



Rules & Regulations

Revision 08
February 2017

1 MEMBERSHIP

1.1 NEW MEMBER INITIATION: To become a member of WINGS FLYING CLUB, INC., a person must fill out a Wings Application for Membership form (including all required supporting documentation), pay the initiation fee, and be approved by a minimum of three (3) Board Members. The member must pass a check-ride and have a logbook endorsement from the club chief flight instructor before being issued a key and being included in the Club Roster. Until these conditions are met, member cannot act as Pilot In Command (PIC) of a club aircraft and will not be covered by the club insurance policy.

1.2 FLIGHT INSTRUCTORS: The WINGS FLYING CLUB does provide instruction. Club members who hold a valid CFI or CFII license may provide flight instruction to Club Members in the club aircraft, after the instructor has been approved by the chief flight instructor. The chief flight instructor will make sure all instruction by club instructors is safe and meets the FAA PTS. Only after approval by the chief flight instructor can club instructors provide instruction to club members. The chief flight instructor or a majority of the board of directors may remove any instructor for any reason to protect the club aircraft(s). The club insurance policy does not cover flight instruction. **IT IS THE RESPONSIBILITY OF THE CFI/CFII TO OBTAIN THEIR OWN FLIGHT INSTRUCTION INSURANCE.** Flight instructors are prohibited to provide instruction to non-members in the club aircraft.

1.3 MEMBER FLIGHT PROFICIENCY REQUIREMENTS: In keeping with our Club Charter to continually upgrade the proficiency of member pilots, all members are encouraged to participate in the FAA Wings Pilot Proficiency Program. Participation is encouraged annually until all phases have been awarded.

1.4 PIC CURRENCY REQUIREMENTS: Before acting as PIC of a club aircraft, a member must meet all the FAA licensing, rating, and currency requirements of the aircraft in which they intend to act as PIC, and:

- a) meet the minimum flight time requirements established by the club and/or the club's insurance policy,
- b) have a logbook endorsement from a club designated flight instructor indicating they have received the necessary in-flight instruction and satisfactorily completed a check ride,
- c) and meet the club currency requirement of 90 days. If the member has not logged time in an aircraft of similar type and class in the past 90 days, they are required to complete a check-ride with a club designated flight instructor.

2 DUES & FEES

2.1 INITIATION FEE: An initiation fee of 300.00 for a certificated pilot must be submitted with the membership application. Initiation fee is refundable if you are not accepted into the club and then only \$250.00 will be refunded as \$50.00 will be used for a background check.

2.2 MONTHLY DUES: Membership dues are \$75 per month, billed on the last day of the month on a non-prorated basis. A family membership plan is available equal to 150% of the single member fee and covers all the members of the *immediate* family. Dues are assessed every month, regardless if the member has flown a club aircraft, until the membership is terminated. Student pilots will be suspended if not paid in full every month. All members will be suspended if not paid by the 15th of the following month.

2.3 MONTHLY MINIMUM AIRCRAFT USAGE: Each member will be billed one hour aircraft usage each month. The hours will accrue for a twelve month period and if not used within the twelve month period, you forfeit all hours/monies accrued and a new twelve month period begins. At no time will there be any refunds on the hours or monies in your account.

2.4 HOURLY RATES: The rates for each Hobbs hour are dry (no fuel).
N40015 : \$45 / hr for certified pilot

2.5 MONTHLY STATEMENTS: The billing cycle starts on the first day of the month and ends on the last day of the month. Statements are mailed / emailed to the billing address on record on the last day of the month. Payment IN FULL is due before the next billing statement. Payment can be made by cash or check.

* Payments are to be made to the club Treasurer

2.6 CREDITS: Credits will be made to a members account for the following expenses. Receipts must be presented to the treasurer prior to any credit being given.

- a) Oil purchased for club aircraft.
- b) Reimbursement of fuel purchased on behalf of other members (i.e. last member did not fill tanks after plane usage).
- c) Pre-heating the aircraft (provided that the member uses the plane for at least one hour). Pre-heating is suggested when the temperature has been below 20 degree (F) for over 24 hours, and the aircraft has not been hangered.
- d) Actual expense for merchandise, services or repairs made away from home base (Bowman), and as approved by a Board member. Failure to obtain prior approval may result in rejection of the expense.

2.7 LOST KEY & GATE PASS: A charge of \$5 will be assessed for each lost hanger or aircraft key. Members may purchase a gate pass from Bowman Field Air Board for \$25.00.

2.8 PAST DUE ACCOUNTS: At the discretion of the Board, members with past due accounts can be prohibited from using club aircraft

3 TERMINATION AND REINSTATEMENT OF MEMBERSHIP

3.1 VOLUNTARY TERMINATION: Members who wish to drop out of the club, either permanent or temporarily, must provide written notification to a board member, and shall be governed by the following rules:

- a) Membership will remain active until a board member receives the written notification of member's intention to terminate or suspend their membership, and the member returns all keys and gate passes. Failure to return these items will result in a lost key and/or lost gate pass charge.
- b) Monthly dues will continue to be charged for either the last month the member flew, or when proper notification is received, whichever occurs last.
- c) The member must pay IN FULL any outstanding balances due. Late fees can be applied in accordance with the club rules and regulations until the balance is paid in full.

3.2 INVOLUNTARY TERMINATION: Any person's membership in the Club may be terminated, with or without cause, by a majority vote of the Board of Directors. Termination shall become effective immediately after said affirmative vote, and a person so terminated shall be prohibited from use of the Club's facilities and equipment. Any outstanding balance will become immediately due in full.

