

# FAA FLYING CLUB INC.

WASHINGTON, DC

CONSTITUTION,

BY-LAWS, AND

OPERATING RULES

*Revised July 2014*



# CONSTITUTION OF THE FAA FLYING CLUB, INC.

## ARTICLE I. PURPOSE

The FAA Flying Club is a Virginia non-stock not-for-profit corporation (herein the "Club") established to stimulate and encourage interest in aviation, to advance the knowledge of members in aviation and aviation-related subjects, to sustain and improve the proficiency of members in flying, to provide an opportunity for members to fly aircraft economically, to provide an environment which affords recreational and social advantages within the aviation community and to do all of the things necessary in the operation of the Club to accomplish its principal objectives.

## ARTICLE II. MEMBERSHIP

*Section A.* -- A membership shall consist of an individual and those dependents approved by the Board of Directors. Each membership shall have one vote.

*Section B.* -- Membership in the Club is open to individuals approved by the Board of Directors. The Club does not and will not practice discrimination based on race, color, religion, sex, age, or national origin when determining eligibility of applicants.

*Section C.* -- For the purposes of the Club Constitution, By-Laws and Operating Rules the pronoun "his" shall be considered generic and shall refer to male and female Club members.

*Section D.* -- Club By-Laws shall prescribe the conditions and classes of membership.

## ARTICLE III. OFFICERS AND DIRECTORS

*Section A.* -- All officers are members of the Board of Directors; and each shall be an active Club member in good standing. Inactive members who wish to serve as an officer may do so in times when no active members are available or willing to serve in the position as determined by the President or his designee.

*Section B.* -- Officers shall be elected each May for a term of one (1) year by the Club membership as provided in the By-Laws and shall serve until the following May unless death, resignation or impeachment by the general membership intervenes. Nothing in this section shall prohibit an officer from being re-elected to consecutive terms, provided that he is re-elected annually each May.

*Section C.* -- The elected offices of the Club are: President, Executive Vice President, Vice President and Treasurer, Vice President and Maintenance Officer, Vice President and Secretary, Vice President and Membership Officer, Vice President and Safety Officer / Chief Flight Instructor.

*Section D.* -- The most recent past president of the Club willing to serve, shall sit on the Board of Directors as an *Ex Officio* member with the right to vote on all matters properly presented to the board.

*Section E.* -- The Registered Agent shall be an appointed officer of the Club. In his capacity as Registered Agent he shall not vote on issues coming before the Board of Directors. He shall fulfill the requirements of the Code of Virginia.

*Section F.* -- Any officer of the Club may be recalled from office by a two-thirds vote of the total membership in person or by proxy at a meeting called for said purposes.

*Section G.* -- Interim vacancies on the Board of Directors shall be filled by election by the general membership. Written notice of such election postmarked ten (10) days before the next general membership meeting or a meeting called for such purposes shall be provided.

## ARTICLE IV. DUTIES OF OFFICERS AND MEMBERS

*Section A.* -- Each officer shall perform the duties of his office as specified in the By-Laws, conduct the activities of the Club in an efficient and business-like manner and safeguard the interest of the Club at all times.

*Section B.* -- The Board of Directors shall determine policy, arbitrate intra-Club disputes and regulations violations, direct investigations when deemed necessary, protect the Club's interests and safeguard its welfare and arrange for the financial audit at the end of each fiscal year. Decisions of the board are subject to review by and approval of the general membership.

*Section C.* -- Members shall conduct themselves in a proper and fitting manner, be mindful of the Club's interests, exercise caution and safety in flying and observe all Federal, State, local, home field, and Club rules and regulations. Members are financially responsible to the Club as specified in the By-Laws. Family members are jointly responsible for the charges incurred by each family member.

## ARTICLE V. MEETINGS

*Section A.* -- A meeting of the membership shall be held each May for receiving the report of the treasurer and other officers and committees, for electing officers and for transacting such other business as may be presented to or by the members. The Club fiscal year shall be from May first to April thirtieth or such other date(s) as determined by the treasurer with the approval of the Board of Directors.

*Section B.* -- Meetings of the membership shall be held at least once each quarter or more often as determined by the Board of Directors or as required by Section C.

