

# Georgia District Policies & Procedures

Adopted January 2007

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The purpose of the *Georgia District Policies and Procedures* is to provide guidelines for District Officers peculiar to the Georgia District and not included in other Pilot International resources, which will enable the DAC/DEC to function more cooperatively, efficiently, and effectively. The *Policies and Procedures* may be revised or updated at any time during the year by mutual consent of all District Officers.

## GENERAL RESPONSIBILITIES

1. It is the responsibility of each District Officer to become thoroughly familiar with all Pilot International and District materials and to maintain a District Officer's file for reference. Some materials to review:
  - Pilot International Bylaws
  - Pilot International Foundation Bylaws
  - Georgia District Standing Rules
  - Georgia District Budget
  - Club Visit Guidelines
  - District Administrative Council
  - Officer Guidelines provided by Pilot International
  - Approved Expenses Paid BY the District FOR District Officers
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2. All Georgia District Officers are charged to further Pilot International's objectives by studying and teaching its principles, ideals, and ethics. As representatives of Pilot, they are expected to act at all times in a manner conducive to enhancing the prestige of Pilot. They should familiarize themselves with the Bylaws, Policies, and Principles of Pilot International and give special emphasis to Pilot's ongoing focus – Brain Related Disorders.
3. Members of the DAC/DEC are to assist clubs with membership problems, encourage growth by organizing new clubs, emphasize fellowship, and assist clubs with problems when requested.
4. All officers making Club Visits are to submit their reports within 30 days.
5. Each outgoing District Officer is to prepare any appropriate District Files to be given to their successor by June 30. The Treasurer should deliver the books to the Chair of the Audit Committee by July 31. The Audit Committee returns the books to the Treasurer for the following year. (See #8 for responsibility of Audit Committee.) See the Pilot International Bylaws for the record retention policy.
6. It is the responsibility of each District Officer serving as a Club Visitor to clubs to provide the Governor with a copy of the visit report. See the Club Visit Guidelines provided yearly by Pilot International and stay current with all official visit procedures.

7. It is the responsibility of each District Officer to attend DAC/DEC meetings scheduled by the Governor except in an emergency situation unless prior approval to be excused has been granted by the Governor. DAC/DEC meetings are held as follows:
  - At the District Convention
  - Pre-Convention: current DAC/DEC
  - Post-Convention: newly elected DAC/DEC
  - At the Mid-Year Planning Retreat
  - At the Pilot International Convention – time and place to be announced
  - At Fall Council – time and place announced by the Governor.
  - At the Anchor Convention – time and place announced by the Governor.  
(DAC only)
  - The Governor may call additional meetings if needed. Two unexcused absences will result in replacement of that officer.
  
8. The Audit Committee will submit a copy of the audit report to the Governor by August 31. The Governor will send a copy of the audit report to the Past Governor and Treasurer. The audit report is addressed to the attention of the current Georgia District Governor.

### **DISTRICT PROPERTY**

1. District Officer pins and banners are the property of the District. The DAC's pins and banner are to be passed on at the District Convention at which they are installed. The five (5) Lt. Governor's banner shall be passed on at the Region Workshops following District Convention.
2. District files are property of the District and must be passed on by June 30.
3. The Governor's binder containing contracts shall be given to the Governor Elect by June 30.
4. The District owns Governor's club banner, Governor Elect's club banner, District banner, Anchor District banner, bell, and gavel. All items are passed from one officer to the other at District Convention.

### **FINANCIAL POLICIES**

1. Vouchers must be used for reimbursements of District expenses. The vouchers should have receipts attached (if applicable).
2. Vouchers are handled as follows: (all reimbursements require approval of the Governor)
  - Vouchers with receipts are received by the Treasurer.
  - Treasurer verifies bills or expenses and documents expenses in budget.
  - Expenses are approved by the Governor and Governor Elect.
  - Treasurer sends Governor the checks and vouchers to sign.
  - Governor forwards voucher to Governor Elect for signature
  - Governor Elect returns vouchers to Treasurer.
  - Governor or Treasurer forwards check to the Pilot requesting reimbursement.
3. Anyone submitting expense vouchers to the District for payment should submit them within 30 days in which the expenses were incurred to receive reimbursement.

4. District checks for payment of approved expenses are signed by the Treasurer and the Governor. The Governor-Elect signs in the absence of the Governor.
5. The District Treasurer will open an interest-bearing checking account if possible, with a bank of the Treasurer's choice. The Treasurer, Governor, and the Governor-Elect will sign the signature card on file with the bank.
6. The District reimburses the DAC/DEC for District Convention expenses and Fall Council expenses as budgeted with receipts.
7. The District Business Debit Card, linked to the Georgia District General Checking account, allows everyday business purchases, cash withdrawals and transfer of funds with daily limits on ATM cash withdrawals up to \$700 and purchases up to \$7500. No ATM service fee applies when used at Bank of America ATMs. Purchases are itemized in monthly and on-line statements for tracking. Voucher with receipts is required to follow each transaction. The Treasurer, Governor and Governor-Elect are on file with the bank for use of this card. The Georgia District Governor will keep the card and may use the card for up to \$500 without approval. Anything over must be approved by the DAC.
8. A club with delinquent payments of any monies owed will be sent an invoice from the District Treasurer for the said payments.

