

TEXAS DISTRICT PILOT INTERNATIONAL

Policies & Procedures

Revised September 2024

The purpose of the **Texas District Policies & Procedures** is to provide guidelines for District officers specific to the Texas District and not included in other Pilot International resources which will enable the DAC to function more cooperatively, efficiently, and effectively. It is the responsibility of the Governor-Elect to update the **Policies & Procedures** and have them ready to present for approval of the DAC by the planning retreat. The **Policies & Procedures** may be revised or updated at any time during the year by mutual consent of all district officers.

GENERAL RESPONSIBILITIES OF DISTRICT OFFICERS:

1. It is the responsibility of each District Officer to become thoroughly familiar with both the PI and District websites by reviewing materials and maintaining knowledge of easy access for future reference. Some materials to be reviewed:
 - Pilot International By-Laws
 - Texas District Standing Rules
 - Club Visit Guidelines
 - Texas District Budget
 - Responsibilities of District Committee Representative
 - Officers Guidelines provided by PI
 - Smart book
 - Approved Expenses Paid BY the District FOR District Officers
 - Approved Expenses Paid BY Pilot International FOR District Officers
2. All District Officers are charged to further Pilot International's objective by studying and teaching its principles, ideals, and ethics. As representatives of Pilot, they are expected to always act in a manner conducive to enhancing the prestige of Pilot. They should familiarize themselves with the By-Laws, Policies, and Principles of PI and give special emphasis to Pilot's ongoing foci: Brain Related Disorders along with Brain Health and Safety, interacting with Compass clubs, preparing our Youth (Anchors) for Service, and supporting those who care for others (caregivers).
3. Members of the DAC are to assist clubs with membership issues, encourage growth by organizing new clubs, emphasize fellowship, and assist with problems when requested. They may hold additional training as requested by the club members with the approval of the Governor.
4. Officers making club visits are to return all club files to the Governor-Elect at the District Convention in preparation for the next year.
5. Excluding the club files in #4, each outgoing officer is to prepare appropriate District files to be given to their successor *no later* than at the district summer retreat/planning meeting. The treasurer should deliver the books to the Chair of the Audit Committee by July 31. See #8 for responsibilities of the Audit Committee and the Texas District Standing Rules for the record retention policy.

6. It is the responsibility of each District Officer serving as a Club Representative to clubs to provide the ECR, Pilot International, and Governor with a copy of each visit report. A copy of the visit report should be retained in the district notebook for reference. It is not necessary to send correspondence with the club regarding club visits to the ECR, Governor, Pilot International, or DAC. See the Club Visit Guidelines provided yearly by PI, and stay current with all club visit procedures. Club Visit notebooks given to each Club Representative by the summer retreat/planning meeting should contain copies of the club visit reports for the assigned clubs for the past three (3) years.
7. It is the responsibility of each District Officer to attend all DAC meetings scheduled by the Governor, except in an **emergency**, unless **prior** approval has been granted by the Governor. DAC meetings are held as follows:
 - At the District Convention
 - At the summer retreat/planning meeting
 - At the Pilot International Convention – time and place to be announced by the Governor
 - At one (1) Fall Council – time and place to be announced by the Governor
 - At the Anchor Convention – time and place to be announced by the Governor
8. The Audit Committee will prepare and submit the audit report to the current Texas District Governor by September 10 and return the books to the treasurer for the following year. The Governor will send a copy of the audit report to the Past Governor and Past Treasurer.

SECRETARY OF STATE FILINGS

At the beginning of the Pilot year, the newly-installed Secretary shall update the officers' information with the Texas Secretary of State. This should be completed by August 15 of each year.

DISTRICT PROPERTY

1. District Officer pins are the property of the district and are to be delivered to the incoming governor at the pre-convention DAC meeting in April at District Convention.
2. District files are the property of the district, and no copies should be retained by outgoing officers without consent of the DAC.
3. The Governor shall provide copies of the Pilot Club Officer forms to the Governor-Elect by July 1. The Governor-Elect binder containing contracts and any pertinent information shall be given to the newly elected Governor-Elect at the close of the convention but no later than at the summer retreat/planning meeting. The convention contracts for at least the past three (3) years should be included in this notebook.
4. The district will maintain social media accounts, i.e.: Facebook, Instagram, etc. The administrators of these accounts will be the Governor, Governor-Elect and/or the Social Media Appointee. The use of multiple administrators is at the discretion of the Governor.

