

TEXAS DISTRICT STANDING RULES PILOT INTERNATIONAL

ARTICLE 1. DISTRICT ORGANIZATION AND REPRESENTATION

- A. The Texas District shall operate under a non-regional structure. The District shall be divided into North and South Areas for two (2) Fall Councils. Clubs may choose to attend the Council of their choice. The Governor will invite Clubs to share in the responsibility of hosting the Fall Councils. The Governor will select the date and location for each of the Fall Councils, with one being in the eastern side of the state and the other in the western side.
- B. The voting body of the Texas District will be the club delegates and district officers as provided in Pilot International Bylaws and will also include the past Texas District Governors.
- C. The annual district convention will be open to any member upon payment of a registration fee. Each club is required to pay the registration fee for at least one delegate to each convention and may pay transportation costs, lodging expense, and per diem.
- D. A Pilot Club may be excused from representation at the District Convention by submitting its request in writing stating extenuating circumstances to the District Administrative Council at least thirty (30) days prior to convention.

ARTICLE 2. MEETINGS

The location and date of the District Convention shall be determined by the District Governor-Elect and approved by the District Administrative Council no later than one year prior to such convention. The District Convention will be held at least forty-five (45) days prior to the Pilot International Convention. When possible, contract negotiations will include protection to the District covering "acts of God" or factors affecting the facility.

ARTICLE 3. DUES

- A. Annual Texas District dues shall be determined by the voting delegates of the District Convention.
- B. Texas District dues shall be paid by each Pilot Club in the District for all members of that club except for members whose dues are waived by Pilot International. The club treasurer shall pay annually in advance to the Texas District, by July 1, all dues for the club membership. New members entering the club prior to January 1 shall be assessed the full annual amount of District dues. New members entering the club after January 1 shall be assessed one-half the annual dues. Dues assessed to new members are payable to the District Treasurer upon entry to the Club.
- C. Texas District dues shall be paid by each Compass Club in the District for all members of that club except for members whose dues are waived by Compass International. The club treasurer shall pay annually in advance to the Texas District, by July 1, all dues for the club membership. Dues assessed to new members are payable to the District Treasurer upon entry to the Club.

- D. The District Treasurer shall report to the District Governor for action, any club which is thirty (30) days or more in arrears of payment of dues.
- E. Clubs organized during the club year shall be granted six (6) months from the date of the charter, issued by Pilot International, before Texas District dues are assessed. After that date, the District Treasurer will collect the pro-rata share of dues, based on total members at that date.

ARTICLE 4. DISTRICT OFFICERS

- A. The District Administrative Council of the Texas District shall consist of Governor, Governor-Elect, two (2) Lt. Governors (effective date July 1, 2019), Secretary, and Treasurer.
- B. Only the names of those who have served as President of a Pilot Club shall be eligible to be placed in nomination for Governor-Elect for the Texas District, Pilot International. Only the names of those who have served as President of a Pilot Club shall be eligible to be placed in nomination for Lt. Governor, Secretary, or Treasurer for the Texas District, Pilot International.
- C. At the end of the term of office, the Governor-Elect will automatically ascend to the office of Governor.
- D. Terms of office for all officers shall be one (1) year, with the exception of the Lt. Governors and Treasurer, who may, if elected, serve in that office for two (2) consecutive years.

ARTICLE 5. DUTIES

- A. The duties of the District Administrative Council are as outlined in Article XVII and Article XVIII of the Pilot International Bylaws.
- B. The duties of the Governor shall be those as outlined in Article XVII, Section 2, of the Pilot International Bylaws. The Governor may appoint a Convention Vice Chairman, as needed, to work with the Governor, Governor-Elect, and Convention Chair in planning all phases of the District and Anchor Conventions. (The Convention Chair is appointed by the Governor-Elect the previous year and assumes the position of Chair.) The Governor shall also serve as a voting member of the Texas Pilot TBI Camp, Inc., board of directors.
- C. The duties of the Governor-Elect shall be those as outlined in Article XVII, Section 3, of the Pilot International Bylaws. The Governor-Elect shall work under the supervision of the Governor. The Governor-Elect shall select and work with the Division Coordinators in planning for the following year. The Governor-Elect shall select an Assistant Anchor Coordinator to work with the present District Anchor Coordinator. The Governor-Elect shall appoint an Assistant Convention Chair to work with the Governor and Convention Chair to plan all phases of the District and Anchor Conventions. (The Assistant Anchor Coordinator will assume the position of Anchor Coordinator the following year. The Assistant Convention Chair will assume the position of Convention Chair the following year.) The Governor-Elect shall work closely with the Governor in training and assisting the Lt. Governors. The Governor-Elect shall also serve as an ex-officio member of the Texas Pilot TBI Camp, Inc., board of directors

