

Cross Country Flying Club LLC

CLUB RULES & REGULATIONS

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

Flying Club: Cross Country Flying Club LLC

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

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

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

Club Aircraft: Aircraft owned by the flying club.

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

Article I: Membership Requirements

Membership into the Cross Country Flying Club is contingent upon approval of the application for membership by the board of directors.

- 1) The application initiation fee and current monthly dues must be paid in full before membership can be enforced.
- 2) A member must hold at least a Private Pilot License or equivalent license recognized by the FAA. In order for a member to operate any club aircraft, the member must meet the minimum eligibility requirements set forth in these rules & regulations, must maintain their pilot flight time currency, the club's insurance requirements, and the FAR's.
- 3) The pilot must be at least 18 years of age in order to be a member of the flying club.
- 4) Any pilot over the age of 74 is required to possess a valid FAA medical issued by a Designated Aviation Medical Examiner (AME) within 12 calendar months preceding the flight involved.
- 5) The member must be approved by the membership per the by-laws with complete pilot history, application and signature page of by-laws and rules and regulations.
- 6) Annual checkouts including a minimum of four hours of instruction are required for all members prior to flying CCFC aircraft.
- 7) Participation in the FAA wings program is strongly encouraged.

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 the insurance policy held by the flying club, including, but not limited to: minimum flight time in aircraft 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 two hundred (200) hours as PIC must have ten (10) hours of logged time in make and model, have received a check-out form, and written approval of a certified flight instructor. Members with more than two hundred (200) hours as PIC must have five (5) hours of logged time in make and model, have received a check-out form, and written approval of a certified flight instructor.
- b. To maintain flying club currency, members must log at least one (1.0) hour of Tach 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.

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. Each member must ascertain that the registration certificates, appropriate operating limitation information, and operator's manual are in the aircraft prior to flight.
3. A member will plan his flight to land with at least one hour of fuel onboard.
4. Flight plans must be filed with the FAA for flights over sparsely populated areas, mountainous, wooded, or desert terrain; or for extended overwater flights or cross-country flights in excess of 50 miles.
5. Each member must have flown a check ride with a qualified and approved instructor during the preceding 12 months, subject to the following:
 - a. A pilot not having flown Club aircraft within a three (3) month period must take a check ride with a qualified and approved flight instructor.
 - b. The check ride will include maneuvers and procedures appropriate to the aircraft flown and the pilot certificate held.
6. Before operating the aircraft, every member shall perform a preflight inspection, including a visual inspection of the aircraft's fuel quantity and the sump drains for moisture and contaminants prior to each flight.
7. Any damages or discrepancies discovered during the preflight inspection by a club member are to be reported to the club Board of Directors and maintenance officer and shall be assumed to be the responsibility of the previous user unless previously reported. If a condition warrants grounding the aircraft, the member shall immediately notify the maintenance officer and make the proper, written notation on the appropriate form supplied by the maintenance officer. Additionally, the member shall post a conspicuous, written notice on the aircraft advising other members that the aircraft has been grounded.

- The aircraft shall not be flown until cleared by the maintenance manager. If the condition does not warrant grounding the aircraft, the member shall notify the maintenance officer as soon as possible after the completion of the flight.
8. The aircraft shall not be started unless a member or a certified FAA approved mechanic or flight instructor is at the controls of the aircraft.
 9. 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 ensure the aircraft loading is within the approved center of gravity envelope.
 10. Club policy is to "lean" the mixture while taxiing.
 11. Club policy is to use and add the specifically assigned aircraft's make-up oil only to the 8-quart line, as above that point it is blown out all over the belly of the aircraft.
 12. All fuel for the club aircraft is 100LL octane avgas.
 13. The member will only operate the aircraft to those landing areas which are officially designated as airports.
 14. Unless prohibited by the club insurance policy, landing on dirt/gravel runways is acceptable; however, it is the pilot's responsibility to clean out the wheel pants, fuselage, and undersides of wings. The member shall inspect the wheel pants, propeller, and landing gear and brakes prior to returning the plane to the hanger. By choosing (unless due to an emergency) to land on an unpaved runway the pilot agrees to be financially responsible for minor and/or cosmetic damage to the landing gear, propeller, and/or the fuselage caused by said landing. Grass runways are not permitted.
 15. A member will plan his flight to land with at least one hour of fuel onboard.
 16. 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 \$50.00 fine or the expense of restoring the battery, whichever is greater.
 17. 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.
 18. Any discrepancies noted during the flight or the post-flight inspection which warrants grounding the aircraft shall be communicated to the maintenance officer as well as the club's board of directors 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. If the condition does not warrant grounding the aircraft, the member shall notify the maintenance officer 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.

19. 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.
20. Each member shall ensure that the aircraft is returned in a clean condition and refueled to the club's recommended level for the airplane at the completion of every flight.
21. No member (except the Maintenance Officer) may perform any maintenance on the Club aircraft, other than preflight inspection.
22. Do not place anything on the aircraft's glare shields. Glare shields are made of Plexiglas, which is easily scratched, causing damage to the aircraft's surface.
23. Animals (pets) are not permitted in the aircraft unless otherwise approved. Members will be charged the full expense amount for cleaning due to the transport of an animal (pet).
24. No open alcohol containers shall be permitted in the Club aircraft.
25. Smoking is strictly prohibited in and around any aircraft. This includes the hangar, around the fuel area, or on the taxiway while refueling is in progress.
26. When refueling, lay the fuel hose on the ground and never over the wings or cowling. Be certain to connect the ground wire to the aircraft. Use a rubber pad on the wing to protect it from the nozzle. Hold the nozzle to take the pressure off the filler neck of the aircraft's fuel tank. The plastic fuel sump check tubes should be kept in the back pocket of the right front passenger seat. After refueling, be certain that the fuel cap is tightly secured.
27. The use of the Club aircraft for commercial purposes is prohibited. Passengers may not compensate any pilot of Club aircraft.
28. Club aircraft shall be operated under safe limitations. Aerobatic maneuvers are prohibited.
29. Club aircraft shall not be used to give flight instruction to anyone.

