

TROY OAKLAND PILOTS FLYING CLUB, INC.

OPERATING RULES

1.0 INTRODUCTION

1.1 SCOPE

These operating rules supplement the Bylaws of the TROY OAKLAND PILOTS FLYING CLUB, INC., hereinafter called the Club, and govern all the operations of the Club and its members.

1.2 PURPOSE

These rules provide for the safe and efficient operation of the aircraft in the Club. Membership in the Club constitutes as agreement by the member to follow and abide by the operating rules.

1.3 INTERPRETATION OF THE RULES

The President will be responsible for the interpretation of all operating rules.

1.4 DISTRIBUTION OF THE RULES

It shall be the responsibility of the Membership Director to ensure that all members receive a current copy of the operating rules.

1.5 VIOLATION OF THE RULES

Violation of the operating rules will, upon action of the Board of Directors under the Bylaws, subject the violating member to suspension, expulsion or other action appropriate to the circumstances.

1.6 REVISION PROCEDURES

Proposals to revise these rules may be introduced by any voting member at any general membership meeting. Minutes of that meeting communicated via e-mail distribution to the current membership list will constitute notification to the membership of the proposed revision to the rules. At the general membership meeting following such a notification, a majority of those present and voting shall accept or reject the proposed revision, provided only that a quorum, as defined in the bylaws, is present. If the revision is accepted, the Bylaws Committee will incorporate it into the Operating Rules and provide an updated copy to the Membership Director for distribution to the members.

2.0 RESERVATIONS

2.1 RESERVATION SYSTEM

The Club will provide a Reservation System that members can access by both phone and/or computer. No member shall fly Club aircraft without having reserved time in the Reservation System in accordance with Paragraphs 2.2 through 2.5.

2.2 TYPES OF RESERVATIONS AND LIMITATIONS

(a) MAXIMUM NUMBER OF RESERVATIONS

A member may have a maximum of six reservations on the system at any one time. These reservations must conform to the descriptions in Sections 2.2 (b), (c), (d) and (e).

(b) VACATION FLIGHT

This is any flight requiring more than seven up to and including 14 calendar days. A member may have no more than one Vacation Flight reservation on the system at any one time. Additionally, each member, or family membership, is entitled to only one Vacation Flight each calendar year.

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- (c) EXTENDED FLIGHT
This is any flight requiring more than one, but not to exceed seven, calendar days. A member may have no more than six Extended Flight reservations on the system at any one time.
- (d) DAY FLIGHT
This is any flight requiring more than four hours but not more than one calendar day. A member may have six Day Flight reservations on the system and may have one additional Day Flight reservation in lieu of an extended flight reservation.
- (e) LOCAL FLIGHT
This is any flight requiring up to but not exceeding four hours. A member may have four Local Flight reservations on the system at any one time and may have one additional Local Flight reservation in lieu of a Day Flight reservation or an Extended Flight reservation, or both.
- (f) TRAINING FLIGHT
This is any flight for training or proficiency purposes flown with the approval of a Club instructor and not to exceed one calendar day. A member may have no more than six Training Flight reservations on the system at any one time, except that a primary student may have up to six Training Flight reservations on the system at any one time provided that no more than two of these are for the high performance aircraft.

2.3 RESERVATION RESTRICTIONS

- (a) CLUB MEMBER RESERVATIONS
Only Club members and approved instructors may reserve Club aircraft.
- (b) RESERVATION ALTERATIONS
No member or instructor may revise or alter another member's reservation without that member's consent, or enter or use a reservation under another member's name.
- (c) PRIMARY TRAINING RESERVATIONS
No member may schedule the primary training aircraft for Extended or Vacation Flights. The Board of Directors will designate which of the aircraft are available for primary training.
- (d) AIRCRAFT USAGE BY PRIMARY PILOTS
Primary students may schedule Training Flights in the primary training aircraft, but may not fly any of the other Club aircraft without the concurrence of the Chief Pilot.
- (e) UNCLAIMED RESERVATIONS
If a reservation is not claimed after its scheduled start, another member may schedule the aircraft after a grace period. For a Local or Training Flight reservation, the grace period is one hour, for a Day Flight, two hours; and for Extended and Vacation Flights, four hours. Prior to flying the aircraft, the member who is claiming the unused reservation must make a new reservation according to Section 2.1.

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2.4 MINIMUM TIME REQUIREMENTS

- (a) WEEKEND AND HOLIDAY MINIMUMS
Extended and Vacation Flights shall, at the discretion of the Board of Directors, have a minimum time requirement of two hours for each Saturday, Sunday or holiday covered by the reservation. If the accumulated flight time is less than the minimum, the member shall be billed for the minimum required flight time.
- (b) DEPARTURE AND RETURN ON WEEKENDS
If an Extended or Vacation Flight includes an evening departure or an early morning return on a Saturday, Sunday or holiday, the minimum flight time requirement of two hours will not apply for that day as long as the aircraft is available to other members between the hours of 9:30 A.M. and 6:30 P.M. on the day of departure or return.