D. The duties of the Lt. Governors shall be:

1. To serve directly under the supervision of the Governor and perform duties as outlined in Article XVII, Section 4, of the Pilot International Bylaws
2. To attend the following meetings:
 - a) District Convention
 - b) Pre-Convention: current District Administrative Council
 - c) Post-Convention: Outgoing District Administrative Council and newly elected District Administrative Council
 - d) Council for District Officers prior to Pilot International Convention
 - e) All sessions of the Pilot International Convention
 - f) Fall Councils
 - g) Anchor Convention
 - h) Any additional meetings the Governor may call if needed
3. To assist with Pilot activities in the District and be responsible for planning of Fall Councils as assigned, with approval of all plans by the Governor
4. To work with organizing clubs when a new club is organized in the District and to follow up with training of new club officers under the supervision of the Governor
5. To conduct other meetings at the District and International Convention as required
6. To make visits to clubs as assigned and approved by the Governor and Pilot International

E. The duties of the Secretary shall be as outlined in Article XVII, Section 5, of the Pilot International Bylaws.

F. The duties of the Treasurer shall be as outlined in Article XVII, Section 6, of the Pilot International Bylaws.

ARTICLE 6. NOMINATIONS, QUALIFICATIONS, AND ELECTIONS

- A. The District Administrative Council will appoint by November 1 a Nominating Committee of from three (3) to five (5) members. Any club may submit nominees from any club for the office of Governor-Elect, Lt. Governor, Secretary, and Treasurer. Postmark deadline for nominations to be sent to the Nominating Committee is 60 days prior to the first day of District Convention. The chair of the District Nominating Committee will send the clubs and district officers the names and qualifications of nominees at least 30 days prior to District Convention.
- B. The District Nominating Committee shall verify that all nominees are qualified.
- C. Only the names of those who have served as President of a Pilot Club shall be eligible to be placed in nomination for district office of Governor-Elect, Lt. Governor, Secretary, and Treasurer.
- D. No Pilot Club or its members shall promote or campaign on behalf of a candidate for any office within the organization.

- E. The Governor-Elect must have served a minimum of two years on the District Administrative Council
- F. The Governor-Elect, Lt. Governors, Secretary, and Treasurer shall be elected according to Article XVII, Section 11, of the Pilot International By-laws.

ARTICLE 7. VACANCIES

- A. A vacancy in the office of Governor will be filled by automatic advancement of the Governor-Elect.
- B. A vacancy in the office of Governor-Elect will be filled by appointment of a current or past Lt. Governor by the Governor with approval of the District Administrative Council.
- C. Vacancies in other elected offices will be filled by appointment of the Governor with the approval of the District Administrative Council.
- D. If a member of the District Administrative Council becomes unable to perform her or his duties for three (3) consecutive months or is absent from any two (2) required meetings, except in an emergency, the office will be forfeited.

ARTICLE 8. FINANCES

The Texas District shall operate on a budget approved annually by the Convention body at each District Convention. The budget is to be prepared by the District Administrative Council and presented to the Convention body for approval by the voting delegates. Copies of the budget to be considered will be mailed to each club in the district at least thirty (30) days prior to the convention (Article XXVIII, Section 3). A copy of the district budget will be provided to attendees at the District Convention by the District Treasurer.

- A. The expenses of transportation, registration, and hotel room for the District Governor, Governor-Elect, Lt. Governors, Treasurer, and Secretary for attending the annual District Convention shall be paid from the District Treasury as set forth in the budget. The expense of registration and hotel room for the District PIFF Representative for attending the annual District Convention shall be paid from the District Treasury as set forth in the budget.
- B. The expenses of transportation, registration, hotel room, and meals for the District Governor-Elect, Lt. Governors, Treasurer, and Secretary attending the annual International Convention shall be paid from the District Treasury, as set forth in the budget, provided they attend all meetings and official functions of the Council of Leaders and of the Convention. Expenses of registration and hotel room of the District PIFF Representative for attending the annual Pilot International Convention shall be paid from the District Treasury, as set forth in the budget. Expenses of the Immediate Past Governor for attending the annual International Convention shall be paid from the District Treasury as set forth in the budget.
- C. For clubs less than one (1) year old at the time of the Pilot Texas District Convention, the District will pay the registration fee for the club President.
- D. Annually, a Past Governor's Pin shall be purchased out of the district Treasury for the District Governor whose term is ending, and it shall be the duty of the District Treasurer to order the Past Governor's Pin for presentation at the District Convention by the incoming Governor.