5. The district will maintain an email account for use with surveys and electronic payments. The Governor, Governor-Elect, and the Treasurer will have passwords and access to this email account. All passwords will be changed yearly by the incoming officers.
6. The district will maintain a district website that will be managed by a Webmaster appointee. It is the responsibility of the Governor, Governor-Elect, and the Webmaster to oversee and update content of the district website frequently. Additional website assistance is at the discretion of the Governor.
7. The District owns one (1) laptop (to be retained by the treasurer), Governor's Club banner, Governor-Elect's Club banner, District banner, Anchor District banner, bell, and gavel. All items are passed from Governor to Governor at the close of the district convention.

FINANCIAL POLICIES

1. The District Treasurer will open an interest-bearing checking count, if possible, at a bank of the Treasurer's choice.
2. The following will be listed as approved signatures on all accounts: Governor, Governor-Elect, and Treasurer. The Governor, Governor-Elect, and Treasurer will have online access to all accounts.
3. All reimbursements require approval by the Governor and Governor-Elect.
4. Vouchers must be used for reimbursement of District expenses. The vouchers should have receipts attached, if applicable, and must be submitted within thirty (30) days of the incurred expense to receive reimbursement.
5. District checks for payment of approved expenses require two signatures: Treasurer and Governor, and in the Governor's absence, the Governor-Elect. None of the three check-signers will sign a check made payable to themselves.
6. Vouchers are handled as follows:
 - Vouchers with receipts are received by the Treasurer, who verifies that they are budgeted expenses.
 - Treasurer scans/emails vouchers to the Governor and Governor-Elect, who must approve before the check is written. Approval is allowed by email in lieu of signatures when needed with a printed copy of approval email attached to voucher for auditing purposes.
 - Treasurer writes and signs checks, then sends them to the Governor.
 - Governor signs checks and mails to Pilot requesting reimbursement or to creditor.
 - Governor sends any checks that must be signed by the Governor-Elect to the Governor-Elect.
 - Governor-Elect signs any checks and mails them to the Pilot requesting reimbursement or to the creditor.
 - Debit card usage by Treasurer or Governor should reflect budgeted items only. Vouchers must be created and approved for all debit card charges.
7. The District reimburses the DAC for District and Pilot International Convention expenses as budgeted, with receipts.

8. The District will not reimburse for any expenditures for alcohol or gratuity.
9. Fall Council Registration fees cover the registration for the DAC.
10. Unless budgeted, the DAC will be responsible for travel expenses to the Fall Councils, the summer retreat/planning meeting, and other Pilot club functions.
11. The Governor-Elect presents a gift from the district officers to the retiring Governor at the District Convention, usually before the end of the convention.
12. A financial report will be prepared by the Treasurer and presented to the DAC monthly.
13. Individual debit cards can be issued to the Treasurer and Governor and will be used only at the approval of the DAC. Approval can be obtained through a DAC meeting or by a majority vote obtained through an email. A copy of the approval email must be attached to the expenditure voucher with proper receipts and documentation of expenditure provided by the individual utilizing the card.

ELECTRONIC DATA STORAGE

1. The Texas District shall maintain a Google Drive for permanent storage of vital documents as well as documents used in the daily business of the district. It shall be housed under the district's email account.
2. Those with access to the Google drive shall be the current DAC and Webmaster. Upon the direction of the Governor, from time to time others may be granted access to certain documents.
3. At the beginning of each Pilot year, the new Governor shall be responsible for removing access from those no longer serving the district in a capacity to require access to the Google drive and add those who are serving in a capacity to require access to the Google drive.
4. At the beginning of each Pilot year, the new Governor should assess which passwords on various accounts (such as the district email and financial accounts such as CashApp, PayPal, etc.) should be changed and either change them or instruct whomever uses those accounts most frequently to change the passwords. Passwords will be stored in a document saved on the Google drive. The Governor, Governor-Elect and Treasurer shall have access to that document, but no others shall have that access.

