the treasurer with a copy to the Governor. The treasurer will file the Internal Revenue Service (IRS) Form 990 or equivalent by November 15<sup>th</sup>. District Anchor activities will be included. The fees for preparing the form will be divided equally and paid by Pilot and Anchor Organizations.

### **Accounting Method**

Accounting procedures will be on a cash basis.

### **Registered Agent**

The registered corporate agent will be the treasurer.

### **Insurance**

The DAC, Anchor Coordinator and Assistant Anchor Coordinator will be insured in an amount to be determined by the DAC. The premium for the insurance will be at District expense.

### **Pilot International Leadership Account (PILA)**

A PILA has been established for any member of the District needing financial assistance to offset expenses incurred while serving as a PI President or President Elect. These funds may be used for Council of Leaders, installation and/or President's luncheon or banquet. The fund will be maintained and reported as restricted funds by the treasurer. Any person or club can donate monies to this fund at any time. Fundraisers may be held at the discretion of the DAC.

The PI President or President Elect may submit receipts not to exceed \$2,000. To request funds, the PI President or President Elect will submit a written cost estimate to the Governor. An Expense Voucher, with paid receipts, will be sent to the District treasurer. The voucher, with the receipts, must be submitted within 30 days of expenditure.

### **Expense Voucher**

The District may budget and pay the DAC Officers' transportation, registration fees and hotel expenses to Pilot International Convention, Fall Council, District Convention and DAC meetings, except for those which may be paid by Pilot International, and a meal allowance of up to \$100 per DAC member attending Pilot International Convention.

All Expense Vouchers must be submitted with supporting documentation to the treasurer within 30 days of incurring the expense. Exceptions to the policy will be approved at the discretion of the Governor and treasurer. The treasurer will pay all vouchers with 14 days of submission. Any disputed expense requests will be reviewed and decided by the DAC.

For closing the fiscal year, all expenses, vouchers and budget materials must be submitted by July 15<sup>th</sup>.

## **Club Visits**

The District Club Visit Report and Travel Reimbursement forms shall be completed and sent to the Governor. The Governor, after signing the reimbursement request form, will send to PI Headquarters and ECR. Additional information can be found in PI Policies and Procedures Manual.

When the Lt. Governor must stay overnight for a club visit, it is the responsibility of the club to provide a room (either at a club member's home or a motel). If a club requests a member of the DAC to attend a meeting or function not scheduled as the official club visit, it is the club's responsibility to pay travel expenses, hotel accommodations and meals.

## **Pilot International Convention and Leadership Conference**

District officers will be allowed to serve as a club delegate for their home club to Pilot International Convention and Leadership Conference when the district officer's home club votes to send the officer as their club delegate. If a district officer serves as a club delegate, the officer's home club will pay registration and travel expenses for the officer. Reference PI Bylaws Article XII, Section 2.

## **AUDIT**

The Governor shall appoint a past Governor or past District treasurer as chair of the Audit Committee. The DAC shall approve the appointment of the Audit Committee Chair. The Chair will appoint two other Pilot members to serve on the committee, one of which should have a substantial financial background.

The audit committee will verify that all assets are accounted for and correctly stated, that all bills have been paid or accrued, that all transactions have been correctly classified and that transactions have been approved and performed within the guidelines of the budget, Standing Rules, Bylaws, Policies and Procedures of the Florida District, Florida District Anchor, PI and Anchor International. Records should be reviewed as to budgeted amounts for reasonableness of balances at the beginning and the end of the year.

Records should be compared to budgeted amounts for reasonableness of amounts and classification. A review of dues reports should be performed as to amounts paid and timeliness. If any bank statements were not reconciled, the committee will note a finding to be included in their report. If the year end balance on hand is incorrect, the committee should issue a statement of the correct ending balance on hand as a finding and request a correct year end receipts and disbursements report to be accomplished.

