



SAN JACINTO PILOT CLUB, INC. STANDING RULES

I. Meetings

- A. This club shall meet at noon on the 2nd Thursday of each month for the business meeting at Galena Park ISD Administration Building.
- B. The Executive Board shall meet within one week prior to the business meeting at a time agreed by the President and Executive Board.
- C. A quorum consisting of majority of active membership, not including e-members, must be present to conduct business. In the event a quorum is not present, membership's vote will be polled via email.
- D. The regular meeting date and place of a meeting may be changed by vote of the club at any regular meeting or at a meeting called for that purpose.

II. Initiation Fees and Dues

- A. An initiation fee of \$30.00 of which \$25.00 is payable to PI shall accompany acceptance to membership.
- B. Dues for active, associate and special members shall be payable in advance as follows:
 - 1. \$60.00 annual dues
 - 2. \$6.00 Club Insurance to Pilot International
 - 3. \$10.00 annual District dues
 - 4. \$24.00 annual local club dues
 - 5. All dues are due and payable on or before June 1st of each year. Yearly dues must be paid no later than June 15th for the new Pilot year starting on July 1st. Membership dues that are not paid by that date will not be included in upcoming Pilot year roster. The Executive Board will review members whose dues are not paid by that date. Reinstatement will require a vote by the Executive Board. Reinstated members will be required to pay a reinstatement charge of \$10.00.

III. Club Officers

- A. The officers of the San Jacinto Pilot Club shall be President, President Elect, Secretary, Treasurer, Membership Chair and four (4) Directors. These officers, except the Directors, shall be elected annually for a term of one year and shall serve until their successors are installed. Two Directors shall be elected annually for a term of two years. The immediate Past President shall automatically be the Membership Chair and shall serve for one year. If the Past President chooses not to serve as Membership Chair, the Past President will remain on the Board.
- B. The President Elect shall serve a term of one year and automatically become President.

- C. The President shall serve a term of one year.
- D. A vacancy in the office of President shall be filled for the unexpired term by automatic advancement of the President Elect. Vacancies in the office other than the President shall be filled for the unexpired term by appointment by the President with the approval of the Executive Board within 30 days.
- E. A nominating committee of three and two alternates shall be elected by vote each year at the February Club Business Meeting. Election of officers shall be at the March Club Business Meeting.

IV. Duties of Club Officers

In addition to the officer duties described in Article XIII of the Pilot International Bylaws, the following duties shall be performed:

- A. The President shall:
 - 1. Appoint the following:
 - a. Awards/Grants Committee Chair
 - b. Chaplain
 - c. Courtesy Chair
 - d. Parliamentarian
 - e. PI Founder's Fund Representative
 - f. Pledge of Allegiance
 - g. Door Prize Chair
 - h. Youth Coordinator – shall attend executive board meeting as a non-voting member
 - i. Texas TBI Camp Representative
 - 2. Authorize expenditures of unbudgeted amounts not to exceed \$250.00. Larger amounts shall be referred to the Executive Board for recommendation to the membership.
- B. The President Elect shall:
 - 1. Serve as Program Director
 - 2. Serve as Yearbook Publisher
 - 3. At the end of the term of office, automatically become President for a term of one year.
- C. The Directors shall be:
 - 1. Fundraising Director, Public Awareness Director, Projects Director, and Operations Director.
- D. Term of office for all officers shall commence July 1st of each year.

V. District and International Conventions

- A. The San Jacinto Pilot Club shall send the required number of delegates to all District and International conventions.

- B. Texas District Convention
 - 1. Attendees
 - a. Three Delegates – Current President and current President Elect shall constitute two of the three delegates. The third delegate will be elected by the membership.
 - b. Incoming Secretary and incoming Treasurer may attend.
 - 2. Club expenditures for District Convention to be paid for above attendees.
 - a. Registration fee
 - b. One hotel room for every two delegates that attend for two nights. If a delegate rooms with a non-delegate, only half of that room will be paid for by the club. (Pilots are encouraged to share rooms.)
 - c. Mileage for two (2) automobiles for the District Convention. (Attendees are encouraged to share automobiles.)

- C. PI/PIF International Convention & Leadership Conference
 - 1. Attendees - One delegate and one alternate delegate. Delegate shall be the newly elected Club President. Alternate delegate shall be the newly elected President Elect. In the event the Club President or President Elect cannot attend, the Club will vote on the attendee(s).
 - 2. Club expenditures for PI/PIF Convention
 - a. Registration fee for the delegate and alternate delegate.
 - b. Transportation (group or tourist airfare rate) for two attendees.
 - c. One hotel room for every two delegates that attend for length of convention. If a delegate rooms with a non-delegate, only half of that room will be paid for by the club. (Pilots are encouraged to share.)

VI. Attendance and Participation

- A. A member is expected to attend all Club meetings.

- B. E-Membership
 - 1. Are not required to attend regularly scheduled Business and Program meetings, but are welcome at all. Must remain active in the Club as much as possible and will be expected to work at least one (1) fundraiser, three (3) projects, and one (1) social per year.
 - 2. E-members pay membership dues.
 - 3. E-members may vote when in attendance or when an email vote is taken.

- C. Perfect Attendance
 - 1. Perfect Attendance certificates shall be annually awarded to those members whose record, as kept by the Secretary, shows attendance at the number of scheduled meetings.

2. A member can “make up” a missed meeting and qualify for perfect attendance by notifying the Secretary that the member has attended any of the following:
 - a. PI Convention replaces two (2) meetings
 - b. District Convention replaces two (2) meetings
 - c. Major fundraiser Spaghetti Dinner replaces two (2) meetings
 - d. Fall Council meeting replaces one (1) meeting
 - e. Anchor Convention replaces two (2) meetings
 - f. A regularly scheduled meeting of any other Pilot Club replaces one (1) meeting
 - g. Scheduled Pilot project, fundraiser replaces one (1) meeting
 - h. Attendance at a TBI Camp replaces two (2) meetings
 - i. Pilot Planning Meeting is a scheduled meeting, but the Planning Meeting will also count as one (1) make up meeting
3. Unscheduled Pilot projects or fundraisers must be approved by Club vote to be a makeup meeting to replace one (1) meeting.
4. All Club members are expected to participate fully in Club fundraising activities and service projects.

VII. Prospective Membership Guidelines

- A. Pilot member brings a visitor to a club meeting and the visitor receives a welcome package.
- B. If the visitor completes the prospective member form and returns it to the Pilot Club, along with his/her dues, they become a Pilot member.
- C. The Membership Chair will forward all information sheets for the proposed new Pilot to the Treasurer, Secretary and Yearbook Coordinator.
- D. When the dues and information sheets are received by the Treasurer, a copy of the information sheet is retained by the Treasurer and a copy of the information sheet with the appropriate check are sent to District and International. (The original information sheet is sent to Pilot International with a check. A copy is retained in the Secretary’s minutes book for the Club files.)

VIII. Miscellaneous Club Policies

- A. The Courtesy Chair shall send:
 1. A flower arrangement, not to exceed \$75, for hospital illness of a Pilot and a card for home illness.
 2. A card for hospitalization of a Co-Pilot.
 3. A floral remembrance or a donation, not to exceed \$75, for a death in the immediate family of a Pilot (mother, father, child or spouse).
 4. Meals and/or food sent to a home in case of illness or death left to the discretion of the Courtesy Chair.
 5. A card will be sent for the death of any other family member.
- B. All minutes and financial reports of the Pilot Club will be archived by the President.