*Section C.* -- Special meetings of the membership may be called for any purpose by a majority of the Board of Directors or upon written petition of twenty (20) percent or more of the membership carried on the rolls of the Club as active members.

*Section D.* -- Membership meetings shall be called by appropriate notice to the general membership.

*Section E.* -- Ten (10) percent of the membership, present in person or by proxy, shall constitute a quorum for the transaction of business. A majority of a quorum shall decide any issue unless otherwise provided in the Constitution or By-Laws.

*Section F.* -- Regular meetings of the Board of Directors, open to all members, shall be held each month. At any meeting of the Board of Directors, a majority of such directors shall constitute a quorum, and a majority of such quorum shall decide any issue.

*Section G.* -- All proxies shall designate whether the authority conferred by them is general or limited to one or more specific issues on a specific date. Proxies shall be submitted in writing to the secretary, or in his absence to the president or in his absence to the presiding officer at the beginning of the meeting.

*Section H.* -- Meetings shall be held in accordance with Roberts' Rules of Order.

*Section I.* -- All nominations for the purpose of electing members to the Board of Directors shall come from the floor.

*Section J.* -- Meetings of the Board may be held by electronic means as deemed appropriate by the President or his designee. Teleconference and e-mail correspondence may be utilized to fulfill the requirement of holding a monthly meeting of the board. This shall not apply to General Membership meetings.

## **ARTICLE VI. DUES AND FEES**

*Section A.* -- All dues, fees and rental charges shall be established by the Board of Directors subject to the approval of the membership at a meeting for which at least ten (10) days written notice shall have been given.

*Section B.* -- At least once each year the Board of Directors shall review all dues, fees, assessments, flying rates and other charges and, if necessary revise them subject to the approval of the general membership.

## **ARTICLE VII. FLYING OPERATIONS AND MAINTENANCE**

Flying operations and maintenance shall be conducted in accordance with the Federal Aviation Regulations (FAR's) and the rules set forth by the Club in the *By-Laws and Operating Rules*.

## **ARTICLE VIII. DISSOLUTION**

The Club may be dissolved by a two-thirds vote of the membership present in person or by proxy at a special meeting called for that purpose. Upon such dissolution, the assets of the Club shall be applied and distributed as required by the laws of the Commonwealth of Virginia and then to the refunding of any member deposits. Any funds or assets remaining shall be given to a non-profit organization working for greater safety in the field of general aviation as designated by the Board of Directors. No member shall receive a profit from the liquidation of the Club.

## **ARTICLE IX. CLUB NAME**

The Club name may include a reference to the FAA only while the Administrator is satisfied that its operations and business affairs are conducted in a way that is both beneficial to FAA employee members and in accordance with FAA standards of flying operations, aircraft maintenance and ethics.

## **ARTICLE X. AMENDMENTS**

*Section A.* -- Amendments to this Constitution may be effectuated only by two-thirds vote of the membership present in person or by proxy at a meeting called for that Purpose. Members shall have written notice postmarked at least ten (10) days prior to the meeting mailed to their last known address.

*Section B.* -- Any amendments to this Constitution shall be mailed to the active members of the Club.



# **BY-LAWS OF THE FAA FLYING CLUB, INC.**

## **ARTICLE I. MEMBERSHIP: CLASSIFICATION AND PRIVILEGES**

*Section A.* -- Membership shall be classified as active, inactive, suspended or honorary. Family membership may be attached to any of these membership classifications.

*Section B.* -- Persons accepted as active by the Board of Directors shall be entitled to all privileges and benefits of membership accorded by the FAA Flying Club, Inc. (the "Club").

*Section C.* -- Persons classified as inactive by the board shall be entitled to all privileges and benefits of membership accorded by the Club except those of scheduling or using the Club equipment and the right to vote. In no case shall inactive status be granted for a period of less than ninety (90) days. The Board of Directors shall review the inactive status of each member at least once each twelve (12) months.

*Section D.* -- Persons suspended by the Board of Directors shall be denied all privileges and benefits of membership for a period of up to ninety (90) days as determined by the board ("suspension period"). Dues and assessments of this member, as well as his assumption of any responsibilities to the Club, shall continue. At the end of the suspension period the board shall take such appropriate action as determined by the board or the member shall automatically return to active status.