## **Responsibility of the Treasurer**

The treasurer is responsible for providing the Audit Committee all the records and documents they will need to conduct the audit. All records are to be given to the Audit Committee by July 31<sup>st</sup>. The documents to be provided include:

- Minutes from the DAC approving the banking institution for the operating account in the city in which the treasurer resides;
- Minutes from the DAC approving the banking institution for any special accounts;
- Copy of the Florida Department of State, Division of Corporations Annual Report filed during the audited year;
- Copies of the IRS Form 990, 990EZ or 990N for the prior fiscal year showing the IRS form was filed timely; includes District Anchor;
- Budget, as approved at District Convention, including budgets for Fall Council and District Convention for the year being audited;
- Beginning balances for all accounts as approved by the prior year's audit;
- Bank statements and reconciliation reports for each month for all accounts;
- Checkbook register;



- Copies of all checks written which show they were signed by the treasurer and co-signed by either the Governor or Governor Elect. If the bank does not provide copies, the treasurer should make copies;
- All expense vouchers or other supporting documents showing the checks were approved by the Governor or Governor Elect and that they were submitted with 30 days of the expense being incurred;
- All quarterly treasurer's reports;
- Membership records and dues reports that show all Pilots paid dues, amount paid and when they were paid;
- Cash receipts and disbursements journal, general ledger or similar reports; and,
- A Year End Report (Budget vs. Actual) by line item, including Fall Council and District Convention itemized expenditures vs. budget

The following documents will be provided by the treasurer with regard to Anchor:

- Minutes from the DAC approving the banking institution for the Anchor account;
- Budget, including a separate budget for Anchor District Convention, for the year being audited as approved by the DAC and the voting body of the Anchor District Convention;
- Beginning balances for the bank account as approved by the prior year's audit;
- Bank statements and reconciliation reports for each month for all accounts;
- Checkbook register;
- Copies of all checks written that show they were signed by the District treasurer and co-signed by Anchor Coordinator or Governor Elect. If the bank does not provide copies, the treasurer should make copies;
- All expense vouchers or other supporting documents showing the checks or debit card payments were approved by the District treasurer, and that they were submitted within 30 days of the expense being incurred;
- All quarterly treasurer's reports;
- Membership records and dues reports that show all Anchors paid dues, amount paid and when they were paid;
- Cash receipts and disbursements journal, general ledger or similar report; and
- A Year End Report (Budget vs. Actual) by line item including Anchor District Convention

The District Audit Review and Report Form is posted on the website ([www.pilotflorida.org](http://www.pilotflorida.org), Forms, District Audit Report).

## **BUDGETS**

### **Pilot**

The treasurer prepares the budget for the coming Pilot year. It will include the Operating budget, Fall Council budget and the District Convention budget. The C&P Chair will assist the treasurer with the Fall Council and District Convention budgets. The treasurer will provide the proposed budget to the DAC at the mid-year DAC meeting.

### **Fall Council/District Convention/Anchor Convention Registrations**

The following Fall Council/District Convention registrations will be included in the Operating budget:

**Fall Council**  
DAC

### **District Convention**

1. DAC
2. ECR

The following registrations will be included in the Fall Council/District Convention budgets:

#### **Fall Council**

1. C&P Chair and Assistant Chair
2. Registration Committee Chair
3. Inspirational Leader
4. Parliamentarian (only if business is to be conducted)

#### **District Convention**

1. C&P Chair and Assistant Chair
2. Registration Committee Chair
3. Inspirational Leader
4. Parliamentarian

### **Decorations and Entertainment**

The decorations and entertainment budget item for the District Convention will be used for decorations, if needed, at the Governor's Luncheon and entertainment during the Governor Elect's installation banquet.

### **Fall Council/District Convention Registration Statement**

The following statement will appear on all registration forms for Fall Council and District Convention:

"All refund requests are approved at the discretion of the DAC and a \$25 administration fee may apply. Requests must be received in writing within 30 days from close of Fall Council/District Convention. Refunds are considered for illness or other unavoidable circumstances."

Partial registrations will be included on the registration form as determined in the budget. Each Pilot club is responsible to pay at least one (1) registration fee for the Florida District Convention.

### **Hotel Accommodations**

The budget shall provide for the equivalent of ½ the hotel room rate per DAC member at Fall Council and District Convention.