2.5 SCHEDULING PROCEDURES

- (a) RETURN TIME REQUIREMENTS
The aircraft must be returned fueled and to its hangar within the time frame allowed by the reservation except where such return would require an unsafe flight operation.
- (b) EARLY RETURN
In the event of an early return, the member must revise the Reservation System to indicate the availability of the airplane.
- (c) LATE RETURN
In the event of a late return, the member must revise the Reservation System and notify the Plane Captain, and all affected members via phone call and if unsuccessful, by e-mail.

3.0 FLIGHT

3.1 MEMBER RESPONSIBILITIES

- (a) APPLICABLE REGULATIONS
Club members will operate aircraft in accordance with all Federal Air Regulations, local airport rules, all other pertinent regulations, or laws of foreign countries where applicable, as well as observing the safe operating practices described in the Airman's Information Manual.
- (b) FOREIGN FLIGHTS
Flights to foreign countries, other than Canada, will require prior approval from the Board of Directors. The member applying for such a flight is responsible for any specific costs, such as additional insurance, or arrangements that may be required.
- (c) COMMERCIAL OPERATIONS
Members are strictly prohibited from using Club aircraft for any commercial purpose. This rule, however, does not preclude passengers from sharing expenses of a flight in accordance with Federal Air Regulations.
- (d) AIRCRAFT RESPONSIBILITY
The member who acts as Pilot-in-Command for any flight will be responsible for custody and proper operation of the aircraft, including the responsibility for security of the aircraft while it is on the ground.

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3.2 FLIGHT LIMITATIONS

- (a) **PILOT AUTHORIZATION**
Only Club members are authorized to fly Club aircraft. All others will ride as passengers regardless of flight experience. This rule does not preclude approved non-member flight instructors from giving flight instruction to Club members.
- (b) **FLIGHT INSTRUCTOR APPROVAL**
Under no circumstances may any member instruct another member unless he is a flight instructor approved to instruct in Club aircraft. This rule shall not be construed to prevent a qualified pilot from acting as safety pilot for a member during instrument training or practice.
- (c) **NON-MEMBER INSTRUCTION PROHIBITION**
No member, or flight instructor, may use Club aircraft to give flight instruction to a non-member.
- (d) **FLIGHT INSTRUCTOR WRITTEN APPROVAL**
All flight instructors require written approval by the Chief Pilot and the Club President before teaching in Club aircraft.
- (e) **PILOT-IN-COMMAND**
The left seat is to be occupied by a current and qualified Club member acting as Pilot-in-Command for all flight operations. In the case of a Primary student accompanied by a flight instructor, the instructor acts as Pilot-in-Command. A pilot in training for a flight instructor certificate may fly from the right seat as pilot-in-command providing there is a checkout and approval in the pilot's log book from an approved Club instructor.
- (f) **SOLO NIGHT FLIGHTS BY PRIMARY STUDENTS**
Solo night flights by Primary students are to be conducted only with specific approval for that flight by the student's Club instructor and the Chief Pilot's concurrence.
- (g) **PRIMARY STUDENT FLIGHT RESTRICTIONS**
No Primary student shall fly solo when the ceiling, visibility and/or wind velocity is outside the limits specified in the student's log book by the Club instructor for that specific flight.
- (h) **AUTHORIZED FLIGHT MANEUVERS**
Flight maneuvers, within the operating limitations of the aircraft, are authorized to the extent required for any of the Airman certificates. All other aerobatics and unusual maneuvers are prohibited.
- (i) **PRIMARY STUDENT INSTRUCTION**
Primary students are required to receive flight instruction only from a Club instructor.

4.0 PILOT RESPONSIBILITIES

4.1 JUDGMENT

Members are expected to exercise good judgment and refrain from any operation that might endanger the welfare of passengers, other personnel, property on the ground or Club equipment.

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4.2 PRE-FLIGHT RESPONSIBILITIES

- (a) **PILOT-IN-COMMAND CURRENCY**
The Pilot-in-Command will confirm that he or she is current in the aircraft and qualified to fly in accordance with all Club rules and Federal Regulations.
- (b) **PRE-FLIGHT CHECK**
The Pilot-in-Command must make a thorough pre-flight check of the aircraft prior to take off.
- (c) **PRE-FLIGHT WARM-UP**
Before flight, Club aircraft must be properly preheated and/or warmed up in accordance with the aircraft operating manual.
- (d) **PILOT-IN-COMMAND AT CONTROLS**
The Pilot-in-Command must be at the controls whenever the engine is running on a Club aircraft.
- (e) **SAFETY BELT USAGE**
The pilot must ensure that safety belts and shoulder harnesses are in use in accordance with all Federal Aviation Regulations.
- (f) **SMOKING PROHIBITION**
There will be no smoking in or around Club aircraft or in the hangars.