*Section E.* -- Persons accepted as honorary members by the Board of Directors shall be entitled to all privileges and benefits of membership except the right to vote and the right to use Club aircraft. Honorary membership is granted in recognition of special interest in and contribution to general aviation.

*Section F.* -- Persons accepted as family members by the Board of Directors shall be entitled to all privileges and benefits of membership except the right to vote. Family members vote with their principal members. For family membership purposes, the principal members shall be considered to be, at any time, the pilot checked out in the more complex Club aircraft.

*Section G.* -- The Official list of members in each classification shall be maintained by the Club treasurer.

## **ARTICLE II. MEMBERSHIP: APPLICATIONS AND CHANGES IN STATUS**

*Section A.* -- The number of active members shall be limited at the discretion of the Board of Directors based on the amount of equipment available and the average amount of time the equipment is in use to allow reasonable opportunity for use by each active member.

*Section B.* -- Membership applicants shall submit a written application with appropriate fees (as specified in Article III, Section F) to the Vice President and Membership Officer for consideration by the Board of Directors. Acceptance of any applications shall be at the discretion of the board. Upon approval of an application, the Vice President and Treasurer shall place the name of the new member on the active list.

*Section C.* -- Should all positions authorized by the Board of Directors under Section A of this Article be filled, the Board of Directors shall create a waiting list. Applicants shall be added to this list in the order in which they are received and accepted by the board. Inactive members requesting reinstatement to active status shall pay the reinstatement fee as determined by the board and be placed on the list, chronologically, ahead of any non-members.

*Section D.* -- Active membership begins at the time of acceptance to this status by the Board of Directors.

*Section E.* -- Requests for inactive status shall be made in writing to the Vice President and

Membership Officer and shall be granted, with the approval of the Board of Directors, and after all money due the Club from the requesting member has been paid in full. Requests for reinstatement to active status shall be made in writing accompanied by the reinstatement fee and monthly club dues paid in advance, to the Vice President and Membership Officer. Additionally, a club check ride must be completed by an authorized club instructor.

*Section F.* -- Terminations shall become effective on the day on which written request for termination is received by the Club.

*Section G.* -- The Board of Directors may, after notice and a hearing, suspend a member for due cause. The following may, but not be limited to, be deemed due cause for suspension:

1. Any delinquency in payment of Club charges.
2. Violation of home field rules and regulations specified in the supplement to the Operating Rules.
3. Abuse of Club equipment.
4. Flagrant neglect of Club equipment while equipment is in the member's care.
5. Or such other reasons as the Board of Directors shall unanimously agree.

*Section H.* -- The Board of Directors may, after notice and a hearing, expel a member for due cause. The following may, but not be limited to, be deemed due cause for expulsion:

1. Over 120 days delinquency in payment of Club charges.
2. Violations of the Club Constitution By-Laws or Operating Rules.
3. Violation of Federal Aviation Regulations.
4. Conduct deemed unsafe or detrimental to the Club.
5. Or such other reasons as the Board of Directors shall unanimously agree.

Expulsion shall be effectuated immediately. Appeal may be made to the general membership under Article IV, Section B of the Constitution. If the member is in arrears, payment of all money due the Club must be made immediately. No member, having been expelled From the Club, shall be entitled to any refund.

*Section I.* -- The Board of Directors shall consider all written requests for return to active membership status from those members who are not carried on the active members list of the Club, as a result of actions under Sections E and G of this Article 11, at the next regularly scheduled Board of Directors meeting subsequent to the receipt of the members written request.

### **ARTICLE III. INITIATION FEES, DEPOSITS AND ASSESSMENTS**

*Section A.* -- A deposit shall be made by all members in the amount determined by the Board of Directors. This deposit is non-refundable and shall be used to cover unpaid dues, emergency maintenance, damage costs, or equipment upgrades deemed necessary by the Board of Directors. Any deposits held in escrow prior to August 1<sup>st</sup>, 2010, will be forfeit unless arrangement is made for resignation from the club and withdrawal of funds before February 1<sup>st</sup>, 2011. This change will be retroactive and apply to all past members.