### **Travel**

DAC members will be reimbursed for round-trip transportation to all DAC meetings, Fall Council and District Convention. Travel will be paid for economy class air fare or mileage reimbursement, whichever is most economical and reasonable. If traveling by personal automobile, mileage will be paid in accordance with PI guidelines. When feasible, DAC members will travel together. If DAC members travel together, mileage will only be paid to the member providing the transportation. If DAC members choose an alternate mode of transportation (bus, train, rental vehicle or other public transportation), receipts may be submitted for reimbursement up to an amount equal to the lesser of the cost of economy class air fare or mileage.

### **Inspection of Meeting Sites**

The Operating budget will pay mileage for one member of the C&P, at the established mileage rate for inspection of sites, for Fall Council and District Convention.

### **Anchor**

The District Anchor Operating and Anchor District Convention budgets shall be prepared by the District Pilot treasurer with assistance by the District Pilot Anchor Committee by December 15<sup>th</sup>. 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 District Convention for approval by the delegates at Anchor District Convention.

## CONFERENCE AND PLANNING COMMITTEE

The purpose of the Conference and Planning Committee (C&P) is to research and recommend sites for Fall Council, District Convention and Anchor District Convention, for DAC approval. The C&P is responsible for all logistical aspects of each convention. The Governor will sign all contracts and the contracts will be ratified by the DAC. The DAC is responsible for the content of Fall Council and District Convention. The Anchor Board is responsible for the content of Anchor District Convention.

The C&P shall consist of two members: Chair and Assistant Chair. The Governor Elect appoints an Assistant Chair who would then become Chair for the following year. The Chair will provide the Assistant Chair with all signed contracts and information for upcoming meetings. C&P will attend the Governor's Appointees' Meeting and the January DAC planning meeting. Fall Council and District Convention registration, travel and hotel for the C&P will be included in the Fall Council and District Convention budgets under the same guidelines as those used for the DAC.

The C&P will make all arrangements for Fall Council and District Convention. This will include securing facilities to accommodate Fall Council and District Convention; space availability arrangements; Marketplace; assisting in preparing a budget under the direction of the treasurer. The DAC will approve all hotel accounts, budgets and registration fees. The C&P will adhere to the rotation for Fall Council/District Convention as stated in the Florida District Stating Rules.

No less than 30 days prior to Fall Council/District Convention, the C&P will submit a written report to the Governor with all the details. At the close of both Fall Council and District Convention, the C&P Chair will compile the evaluations and report the findings to the DAC.

### Fall Council/District Convention Contract Guidelines

The C&P will request that the following items be included in the contract negotiations with a prospective hotel. Any deviations or omissions will be reported to the DAC when presenting a site for approval.

- **Banquet Seating** 150-200 people in rounds of 8 or 10
- **Breakout Rooms** Board room(s), complimentary  
Registration area, complimentary  
Storage area, complimentary
- **Banquet Executive Order (BEO)** Develop with hotel, showing hours needed for events and breakouts
- **Stage/Dais/Risers** **Fall Council:** One or two 8-foot risers with podium and stairs with handrails  
**District Convention:** Three 8-foot risers with skirted tables with seating for at least eight people, podium, stairs with handrails
- **Banner/Flags** Organization banner hung and taken down at no charge; American flag and State of Florida flag (optional), in stands for the weekend, provided by the hotel

