

VIRGINIA DISTRICT PILOT INTERNATIONAL

Standing Rules

Revised April 2026

A. Officers and Their Duties

1. Officers of the Virginia District will be Governor, Governor Elect, Treasurer, and Secretary. These officers comprise the District Administrative Council. No officer, except for the Treasurer and Secretary, will serve more than two consecutive terms in the same position within the Virginia District. The Treasurer of the Virginia District will not simultaneously hold the office of Treasurer for any local Pilot Club, including clubs within or outside of the Virginia District, nor will they hold any office within any other DAC while serving as Treasurer of the Virginia District. Exceptions in the term for office for Secretary and/or Treasurer may be granted by the Pilot International Executive Committee.
2. The DAC will approve awards providing equal opportunity for all clubs.
3. The Governor's magnetic gold-colored name bar will be the property of the District and passed on to the succeeding Governor at District Convention.
4. The Governor Elect's magnetic gold-colored name bar will be the property of the District and passed on to the succeeding Governor Elect at District Convention.

B. Meetings

1. A Fall Council will be held each year unless otherwise voted by the Convention body.
2. Area workshops will be authorized as needed under the supervision of the DAC.
3. The site of the District Convention and Fall Council must comply with the District criteria.
4. Joint and Regional meetings of the Anchor Clubs in the District will be held under the supervision of the DAC in accordance with PI policies.
5. Fall Council and District Convention will be hosted by one or more clubs, designated by the DAC, with responsibilities including securing the venue, organizing meals, coordinating logistics, and other duties agreed upon by the DAC and host club during the planning process.

C. Finances

1. District dues will be established by the voting body of the District Convention. Dues will be payable annually in advance to the District Treasurer by July 1st, and are non-refundable.
 - a. Fifty-year and emeritus members will not be required to pay District dues.
 - b. District members who are not a member of a PC are required to pay district dues.
2. A club organized after March 1st will pay its pro-rated share of dues for the remainder of the year. Clubs will pay pro-rated dues for all new members after July 1st.
3. The District Budget, in addition to the items required by PI, will include:
 - a. A gift for the retiring Governor purchased by the Treasurer.
 - b. A gift for the ECR.
 - c. Past Governor's bar.
 - d. Funds for District awards when approved.
 - e. District Administrative Council meetings. Governor, Governor Elect, Treasurer and Secretary will receive a per diem for meals with receipts, and ½ double room when necessary. For travel by car, the District will reimburse parking and tolls, plus the less expensive of mileage at 75% of current IRS rate or cost of rental plus gasoline.
 - f. Necessary telephone and postage expenses for DAC.
 - g. Each club Secretary will submit their club's roster to the District Secretary and the Governor-Elect for review. Following their review, the approved roster will be submitted to the website overseer for posting on the Virginia District website. The roster will be password-protected and accessible to members only.

Additionally, the most current Standing Rules of the District will be posted on the Virginia District website. These are not required to be password-protected.

- h. District Governor's Bulletin will be mailed or emailed when available to all Club Presidents, Coordinators & Past Governors of the District; all district members who are not a member of a PC; PI Headquarters, members of the Executive Committee, Past PI Presidents, and Governors of other Districts.
 - i. Supplies and postage for District Coordinators.
 - j. Supplies and postage for the PIFF Representative.
 - k. The Registration fees for the Governor Elect, District Secretary, and Treasurer to attend the Pilot International Convention will be paid by the district on an annual basis, based on available funds. This registration fee will not be counted towards the budgeted amount. A line item in the district budget will include the registration fee for these three individuals. The budget allocation will remain the same, ensuring that the registration fee does not take up a significant portion of the allocated amount. Expenses for travel, lodging, and meals not included in the registration will be reimbursed up to the budgeted amount when receipts or invoices are filed and approved.
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 - m. District Chaplain's expenses.
 - n. In the event of the death of a past or present Governor of the Virginia District, a memorial gift will be sent to the Pilot International Founders Fund in their honor. The District Treasurer will be responsible for sending the donation, and the amount of the gift will be defined in the budget. The family will be notified of the memorial donation.
 - o. District Membership Development Team expenses.
 - p. The District Meetings Budget may include these expenses:
 - i. Decorations at District Meetings.
 - ii. Honorarium for speakers or program participants.
 - q. Expenses will be paid for the District Meetings Planning Committee to visit and help in site negotiations with approved receipts.
 - r. Expenses for the Governor to attend the PI Convention not reimbursed by PI including registration fee, transportation, up to ½ double room, and meals not included in the registration not to exceed budgeted per diem with receipts.
4. All DAC who have signatory authority will be bonded for a period of three years.
5. The PI Officers Account, established in 2001, is to cover expenditures of Virginia District Pilots who are elected to Vice President, or higher, of Pilot International.
6. The Virginia District will cover the cost of hotel room and registration fee for the Pilot International Executive Committee Representative in attendance at district convention. The hotel room will be covered at the advertised rate listed in the Call to Convention. The district will not cover lodging or registration fees for Fall Council unless official business is conducted, and attendance by the Pilot International Executive Committee Representative is explicitly requested by the District Administrative Council.