*Section B.* -- Family members are required to place on deposit an amount equal to one-half the deposit of the principal member. Family members who are students shall pay only the deposit required of student members until they are eligible to fly more complex aircraft. This deposit is refunded whenever the family member resigns in good standing. If the family member is accepted as an active member, separate from other family members, an additional deposit amount necessary to equal the full deposit required from an active member, must be paid.

*Section C.* -- A reinstatement fee for inactive members who request a change in status to active shall be set by the Board of Directors with the approval of the membership.



*Section D.* -- No assessment shall be made of the membership without the affirmative vote of two-thirds of the general membership at a regular meeting or a meeting called for that purpose for which at least ten (10) days written notice shall have been given.

*Section E.* -- The schedule of fees, deposits and assessments is as follows:

1. Active members shall pay a deposit equal to five hundred dollars (\$500.00) for each level of Club aircraft they are qualified to fly, choose to fly and are checked out in.
2. Student pilots must pay a deposit of five hundred dollars (\$500.00) at the time they join the Club regardless of the level of aircraft they are using for training. After one year or upon receiving a Private Pilots license, which ever comes first, student pilots shall pay the balance of deposit appropriate to the level of Club aircraft they are qualified to fly, choose to fly, and are checked out in.
3. Family members shall pay a deposit equal to one-half the deposit of the principal member but in no case less than five hundred dollars (\$500.00).
4. The reinstatement fee for inactive members shall be two hundred fifty (250.00) dollars or equal to the sum of dues that would have been paid for the inactive period if that is less. This fee may be waived for inactive members who serve as Officers in consideration of service to the club as determined by the Board of Directors.
5. Honorary members shall pay no monthly dues.

#### **ARTICLE IV. STATEMENTS, DUES AND FLYING RATES**

*Section A.* -- The Vice President and Treasurer shall present members with monthly statements of charges due the Club. All charges shall be payable on receipt.

*Section B.* -- Monthly dues are dependent on the number of members. Full membership monthly dues are determined by dividing the total fixed costs of Club operation (e.g. tie down costs, insurance, notes payable, etc.) equally among the total number of regular active memberships. Family members shall pay one-half the regular dues per month. For a maximum of one year, student members may be given a discount on monthly dues as determined by the Board of Directors and approved by the general membership.

*Section C.* -- Hourly flying rates for the use of Club equipment shall be based on the actual cost of operating that aircraft including the costs of fuel, oil, maintenance and an appropriate reserve cost for engine and propeller overhaul or replacement.

#### **ARTICLE V. GENERAL FINANCE**

*Section A.* -- The purchase or sale of Club aircraft shall be the responsibility of the Board of Directors after approval by the general membership at a regular meeting or a meeting called for that purpose.

*Section B.* -- Club members shall be financially responsible for any damage, loss or other costs not covered by insurance occurring while the member was acting as pilot in command or otherwise had the aircraft in his care. Decisions concerning the level of financial responsibility shall be made by the Board of Directors. All such decisions may be appealed to the general membership. Decisions of the general membership shall be final. The Board of Directors shall determine the schedule of payment in consultation with the responsible member.

*Section C.* -- No member of the Club is authorized to make purchases in the name of the Club except by order of the Board of Directors or as set forth in Sections E and F.

- Section D.* -- The Club pays for all fuel and oil, at a price approved by the Board, for its aircraft.
1. All Purchases must be signed by a club member in good standing and shall be properly receipted. Receipts shall be submitted to the Vice President and Treasurer within thirty (30) days after the next billing date to receive credit. After the thirty (30) day period the treasurer shall deduct ten (10) percent of the fuel and oil credit for each thirty (30) day billing period the credit is outstanding.

2. Any landing, parking or tie down fees or airport access fees, except at the home field, are the responsibility of the member incurring the charge.

