

Sarasota WestWind Flyers, Inc. CLUB RULES & REGULATIONS

Definitions: The terms listed below shall have the following definitions throughout Rules & Regulations:

Flying Club: Sarasota WestWind Flyers, Inc.

Member: An individual who possesses a membership interest in the flying club.

Associate Member: An individual who is a member of the flying club, but does not possess any right to operate the flying club aircraft, except as a flight instructor.

Rules & Regulations: Rules and Regulations of the flying club.

By-laws: By-laws of the flying club.

Aircraft: Aircraft owned or leased by the flying club.

Pilot: An individual holding a Federal Aviation Administration (FAA) issued pilot certificate, or one that is recognized by the FAA.

Article I: Membership Requirements

In order to operate any club aircraft, ~~a pilot must be~~ a member ~~and~~ must hold a share of capital stock of the Sarasota WestWind Flyers, Inc. Proof of this is a properly executed certificate certifying the member as a flying club member. A pilot must be at least 18 years of age in order to be a member of the flying club. In order for a member to operate any club aircraft, the member must meet the minimum eligibility requirements set forth in these rules & regulations, the club's insurance requirements and the FAR's. An individual may join as an associate member so long as he participates in the activities of the flying club as determined by its Officers.

Article II: Eligibility Requirements

In order to operate any club aircraft, a member must meet the following minimum requirements:

1. A member must meet the minimum requirements of any insurance policy held by the flying club, including, but not limited to: minimum flight time in make and model, minimum instructional time (or dual time) with a certified flight instructor and a check ride with a certified flight instructor.
 - a. Members with less than one hundred (100) hours as PIC must have ten (10) hours of logged time in make and model, have received a check-out from, and written approval of a certified flight instructor. Members with more than one hundred (100) hours as PIC must have five (5) hours of logged time in make and model, have received a check-out from, and written approval of a certified flight instructor.

- b. To maintain currency, members must log at least one (1.0) hour of Hobbs time as PIC within the last ninety (90) days otherwise a check ride or one (1) hour dual instruction by a certified flight instructor will be required.
2. A member must meet the minimum currency and proficiency requirements set forth in the Federal Aviation Regulations applicable to the particular flight.
3. A member must hold a valid medical certificate.
4. A member must have completed a current flight review within the last two (2) years or satisfied the flight review requirement using an alternate FAA approved means.
5. A member must otherwise be in good standing with the flying club.

The club aircraft maybe operated by a pilot who is not a member, only in accordance with the insurance policy held by the flying club. The flying club reserves its right to require a member to sufficiently demonstrate knowledge of the aircraft and a proper ability to operate the aircraft as a condition precedent to allowing a member to continue operating the aircraft.

Article III: Operation of Aircraft

1. A member shall, at all times, operate the aircraft in accordance with any insurance policy held by the flying club and pursuant to the Federal Aviation Regulations applicable to the particular flight and not inconsistent with any mandatory, applicable local airport rules and operating procedures.
2. Before operating any aircraft, every member shall perform a preflight inspection in accordance with the pilot's operating handbook and consistent with the guidelines issued by the maintenance officer. If a condition is discovered during the preflight inspection which warrants grounding the aircraft, the member shall make the proper, written notation on the appropriate form supplied by the maintenance officer and shall immediately contact the maintenance officer or one of his assistants to report the condition so that the aircraft can be grounded. Additionally, the member shall post a conspicuous, written notice on the aircraft advising other members that the aircraft has been grounded. Otherwise, if the condition does not warrant grounding the aircraft, the member shall notify the maintenance officer or one of his assistants as soon as possible after the completion of the flight.
3. An aircraft shall not be started unless a member or a certified FAA approved mechanic or flight instructor is at the controls of the aircraft.
4. A member shall, at all times, operate the aircraft within its operating limitations and in accordance with the pilot's operating handbook; including a check for weight and balance to insure the aircraft loading is within the approved center of gravity envelope.
5. Club policy is to "lean" the mixture while taxiing.
6. Club policy is to add make-up oil only to the 10 quart line, as above that point it is blown out all over the belly of the aircraft.
7. Smoking is strictly prohibited in and around any aircraft.
8. The member will only operate the aircraft to those landing areas which are officially

designated as airports.