- **Guest Rooms** The hotel will determine free room nights based on paid room nights. C&P will reserve guest rooms for the DAC and C&P on the Master Account, applying the earned free room nights
- **Room Blocks** Thursday night: 5 or 6 rooms  
Friday night: 55 rooms  
Saturday night: 55 rooms
- **Room Rates** The hotel will guarantee the rate and number of rooms up to the cutoff date, which will be established by the hotel
- **Registration** Foyer or lobby area, with three 6–8 foot skirted tables, two chairs per table, complimentary
- **Marketplace** Twenty 6-8 foot skirted tables; room and tables complimentary
- **Audio Visual** Patch for hookup to laptop in ballroom  
Large screen in ballroom  
Complimentary Wi-Fi access in the Fall Council/ and District Convention rooms  
**Fall Council** – One microphone in all general sessions.  
**District Convention** - Two microphones, one at the podium and with a stand in all general sessions
- **Three Meal Functions** Saturday lunch and dinner; Sunday breakfast – with 20% slippage
- **Hotel Parking/Resort Fees:** Complimentary
- **Service Guarantee** Hotel staff member assigned to C&P for duration of the Fall Council or District Convention
- **Bar Set-Up** Bar set up with bartender on Saturday night, with sales counting toward F&B
- **Beverage Station** Coffee (regular and decaf), hot and iced tea, water and soft drinks available in ball room all day Saturday including during meals, with a reduction in the price of lunch and dinner
- **Authorized Signers** Contract must include a statement identifying the Governor and the C&P as the only people authorized to add charges to the Master Account or make other changes to the contract
- **Master Account** Direct billing for master account only
- **Cancellation Notice** Written in each contract, agreeable to both parties

- **Hotel Cancellation** Requires written notice to the District; any additional expenses incurred by the District will be paid by the cancelling hotel
- **January Meeting** **District Convention** – three to five rooms in January prior to District Convention, for Friday and Saturday nights, reserved at the group rate of the contract

### **Contracts**

All contracts for Fall Council, District Convention, District Anchor Convention or other District-wide meetings for which the Florida District is liable, must be approved by the DAC then signed by the Governor and the hotel representative. Copies of signed contracts will be given to the Governor, Governor Elect, District treasurer and the C&P. Contracts will be retained for a period of five years as part of the official files. A copy shall be retained with the Governor, treasurer and the Chair of the C&P and should be passed on with the annual records. The C&P and Anchor Coordinator shall review the Anchor hotel contract prior to renewal each year. If necessary, negotiate a new contract with current or future hotels.

If the authorized hotel staff member is available, the C&P, Governor, treasurer and the authorized hotel staff member will be responsible for reviewing the master account billing Saturday evening of Fall Council and District Convention with an exit review bill on Sunday morning. A full account settlement will be completed within 10 days of the close of each event. Additionally, the C&P will exercise no authority beyond the DAC approved budget. The C&P is also responsible for confirming the hotel contract includes a statement identifying authorized signers for the District. Those authorized to add charges or make other necessary changes to the contract will be limited to the Governor and C&P.

### **Fall Council/District Convention Site Locations**

The following represents a set of basic guidelines or parameters for site locations for Fall Council and District Convention. A site visit of a hotel not previously contracted with will be completed by one of the C&P or a qualified representative.

Sites for Fall Council and District Convention are to be determined fifteen (15) months prior to the activity. At a minimum, the C&P will secure up to three (3) bids from the designated area. The C&P will use the guidelines within the C&P Manual as part of their deliberations. The Chair will present the bids to the DAC for ratification of contracts at a scheduled DAC meeting. The C&P should present contracts as soon as possible to avoid any delays in site selection. The C&P is required to present both a first choice and second choice site recommendation for each Fall Council and District Convention.

If at any point in time, the C&P cannot secure three (3) bids within the designated location, the Chair will notify the Governor immediately. The C&P will exercise no authority beyond the direction of the DAC. If there is not a site available in the location designated for the District Convention, the DAC will direct the C&P to secure a site in an alternate location.

### **HOST CLUB(S) DUTIES**

The Governor will request a club or clubs to serve as Host Club(s) at Fall Council and District Convention. The hotel club table will be located near the Registration Committee table and observe the same hours as the Registration Committee.

The Host Club will be responsible for welcoming and greeting of attendees during registration and will distribute goodie bags. The approximate number would be 150 bags needed.

An announcement of importance or information about lost and found items should be given to a member of the C&P. Any other helpful information regarding local businesses, maps, points of interest, etc. should be in the goodie bag.

## **NON-PILOT PROJECTS AT FALL COUNCIL/DISTRICT CONVENTION**

All non-Pilot projects must be submitted to the DAC for approval. At the discretion of the DAC, these projects may be presented at Fall Council/District Convention. No direct appeal for donations from clubs or members may be a part of the presentation. Brochures may be displayed or distributed from an approved display area.