*Section E.* -- Any member of the Club, in an emergency or while on a cross country flight, may have necessary repair work done in his own name without prior approval of the Vice President and Maintenance Officer, provided the dollar amount of such repair does not exceed five hundred dollars (\$500.00). After presenting a properly receipted bill for repairs to the Board of Directors, the member shall be reimbursed. In an emergency, authorization via telephone or communication through electronic means for repairs costing more than five hundred dollars (\$500.00) may be given by the Vice President and Maintenance Officer or a board member acting in his capacity. Any repairs to avionics must be approved by the Vice President and Maintenance Officer or a board member acting in this capacity. The Club shall not be responsible for any food, lodging, transportation or other personal expenses incurred due to such maintenance problems.

*Section F.* -- The Vice President and Maintenance Officer may purchase parts or authorize labor not to exceed one thousand hundred dollars (\$1,000.00) per aircraft per occurrence without prior approval of the Board of Directors. In all cases he shall submit properly executed vouchers to the board for approval and payment.

*Section G.* -- The Vice President and Treasurer may request the Board of Directors to place any member on suspended status when that member's account is delinquent.

*Section H.* -- All checks shall be signed by the Vice President and Treasurer or the President or an appointee of the Board of Directors.

## **ARTICLE VI. SERVICE OBLIGATION**

Each member may be assigned a duty such as plane captain (for each aircraft), washers and waxers (for each aircraft), other duties as required and deemed appropriate.

## **ARTICLE VII. RESPONSIBILITIES OF OFFICERS**

*Section A.* -- The President is responsible for the supervision of the general affairs of the Club and shall take any action necessary to protect the Club or its equipment in any emergency. The Board of Directors shall review and approve or amend actions taken by the President. The President shall preside at all meetings of the general membership and at all meetings of the Board of Directors.

*Section B.* -- The Executive Vice President and Director of Operations shall assist the President in his assigned duties, act in the absence of the President and serve as chairman of the operations committee.

*Section C.* -- The Vice president and Treasurer is responsible for collection and disbursement of moneys as directed by the Board of Directors and shall keep all records relative to the moneys of the Club. He shall serve as chairman of the finance committee.

*Section D.* -- The Vice President and Secretary is responsible for keeping all records other than the corporate and financial records and for other such duties as may be assigned by the Board of Directors.

*Section E.* -- The Vice President and Maintenance Officer is responsible for supervision of all maintenance done on Club equipment. He shall serve as chairman of the maintenance committee.

*Section F.* -- The Vice president and Safety Officer shall be responsible for effecting annual and semi-annual check-rides in the Club aircraft by members and shall propose such rules to the Club as may be desirable for the safe operation of Club equipment. He shall maintain lists of flight instructors approved to instruct Club members in Club aircraft. He shall maintain a list of member check ride dates and member hours, ratings, and currency. Further, the Vice President and Safety Officer, if qualified, shall serve as the Chief Flight Instructor of the Club and approve flight instructors for the Club.

*Section G.* -- The Vice President and Membership Officer shall be responsible for recreation, social activities, publicity, upgrading member's skills, supervision of ground schools sponsored by the Club, insuring an adequate inflow of qualified members, publication of a monthly Club newsletter and shall chair committees established to carry out these functions.

*Section H.* -- A Registered Agent shall be appointed by the Board of Directors to fulfill the requirements of the Commonwealth of Virginia with respect to his domicile and the Club's charter, registration and corporate reports.

*Section I.* -- The President may appoint standing committees with the approval of the Board of Directors.

*Section J.* -- Committee chairmen may appoint members to their committees subject to the approval of the Board of Directors.

## **ARTICLE VIII. EMPLOYEES**

*Section A.* -- The Board of Directors may hire or contract for necessary services such as bookkeeping or maintenance. No officer or director of the Club shall accept or be paid for services to the Club or its equipment nor shall he obtain remuneration of any other form for any services to the Club.

*Section B.* -- Club employees or services contracted for shall be supervised or approved by the appropriate officers or committees and shall be subject to the policy of the Board of Directors on all Club matters.

## **ARTICLE IX. USE OF CLUB AIRCRAFT**

*Section A.* -- Requirements and limitations on the use of Club aircraft shall be contained in the Operating Rules.

*Section B.* -- The Operating Rules shall be issued by the Board of Directors with the approval of the membership at a meeting called for that purpose for which appropriate notice has been given.