9. Landing on grass turf/dirt/gravel runways is prohibited, except in emergencies. Any damage to the propeller and/or the fuselage shall be the financial responsibility of the pilot.
10. Use of the club aircraft for commercial purposes is prohibited.
11. A member will plan his flight to land with at least one hour of fuel on board. Members are encouraged to file a flight plan if flying more than fifty (50) miles from their departure point.
12. At the completion of each flight, the rotating beacon switch shall be left in the on position so that the flashing beacon will remind the member that the master switch was not turned off. A member who leaves the master switch on is subject to a \$25.00 fine or the expense of restoring the battery whichever is greater.
13. A post flight inspection of the aircraft shall be conducted at the completion of each flight and the member shall wash the leading edges of the aircraft and clean the windscreen with water or a solution approved by the maintenance officer. Only up and down strokes are to be used while cleaning the windscreen. All trash will be removed from the interior, the rug brushed off and the elevator stop secured.
14. Any discrepancies noted during the flight or the post flight inspection which warrants grounding the aircraft shall be communicated to the maintenance officer or one of his assistants so that the aircraft can be grounded, the member shall make the proper, written notation on the appropriate form supplied by the maintenance officer and shall post a conspicuous, written notice on the aircraft advising other members that the aircraft has been grounded. Otherwise, if the condition does not warrant grounding the aircraft, the member shall notify the maintenance officer or one of his assistants as soon as possible after the completion of the flight and make the proper, written notation on the appropriate form supplied by the maintenance officer.
15. When possible any squawks noted should be e-mailed to all members of the flying club as soon as possible by either the member or the maintenance officer.
16. Each member shall insure that the aircraft is returned in a clean condition and refueled to the bottom of the tabs at the completion of every flight. An exception may be made if the next scheduled pilot has requested a different fueling level.

Article IV: OCONUS Operations (Outside the Contiguous United States)

Flights outside of the contiguous United States are only permitted as described in the insurance policy. Members are to review insurance provisions for flights outside of the contiguous United States and abide by them. The member is responsible for determining whether the aircraft is properly equipped and otherwise holds the proper documentation authorizing aircraft operation OCONUS.

Article V: Scheduling:

1. Members will use the web based "AircraftClubs.com" flight scheduling program at <https://www.aircraftclubs.com> to schedule flying time. The President can grant access rights and issue a password to new members.
2. A member may schedule the aircraft for up to 7 days in a row. This type of reservation may be made **twice in a 12 month period**. Recognizing that there are those rare occasions when a member may want to schedule for more than 7 days in a row the member may make his request through the President or Vice President (in the President's absence) who shall poll the membership for approval of the request.
3. The aircraft shall be scheduled in one (1) hour increments. In the event a member is unable to undertake an intended flight, the member shall cancel his flight reservation as soon as possible. Likewise, if a member returns the aircraft more than two (2) hours early, the member shall cancel the remainder of his reservation so that other members may operate the aircraft. In any event, a member who reserves an aircraft for flight but fails to appear for the flight for at least one (1) hour after the flight was scheduled to begin, loses his reservation to any member who desires to use the aircraft.
4. Members shall make a reasonable effort to return the aircraft no later than the applicable reservation times, given any mechanical difficulties, sickness, or weather situations. In the event a member believes that he will be returning late, the member shall make reasonable efforts to notify the next member who had reserved the aircraft for flight.

Article VI: Documenting Flight Time

Members shall accurately document their flight time as determined by the Hobbs meter in the aircraft on the form approved by the maintenance officer. The flight time shall be rounded to the nearest tenth of an hour. In the event the Hobbs meter is not functional, the member shall multiply the tachometer time by 1.2 and enter that result as the hobbs time. It is each member's responsibility to confirm that the prior member accurately recorded the flight time on the flight log. In the event that there is a discrepancy, the member shall note the discrepancy on the flight log otherwise the member shall be responsible for the discrepancy. The prior pilot should be notified of the error as soon as possible.

Article VII: Fee Schedule

Members shall pay fees, costs, and expenses as established by majority vote:

1. Members purchasing fuel, oil and minor emergency repairs away from home base shall use the credit card furnished by the flying club. Should that card not be accepted, and members pay with a personal card, check or cash those members will be reimbursed for fuel and/or oil only upon presentation of a receipt to the treasurer, within thirty (30) days of purchase.
2. Except as indicated above, tie down fees, hangar fees, landing fees, engine preheat fees, U.S. Custom charges, tolls, and any other charges, expenses, or fees incurred at an airport or facility other than the aircraft's home base, is the responsibility of the member.

3. If any questionable items are presented for reimbursement by a member, the flying club may vote to determine whether the particular expense should be reimbursed to the member. That decision is final.
4. In the event that an emergency aircraft repair is necessary and the emergency aircraft repair affects the airworthiness of the aircraft, a member has the authority to approve an emergency aircraft repair up to \$500 otherwise the member shall obtain authorization from the maintenance officer, or one of the officers of the club, prior to authorizing any repair in excess of \$500.00. In the event the member fails to obtain the proper authorization, the member shall be responsible for the expense to the extent it exceeds \$500.00 unless the flying club determines the particular expense(s) should be reimbursed to the member, by majority vote.

Article VIII: Violations

Compliance with the flying club’s rules & regulations and by-laws shall be monitored by the members. In the event of a violation, a witnessing member shall attempt to resolve the violation with the violating member in an informal conference or discussion, unless the violation is of such a significant nature that it requires notification of a club officer. If the violation is repeated, a club officer shall be notified. The flying club may take action against a member who violates these rules & regulations or the by-laws in accordance with the provisions as set forth in the by-laws.

Acknowledgment of Member

I, the undersigned member, hereby approve the foregoing rules & regulations. I acknowledge that I have read and reviewed the foregoing rules & regulations in their entirety and that by signing below, I hereby agree to abide by the rules and regulations.

Signature of Member

Printed Name of Member

Date