

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 a:

- 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 Advisor 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 Advisor assuming the duties of a faculty Advisor.

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;

1. To give Anchors leadership opportunities.
2. To provide Anchors experience in working together to meet the needs of their school and/or community.
3. To advance the goals of the focus areas of Pilot International.
4. 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 and 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 Advisors.
- 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 Advisor 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 Advisor. (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 years' 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 1st. **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 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 Advisor on financial matters.
- Prepare a budget each year with the assistance of the Executive Board and faculty or Pilot Advisor. (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 Advisor 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:

- Conduct routine business of the Club including approving the club budget;
- Approve appointments to committees and determine their duties;

- Approve activities and service projects related to Pilot International’s focus areas;
 - Assist in preparing entries for the award(s) program available to the club;
 - Fill vacancies in club offices as needed;
 - All action by the club and Executive Board will be subject to the approval of the faculty or Pilot Advisor

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 Advisor 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:

- Projects Committee – responsible for activities related to service projects of the club.
- Fundraising Committee – responsible for activities that generate funds to finance club operation, projects and other club activities.
- Program Committee – responsible for the programs for the club throughout the year. This committee is made up of the chairperson of the other committees.
- 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 1st.
- 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.