#### **CLUB VISIT**

1. All clubs shall have an Official Contact Person assigned to their club each year. Official "contacts" will be made with all clubs.
2. Club Visits are made by the Governor, Governor Elect, and Region Lt. Governors.
3. Club Visit travel is paid by Pilot International. The club hosting the official visit pays for lodging if necessary.

#### **DISTRICT CONVENTION**

1. Members of the DAC/DEC are encouraged to room together.
2. Pilot or Pilot guest may stay in the DAC/DEC rooms with approval of the Governor.
3. The Executive Committee Representative (ECR) shall be provided one room.
4. The DAC/DEC represents all the clubs in the Georgia District and **no** DAC/DEC member shall serve as a club delegate.
5. The District is **not** responsible for the registration, travel, room, or any other expenses of a Coordinator or Appointee who serves as a club delegate. Their club is responsible for their expenses.

## **OFFICER DUTIES AT DISTRICT CONVENTION**

1. The Governor and the DAC are responsible for planning the convention and the Governor is responsible for writing the Word for Word. Copies should be e-mailed to the Governor Elect after approval by the ECR and District Parliamentarian.
2. The Governor-Elect is responsible for the Saturday's Award luncheon.
3. The Governor shall tabulate District Convention and Fall Council evaluations and share with the DAC/DEC to facilitate future convention planning.
4. The Governor-Elect is responsible for working with Awards Committee and writing the script for the awards ceremony and emceeding the ceremony.
5. The Governor-Elect assists the Governor in handing out the awards.
6. The Governor-Elect is responsible for the Awards Ceremony (makes certificates, orders plaques, and engraving of cups).
7. The Secretary shall take accurate convention minutes and distribute them to the DAC/DEC within two weeks. This individual attends all meetings with the Governor.
8. The Treasurer will receive all registration forms and forward a report of paid registration forms to the registration chair. The Treasurer will pay all convention bills, as budgeted at the close of the convention.

## **FALL COUNCIL**

1. The Georgia District will host a Fall Council each year.
2. Members of the DAC/DEC will be responsible for planning each Fall Council with no major burden on any one club.
3. Members of the DAC/DEC and District Membership Development Team may hold additional training as requested by club members with the approval of the Governor.

## **SCHEDULE OF HOST REGIONS** - The schedule changes yearly on a rotational basis.

<b>Event</b>	<b>Year</b>	<b>Hosting Region</b>
District Convention	2021	Southeast
Fall Council	2021	Northeast
District Convention	2022	Southwest
Fall Council	2022	East Central
District Convention	2023	Northwest
Fall Council	2023	Southeast
District Convention	2024	Northeast
Fall Council	2024	Southwest
District Convention	2025	East Central

Fall Council	2025	Northwest
District Convention	2026	Southeast
Fall Council	2026	Northeast
District Convention	2027	Southwest
Fall Council	2027	East Central
District Convention	2028	Northwest
Fall Council	2028	Southeast
District Convention	2029	Northeast
Fall Council	2029	Southwest

**PILOT INTERNATIONAL CONVENTION**

1. Pilot International will pay for ½ of one room at the International Convention for the Governor.
2. Pilot International will provide the other members of the DAC/DEC with rooms at a discounted rate.
3. A Pilot who is not a member of the DAC/DEC may stay in the special rate room with the DAC/DEC member with approval of the Governor.
4. **No** member of the DAC/DEC shall serve as a club delegate. The DAC/DEC represents all the clubs in the Georgia District.

**MILEAGE**

1. Mileage shall be paid at the rate of the Pilot International allowable amount or as budget dictates. DAC/DEC members need to plan to travel together whenever possible. When members drive together, only the person responsible for driving and using their vehicle will be reimbursed.

**OFFICERS DUTIES AT THE ANCHOR CONVENTION**

1. The Governor, along with the other members of the Pilot Anchor Committee will work together in planning the convention. The Governor and Governor Elect will assist the Anchor Coordinator and the District Anchor President.
2. The Governor Elect will assist the Anchor Coordinator and meet with the Anchor Advisors providing agenda and handouts with plans for the new year, meet with the new Anchor officers following the adjournment of the convention, and prepare the convention promotion for the following year.
3. The Secretary will supervise from the floor the Anchor Secretary as convention minutes are taken, written-up, and distributed to the Anchor officers and DAC.
4. The Treasurer will receive all convention registrations and forward a report of paid registrations to the registration chair for the convention and pay all convention bills 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 club meetings, district conventions, Pilot functions 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 and below the head table or may be at the opposite end of the room.
4. Past Pilot International Presidents and Past District 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 the introductions, you should use years of service, not term "Past", and you should end introductions with most current. Example: 1979-1980 Georgia District Governor, 1989-1990 Pilot International President, member of the Pilot Club, name of the Pilot. \* (Past Governors should always be introduced first by year, earliest to latest, including the Past International Presidents as Past Governors. If there are any officers from other districts present, they would be introduced last 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 Pilot International President takes precedence over everyone else, except the Governor in her own District.
6. The ECR or 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. They are always introduced by the presiding officer, never the program chairman, or anyone else.
7. Any District officer or other official, past or presently serving, who appears late with NO RESERVATION or previous announcement of arrival or attendance is seated as close to the head table as possible. The presiding officer is notified by note (quietly) and may then acknowledge him/her when the agenda permits.

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