## **ARTICLE X. MISCELLANEOUS**

*Section A.* -- Each member of the Club shall have read and promised in writing to observe and abide by all provisions of the Constitution, By-Laws and Operating Rules, and other rules or regulations of the Club, and to acquaint himself as thoroughly as possible with the local field rules of any airport, landing area, or field used by the Club and to observe these rules to the best of his ability.

*Section B.* -- Penalty for any violation of the provisions of the Constitution, By-Laws or Operating rules or any other Club rules or regulations shall be determined by the Board of Directors subject to the provisions of article IV, Section B of the Constitution, except where a specific penalty is otherwise provided.

## **ARTICLE XI. AMENDMENTS**

*Section A.* -- Amendments to the By-Laws may be effectuated only by a majority vote of the general membership present in person or by proxy at a regular or special meeting called for that purpose for which members had at least ten (10) days written notice mailed to them at their last known address.

*Section B.* -- Any amendments to these By-Laws shall be mailed to the active members of the Club.



# OPERATING RULES OF THE FAA FLYING CLUB, INC.

## I. INTRODUCTION

Every operation in the Club aircraft is to be conducted in accordance with the Federal Aviation Regulations, these Operating Rules, the respective aircraft owner's manual and the local field rules. It is the responsibility of members to familiarize themselves with this document and to obtain any waiver, permission or authority required to conduct any flight under these rules. Members are farther reminded that the continued success of this cooperative venture is primarily dependent on a sense of fair play and good judgment.

## II. EQUIPMENT AND PILOT QUALIFICATIONS

*A. Training Level Aircraft.* -- These aircraft are intended primarily for student pilot training. The eligibility for and rules of use of such aircraft will be specified by the Board of Directors.

*B. Advanced Level Aircraft.* -- All active members holding at least a private pilot certificate may be checked out in these aircraft. These aircraft are intended to be used for advanced and instrument training and pilot proficiency operations, as well as for extended cross country trips.

*C. Complex Level Aircraft.* -- All active members with at least:

1. A private pilot certificate; and,
2. Sixty (60) or more hours of logged time since private pilot certification; and,
3. Minimum hours and dual instruction in type as specified by Club's current insurance policy; and,
4. A successfully completed CFI-given check-ride, may operate these aircraft. These aircraft are intended to be used for extended cross country trips by pilots who fly on a regular basis.

## III. SCHEDULING

*A. General.* -- Aircraft may be reserved by accessing the scheduler online at <http://www.aircraftclubs.com> In case of a conflict, the scheduler may list alternates. Members are encouraged to contact each other to resolve conflicts. A member who reserves an airplane is expected to use it as scheduled or to cancel his reservation. A member who has a backup or alternate reservation is expected to use the scheduler to determine if the prior reservation has been canceled or to cancel the backup reservation.

*B. Reservation Length.* -- Maximum length of reservation is sixteen (16) consecutive days between Labor Day and May thirtieth and nine (9) consecutive days between May thirtieth and Labor Day without specific approval of the Board of Directors.

*C. Minimum Time.* -- On all cross country flights a minimum charge of one (1) hour shall be paid per day reserved Monday through Friday and two (2) hours per day reserved Saturday and Sunday. These times and related charges may be waived at the discretion of the Board of Directors. Such factors as illness, adverse weather or mechanical problems may be reason for the board to dispense with the minimum charge requirements.

*D. Returning Early.* -- A member who returns significantly ahead of schedule must contact the scheduler and cancel his unused reservation time.

*E. Delays in Returning Aircraft.* -- The member is responsible for returning aircraft to the tie down area before the end of the scheduled period. Any delay in returning on schedule should be communicated to the scheduler and the member who has the plane scheduled next.

*F. Delays in Departing.* --

1. For reservations of two (2) hours or less. If the member has not claimed the aircraft within twenty (20) minutes of the start of the period the reservation is considered to be canceled and the aircraft is available for use by other club members.
2. For reservations of greater than two (2) hours. If the member has not claimed the aircraft or rescheduled within one (1) hour of the start of the period then the reservation period that day is considered to be canceled.
3. Members who reserve aircraft but do not fly or cancel the reservation in a timely manner may be charged for one (1) hour of flight time, as determined by the board.

