

GEORGIA DISTRICT ANCHOR STANDING RULES

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Amended February 27, 2010
by the Georgia District Anchor Convention Voting Body

Georgia District Anchor Standing Rules

As amended at Anchor Convention 2010

Article 1: Georgia District Anchor Executive Committee

The Georgia District Anchor Executive Committee shall consist of the Georgia District Anchor officers (President, President Elect, Secretary, Convention Chairperson, and Regional Chairpersons), the Georgia District Pilot Anchor Coordinator, and the Assistant Anchor Coordinator. The Georgia District Governor and Governor-Elect shall be ex officio members.

Article 2: Dues

Each member of the District shall pay to the Georgia District Pilot Treasurer annual dues of eight dollars (\$8.00) per year. The annual dues shall be payable on or before November 1 of each year.

Article 3: District Officers

- A. The officers of the Georgia District Anchor shall be President, President-Elect, Secretary, Convention Chairperson, and one (1) Chairperson from each region corresponding to the Georgia District Pilot Region.

- B. Qualifications for District Office
 1. The District Anchor President-Elect shall become the District Anchor President at the close of the term.
 2. A nominee for District Anchor President-Elect shall be a member in good standing from the nominating club and have at least two (2) full years of high school remaining. The person elected President-Elect will automatically assume the position of President at the end of the next year's convention.
 3. A nominee for District Anchor Secretary shall be a member in good standing from the nominating club and have at least one (1) full year of high school remaining.
 4. The Convention Chairperson shall be a member in good standing from the nominating club and have at least one (1) full year of high school remaining.
 5. Nominees for District Anchor Regional Chairpersons shall be members in good standing from the nominating clubs and shall be elected for each region by the delegates of the respective regions.
 6. Nominations for District Anchor Office must be submitted to the District Pilot Anchor Coordinator forty-five days before the District Anchor Convention and must give qualifications.
 7. In the event no nominees are received for a given office, it will be the responsibility of the District Anchor Officers and Anchor Coordinator to secure a nominee for each office.
 8. The term of office for President, President-Elect, Secretary, and Convention Chairperson shall be one (1) year.

9. Regional Chairpersons may serve no more than two (2) years.
10. A specified time and place shall be arranged for each nominee to be presented to the convention body.
11. Convention badges will denote nominees for District Office.
12. Nominees for any District office must be present at the Anchor convention at which they are elected to District office.

C. Election of District Anchor Officers

1. Only verbal campaigning for district office will be permitted during the District Anchor Convention.
2. Only one (1) candidate for the office of President-Elect, Secretary, or Convention Chairperson shall be elected from any given Anchor Club.
3. Election shall be by secret ballot at a specified time and place during the district convention.
4. Pilots appointed by the District Pilot Anchor Coordinator shall act as election tellers, reporting to the District Anchor President.

D. Duties of District Anchor Officers

1. Term of office for each District Officer shall be one year beginning July 1 following District Convention and ending June 30 of the following year.
 - a. If any officer becomes disabled and/or mentally unable to perform the duties of the office, and such incapacity continues for a period of three (3) successive months, or if the officer is absent from any two (2) meetings of the Executive Committee, the officer automatically forfeits the office.
 - b. In the event the office of the President becomes vacant, the President-Elect automatically becomes President. If a vacancy occurs in any other office, it shall be the duty of the Anchor Coordinator to fill such vacancy for the unexpired term by appointment.
2. The in-coming District Anchor Executive Committee will attend a meeting at the close of each District Convention at the convention site.
3. All officers shall attend a required planning meeting during the summer or early fall to review district business and make plans for the annual District Anchor Convention, preferably at the convention site.
4. All district officers are required to attend the summer or early fall meeting. Any officer who does not attend except for illness, death of family members or conflict of an activity for a required school activity will automatically forfeit their office.
5. Officers will attend a meeting of the District Anchor Executive Committee on Friday evening prior to the District Anchor Convention.
6. Officers will contribute articles to the District Anchor Newsletter, Anchors Aweigh.
7. It will be the duty of the President-Elect and/or her/his club to decorate for the Awards Banquet at the convention at which she/he will be installed as President.

Article 4: District Anchor Convention

- A. A District Anchor Convention shall be held each year at least four weeks prior to the Georgia District Pilot Convention.
 - 1. It will be the responsibility of the District Pilot Governor and the District Anchor Coordinator to select a convention site on or before the first of the year, two (2) years prior to such convention.
 - 2. The District Anchor Coordinator and the District Anchor Officers shall set the District Anchor Convention registration fee.
 - 3. Convention registration fees must be submitted concurrent with the registration form.
 - 4. A refund for a reservation will not be made unless the reservation is cancelled in writing by the set deadline.
 - 5. Roberts Rules of Order Revised shall govern meetings of the Georgia District Anchor Convention in all cases where they are applicable and in which they are not inconsistent with the Standing Rules or Special Rules of the organization.
 - 6. A Parliamentarian shall be a Pilot appointed for each meeting by the District Youth Coordinator.

- B. Delegates
 - 1. Each Anchor Club who has paid Pilot International and Georgia District Dues is eligible to vote on all voting issues to come before the convention. Each Club is entitled to three (3) voting delegates and two (2) alternates.
 - 2. Only those delegates or alternates representing registered Anchor Clubs from the Georgia District are eligible to vote on business brought before the convention body.
 - 3. Only registered delegates or alternates will be allowed into the election hall to vote for District Anchor Officers.