4.3 POST-FLIGHT RESPONSIBILITIES

- (a) **AIRCRAFT CONDITION**
The Club aircraft must be returned clean and free from abuse. The Pilot-in-Command shall be responsible for thoroughly removing offensive odors, trash or spillage. Bugs must be cleaned from the windshield and all other exposed surfaces.
- (b) **FLIGHT TICKET DOCUMENTATION**
The flight ticket must be filled out completely, including date, by the Pilot-in-Command. All oil usage and/or purchases must be recorded on the flight ticket. Flight tickets must be placed in the appropriate container for each aircraft.
- (c) **AIRCRAFT SECURITY**
The Pilot-in-Command shall be responsible for proper tie-down, security, including control locks, master switch, covers and door locks, and for returning the flight bag, with the aircraft keys, to the aircraft.

4.4 POST-FLIGHT FUELING REQUIREMENTS

The Pilot-in-Command is responsible for filling the aircraft fuel tanks after each flight to the appropriate level as established by the Board of Directors for each aircraft.

5.0 PILOT CURRENCY AND FLIGHT CHECKS

5.1 FEDERAL AIR REGULATIONS PART 61

Members will satisfy the currency requirements of part 61 of the FAR's before acting as the Pilot-in-Command of Club aircraft.

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5.2 ANNUAL CLUB FLIGHT CHECK

- (a) Members will complete an Annual Club Flight Check with a Club instructor within the previous 12 calendar months before flying Club aircraft.
- (b) The Annual Club Flight Check must be conducted in the most sophisticated aircraft in which the member desires to operate during the subsequent year. .
- (c) The Chief Pilot will establish a hierarchy of club aircraft for the purposes of the Annual Club Flight Check referenced in Section 5.2(b). (ie: a check-out in a complex aircraft may qualify the member to fly a high-performance aircraft also.)
- (d) The successful completion of this Annual Club Flight Check will allow the member to fly VFR-Day, VFR-Day-and-Night or VFR and IFR operations, as approved by the Club Instructor. A Part 61 flight review with a Club instructor or the attainment of a new rating or certificate will constitute the Annual Club Flight Check for the appropriate operations.

5.3 SPECIAL FLIGHT CHECKS

The Chief Pilot is authorized to require and perform special proficiency Flight Checks with any member, if, in the Chief Pilot's opinion, sufficient cause exists for such a requirement. The Chief Pilot may designate a Club flight instructor to conduct this flight check.

5.4 FLIGHT CHECK RECORD

A Flight Check record shall be completed at the time of the Flight Check and returned to the Chief Pilot for the Club records.

5.5 UNIFORM INSTRUCTION PROGRAM

The Chief Pilot is responsible for the instructional program followed by the Club instructors and is authorized to schedule and fly standardization rides with instructors at any time to ensure uniformity and safety of teaching methods.

5.6 STANDARDIZATION RIDE COSTS

Flying costs for Club instructor standardization flights with the Chief Pilot required by Section 5.5 are absorbed by the Club subject to the approval of the Club President.

6.0 FLIGHT INCURRED COSTS

6.1 OIL PURCHASES

A specific brand and grade of oil is provided in the hangar for each aircraft. The member must carry sufficient oil for extended flight in the aircraft. If Club oil is not available, the specific brand and grade of oil should be purchased and the member may be reimbursed for the cost of the oil, in accordance with Section 6.3.

6.2 MAINTENANCE EXPENSES

Members are authorized to spend up to \$500.00 for aircraft repairs, if such repairs are necessary to either continue a planned trip, or to return to home. If the repair is to exceed this amount, prior approval must be obtained from the Maintenance Director or the Club President.

Members are responsible for their aircraft on each flight and must coordinate necessary repairs and aircraft return with the applicable Plane Captain and/or Maintenance Director. In the event an aircraft must be left behind at an FBO for repairs, a portion or all of the flight may be charged to the maintenance flight account and not to the member. This will only apply in maintenance related matters that are outside the member's control and the Board of Directors will review each incident on a case-by-case basis. Weather related conditions etc. do not qualify.

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6.3 RECEIPTS

Receipts must be submitted for each member's expenditure before reimbursement can be made.

6.4 NON-REIMBURSABLE EXPENSES

Additional expenses to the member will not be reimbursed. These include landing fees, custom fees, parking fees, security guards, overnight accommodations or alternate ground transportation, etc. These expenses are the member's responsibility.