## **NOMINATING COMMITTEE**

In accordance with PI Bylaw Article XVII, Section 9, the DAC will appoint by November 1<sup>st</sup>, a nominating committee of three (3) to five (5) members with no two (2) members from the same club and all three District Areas must be represented. The chairman will be designated by the Governor. The committee will verify and present at least one (1) qualified nominee for each elected district office.

The Chair of the Nominating Committee will send the Governor the names and qualifications of each nominee at least 45 days prior to District Convention.

## **NOMINEES FOR OFFICE**

The Chair of the Nominating Committee, Governor and ECR shall receive the nomination letter, completed Qualification Form, Statement of Purpose and letter of acceptance postmarked by the due date, in order for an individual to be a qualified candidate for District Office. Candidates for offices will be formally introduced and may present their Statement of Purpose to the District Convention body at District Convention.

## **AWARDS JURY**

The Chair, designated by the Governor, will select the committee of three additional members, one from each District Area. All award forms and rules are available on the District website ([www.pilotflorida.org](http://www.pilotflorida.org))

## **MEMBERSHIP GROWTH/RETENTION RECOGNITION**

All clubs with a net increase in membership between April 1<sup>st</sup> through September 30<sup>th</sup> will be recognized at District Convention. Pilots club members who brought in two or more members between April 1<sup>st</sup> through September 30<sup>th</sup> will be recognized at Fall Council. Pilots club members who brought in two or more members between October 1<sup>st</sup> through March 31<sup>st</sup> will be recognized at District Convention.

## **GOVERNOR'S BULLETIN**

The official publication of the Florida District is the Governor's Bulletin. Publication dates and deadlines will be determined by the Governor.

The Governor's Bulletin will be sent via Constant Contact to:

- PI Executive Committee
- PI Headquarters
- Past PI Presidents
- PI District Governors
- Florida Pilots
- Pilot International Members (previously Members-at-Large)
- Past Florida District Governors, who are no longer active Pilot members

## **THE WAVE**

The Florida newsletter is the Wave, which provides information from the Governor and club members. Pictures are encouraged. The Wave may be incorporated into the Governor's Bulletin. The editors are appointed annually by the Governor Elect. Both publications may be combined as determined by the Governor.

## **WEBSITE**

The Florida District shall maintain a website. Official District documents including, but not limited to, District Standing Rules, Policies and Procedures Manual and a list of the current DAC, will be uploaded annually in July and as needed throughout the year. The Governor is responsible for the content on the website. Any cost associated with hosting the website and renewal of the domain shall be paid by the District.

## **DISASTER RELIEF**

In the event of a natural disaster or other state of emergency affecting Florida, the DAC will be responsible for confirming the safety of all members and assessing the needs of any members or clubs. The DAC members will contact their assigned clubs as District Council Representatives (DCR) and report to the Governor. The DAC will develop a plan of action. The Governor will communicate any reports and/or needs to the membership.

## **RECORDS**

### **Retention guidelines and responsibilities:**

Standing Rules mirror PI Bylaws:

1. Minutes - Permanent
2. Financial records – seven (7) years
3. All other records – five (5) years

Minutes – responsibility of the secretary; minutes to meetings, to include DAC meetings, Fall Council (if business is conducted), District Convention and any other meetings.

Financial records – responsibility of the treasurer; to include all approved budgets, dues reports, bank reconciliation/checks, audit reports, IRS filings and any correspondence or other records of a financial nature.

Annually, each DAC member has the responsibility of purging records in their care, using the above guidelines.

### **Storage guidelines and responsibilities:**

Permanent records (i.e., minutes) are to be transferred to a form of external media annually. Electronic media will be stored in the fireproof box and be retained by the Governor.

## **FILES, EQUIPMENT AND OTHER ASSETS**

All files, records, equipment, supplies and pins are to be transferred from the outgoing DAC to the incoming DAC. All records should be on a form of external media. DAC members are responsible for the safe keeping of all such items in their possession and are financially responsible for the replacement of any lost or damaged items before the end of their term of office. The C&P Chair is responsible to transfer the inventory items to the Assistant Chair at the end of District Convention. All District and C&P items are to be inventoried each July and presented to the DAC by August 1<sup>st</sup> of each year. See Attachment A for Inventory List.

