

Virginia District Pilot International Standing Rules

Revised April 2019

A. Officers and Their Duties

1. Officers of the Virginia District will be Governor, Governor-Elect, Treasurer, and Secretary. These officers comprise the District Administrative Council. No officer except the Treasurer may serve two consecutive terms.
2. The DAC will approve awards providing equal opportunity for all clubs.
3. The Governor's brooch will be the property of the District and passed on to the succeeding Governor at District Convention.
4. The Governor-Elect's bar will be property of the District and passed on to the succeeding Governor-Elect at District Convention.

B. Meetings

1. A Fall Council will be held each year unless otherwise voted by the Convention body.
2. Area workshops will be authorized as needed under the supervision of the DAC.
3. The site of the District Convention and Fall Council must comply with the District criteria.
4. Joint and Regional meetings of the Anchor Clubs in the District will be held under the supervision of the DAC in accordance with PI policies.
5. Fall Council and District Convention will be hosted by one or more clubs as designated by the DAC.

C. Finances

1. District dues will be established by the voting body of the District Convention. Dues will be payable annually in advance to the District Treasurer by July 1st, and are non-refundable.
 - a. Fifty-year and emeritus members will not be required to pay District dues.
 - b. District members who are not a member of a PC are required to pay district dues.
2. A club organized after March 1st will pay its pro-rated share of dues for the remainder of the year. Clubs will pay pro-rated dues for all new members after July 1st.
3. The District Budget, in addition to the items required by PI, will include:
 - a. A gift for the retiring Governor purchased by the Treasurer.
 - b. A gift for the ECR.
 - c. Past Governor's bar.
 - d. Funds for District awards when approved.
 - e. District Administrative Council meetings. Governor, Governor Elect, Treasurer, and Secretary will receive a per diem for meals with receipts, and will be reimbursed for actual gas receipts and ½ double room when necessary.
 - f. Necessary telephone and postage expenses for DAC.
 - g. District rosters, prepared and distributed by the Governor Elect, will contain the most current Standing Rules for the Virginia District.
 - h. District Governor's Bulletin will be mailed or emailed when available to all Club Presidents, Coordinators & Past Governors of the District; all district members who are not a member of a PC; PI Headquarters, members of the Executive Committee, Past PI Presidents, and Governors of other Districts.
 - i. Supplies and postage for District Coordinators.
 - j. Supplies and postage for the PIFF Representative.
 - k. Expenses will be paid for the Governor-Elect, District Secretary and Treasurer to attend the PI Convention to include registration fee, transportation, up to ½ double room, and meals not

included in the registration not to exceed budgeted per diem up to the total budgeted amount. Expenses will be reimbursed when expense vouchers are filed and approved.

- l. Registration fee for one delegate to attend District Convention from any PC chartered during the District year.
 - m. District Chaplain's expenses.
 - n. In the event of the death of a past or present Governor of the Virginia District, a memorial gift will be sent to the Pilot International Founders Fund in her honor and her family notified.
 - o. District Membership Development Team expenses.
 - p. The District Meetings Budget may include these expenses:
 - 1) Decorations at District Meetings.
 - 2) Honorarium for speakers or program participants.
 - q. Expenses will be paid for the District Meetings Planning Committee to visit and help in site negotiations with approved receipts.
 - r. Expenses for the Governor to attend the PI Convention not reimbursed by PI including registration fee, transportation, up to ½ double room, and meals not included in the registration not to exceed budgeted per diem with receipts.
4. All DAC who have signatory authority will be bonded for a period of three years.
 5. The PI Officers Account, established in 2001, is to cover expenditures of Virginia District Pilots who are elected to Vice President, or higher, of Pilot International.
 6. Official Visitors will be reimbursed for gas with approved receipts that PI does not pay not to exceed the budgeted amount.

D. District Administrative Council Guidelines

1. The Standing Rules may be amended by a majority vote at any District Convention by the convention body. Proposed amendments may be presented by a club, a club executive board, the DAC, a District Division or a special committee. Written notice of proposed amendments will be sent to all clubs thirty (30) days prior to the convention.
2. Parliamentary Authority. The current edition of Roberts Rules of Order, Newly Revised, will govern the District where they apply and are not inconsistent with Pilot International Bylaws.
3. The voting body will be the club delegates, the district officers, and past governors who pay dues to Pilot International and the District (except 50-year members)
4. Annual visits to Virginia District clubs will be determined by the Governor and Governor Elect.
5. In order to keep the incorporation of the Virginia District in good standing with the State Corporation commission, Commonwealth of Virginia, the District Administrative Council serves as the Board of Directors, Virginia District, Pilot International, Inc. The Articles of Incorporation provide that the Board of Directors will meet and elect the incoming District Officers as their successors, the new officers becoming the Board of Directors, Virginia District, Pilot International.
6. District Meetings
 - a. Meeting places will be left to the discretion of the host club and need not be in the hometown.
 - b. District meetings will be held only at places where all convention facilities are accessible to the disabled.
 - c. Flexibility in the schedule will be the responsibility of the DAC. Should a scheduled host club determine they are unable to perform, notice must be given to the DAC at least one year prior to that meeting. The club next on the list for that region will be eligible.
 - d. New clubs will be added to the end of the existing list under Fall Council.
 - e. Fund raising activities will not be allowed during business sessions of Fall Council and/or District Convention.

- f. Fall Council and District Convention schedules will be determined by the DAC with cooperation from the District Clubs.

E. Articles of Incorporation

1. Virginia District Articles of Incorporation
 - a. The District Administrative Council will annually ensure the District Articles of Incorporation are in good standing with the State Corporation Commission.
 - b. The District Governor will serve as the registered agent with the State Corporation Commission.
2. Club Articles of Incorporation
 - a. The Club's Executive Board will annually ensure the Club's Articles of Incorporation are in good standing with the State Corporation Commission.
 - b. A member in good standing will serve as the registered agent with the State Corporation Commission.

F. The Virginia District, Pilot International, shall sponsor an Anchor District to include all Anchor Clubs in the Virginia District.

1. The Virginia District Anchor Organization operates independently under its own standing rules.
2. The final approval for all administrative and operating aspects is the responsibility of the DAC and District Anchor Coordinator.
3. The DAC and District Anchor Coordinator shall be responsible for the supervision of the Anchor District and selection of the annual District Anchor convention site.
4. Decisions deemed necessary for emergencies or other unforeseen events will be the responsibility of the DAC and the District Anchor Coordinator.