- E. The District budget will not include an amount for the International President's gift, but each club will be responsible for any amount it wishes to send for same.
- F. The District budget may include sufficient funds to cover travel expenses for the District Convention Committee to attend a Convention Planning Meeting at the selected convention site. For this purpose, the District Convention Committee will be the District Administrative Council, the Convention Chair, and a representative of the designated host club or region.
- G. The expenses of Fall Council, including expenses for the District Administrative Council and expenses for the Division Coordinators shall be paid as indicated in the current district budget. The District Administrative Council receives complimentary registration. The income for Fall Councils is based on normal registration fees. The district budget will reflect income and expense for Fall Council.
- H. Travel expenses shall be budgeted for a DISTRICT ADMINISTRATIVE COUNCIL member in accordance with Article 8, Section A of the District Standing Rules.
- I. Room expenses for the Texas District Anchor Club officers and the representative from the District Outstanding Anchor Club to attend the Texas District Convention shall be paid as budgeted from the District Treasury.
- J. Room expenses for the Texas District Anchor Club Officers and the representative from the Texas District Outstanding Anchor Club to attend the Pilot International Convention shall be paid from the District Treasury, as budgeted.
- K. Convention registration fees for delegates, alternates, and visitors must be submitted with the registration form. If for any reason such registration fees are not submitted with the registration form, club delegates, alternates, and visitors sending in reservations for District Convention and failing to cancel the reservation by the deadline set, their Clubs will be billed in the amount of registration fees due. Exceptions must be approved by the District Administrative Council.
- L. There shall be no full refund of registration for the District Convention after the date that appears on the registration form stating the same.
- M. The district budget shall include amounts for registration fees and a portion of room expenses as budgeted for the District Convention for Convention Chair, Vice Convention Chair, and the District Parliamentarian, unless complimentary rooms are available.
- N. The district budget shall include items for expenses, other than meals, and honorarium, if necessary, for non-Pilot speakers at the District Convention with approval of the District Administrative Council.
- O. A District Convention Reserve Fund shall be accumulated from unused budgeted convention funds for the purpose of defraying unforeseen excess expenses, which may occur during future conventions.
- P. The district budget shall be flexible to allow for escalation of costs.

ARTICLE 9. RECORDS

- A. The following records are permanent and shall be kept:
 - 1. Minutes of District Convention, including audit records

2. Any correspondence relating to serious business within the District
 3. Minutes of other meetings of District (if held)
 4. Minutes of meetings of the District Administrative Council
- B. The following records must be retained for seven (7) years: financial records of the District, including the Convention financial records, and the District treasury records of both Pilot and Anchor.
- C. Other records should be retained for at least five (5) years, including:
1. All other files of the District Treasurer not specified in Article XI, Sections 1 and 2, of the Pilot International By-laws.
 2. Any votes by e-mail and the records of votes cast
 3. Copies of Club visit records
 4. Notification of change in membership information
- D. Copies of the Governor's Bulletins shall be kept for at least one (1) year.
- E. Other records may be discarded if approved by District Governor.

ARTICLE 10. DISTRICT AWARDS

- A. The District shall set up uniform rules to be used in judging all District Awards.
- B. The District Governor shall appoint an Awards Jury with members from the District serving on the Jury.
- C. The deadline for entries for awards shall be stated in the District Awards criteria.

ARTICLE 11. TEXAS DISTRICT ANCHOR CLUB

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

- A. The District Governor shall be responsible for the supervision of the Anchor District and selection of the annual District Anchor Convention site.
- B. All activities of the Texas District Anchor Clubs shall be under the supervision of the Texas District Pilot–Anchor Committee. (In accordance with Texas District Anchor Standing Rules, Article 1, Texas District Pilot–Anchor Committee shall consist of the Texas District Pilot Governor, Governor-Elect, Treasurer, Secretary, Texas District Anchor Coordinator, and the Assistant Texas District Anchor Coordinator.)
- C. The District Governor shall make appointments, as necessary, to carry out the work of the Texas District Anchor objectives.

- D. Decisions deemed necessary for emergencies or other unforeseen events will be the responsibility of the District Governor and the Texas District Pilot–Anchor Committee.

ARTICLE 12. TRAUMATIC BRAIN INJURY CAMPS

- A. The Texas District Pilot International shall sponsor Traumatic Brain Injury (TBI) Camps as a signature project under the name of Texas Pilot TBI Camps, Inc.
- B. The board of directors for the Texas Pilot TBI Camps, Inc. shall consist of 7 members, 2 of which are elected annually by the Texas District Convention body. The officers of the Texas Pilot TBI Camps, Inc. shall consist of a President, Vice-president, Secretary and Treasurer. The Governor of Texas District Pilot International shall be a voting member of this board. The Governor-Elect should also attend board meetings in an ex-officio capacity only and not as a voting member
- C. The Board of Directors of the Texas Pilot TBI Camps, Inc., shall provide to the Texas District Pilot International Membership yearly financial reports at the annual meeting of the Texas District Pilot International. The Board of Directors of the Texas Pilot TBI Camps, Inc. shall provide to the Texas District Administrative Council minutes of all meetings within 30 days of each meeting.
- D. The President of the Texas Pilot TBI Camps, Inc., board may attend Texas District Administrative Council meetings as an ex-officio member when matters related to the TBI camps are on the agenda.

ARTICLE 13. AMENDMENTS TO STANDING RULES

These Standing Rules may be amended by an affirmative vote of a majority of the qualified delegates present and voting thereon at any District Convention, provided the proposed amendments are presented, in writing, to the clubs in the District not less than thirty (30) days prior to the opening of the District Convention at which action is to be taken on the amendment. Proposed amendments must be received by the Texas District Governor at least sixty (60) days prior to the opening day of the Convention at which action is to be taken on the amendment.

ARTICLE 14. QUORUM

Representation from fifty-one percent (51%) of the chartered clubs in the Texas District shall constitute a quorum at a Texas District Convention

Adopted April 18, 2026