## **INSPIRATIONAL LEADER**

The Inspirational Leader is appointed each year by the Governor Elect to serve during the following Pilot year. Responsibilities include:

- A record of deceased Pilot members shall be maintained for each Pilot year. These members shall be memorialized at Fall Council and District Convention. The record of deceased members, since District Convention, shall be passed on to the incoming Inspirational Leader for their records.
- To send a letter or card on behalf of the Governor and all Florida Pilots and Anchors extending deepest sympathy as soon as notification of a Pilot/Compass/Anchor death or Pilot/Compass/Anchor relatives' death information is received. The budget will include funds for the postage.
- The letter or card is sent to the following:
  - In the case of a death of a Pilot/Compass/Anchor, to the next of kin and to the club
  - In the case of a family member, to the Pilot/Compass/Anchor of the deceased
- To provide an inspiration message, along with the names of Pilots/Compass/Anchors and family members who have passed, to be included in the Cares, Concerns and Celebrations
- To conduct a memorial service at Fall Council and District Convention to include Pilots, Compass, Anchors and relatives' deaths.
- To present the invocations, inspirational messages and benediction at Fall Council and District Convention. The budget will include funds for the necessary printed materials.

## **DIVISION COORDINATORS**

The Governor Elect will appoint Coordinators for Fundraising, Leadership, Membership, Projects, Anchor and Compass each year with assistance of the DAC (as needed), to serve during the following Pilot year.

Responsibilities include.

- To serve as a resource for advice and guidance to the clubs
- Attend the Appointees meeting, normally held in August. Reports should be in writing and emailed in advance of the Appointees' meeting to the Governor.
- To assist the DAC, as requested, with presentation at Fall Council and District Convention
- May be asked to provide articles for the Governor's Bulletin or the Wave

## **GOVERNOR**

The Governor is a member of the DAC, serving according to the policies and procedures established by PI and the District.

The Governor will have general supervision of the work within the District and will:

- Serve as a member of the PI Board of Directors
- Represent PI
- Attend the Council of Leaders, meeting of the Board of Directors and the PI Convention
- Make club visits, as required
- Following election, agree to attend:
  - Incoming DAC/ECR meeting on Sunday immediately following the District Convention
  - Council of Leaders held immediately prior to PI Convention and all sessions of the PI Convention
  - Appointees' meeting
  - DAC meetings held at Fall Council and all sessions of Fall Council
  - DAC mid-year planning meeting held in January
  - DAC meetings held at District Convention and all sessions of District Convention



- Preside at Fall Council, District Convention and all meetings
- Co-sign all checks issued
- Appoint committees, as required
- Assure the treasurer's records are audited by August 31<sup>st</sup> and a copy of the audit mailed to the clubs
- Perform duties relating to District Convention as outlined in the District Convention Manual
- Deliver the files to successor by August 15<sup>th</sup>.
- Answer all correspondence promptly and sends copies in accordance with PI policy
- Prepare and send a Governor's Bulletin and Wave
- Ensure that the District officers have the most recent information regarding club visits
- Review and sign, forward to PI and the ECR, the District Club Visit Report Travel Reimbursement forms
- Supervise the activities of the DAC
- Notify all clubs, by November 1<sup>st</sup>, the names and addresses of the Nominating Committee
- Review the files and discard in accordance with established policy
- Work with the secretary to issue the Call to Fall Council and District Convention at least 60 days prior
- Ensure that all business to come before the membership at District Convention is in the hands of the delegates at least 30 days prior to District Convention
- Schedule meetings of the DAC
- Ensure all clubs have access to the Standing Rules and Policies and Procedures Manual
- Ensure that all members of the DAC are performing their duties
- Appoint Audit Committee for both the Pilot and Anchor organizations by District Convention
- Submit vouchers within 30 days to the treasurer and/or PI for the expenses reimbursable under PI policy
- Purchase ECR gift as determined by the DAC and present at District Convention
- Review, with the DAC, the accounting software and approve any upgrades that are needed

## **GOVERNOR ELECT**

The Governor Elect is a member of the DAC, serving according to the policies and procedures established by PI and the District.