DISTRICT COMMITTEE REPRESENTATIVE (DCR)

1. All clubs shall have a District Committee Representative (DCR) assigned to the club each year. Official contact will be made with all clubs no later than December 31.
2. DCR visits are made by the Governor, Governor-Elect, Lt. Governors, and Secretary. No DCR will be scheduled to visit his/her own club.
3. The Governor will assign the clubs to be visited and divide them evenly between the Officers listed above (see #2).

4. The Governor will submit the schedule to the PI President, ECR, and PI Headquarters no later than forty-five (45) days after the close of the convention.
5. Pilot International pays the DCR up to \$75 per club visit with receipted expenses. The Club being visited pays or provides for lodging.

DISTRICT CONVENTION

1. Members of the DAC are expected to room together if “comped” rooms are provided through the district budget.
2. A Pilot or Pilot guest may stay in the DAC rooms **only** with the approval of the Governor and **all** the affected DAC members.
3. The Executive Committee Representative (ECR) shall be provided one room.
4. The DAC represents all the clubs in the Texas district and NO DAC member shall serve as a club delegate.
5. The District is NOT responsible for the registration, travel, room, or other expenses of a Coordinator or Appointee who serves as a club delegate. Their club is responsible for their expenses.
6. Partial registrations are not allowed for either Anchor or Pilot Conventions.

DUTIES OF OFFICERS AT PILOT DISTRICT COVENTION

1. The Governor and the DAC are responsible for planning the convention. The Governor is responsible for writing the “Word for Word.” A copy should be emailed to the Governor-Elect and all other members of the DAC after approval by the ECR and the District Parliamentarian.
2. The Governor-Elect is responsible for the installation ceremony on Saturday evening and the convention promotion script. The Governor-Elect will assist the Treasurer with the budget hearing. The Governor-Elect shall also prepare, distribute, and calculate convention evaluations. These evaluations should be shared with the DAC and used in future convention planning.
3. The Governor-Elect is responsible for working with the Awards committee. The Awards Chair will email the winners to the Governor-Elect, who will prepare certificates. The Governor-Elect will make sure all certificates are in place and will read the winner when called upon by the Governor.
4. The Secretary shall take accurate convention minutes and distribute them to the DAC prior to July 1.
5. The Treasurer will receive all registration forms and email them to the Registration Chair. The Treasurer will pay all convention bills, as budgeted and approved by the Governor and Convention Chair, at the close of the convention.

FALL COUNCILS

1. The Texas District will host two (2) Fall Councils each year. They will be held in the northern and southern parts of the state, with one being in the eastern side of the state and the other in the western side.
2. The Coordinators and Appointees shall be reimbursed the full budgeted amount for the Fall Councils with receipted expenses following the conclusion of the second council. If only one (1) Fall Council has been attended, they will receive ½ of the budgeted amount. The DAC shall be reimbursed the full budgeted amount with receipted expenditures provided they attend both Fall Councils. Attendance at one (1) Fall Council will result in reimbursement up to ½ of the budgeted amount with receipted expenses.
3. Members of the DAC will be responsible for planning the Fall Councils, thus placing no major burden on any one club.
4. The Fall Council Responsibilities will be provided to the DAC and host club(s) prior to the fall council in a timely manner.
5. The Governor-Elect will be responsible for designing and distributing the Fall Council evaluations.
6. Members of the DAC are expected to room together, and rooms will be paid for by the District. A Pilot or Pilot guest may stay in the DAC rooms **only** with the approval of the Governor and **all** the affected DAC members.

INTERNATIONAL CONVENTION

1. Pilot International will pay for half (½) of one room at the International Convention for the Governor.
2. Pilot International will provide a discounted room rate for the other five members of the DAC.
3. A Pilot who is not a member of the DAC may stay in the room with a DAC member **only** with the approval of the Governor and all the affected DAC members.
4. A DAC member may serve as a club delegate except for the Governor, who represents all the clubs in the Texas District.

MILEAGE

1. Mileage shall be paid at the rate of 75% of the IRS allowable amount. DAC members need to travel together whenever possible.