6.5 INVOICE

The flight ticket filled out by the member constitutes the invoice for the flight.

6.6 STATEMENTS

Members will be provided with a monthly statement to reconcile their flight and Club charges.

7.0 MEMBER BILLING

7.1 FLIGHT TIME CHARGES

Charges for flight time at the published rates will be based on the Hobbs meter time recorded on the flight ticket after each flight. When the meter reading is between numbers, the higher number must be used.

7.2 PAYMENT DUE

Flight charges are due upon receipt of the monthly statement.

7.3 OVERDUE ACCOUNTS

Accounts that are 30 days overdue are subject to a service charge of 1.5% per month of the unpaid balance. Overdue accounts are subject to review by the Board of Directors and may result in the suspension of all flight and reservation privileges.

7.4 MINIMUM FLIGHT TIME CHARGE

Members who do not fly the minimum time requirements specified in Section 2.4(a) & (b) will be billed for the required minimum hours.

7.5 ACCOUNT BALANCE LIMITATIONS

A member whose account balance exceeds \$600 will be placed on grounded status.

7.6 FAMILY MEMBER CHARGES

All dues and flight charges incurred by family members will be shown on the individual account of the family member. The primary member is responsible for the status of the total account and any action taken by the Club for delinquency shall be directed to the primary account member.

7.7 PRE-PAYMENT DISCOUNT

The discount on flight charges for members who pay in advance will be in the amount of 10% of the flight charges, with a maximum discount equal to 10% of the positive balance showing on the preceding month's statement. For new members, the discount will be 10% of any amount prepaid upon joining the Club.

8.0 CLUB OPERATIONS

8.1 MEETINGS

(a) GENERAL MEMBERSHIP MEETINGS

General membership meetings will generally be held at such place, date, and time as designated by the Club President.

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(b) BOARD OF DIRECTORS MEETINGS

The Board of Directors shall meet as requested by any member of the Board, at such place and time as designated by the President.

(c) SPECIAL MEETINGS

Special meetings may be held at any time, as provided in the Bylaws. Such meetings, with majority agreement of those present, may substitute for a regularly scheduled meeting.

8.2 MEMBERSHIP ROSTER

(a) MEMBERSHIP ROSTER DISTRIBUTION

The Club Membership Director shall maintain a current roster and shall distribute a copy of the roster to each member on a timely basis.

(b) CURRENT ROSTER IN AIRCRAFT

The Club Membership Director shall provide a current copy of the roster in each aircraft flight bag and in the Flight Reservation System.

8.3 MEMBERSHIP

(a) APPLICATION PROCEDURE

Prior to acceptance in the Club, new member applicants must complete an application form and provide either full payment or begin scheduled payments of the membership security deposit and of the application fee (see 9.0 below) to the Membership Director. Exceptions to this may be approved by the Board of Directors on an individual basis.

(b) NEW MEMBER STATUS

New members are considered to be on temporary status for 90 days from their acceptance date. An applicant becomes a member of the Club when the application is approved by the Board of Directors.

8.4 MAINTENANCE

All maintenance will be performed on Club aircraft in accordance with all applicable Federal Aviation Regulations and recommended practices. Plane captains may approve repairs up to \$750. Repairs that are estimated to cost between \$751 and \$2,000 must be approved by the Maintenance Director or President, or at least two members of the Board of Directors, if neither are available. Repairs that are estimated to cost more than \$2,000 must be approved by a majority of the Board of Directors.

8.5 TASK DISTRIBUTION PROGRAM

(a) TASK POINT ASSESSMENT

Each member on active status shall be assessed six task points on January 1st and July 1st of each year.

(b) TASK POINT CREDIT EARNINGS

Members may earn task points on a scale established by the Board of Directors for specific tasks performed within the Club. The assessed point value is \$10 per task point.

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- (c) SIX-MONTH CREDIT PERIOD
Members will be credited on January 1st and July 1st of each year for task points earned during the preceding 6 month period up to a maximum of the number of points assessed for the period.
- (d) MEMBERSHIP STATUS CHANGES
Any member who joins the Club or changes from inactive to active during a period will be assessed task points for the entire period. Any member who leaves the Club will be credited points earned during the current period up to a maximum of the number of points assessed for the period.
- (e) NON-CARRY-OVER OF POINTS
No task points are carried over to the next period, nor can they be transferred to other members.
- (f) DUTY MANAGER RESPONSIBILITY
The Duty Manager, or Treasurer, is responsible for recording task points earned by each member.

9.0 FEES AND RATES FOR MEMBERSHIP AND AIRCRAFT

Fees and rates for membership and aircraft are fixed by the Board of Directors and will be communicated via e-mail distribution to the current membership list.