The Governor Elect will:

- Sign checks as required
- Make club visits as assigned
- Following election, agree to attend:
  - Incoming DAC/ECR meeting on Sunday immediately following District Convention
  - Council of Leaders held immediately prior to PI Convention and all sessions of the PI Convention, as coordinated by the Governor
  - Appointees' meeting
  - DAC meetings held at Fall Council and all sessions of Fall Council
  - DAC mid-year planning meeting, held in January
  - District Anchor Convention, held in February or March
  - DAC meetings held at District Convention and all sessions of District Convention
- Serve as one-year director on the board of the PSHF, Inc.
- Prior to Fall Council, reviews Standing Rules and Policies and Procedures Manual to ensure they are in accordance with PI Bylaws; make suggestions for any changes
- Coordinate decorations for the installation banquet at District Convention
- Presents President/President Elect workshop, if conducted, at District Convention
- Appoint immediately after election:
  - Conference and Planning Assistant Chair

- Appoint by December 1<sup>st</sup> for the following year:
  - Anchor Assistant Coordinator
  - Awards Jury Chair
  - Compass Coordinator
  - Fundraising Coordinator
  - Inspirational Leader
  - Leadership Coordinator
  - Membership Coordinator
  - Nominating Committee
  - Parliamentarian
  - Pilot International Founders Fund (PIFF) representative (position normally held for two years)
  - Projects Coordinator
  - Wave Editor
- Notify PI of the appointments by December 1<sup>st</sup>
- Works closely with the Anchor Coordinator and Anchor Organization as the DAC liaison
- Purchase outgoing Governor's gift, as determined by the DAC and present at District Convention

## **LT GOVERNOR**

The Lt Governor is a member of the DAC, serving according to the policies and procedures established by PI and the Florida District.

The Lt Governor will:

- Make club visits as assigned.
- Following election, agree to attend:
  - Incoming DAC/ECR meeting on Sunday immediately following the District Convention
  - Attend the Council of Leaders held immediately prior to PI Convention and all sessions of the PI Convention, as coordinated by the Governor
  - Appointees' meeting
  - DAC meetings held at Fall Council and all sessions of Fall Council
  - DAC mid-year planning meeting, held in January
  - DAC meetings held at District Convention and all sessions of District Convention
- Act as liaison between the clubs and the DAC
- Plan and preside over assigned meetings at District Convention, Regional training/workshop or other meetings as planned.

## **TREASURER**

The treasurer is a member of the DAC, serving according to the policies and procedures established by PI and the Florida District.

The treasurer will:

- Deposit and disburse all funds and sign all checks issued. All checks will be disbursed within 14 days from receipt of voucher. All funds received will be deposited within two days of receipt
- Furnish quarterly statements of receipts and disbursement of funds to the DAC and all clubs
- File reports and keep incorporation of the District in effect
- Deliver the District and Anchor treasurer books to the audit committee by July 31<sup>st</sup>

- Following election, agree to attend:
  - Incoming DAC/ECR meeting on Sunday immediately following the District Convention
  - Council of Leaders held immediately prior to PI Convention and all sessions of the PI Convention
  - Appointees' meeting
  - DAC meetings held at Fall Council and all sessions of Fall Council
  - DAC mid-year planning meeting, held in January
  - DAC meeting held at District Convention and all sessions of District Convention
  - Attend Anchor Convention. Anchor budget pays for room and registration
- File by May 1<sup>st</sup>, the annual corporate renewal form with the State of Florida. Keeps a copy in the treasurer's file and send a copy to the Governor
- Current treasurer files IRS Form 990 or equivalent, due November 15<sup>th</sup>. The form will also include District Anchor revenue and expenses
- Prepare proposed budget worksheets for the January DAC meeting for approval
- Send to PI, the registrations for Officers to attend PI Convention
- In May, send dues invoices, with members' names listed to each club treasurer
- Provide the C&P Chair a listing of past PI Presidents and current PI appointees who may be attending a function, in order to ensure proper protocol
- Order past Governor pin for outgoing Governor and gavel for incoming Governor
- Provide membership reports, for the period of April 1<sup>st</sup> through March 31<sup>st</sup>, to the Membership Coordinator in order for Membership Growth/Retention recognition, to determine membership awards at District Convention. Coordinates with the secretary
- Makes club visits as assigned by the Governor