*G. No Show.* -- When a member reserves an aircraft but does not show for or cancel the time reserved that member is liable for charges equaling twenty-five (25) percent of the time reserved. This liability may equal but not exceed the total cost of the hourly rate for that aircraft up to three (3) hours on weekends and two (2) hours on weekdays.

#### **IV. OPERATIONS**

*A. Local Field.* -- The local field rules of the aircraft home base shall be carried as a supplement to and become part of these Operating Rules.

*B. Preflight.* -- Flights shall be conducted only after a thorough preflight ground examination of the aircraft including the Club's log and condition report, use of the cockpit checklist and any placards in the airplane and in accordance with the FARs and airport rules.

*C. Manuals.* -- Each member is required to have a copy of the owner's manual for that aircraft in his possession when flying. An emergency copy of the owner's manual is carried aboard each aircraft and should not be removed from the aircraft. The owner's manual constitutes Club guidance to members on the technical operation of the aircraft.

*D. Post-flight.* -- Except for short periods when the responsible member is nearby, each aircraft should be tied down with the doors and elevator and aileron controls properly secured. Pitot covers and sunscreens, when available, should be in place.

*E. Fuel and Oil.* -- Aircraft fuel tanks shall be topped after each flight. In cases where it is not possible to top the tanks or the tanks have not been topped within the last two (2) hours of flight, the pilot who has last flown the plane shall be responsible for informing the Executive Vice President, the scheduler and the next scheduled pilot. Aircraft must be left with fuel enough for the next pilot to safely take off and fly to another nearby airport, and in no case with less than the minimum number of gallons of fuel in each tank required for take off by the aircraft operating manual.

*F Keys.* -- Each member shall have his own key(s) to each aircraft he is qualified to fly.

*G. Checkouts.* -- Each member must be checked out by the Vice President and Safety Officer or his designee before flying any Club aircraft as pilot in command. Currency shall be maintained by each member having made at least three (3) landings within the last *one hundred twenty (120) days*.

Currency may be re-established by taking a competency check ride with a Club approved instructor.

Currency in a higher level Club aircraft shall be considered adequate for currency in all lower level Club aircraft. Currency must be maintained in each make and model of the Club's Complex aircraft due to their individual characteristics and complexities.

All members, who have accrued less than 12 hours of flight time in the previous 12 months, are required to complete a Club check-ride on an annual basis. If it is found that a member is not in compliance with this section, scheduling privileges may be suspended until a satisfactory check ride has been completed.

All members will submit copies of their pilot certificates, medical certificates and logbook entries that document current Biennial Flight Reviews and required flight time to the Vice President and Safety Officer who will enter the required information with regard to the dates of expiration for medical certificates, Biennial Flight Reviews, and club check ride dates in their personal profile at <http://www.aircraftclubs.com>. Any member whose information is expired or not provided may be denied scheduling privileges until the information is updated or provided.

These check rides require a demonstrated proficiency by the pilot and will be taken in the aircraft level in which the member wishes to remain Club-qualified. The check ride shall, at a minimum, cover the subjects in the Private Pilot Practical Test standards as published by the FAA and those subjects set forth by the Vice President and Safety Officer.

A notation of the date, aircraft type and N-number stating that a check-ride was successfully passed and the signature of the check pilot shall appear in both the member's logbook and the aircraft charge log sheet. Upon a satisfactory check ride in one aircraft, the safety officer may approve a member to act as pilot in command for similar and/or less complex Club aircraft. A form indicating satisfactory completion of the check ride will be forwarded to the director of operations.

A successfully completed FAA biennial flight review may be substituted for the Club check ride if it is taken in Club aircraft and if it is given by a Club-approved instructor. Any successfully completed FAA flight exam may be substituted for the Club check-ride if the exam is taken in a Club aircraft. The Club annual check ride is due one (1) year after the FAA flight exam.

A leeway of thirty (30) days is allowed on any Club required check-ride. The charge for this check-ride or for instruction shall be the responsibility of the member. Interpretation of this section and the designation of check pilots shall be the responsibility of the Vice president and Safety Officer.