3.3 **MEMBERSHIP REACTIVATION:** A former member can reactivate their membership **WITHOUT** paying an initiation fee, provided that they:

- a) left the club in good standing (including having paid all outstanding balances in full),
- b) fill out a Wings Application (including all required supporting documentation), and be approved by a minimum of three (3) Board Members,
- c) and pre-pay (non-refundable) for a minimum of three months of membership dues. Under certain conditions, this advanced payment may be waived by the Board.

4 AIRCRAFT SCHEDULING

4.1 **SCHEDULE MASTER:** Aircraft resource scheduling is provided by www.schedulmaster.com. Each member will be provided an account to www.schedulmaster.com and is responsible for keeping their contact, medical status, and rating information up to date.

4.2 **AIRCRAFT RESERVATION:** All active members are able to reserve club aircraft for their use. If plans change, members are responsible to un-schedule the resource. Members who do not un-schedule the aircraft, and do not fly will be charged the minimum rate as per (4.4 Minimum Aircraft Usage). Members must contact the next scheduled member to inform them of the cancellation flight.. Members shall not make multiple reservations in advance so to unduly restrict access by other members.

4.3 **LATE RETURNS:** Any aircraft scheduled but not returned 30 minutes after the original scheduled time is considered late. As a courtesy to fellow members, if you will be late in returning, please call the effected member.

4.4 **MINIMUM AIRCRAFT USAGE:** For overnight or full day trips a minimum usage of 1 hour per weekday, and 3 hours per weekend, for each day the aircraft is signed out. Members shall not sign out the aircraft for full day or overnight trips more than once per month. No member shall schedule the aircraft for more than 7 days without approval from the board members.

4.5 **WEEKEND RULE:** No member shall schedule the airplane more than 1 weekend in advance per month. Should the member need to schedule the airplane every weekend, they must wait until Friday to schedule an additional weekend flight in order to give other members the opportunity to schedule first. If no one schedules the airplane, then the member who pre-scheduled the airplane for the weekend can then schedule that weekend for their use. Members who abuse this rule may be terminated or their schedules may be revoked at the determination of the board of directors.

5 PILOT IN COMMAND (PIC) RESPONSIBILITIES

5.1 **PILOT IN COMMAND:** Before acting as PIC, the member must meet all the currency requirements of section 1.5 - PIC CURENCY REQUIREMENETS. The PIC shall operate the aircraft in accordance to the POH, and shall comply with all FAA, Federal, State, and local laws, rules and regulations. The PIC is fully responsible for determining the airworthiness of the aircraft before flying.

5.2 **TIMESHEETS:** The PIC shall fully and accurately complete a time log sheet for each flight. Any SQUAWKS or evidence of damage or abuse should be noted on the squawk sheet located at the rear of the hanger in the squawk book.

5.3 **REFUELING:** The PIC shall top off the fuel tanks upon return of the aircraft.. If the PIC finds the tanks are not full from the previous flight, they should call for fuel and save the receipt as the club will reimburse the PIC. The previous pilot will be charged a minimum of \$25.00 for not topping the fuel tanks off.

5.4 **OIL LEVEL & CHANGE INTERVAL:** The PIC is responsible for insuring the engine has adequate oil. The PIC is also responsible to insure the oil change interval has not expired, nor will it expire during the intended flight. If the time is nearly expired, the PIC should contact maintenance personnel.

5.5 **OFFSITE CARE:** The PIC is responsible to insure the aircraft is properly secured and protected from damage while outside of the hanger.

5.6 **POST FLIGHT CLEANING:** The PIC is responsible for cleaning the airframe and windscreen, removing any rubbish from the interior, and leaving the aircraft in a neat and orderly fashion. Repeat offenders will be charged determined by the board.

6 CLUB OPERATION

6.1 BYLAWS: The club shall operate in accordance to its bylaws.

6.2 MONTHLY MEETING: Members are expected to attend the club meetings at the hanger or a venue including the date and time determined by the board who will notify membership via email. The meeting agenda will consist of a treasurer report, any business topics, followed by a safety program topic. If requested, meetings will follow Roberts Rules of Order.

7 Other Rules & Regulations

7.1 SMOKING: Smoking is prohibited in all club aircraft(s).

7.2 REPAIRS AWAY FROM HOME BASE: Unless otherwise approved, maintenance or repairs made to Club aircraft(s) while away from home base will have a \$250 maximum limit. All such work must be properly recorded in aircraft engine / airframe logs. If you have a maintenance problem away from home base, please make every effort to contact maintenance personnel, or a board member before you spend more than the allotted maximum limit.

7.3 INSURANCE COVERAGE: The Wings Flying Club carries insurance for the value of the aircraft, and \$1,000,000 liability coverage for bodily injury and property damage. The aircraft in motion and not in motion have a \$200 deductible.

7.4 SAFETY BOARD / ACCIDENT INVESTIGATION: Damage to club aircraft(s) (in-motion or non-in-motion) will be examined and investigated by a Safety Board, appointed by the Board of Directors. In general, the member will be responsible for the uninsured costs, unless waived on the advice of the Safety Board.

7.5 NO MEMBER OR FLIGHT INSTRUCTOR SHALL PERMIT A NON-MEMBER TO FLY OR OPERATE CLUB AIRCRAFT(S)

Warren Fritz
President

Carey Hirtzel
Vice-President

Charles Dunn
Treasurer