D. District Administrative Council Guidelines

- 1. The Standing Rules may be amended by a majority vote at any District Convention by the convention body. Proposed amendments may be presented by a club, a club executive board, the DAC, a District Division or a special committee. Written notice of proposed amendments will be sent to all clubs thirty (30) days prior to the convention.
- 2. Parliamentary Authority. The current edition of Roberts Rules of Order, Newly Revised, will govern the District where they apply and are not inconsistent with Pilot International Bylaws.

3. The voting body will consist of club delegates, district officers, and past Governors who pay dues to Pilot International and the District, except 50-year members who are exempt from dues but retain full voting rights.
4. Annual visits to Virginia District clubs will be determined by the Governor and Governor Elect.
5. In order to keep the incorporation of the Virginia District in good standing with the State Corporation Commission, Commonwealth of Virginia, the District Administrative Council serves as the Board of Directors, Virginia District, Pilot International, Inc. The Articles of Incorporation provide that the Board of Directors will meet and elect the incoming District Officers as their successors, the new officers becoming the Board of Directors, Virginia District, Pilot International.
6. District Meetings
 - a. Meeting places will be left to the discretion of the host club and need not be in the hometown.
 - b. District meetings will be held only at places where all convention facilities are accessible to the disabled.
 - c. Flexibility in the schedule will be the responsibility of the DAC. Should a scheduled host club determine they are unable to perform, notice must be given to the DAC at least one year prior to that meeting. The club next on the list for that region will be eligible.
 - d. New clubs will be added to the end of the existing list under Fall Council.
 - e. Fund raising activities will not be allowed during business sessions of Fall Council and/or District Convention.
 - f. Fall Council and District Convention schedules will be determined by the DAC with cooperation from the District Clubs.

E. Articles of Incorporation

1. Virginia District Articles of Incorporation
 - a. The District Administrative Council will annually ensure the District Articles of Incorporation are in good standing with the State Corporation Commission.
 - b. The District Governor will serve as the registered agent with the State Corporation Commission.
2. Club Articles of Incorporation
 - a. The Club's Executive Board will annually ensure the Club's Articles of Incorporation are in good standing with the State Corporation Commission.
 - b. A member in good standing will serve as the registered agent with the State Corporation Commission.

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

1. The Virginia District Anchor Organization operates independently under its own standing rules.
2. The final approval for all administrative and operating aspects is the responsibility of the DAC and District Anchor Coordinator.
3. The DAC and District Anchor Coordinator shall be responsible for the supervision of the Anchor District and selection of the annual District Anchor convention site.
4. Decisions deemed necessary for emergencies or other unforeseen events will be the responsibility of the DAC and the District Anchor Coordinator.

Convention

2022 Portsmouth
2023 Suffolk
2024 Danville
2025 Harrisonburg
2026 Dan River Region

Fall Council

2022 Dan River Region
2023 Luncheon Chesapeake
2024 Luncheon Danville
2025 Portsmouth
2026 Suffolk

2027 Luncheon Chesapeake
2028 Luncheon Danville

2027 Danville
2028 Harrisonburg

International Conventions

2026	Oklahoma City, OK
2027	Grand Rapids, MI
2028	San Antonio, TX