Article 5: Anchor Region Workshops

An Anchor Region workshop may be held annually for each region, preferably in the fall of the year, in accordance with the Outline for Region Workshops prepared by the District Anchor Coordinator and the District Anchor officers as approved by the District Administrative Council. Anchor Region Workshops may be held as follows:

- A. Along with the Pilot Region Workshop and assisted by the Anchor Region Chairperson. **OR**

- B. Independently of the Pilot Region Workshop and organized by the Anchor Region Chairperson with the assistance of the Pilot Regional Lieutenant Governor.

Article 6: Finances

- A. The Georgia District Treasurer will maintain a separate accounting for all Georgia District Anchor funds, which shall be called the Georgia District Anchor and Georgia District Anchor Convention accounts.

- B. District Anchor Account
 - 1. The District Anchor Account shall be comprised of Anchor dues, and the Georgia District Pilot Treasurer shall serve as Treasurer for the Georgia District Anchor.
 - 2. The budget for the District Anchor Account shall be drafted by the District Anchor Officers and the District Anchor Coordinator. This budget shall be approved by the Georgia District Administrative Council.
 - 3. The expenses of the District Anchor Officers shall be paid, as budgeted, provided that they attend all scheduled meetings and the District Convention.
 - 4. The expenses of the District Anchor officers shall be paid as budgeted for attending Freedoms Foundation and any unused money from officers or region chairpersons who for any reason cannot attend Freedoms Foundation shall be applied equally among those officers or chairpersons who are able to attend. Priority shall be given to those District Anchor Officers who have not attended Freedom Foundation in the past.
 - 5. If a Georgia District Anchor Club receives Anchor Club of the Year from Pilot International, \$500 from District Anchor funds will be given to the club to offset expenses (registration, airfare, hotel, meals) for the immediate past President of the club (or her designee) to attend Pilot International Convention to accept the award.
 - 6. One half of the cost of the hotel for four (4) days and transportation cost will be paid from the District Anchor Account for the Incoming President (or the alternate – the next in line) to attend Pilot International Convention to represent the Georgia District Anchors.
 - 7. Hotel cost at ½ the room rate and transportation expenses for Pilot International Convention will be paid for the District Anchor Coordinator (or her alternate) when her attendance is required as a chaperone for the Georgia District Anchor representative at convention.

- C. District Anchor Convention Account
 - 1. The District Anchor Convention Account shall be comprised of convention registration fees.
 - 2. The District Anchor Convention Budget shall be drafted by the District Anchor Officers and the District Youth Coordinator with approval of the District Pilot Administrative Council.
 - 3. A District Convention Reserve Fund, not to exceed two thousand dollars (\$2,000.00), shall be accumulated from unused convention funds for the purpose of defraying excess expenses, which may occur during future conventions.

4. Outstanding expenses to be paid from the Georgia District Anchor Convention Account must be presented to the Georgia District Anchor Coordinator within thirty (30) days following the close of the convention, or they will not be paid.
- D. The Audit Committee, appointed by the Georgia District Pilot Governor at the close of the Georgia District Convention with the approval of the District Administrative Council, will audit the books of the Anchor Convention Account and the District Anchor Account, along with the Pilot District Account, and will distribute an Audit Statement by August 31.

Article 7: District Anchor Awards

- A. Awards for first, second, and third place shall be given in the following categories:
1. Community Service – typewritten report with documentation.
 2. Outstanding Club of the Year
 3. Scrapbook
- B. The District Anchor Coordinator, Assistant Youth Coordinator, and District Anchor Officers shall set up uniform rules to be used in judging all District Awards.
- C. The Awards Selection Committee shall be appointed by the District Anchor Coordinator.

Article 8: District Anchor Newsletter

The District Anchor Newsletter shall be coordinated through the Georgia District Anchor Coordinator. These shall be published four times a year.

Article 9: Records

- A. The following records are permanent and shall be kept:
1. Minutes of the District Anchor Convention, including audit reports.
 2. Any correspondence relating to serious problems in the district
- B. The following records shall be kept for five (5) years:
1. The Convention and Georgia District Anchor Account files.
 2. Any records of votes cast.
- C. The Newsletters and Bulletins of the Anchor District shall be kept for two (2) years.
- D. All records must be passed on to the officer's successor at the close of the convention, with the exception of the Treasurer's records. The Treasurer's records will be given to the Governor for the Audit Committee.

- E. A copy of the minutes of the convention will be furnished to the District Pilot Governor, District Anchor Officers, Pilot District Anchor Coordinator, and Assistant Anchor Coordinator at the close of the convention.

Article 10: Amendments to the Standing Rules

These Standing Rules may be amended by the affirmative vote of a majority of the qualified delegates present and voting thereon at any District Anchor Convention, provided the proposed amendments are submitted in writing to the District Anchor Coordinator by December 1 and presented in writing to the clubs in the District not less than thirty (30) days prior to the opening of the District Anchor Convention at which action is to be taken on the amendments.

Article 11: Implementation and Evaluation

- A. This structure has been confirmed and is allowed to function as the Georgia District Anchor.
- B. This plan shall be conducted and evaluated periodically under the guidance of the Georgia District Governor, the District Administrative Council, the District Anchor Coordinator, and the Assistant Anchor Coordinator.