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 club's web approved based flight scheduling program at www.crosscountryflyingclub.com to schedule flying time.
2. A member may schedule the aircraft for up to 5 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 5 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 members for approval of the request. If approved, a **2 hour minimum per day will apply after the 5th day**.

3. Weekend and holiday* reservations: Only one (1) pending reservation that includes a weekend day or holiday is permitted at any given time. A second reservation that includes a weekend day or holiday may be entered only after the first weekend day or holiday reservation has been flown off or canceled. A single reservation means any reservation of any length of time.
*Holidays include: New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and its subsequent Friday, and Christmas Day
4. 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 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 two (2) hour after the flight was scheduled to begin, loses his reservation to any member who desires to use the aircraft.
5. Use of stand-by schedule: All members are encouraged to submit standby reservations. In the case of a canceled flight, they will be notified of the aircraft's availability.
6. 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.
7. If the aircraft is abandoned and the club has to recover the aircraft, the member is responsible for expenses incurred unless due to mechanical issues non-related to the club member.

Article VI: Flight Time Log & Expenses

1. Members shall accurately document their flight time as determined by the Tach meter in the aircraft on the form approved by the maintenance officer.
2. The flight time shall be rounded to the nearest tenth of an hour that the aircraft is operated with the engine running. In the event the Tach meter is not functional, the member shall multiply the tachometer time by 1.2 and enter that result as the Tach time. It is each member's responsibility to confirm that the prior member accurately recorded the flight time on the flight log.
3. In the event that there is a discrepancy, the member shall note the discrepancy on the flight log, kept in the aircraft, otherwise, the member shall be responsible for the discrepancy.
4. The prior pilot should be notified of the error as soon as possible.
5. Any maintenance services must have approval from the Club's maintenance officer PRIOR to having said service performed. Any maintenance performed outside of this guideline could become the financial responsibility of the member who authorized the work.
6. All maintenance squawks should be reported in the log kept in the aircraft, followed by notification of the maintenance officer.

7. Members with upcoming aircraft reservations (24 hours or less) must be alerted.

Article VII: Fee Schedule

Members shall pay fees, costs, and expenses as established by Cross Country Flying Club, LLC.

1. Fuel, tie-down fees, hangar fees, landing fees, engine preheat fees, U.S. Custom charges (other than annual CBP sticker), tolls, and any other charges, expenses, or fees incurred are the responsibility of the member.
2. 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.
3. 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.
4. All members are required to have a valid card on file for monthly payments. Failure to pay monthly dues may result in termination of membership.

Article VIII: Accident & Reporting

1. In addition to your responsibilities for reporting accidents under FAR, you must report any accident which results in damage to the aircraft, or bodily injury to the pilot or passengers, to a club officer as soon as possible.
2. If an accident happens while you are away from Miami, contact a board member immediately by phone and coordinate what assistance you may require and what actions need to be taken.
3. IF you think that you may have violated FAA rules or regulations, you can file a NASA Aviation Safety report to help protect yourself. The form can be found at <http://asrs.arc.nasa.gov/report/electronic.html>

Article IX: Insurance

1. Liability: All-Club aircraft are included in a policy that includes liability protection for the Club and its individual Members that arise out of the ownership, maintenance, or use of a Club aircraft. Such coverage will include protection for Club Members who are liable for the injuries to another passenger or bystander Club Member. Coverage limits are to be determined by the consensus of the Board of Directors, and the availability of coverage. Individual pilots/Club Members are not protected for their own injuries. Members may purchase life insurance and/or accidental death and dismemberment coverage at their own and separate expenses. Club Members are required to provide accurate and current flight hours, as well as dates of recent flight reviews and renewal of airman medical certification.

2. Hull: All-Club aircraft to be insured against loss or damage as determined to be necessary by the consensus of the Board of Directors.
3. Directors and Officers Liability (D&O): The board may desire to purchase a separate (non-aviation) policy called Directors and Officers Liability Insurance. This coverage usually provides protection for the officers of the club (or the organization itself) for defense costs or losses that result from alleged wrongful acts in their capacity as Club officers.

Article X: 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.

The Board of Directors may terminate a club member's membership should the member's conduct not be consistent with the best interest of the club. Members are expected to conduct themselves in a manner conducive to maintaining a positive club environment and against counterproductive activities. Activities include, but are not limited to, providing misleading financial information, defamation, stealing, vandalism, causing a financial burden to the club, its property, and/or its assets are all subject to the temporary suspension or permanent termination of club privileges/membership.

Acknowledgment of Member

I, the undersigned member, hereby approve the foregoing rules & regulations of the Cross Country Flying Club, LLC. 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 of the Cross Country Flying Club, LLC.

Signature of Member

(Printed) Name of Member

_____ Date