*H. Instructors.* -- All instructors giving instruction in Club aircraft shall be approved by the chief flying instructor. No instructor-member may use Club aircraft to give instruction to non-members. Approved instructors, while not being restricted to Club members, shall be listed as either Club members or as non-members.

*I. Students.* -- Students for all operations' must be under the direct supervision of a Club-approved instructor.

*J. Leaving the Country.* -- All flights outside the contiguous forty-eight (48) states must have the approval of the Board of Directors.

*K. Non-member PIC.* -- No person except active members in good standing may act or be permitted to act as pilot in command of Club aircraft at any time, or to operate the controls when taking off or landing. Exceptions to this rule are as follows:

1. An approved Club instructor who is giving instruction to an active Club member in good standing.
2. An approved aircraft repair station pilot who is acting under the authority of the vice president for maintenance.
3. An approved aircraft repair station pilot who is acting under the authority of any active Club member under Article V, Section E of the By-Laws.

*L. Commercial Use.* -- No member may operate any Club aircraft for commercial use. Business use is authorized; however, members should carefully examine the Club insurance policy to determine business use limits.

*M. Approved Instructors* -- A memorandum will be written by the Vice President and Safety Officer and the President with a list of approved instructors and reviewed annually. The memorandum will be kept on file with the club and posted online at [www.aircraftclubs.com](http://www.aircraftclubs.com).

## **V. MAINTENANCE**

The Vice President and Maintenance Officer shall, subject to the approval of the Board of Directors, make an agreement with a repair station to service Club aircraft on a continuing basis. Members should note maintenance, repair and condition items in the Club logbook squawk section for review by the Vice President and Maintenance Officer. Repair and maintenance work should ordinarily be authorized by the Vice President and Maintenance Officer except as provided in Article V, Section E of the By-Laws. Maintenance should be done at a shop designated for such purposes by the Vice President and Maintenance Officer.

## **VI. ACCIDENT OR DAMAGE**

In case an accident or damage to Club aircraft occurs, the president, or in his absence the Executive Vice President or in his absence the Vice President and Safety Officer, or, failing to reach any of the above, any member of the Board of Directors shall be notified immediately. If the accident falls within the definition of NTSB Part 830, members must also notify NTSB.

The President shall take any emergency measures necessary to protect the Club and its equipment including placement of restrictions on the pilot pending the outcome of any investigation. The Board of Directors shall review actions taken by the president and shall determine what action is necessary regarding notification of the insurance company. The safety committee shall meet and ascertain the facts of the accident. The finding of the safety committee including recommendations or determinations of responsibility shall be presented to the Board of Directors. The Board shall consider the report of the safety committee as well as the explanation of the pilot and shall ascertain liability with member appeal rights under Article IV, Section B of the Constitution.

## **VII. LIABILITY**

The member in charge of the aircraft at the time of the mishap shall be liable to the Club for all costs and damages including repair or replacement of any uninsured damage. This liability will ordinarily be limited to the deductible amount of the insurance policy plus any ancillary costs incurred by the Board of Directors in returning the aircraft to an airworthy condition.

## **VIII. INSURANCE**

*A. General.* -- The Board of Directors will insure the aircraft so as to adequately and reasonably protect the Club, members as individuals, designated flight instructors and FAA-approved repair station pilots. Copies of the insurance policy are held by the Vice President and Secretary and are available for examination by Club members or their designated representative.

*B. Coinsurance.* -- Any coinsurance or self-insurance provisions or policy of this Club shall be held to be a part of "insurance" where defined or used in the Constitution, By-Laws or Operating Rules. Claims against a coinsurance fund or provision shall be filed by the Board of Directors with the insurance committee which shall recommend to the Board whether the loss would have been covered, and to what extent, under the current insurance policy, had no coinsurance provision been in effect.

## **IX. CONFLICTS WITH CONSTITUTION OR BY-LAWS**

In case of any conflict between these Operating Rules and the Club By-Laws or Constitution, the latter shall prevail.

## **X. AMENDMENTS**

These Operating Rules may be amended by a majority vote of the general membership present in person or by proxy at a regular or special meeting called for that purpose for which ten (10) days written notice shall have been given. Such amendments will be mailed to all active members and will take effect ten (10) days after they are approved.