OFFICER DUTIES AT THE ANCHOR CONVENTION

1. The Governor and the Pilot Anchor Coordinator will work together in planning the convention. The Governor and the Governor-Elect will assist the Anchor Coordinator and the District Anchor President in devising the “Word for Word.” The final “Word for Word” is the responsibility of the Governor.
2. The Governor-Elect will serve as an assistant to the Anchor Coordinator. Other duties include:
 - Conduct the Anchor Advisor meeting during the convention, providing the agenda and handouts with plans for the new year
 - Conduct the post-convention meeting with the new Anchor Coordinator and Anchor Officers and their advisors
 - Begin to obtain ideas and theme in preparation for the new Anchor year for promotion of the next Anchor Convention
3. The Governor-Elect is responsible for working with the Awards Committee. The Awards Chair will email the winners to the Governor-Elect, who will prepare certificates. Plaques for the Outstanding Anchor Advisor and Outstanding Club of the Year will be ordered by the Governor-Elect for Convention. The Anchor President will present the awards with the Governor and Anchor Coordinator.
4. The Governor-Elect will make sure all plaques and certificates are in place prior to the awards ceremony.
5. The District Anchor Coordinator will supervise the Anchor District Focus/Service Project.
6. The Texas District Secretary will supervise the Anchor Secretary as minutes are taken, transcribed, and distributed to the Anchor officers and the DAC. She/he will not sit at the head table.
7. The Texas District Treasurer will receive all registration forms and email them to the Registration Chair. The Treasurer will pay all convention bills, as budgeted and approved by the Governor, at the close of the convention.

PROTOCOL FOR SEATING AND RECOGNITION OF PILOT DIGNITARIES

1. International and District Officers are recognized as honored guests and seated in positions of honor according to rank when visiting district conventions, Pilot functions and/or meetings, and for the chartering of new clubs.
2. Past International Presidents and/or Past District Governors attending a convention, Fall Council, or other Pilot function should be recognized by the presiding officer at some time during the session or function.
3. Dignitaries not seated at the head table (dais) will be seated at reserved tables immediately adjacent to the head table or placed directly in front of the head table. At large meetings, a second head table may be used. This table may be in front of and below the head table or may be at the opposite end of the room.

4. Past Presidents and Past Governors are presented by seniority of term in office. With people of equal rank, the one with the greater length of service takes precedence. In introductions, use year of service, not “Past,” and end with the most current. (Example: 1979-1980 Texas District Governor, 1989-1990 Pilot International President, member of the Pilot Club of Jasper, Dot Saari)

(Past Governors should always be introduced first by year, earliest to latest, including the Past International Presidents as Past Governors. Past International Presidents should be re-introduced as Past International Presidents by year, earliest to latest. If there are any officers from other Districts present, they would be introduced as “other honored guests.”)

5. The head table (dais) is always introduced – “from my far left” – to the podium, then – “from my far right” – to the podium, with the highest-ranking person introduced last. The PI President takes precedence over everyone else, except the Governor in his/her own District.
6. A District Governor or an International President, when introduced, should be accompanied by the audience standing for applause in recognition of the office. The presiding officer may indicate this by turning to the one so honored, gesturing slightly to the audience to rise, and leading the applause. Should an honored guest be inadvertently left out of the introductions, the presiding officer is notified by note (quietly) and may then acknowledge him/her when the agenda permits.

REQUIRED MAILINGS

1. The Governor’s Bulletin must be sent monthly via email to the DAC, all club Presidents, all Past Governors, the ECR, and the PI President. It can also be sent to the Past PI Presidents and governors of other districts. The bulletin will be posted on social media monthly. The Governor will have the option to combine the May and June Governor’s Bulletins into one (1) issue for publication (May/June).
2. Anchor Convention packets (Call to Convention) must be sent to all DAC, all Anchor clubs, all Presidents of Pilot Clubs sponsoring Anchor Clubs, all Past Governors, the ECR, and the Pilot International Anchor Liaison. They may be sent to Pilot clubs that do not sponsor an Anchor Club, as well as the rest of the Pilot International EC.
3. Pilot Convention packets (Call to Convention) must be sent to all DAC, all Presidents of Pilot Clubs, all Past Governors, the ECR, and the PI President.
4. The District Treasurer will send statements to Pilot Club Treasurers about Pilot Club dues.

ANCHOR CONVENTION MAILINGS

First Call to Convention packets should include the following items. This packet should be sent by electronic mail at least sixty (60) days before convention.