## **SECRETARY**

The secretary is a member of the DAC, serving according to the policies and procedures established by PI and the Florida District.

The secretary will:

- Record, transcribe and distribute the minutes of the meetings of the DAC and all meetings, as required.
- Following election, agree to attend:
  - Incoming DAC/ECR meeting on Sunday immediately following District Convention
  - Council of Leaders held immediately prior to PI Convention and all sessions of the PI Convention
  - Appointees' meeting
  - DAC meeting held at Fall Council and all sessions of Fall Council
  - Mid-year DAC planning meeting, held in January
  - DAC meeting held at District Convention and all sessions of the District Convention
- Prepare correspondence as directed by the Governor or DAC
- Maintain a list of current appointees
- Provide membership reports, for the period of April 1<sup>st</sup> through March 31<sup>st</sup>, to the Membership Coordinator in order for Membership Growth/Retention recognition, to determine membership awards at District Convention. Coordinates with the treasurer
- Provide reporting of 25-year and 50-year members in accordance with Membership Coordinator guidelines and presentation
- Reports to the DAC a summary review of the membership based on club membership reports.
- Maintain individual club rosters
- Make club visits as assigned by the Governor

## **SECRETARY POLICIES**

After the close of District Convention, the secretary will write up a draft of pre-District Convention minutes and the District Convention minutes. The draft minutes will be emailed, within two weeks, to all the members that were on the DAC at that time for corrections, additions and/or deletions. Once all the corrections, additions and/or deletions have been made, they will be emailed to the DAC and voted on electronically by the outgoing DAC. After approval by the outgoing DAC, approved copies of the District Convention minutes will be sent to the incoming DAC for ratification and document in their minutes.

If business is conducted at Fall Council, the secretary takes and transcribes the minutes, edits them and when approved by the DAC, emails, within two weeks following the meeting, to the DAC and ECR. If no business is conducted at Fall Council, the following should be included in lieu of minutes: Agenda/program showing date and location, along with a list of clubs represented and total attendance.

A current and complete roster of clubs, charter dates and data from membership reports shall be maintained for each Pilot year. These records shall be passed to the incoming Secretary, whereupon the new Pilot year records will be initiated.

Submit updated information, including forms, club information, etc., to the Webmaster once changes are received from clubs, DAC and/or PI.

**ATTACHMENT A  
INVENTORY OF DISTRICT ITEMS**

ITEM	QUANTITY
Blue file box with signage	1
Plastic foldable rolling crate	1
District gold bell in bag	1
10' 4-outlet power strip	1
Foam lectern signs	2
Video projector (in box)	1
Black chair covers	10
White chair covers	12
Green wooden ballot box	1
Stopwatch	1
Plastic brown door stop	1
Small green plastic baskets (for doorkeepers)	8
Bag of cable ties	1
Bag of office supplies: clips, scissors, hole punch, paper binder clips, sticky note pads, scotch tape, keys with ribbons, masking tape	1 set
Polarized ground adaptor	2
Marketplace signage (cardboard)	2
Reception signage (cardboard)	1
Clipboards	3
Clear sign holders for tables	4
Brown rectangular basket	1
Index cards	25
Green rectangle-sized plastic tablecloths	7
Yellow rectangle-sized plastic tablecloths	10
Royal blue satin table runners	10
Thank you sponsor banner	1
Marketplace "sandwich board" sign (floor)	1
Florida District banner (boxed)	1
Banner hanging stand and rings (in bag)	1 set
District hand-held banner	1
Registration signs with stand (foam)	2
Projector screen	1
Blue file box with signage	1

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