1. A Read Me First Document (including a list of all documents for the Call to Convention)
2. Invitation from the Anchor District Officers to the Anchor Clubs to attend convention

3. Convention Registration Form
4. District Anchor Dues Form or Invoice
5. Officer Nomination and Nominee Requirements Forms (if the deadline has been extended past Dec. 1)
6. Convention “At a Glance” (a convention check list of what will be happening – include theme info.)
7. Hotel Registration Information
8. What to Bring to Convention (including What to Wear)
9. T-shirt Sponsorship Form
10. Convention Fundraising Information
11. Convention Service Project Information
12. Texas District Anchor Scholarship Application
13. Advertising Form for the Convention Program
14. Any Reminders or Special Information on Special Events (ex. talent show or table decoration)

Second Call to Convention packets should include the following items. This packet should be sent by electronic mail at least (30) days prior to the opening of convention.

1. Read Me First Document (including a list of all documents for the Call to Convention)
2. Invitation from the Anchor District Officers to the Anchor Clubs to attend convention
3. Convention Registration Form
4. District Anchor Dues Form or Invoice (reminding of the past due deadline)
5. Updated Convention “At a Glance” (a convention check list of what will be happening – include theme information)
6. Hotel Registration Information
7. What to Bring to Convention (including What to Wear)
8. T-shirt Sponsorship Form
9. Convention Fundraising Information
10. Convention Service Project Information

11. Texas District Anchor Scholarship Application (only if the deadline has not already passed)
12. Advertising Form for the Convention Program
13. Any Reminders or Special Information on Special Events (ex. talent show or table decoration)
14. A List of Anchor District Officer Nominees (for website) as well as the individual Nomination Forms
15. Minutes of Anchor Convention (from previous year)
16. Proposed Anchor Budget
17. Audit Report (from previous year)
18. Proposed Standing Rules Changes (if applicable)
19. Any items that should be considered, such as proposals or pending motions (if applicable), which should be sent at least thirty (30) days in advance. This will expedite the business meeting.

DISTRICT PILOT CONVENTION MAILINGS

First Call to Convention packets should include the following items. This packet should be sent by electronic mail at least sixty (60) days before convention.

1. A Read Me First Document (including a list of all documents for the Call to Convention)
2. Invitation from the DAC to the Pilot Clubs to attend convention.
3. Convention Registration Form
4. Convention “At a Glance”
5. Hotel Registration Information
6. ECR Dinner Information
7. Marketplace Reservation Form
8. Silent Auction Form
9. Alternative Activities Form (or any forms to let members know what to wear and what is going to happen – ex: Friday Night Activity or theme / entertainment)
10. PIFF Fundraiser Flyer
11. Proposed District Budget

12. Pilot District Shirt Order Form
13. Advertising Form for the Convention Program
14. Proposed Standing Rules Changes (if applicable; must be sent at least 30 days in advance)
15. Proposed Honorary Member (if applicable)

Second Call to Convention packets should include the following items. This packet should be sent by electronic mail at least thirty (30) days prior to the opening of convention.

1. A Read Me First Document (including a list of all documents for the Call to Convention)
2. Invitation from the DAC to the Pilot Clubs to attend convention.
3. Convention Registration Form
4. Convention “At a Glance”
5. Hotel Registration Information
6. ECR Dinner Information
7. Marketplace Reservation Form
8. Silent Auction Form
9. Alternative Activities Form (or any forms to let members know what to wear and what is going to happen – ex: Friday Night Activity or theme / entertainment)
10. PIFF Fundraiser Flyer
11. Proposed District Budget
12. Pilot District Shirt Order Form
13. Advertising Form for the Convention Program
14. Proposed Standing Rules Changes (if applicable; must be sent at least 30 days in advance)
15. Proposed Honorary Member (if applicable)
16. Audit report (from previous year)
17. Convention Minutes (from previous year)

18. Nominating Committee Report/Qualification Forms and vision statements for election – two (2) pages per candidate – For the second page, the “References” should be **removed** and replaced with the candidate’s vision statement, as specified on the Qualification Form, with the vision statement being in a 12-point font, as also specified on the Qualification Form.
19. Recommendation from Texas Pilot TBI Camp, Inc. Board of Directors proposing two (2) directors to be elected by the convention body
20. Any items that should be considered, such as proposals or pending motions (if applicable), which should be sent at least thirty (30) days in advance. This will expedite the business meeting.